



28th July 2026

To: All Members

30th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 30th Annual General Meeting of the Institute of Training Professionals will be held on **Tuesday, 18th August 2026** commencing at **7:00pm** at Victoria Harbour Restaurant, 1/F, Metropark Hotel Mongkok, 22 Lai Chi Kok Road, Kowloon (海港酒家，旺角荔枝角道 22 號旺角維景酒店一樓).

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2025;
2. To receive the Chairman's Report for 2025/2026;
3. To approve the Financial Statements for the year ending 30 June 2026;
4. To appoint Auditor(s) for 2026/2027; and
5. To transact Any Other Business.

Apart from the Executive Committee members, ITP members who would like to join the ITP AGM can send your NAMES and CONTACT NUMBERS to info@itp.org.hk to indicate your attendance **on or before 8th August 2026**.

Angela Lee

Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 29th Annual General Meeting

Date : 19th August 2025, Tuesday
Time : 7:20pm
Venue : Victoria Harbour Restaurant, 1/F, Metropark Hotel Mongkok, 22 Lai Chi Kok Road, Kowloon
Present : Eleanor Cheung, Angie Yu, Pius Lam, Aaron Chiang, Alfred Ho, Fred Kwan, Nigel Yip, Richard Lui, Angela Lee and Patricia Lai

Dr. Eleanor Cheung, the Chairman, started the meeting at 7:15pm.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 22nd August 2024, Thursday, were taken as read.

It was proposed by Ms. Angie Yu, seconded by Mr. Nigel Yip and unanimously agreed by all present that the minutes be confirmed as a true record.

2. Chairman's Report

The Chairman presented the report which covered the visits at CityU Farm and Lingnan University Jockey Club Gerontech-X Lab, seminar for SMEs, mentoring programmes for Lingnan University and IVE, recognition from QF and publication of LINK newsletter.

To conclude her report, the Chairman expressed specific thanks to Exco Members who have been actively and devotedly contributed their effort in organizing the events and programmes. It was proposed by Ms. Angie Yu, seconded by Dr. Aaron Chiang and unanimously agreed by all present to accept the Chairman's Report.

3. Approval of the Financial Statements for the year ending 30th June 2025

Dr. Eleanor Cheung reported that the financial statements of the year had been audited by Ms. Patricia Lai, MITP and were found in order. She highlighted that total amount of fixed assets was HK\$22,358.28 with HK\$22,151.33 at bank and HK\$206.95 as petty cash. The financial status was stable. The acceptance of the financial statements for the year ending 30th June 2025 was initiated by Ms. Angie Au, seconded by Mr. Nigel Yip and was unanimously agreed by all present.

4. To elect Executive Committee Members for 2025/2027

The following candidates stood for the Executive Committee members for **2025/2027**:

Dr. Aaron Chiang	Mr. Pius Lam	Dr. Eleanor Cheung
Mr. Don Chan	Dr. Angela Lee	Ms. Angie Yu
Ms. Connie Ho	Mr. Nigel Yip	

The specific posts of the Executive Committee will be elected among members in its first Executive Committee Meeting of 2025/2026.

Mr. Richard Lui resigned from acting as Executive Committee member from 2025 onwards. The Committee presented gratitude to Mr. Richard Lui for his contributions in the Committee for the previous years.

It was proposed by Dr. Aaron Chiang and seconded by Mr. Pius Lam, and was unanimously accepted by all present.

5. To appoint Auditor for 2025/2026

Ms. Patricia Lai, MITP, was nominated by Dr. Eleanor Cheung, seconded by Ms. Angie Yu, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2025/2026.

6. To consider any other business

There was no issue received by the Committee seven days prior to the AGM. The Chairman declared the meeting closed at 7:45 pm.

Angela Lee
Hon. Secretary

Proxy Form
(Annual General Meeting on 18th August 2026)

I (Full Name) _____ of Member of the Institute of Training Professionals hereby appoint (Full Name) _____ as my proxy to attend and vote on my behalf for the election of Executive Committee Members at the Annual General Meeting of the Institute to be held on Tuesday, 18th August 2026 at 7:00pm.

Member's Name _____ Membership No. _____

Member's Signature _____ Date _____

Please Note:

To be valid, this proxy form must be completed, signed and sent to Institute of Training Professionals at info@itp.org.hk not less than 48 hours before the commencement of the Annual General Meeting.