

Cheung Chuk Shan College Alumni Foundation Fund Management Committee

Minutes of the 5th Meeting
Held on Saturday, 21st July 2012
In Geography Room, Cheung Chuk Shan College

Members Present:

Mr Hui Tin Fook, David (Chairman)
Ms Wong Chi Fong, Winnie (Honorary Secretary)
Mr Yuen Tze Lam, Joseph
Mr Au Chun Keung
Ms Fok Suk Han
Ms Poon Wai Yee, Yvette
Mr Co Dixon
Mr Tsoi Sze Yeung

Advisors Present:

Mr Cheung Kui Tong, Raymond
Mr Tsoi Sheung Kai

In Attendance

Mr Chan Chun Chung
Mr Benny Koo

Members Absent with Apology:

Mr Leung Sau Chi
Mr Chan Chuen Wing
Mr Chung Yik Cheung, Raymond
Ms Ng Lai Chu, Wendy
Mr Yung Terry

Documents Laid on Table (Reproduced as Appendices)

Agenda of the Fifth Meeting (Appendix 1)
Minutes of the Fourth Meeting (Appendix 2)
Principal's Activities Report (Appendix 3)
Financial Report (Appendix 4)

1. Welcome and Introduction from the Chair

The Chairman welcomed and expressed his gratitude to all those present at the meeting of the Cheung Chuk Shan College Alumni Foundation Fund Management Committee (hereinafter the "Committee").

2. Roll Call of Attendance and Apologies from Non-Attendance

Roll call was taken. The following members were present: Mr David Hui (Chairman), Ms Winnie Wong (Honorary Secretary), Mr Joseph Yuen, Ms Fok Suk Han, Ms Yvette Poon, Mr Dixon Co, Mr Benny Koo and Mr Tsoi Sze Yeung.

Mr Leung Sau Chi, Mr Raymond Chung, Ms Wendy Ng and Mr Terry Yung (Chairman of the Students' Association of the College, ex-officio member of the Committee) were absent because of personal reasons. Mr Chan Chuen Wing was abroad and was unable to attend the meeting.

The Advisors, Mr Raymond Cheung and Mr Tsoi Sheung Kai, were present. The Honorary Auditor, Mr Chan Chun Chung, was also present.

Mr Au Chun Keung, Assistant Principal of the College, and Mr Benny Koo, former Chairman of the OSA, were in attendance upon invitation.

3. To Receive and Adopt the Agenda of the Meeting

Ms Winnie Wong proposed and Ms Yvette Poon seconded the motion to receive and adopt the Agenda of the Meeting. There being no opposition, the motion was carried.

4. To Confirm the Minutes of the Fourth Meeting held on 30th July 2011

Ms Fok Suk Han and Mr Chan Chun Chung drew the attention of the Committee to several typographical errors in the Minutes of the Fourth Meeting. It was agreed that the Minutes be amended to correct the errors.

Ms Fok Suk Han proposed and Mr Benny Koo seconded the motion to confirm the amended Minutes of the Fourth Meeting. There being no opposition, the motion was carried.

5. To Discuss the Matters Arising

a. New Members

The Chairman and the Committee invited Mr Au, Assistant Principal of the College, and Mr Benny Koo to be the new members of the Committee.

b. Website

Mr Tsoi Sze Yeung reported that the website had been uploaded. A hyperlink to the Fund's website had been included in the College's website. The donation information, income and expenditure statements, minutes of meetings and other information had been updated. However, the Fund had no official contact information; thus no such information could be included in the website.

The Chairman suggested that an email address and the telephone number of the College be included in the website so that interested alumni could contact the Fund. It was agreed by all.

Mr Raymond Cheung suggested that a donation form be included in the website. Alumni who would like to make a donation could print the form and send it with the cheque by post to the Fund. It was agreed by all.

Mr Tsoi Sze Yeung suggested that photos of the meetings be uploaded to the Fund's website. It was agreed by all.

Mr Yuen suggested that a Facebook page be created for the Fund. However, Mr Tsoi Sze Yeung feared that it would cause confusion with the Facebook page of the OSA. The Chairman opined that a hyperlink would be sufficient. The Chairman's suggestion was agreed by all.

Mr Benny Koo suggested that a hyperlink to the Fund's website be included in the OSA's website. It was agreed by all and request would be made to the OSA.

The Chairman asked the members to contact Mr Tsoi Sze Yeung if they had further opinions about the website.

c. Promotion of the Fund

The Chairman reported that Mr Lau Kam Chuen, an alumnus of the College, had gratuitously designed a logo for the Fund.

Mr Yuen reported that stickers with the logo of the Fund had been affixed to items donated by the Fund to the College.

d. Re-organisation of the OSA

The Chairman noted that the OSA had been undergoing a restructuring and hoped that it would be successful. It was expected that Mr Tsoi Sze Yeung would be the next Chairman of the OSA.

Mr Tsoi Sze Yeung told the Committee that the election would be held in September 2012. He expected that 3 to 4 existing members of the Executive Committee of the OSA would remain in office in the coming year. Three freshly graduated alumni, recommended by Mr Yuen, were expected to be elected as new members of the Executive Committee. There were 9 members in Mr Tsoi Sze Yeung's cabinet and he wished that alumni graduating in the 1980s could join. Ms Fok, Ms Wong and Ms Poon were asked to make recommendations to Mr Tsoi Sze Yeung after the meeting.

Mr Tsoi Sze Yeung planned to organise activities for alumni, during which contact information of the participants could be collected. It was Mr Tsoi Sze Yeung's plan that a subcommittee could be set up for each activity to be organised so that the OSA could obtain assistance from different alumni with different expertise and experience. It would also strengthen the bonding among alumni.

e. Communication between the Fund and the OSA

The Chairman noted that communication with the OSA in the past year remained satisfactory, chiefly due to the fact that the Chairman of the OSA had been invited as the ex-officio member of the Committee and that the Chairman himself participated in most of the tea gatherings organised by the OSA.

f. Communication with the Alumni School Manager

The Chairman told the Committee that Mr Raymond Chung had been re-elected as the Alumni School Manager. Mr Chung had been a member of the Committee and had participated also in most of the tea gatherings organised by the OSA. Communication with the Alumni School Manager was satisfactory in the previous year.

6. To Receive and Adopt the Activities Report for the Year (2011 – 2012) of the Principal, Mr. Yuen Tze Lam, Joseph

Mr Joseph Yuen presented to the Committee the Activities Report for the year (2011 – 2012) and the details were as follows:

a. CCSC Alumni Foundation Fund Outstanding Service Award

In 2010/11, Siu Wing Tung (S3A), Kwan Hiu Lam (S4C), Chu Hoi Tik (S5A) and Lai Man Sin (S5A) received the award and were each given a book coupon of \$400.

In 2011/12, Siu Wing Tung (S4D), Li Ka Wa (S5A), Chan Tai Yin (S5B), Chan Natalie Lai Yee (S5C) and Shum Lok Ting (S5C) received the award and would each be given a book coupon of \$400, to be presented in 2012/13 school year.

b. CCSC Alumni Foundation Fund Commendable Service Award

In 2010/11, Luk Wing Lam (S3B), Li Ching Yee (S3E), Siu Sheung Yuen (S5A) and Siu Ka Yee (S5B) received the award and were each given a book coupon of \$200.

In 2011/12, Wong Chiu Kuen (S3E), Ng Hiu Yan (S4B), Yeung Sau Lan (S4D), Ng Jenny Cho Yee (S4E) and Hui Ka Po (S5E) received the award and would each be given a book coupon of \$200, to be presented in 2012/13 school year.

c. CCSC SAGE Elder Academy

A booth was set up by the Elder Academy Student Team in the Fun Fair from 22nd to 23rd September 2011 to promote its work and \$60 from the Fund was used for display board decoration.

11 S3 – S5 students visited the Eastern District Elderly Community Centre of the Hong Kong Society for the Aged (香港耆康老人福利會東區長者地區中心) and made desserts with about 10 elders on 19th May 2012. \$357.30 from the Fund was used as subsidy for dessert ingredients.

d. Service Learning Trip to China

18 students from S4 and S5, led by teachers – Mr Tong Ling Poon and Miss Kong Tsui Yan – would visit Yan Bei (岩背) in Guangdong from 19th to 24th August 2012. Their mission was to teach local primary school students English language. \$5,000 from the Fund was used as subsidy for the trip. The remainder was subsidised by the College.

e. Community Services

In the Fun Fair from 22nd to 23rd September 2011, the Community Services Student Team promoted their activities to the whole College. \$134.50 from the Fund was used for display board decoration.

Presentation was given during Form-teacher Period on Foodbank. Food was collected from students and transported to Foodbank. A sharing session was conducted during school assembly. \$95 from the Fund was used for display board decoration and transportation fee.

33 S3 – S5 students visited the visually impaired on 4th February 2012 at the Pentecostal Holiness Church Ling Kwok Bradbury Centre for the Blind (五旬節聖潔會白普理失明人中心) and made dumplings with the visually impaired. \$485.60 from the Fund was used for dumpling ingredients and game materials.

From November 2011 to May 2012, 26 S3 – S5 students organised a series of activities to help South Asian children to integrate into local community. \$1,143 was used for subsidy for the activities.

\$10.5 was used as subsidy for decoration of the display board of the Community Services Team on the 3/F of the College.

15 S1 – S5 students would participate in the Fun Days for the Children of Down Syndrome to be held on 28th July and 3rd August 2012 organised by the Hong Kong Down Syndrome Association (香港唐氏綜合症協會). \$600 would be used as subsidy for game materials and dessert ingredients.

f. Red Cross Youth Team

The Red Cross Youth Team of the College participated in various competitions organised by the Hong Kong Red Cross. The results were as follows:

| Competition | Result |
|--|--|
| Red Cross Outstanding Youth Team Competition | Hong Kong Island Overall Champion and North Point Champion |
| Red Cross Youth of the Year 2011 | Merit Award |
| First Aid Competition (North Point District) | Champion, 1 st Runner-up, 2 nd Runner-up and Best Leader Award |
| Nursing Competition (North Point District) | 1 st Runner-up |
| Drill Competition (Hong Kong Open) | 2 nd Runner-up |
| Service Theme Project Competition | 1 st Runner-up |
| Training Shield Competition | Overall Champion |
| International Friendship Souvenir Design Competition | Champion and Best Presentation Award |

\$2,000 from the Fund was used as subsidy for the registration.

Mr Yuen explained that the Red Cross Youth Team of the College had been the Overall Champion in the Red Cross Outstanding Youth Team Competition for two consecutive years. If the Team could be the champion for the third consecutive year, the trophy could be kept by the College permanently.

g. Moral Education Talks

Dr Chan Wan gave a talk on 8 November 2011 on “The 1911 Revolution and the Current Trend of Democracy Movements”.

A talk titled “Dreaming to fly, Waiting to Fly” (想飛、等飛) by Life Workshop was held on 16th March 2012.

A total of \$3,500 was used as subsidy.

h. Drama Festival and History Role Play Competition

In the Hong Kong Schools Drama Festival 2010/11, S1 – S5 students of the College staged a play “The Pursuit of Happiness” (追求快樂), winning 6 awards, namely Commendable Overall Performance Award, Outstanding Cooperation Award, Outstanding Stage Effect Award, Outstanding Script Award, Outstanding Director Award and Outstanding Actress Award.

\$1,000 was used as subsidy for prizes for the participants.

The History Role Play Competition was held on 6th July 2012. \$2,024 was used as subsidy for costumes and prizes.

i. Dramas with Moral Values

8 students watched the play “象人” by Chung Ying Theatre. \$240 was used as subsidy.

37 students watched the play “十二怒漢” by Theatre Space. \$1,480 was used as subsidy.

11 students watched the play “有飯自然香” by Hong Kong Repertory Theatre. \$330 from the Fund was used as subsidy.

4 students watched the play “香港式離婚” in the Hong Kong Arts Festival. \$120 from the Fund was used as subsidy.

j. DVDs of Great Films for Library

Due to copyright restrictions, the School Library could not lend out DVDs of popular films to students. Thus, no DVD was purchased in the past year.

Instead, the corresponding books of popular films were purchased by the school librarian. The books are:

- ✧ Moneyball
- ✧ We Bought a Zoo: The Amazing True Story of a Young Family, A Broken Down Zoo, and The 200 Wild Animals that Change Their Lives Forever
- ✧ The Hunger Games, Catching Fire, Mockingjay and Percy Jackson 5

\$980.9 was used as subsidy.

k. Star of CCSC Award

In 2010/11, Kwong Ming Kin of S6A represented Hong Kong in the Athletics Team in the 11th All China Secondary School Students Games held from 16th to 21st July 2011 in Baotou of Inner Mongolia. A book coupon of \$500 was presented to him.

In 2011/12, Liu Chun Wing of S3B would be representing Hong Kong in the 2012 IMC International Mathematics Contest to be held in Singapore in August 2012. \$500 was required as subsidy for the Award.

l. Respect Our Teachers Campaign

\$1,302.30 from the Fund was used as subsidy for the campaign, including buying small gifts and cushions for teachers.

m. Extra-curricular Activities Participation for Disadvantaged Students

A total of \$3,927.50 from the Fund was used to subsidise 5 students to participate in the Chinese Cultural Study Tour to Inner Mongolia in July 2012. \$1,072.50 from the Fund was used to subsidise 2 students to participate in the National Education Trip to Shanghai in April 2012.

Mr Tsoi Sze Yeung asked if financially disadvantaged students would be embarrassed to apply for subsidy and refrain from participating in activities such as the Inner Mongolia trip.

Mr Yuen explained that as far as from his observations, no such problem was encountered. There had been a sufficient funding from various sources, including the Community Care Fund (關愛基金), donation from the IMC and the Jockey Club Lifewide Learning Grant.

n. English Ambassador Award

\$390 from the Fund was used as subsidy for gifts to 30 English Ambassadors.

o. Chinese Interest Class

\$2,800 from the Fund was used to subsidise 7 S1 and S2 students for Chinese Interest Class.

p. English and Chinese Dictionaries

\$2,341.40 from the Fund was used to buy 9 English dictionaries.

In the previous year, Chinese dictionaries were already bought for each individual class. As such, there was no need to buy any extra Chinese dictionaries.

q. Investment in 2012 Lunar New Year Fair Stalls at Victoria Park

\$40,100.20 was invested into the Lunar New Year Fair Stalls at Victoria Park. \$59,490.80 was paid out to the Fund after the Lunar New Year Fair, representing a profit of 48.4%.

Ms Yvette Poon proposed and Ms Winnie Wong seconded the motion to approve and adopt the Activities Report for the year (2011 – 2012) of the Principal, Mr Yuen Tze Lam, Joseph. There being no opposition, the motion was carried.

7. To Receive and Adopt the Financial Report of the CCSC Alumni Foundation Fund (2011 – 2012) of the Treasurer

Mr Leung Sau Chi, Treasurer of the Fund, was unable to attend the meeting and Mr Joseph Yuen presented the Financial Report on Mr Leung's behalf.

Mr Yuen explained that overall, expenses were incurred according to the budget. A loss of \$7,974.70 was recorded for 2011/12.

Ms Fok Suk Han proposed and Mr Benny Koo seconded the motion to receive and adopt the financial report of the CCSC Alumni Foundation Fund (2011 – 2012) of the Treasurer. There being no opposition, the motion was carried.

8. To Discuss the Activities to be Organised in the Coming Year

Mr Yuen proposed to repeat the year plan of the previous year with some alterations.

Under the new senior secondary education system, students are required to participate in "other learning experiences". The CCSC SAGE Elder Academy would be one such experience. It was expected that S3 to S5 students be involved, in the hope that S5 students would help in organising and that S3 students would be able to cultivate their interest in voluntary service. As financial resources would be available from other sources, no increase of subsidy from the Fund would be needed.

Likewise, in relation to community services, it was expected that the students would take the initiative and plan the activities themselves. The role of teachers would be to assist them in assessing the feasibility of the students' plans, in implementing the plans and in evaluating the results.

In relation to Annual Drama, Mr Kan, the teacher-in-charge, reflected that the subsidy was not sufficient. Another \$1,000 was requested for.

In relation to the books and DVDs, in view of the copyrights issues, the focus would be on corresponding books of popular films.

The Committee agreed to Mr Yuen's proposal.

9. To Discuss the Allocation, Management and Administration of the Fund for the Coming Year (2012 – 2013)

Mr Yuen proposed the budget to be as follows:

| | |
|---|-----------------|
| CCSC Alumni Foundation Fund Outstanding Service Award | \$2,000 |
| CCSC Alumni Foundation Fund Commendable Service Award | \$1,000 |
| CCSC SAGE Elder Academy | \$1,000 |
| Service Learning Trip to China | \$5,000 |
| Subsidies for Community Services Team | \$2,000 |
| Subsidies for Red Cross Youth Team | \$2,000 |
| Talks for Moral Education, History and Democracy | \$4,000 |
| Annual Drama Subsidies | \$2,000 |
| History Role-play Competition | \$2,000 |
| Subsidizing Drama Tickets for Dramas with Moral Values | \$2,500 |
| Purchase of the Related Books of Great Films | \$1,000 |
| Star of CCSC Award | \$500 |
| Respect Teachers Campaign | \$2,000 |
| Subsidizing Disadvantaged Students in ECA Participation | \$5,000 |
| Outstanding English Ambassador Award | \$2,000 |
| Chinese Interest Class Subsidies | \$4,000 |
| Chinese Language Learning Projects | \$2,500 |
| English Language Learning Projects | \$2,500 |
| Investment in Entrepreneur Projects | \$40,000 |
| Total | \$83,000 |

It was suggested that activities should be organised to attract donations, such as walkathons. Mr Koo suggested to order the 45th Anniversary special stamps from the Post Office for sale to alumni and students.

The Chairman explained that any donation to the Fund would be tax-deductible.

Ms Winnie Wong proposed and Ms Yvette Poon seconded the motion to adopt the budget for the year 2012 – 2013. There being no objection, the motion was carried.

10. To discuss the Appointment of Secretary of CCSC Alumni Foundation Fund Management Committee, namely Mr Co Yau Tik, Dixon

The Committee thanked Ms Winnie Wong for her assistance since the establishment of the Fund. It was Ms Wong and the Chairman's view that the continual success of the Fund would ultimately depend on the support and help from alumni. Ms Wong resigned from the position as the Secretary in the hope that the operation of the Fund would be in the hands of the alumni.

Ms Winnie Wong proposed and Ms Yvette Poon seconded the motion to appoint Mr Dixon Co as the Secretary of the Management Committee of the Fund. There being no objection, the motion was carried.

11. To discuss the appointment of Advisors of the CCSC Alumni Foundation Fund Management Committee, namely Mr Raymond Cheung Kui Tong, Mr Tsoi Sheung Kai, Miss Fok Suk Han, Miss Wong Chi Fong, Winnie, and Miss Poon Wai Yee, Yvette

The Committee thanked Mr Raymond Cheung, Mr Tsoi Sheung Kai, Miss Fok Suk Han, Miss Winnie Wong, and Miss Yvette Poon for their continual support for the Fund. The Fund had benefited from their valuable input. It was the Chairman's suggestion to appoint them as permanent advisors to the Fund.

Mr Benny Koo proposed and Mr Tsoi Sze Yeung seconded the motion to appoint Mr Raymond Cheung Kui Tong, Mr Tsoi Sheung Kai, Miss Fok Suk Han, Miss Wong Chi Fong, Winnie, and Miss Poon Wai Yee, Yvette as Honorary Advisors to the Management Committee of the Fund. There being no objection the motion was carried.

12. Any Other Business

There was no other business.

13. Date, Time and Venue of Next Meeting

The next meeting would be on a Saturday afternoon in late July 2013 on a date to be announced.

14. Adjournment of the Meeting

The meeting was adjourned at 4:45 pm.

Respectfully submitted by,



Mr Dixon Co
Secretary, CCSC Alumni Foundation Fund Management Committee

Approved by,



Mr HUI Tin Fook, David
Chairman, CCSC Alumni Foundation Fund Management Committee