



The Hong Kong Academy of Nursing Limited

香港護理專科學院有限公司

LG1, School of Nursing, Princess Margaret Hospital, 232 Lai King Hill Road, Lai Chi Kok, Hong Kong SAR
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Company Registry No. 1669544

Minutes of the 7th Annual General Meeting

Held on 16 June 2018 (Saturday), 9:30 a.m.
LG2, School of Nursing, Princess Margaret Hospital
232 Lai King Hill Road, Lai Chi Kok, Hong Kong SAR

Present

The Hong Kong Academy of Nursing Limited (“Academy”) Office Bearers

Prof. WONG Kam Yuet, Frances	President
Ms. LEE Wai Yee, Susanna	Vice President (Internal)
Ms. SHAM So Yuen, Alice	Vice President (Education)
Ms. LI Yuk Lin, Helena	Hon. Secretary
Ms. CHAN Sau Kuen, Becky	Hon. Treasurer

Institutional Member Representatives

Prof. SIT Wing Hung, Janet	President, HK College of Cardiac Nursing
Mr. WONG Kin Wing, Jimmy	President, HK College of Community & Public Health Nursing
Ms. HO Ka Man, Carmen	President, HK College of Critical Care Nursing
Prof. LOKE Yuen Jean Tak Alice	President, HK College of Education & Research in Nursing
Dr. CHAN Chi Chung	President, HK College of Emergency Nursing
Ms. CHAN Sau Kuen, Becky	Council, HK College of Gerontology Nursing
Ms. LI Yuk Lin, Helena	President, HK College of Medical Nursing
Ms. SHAM So Yuen, Alice	President, HK College of Midwives
Dr. TSO Shing Yuk, Alice	President, HK College of Nursing & Health Care Management
Ms. KONG Ching Yan, Ivy	President, HK College of Orthopaedic Nursing
Ms. LEE Wai Yee, Susanna	President, HK College of Paediatric Nursing
Ms. LEUNG Po Chun, Clara	Proxy, HK College of Perioperative Nursing
Ms. LAW Siu Ming, Susan	President, HK College of Surgical Nursing

Members

Dr. LUM Shun Sui Susie	Immediate Past President
Ms. CHONG Yuen Chun, Samantha	Council, The Hong Kong Academy of Nursing
Ms. NG Yee Man, Winnie	Council, The Hong Kong Academy of Nursing

Ms. OR Yuen Mai, Amy
Prof. WONG Chi Sang, Martin
Mrs. TIEN LUK Sau Kuen, Gloria
Ms. LAM Yin Ming

Dr. WONG Yee Hing, Esther
Ms. FUNG Yuk Kuen, Sylvia

Ms. LAI Shuet Fun, Adela
Ms. CHENG Siu Wah, Winnie
Ms. LUI Wing Mui, June
Ms. CHEUNG Yuk Hung, Kathy
Ms. KWOK Wai Ling Phyllis
Ms. LI Chi Pei, Veronica
Ms. WONG Kit Fung, Gladys
Dr. William LI
Ms. CHAU Mo Ching, Macy

Council, The Hong Kong Academy of Nursing
Council, The Hong Kong Academy of Nursing
HKAN Hon. Executive Consultant
HKAN Founding Fellow (Community & Public Health
Nursing)
HKAN Founding Fellow (Critical Care Nursing)
HKAN Founding Fellow (Education & Research in
Nursing)
HKAN Founding Fellow (Medical Nursing)
HKAN Founding Fellow (Surgical Nursing)
HKAN Founding Fellow (Surgical Nursing)
FHKAN (Community & Public Health Nursing)
FHKAN (Critical Care Nursing)
FHKAN (Critical Care Nursing)
FHKAN (Critical Care Nursing)
FHKAN (Education & Research in Nursing)
FHKAN (Midwives)

In attendance

Mr. CHAN Wai Hei, William
Ms. Canice Y. N. CHENG
Prof. Aggie TIWARI
Mr. Simon WONG

HKAN Honorary Auditor
Li, Tang & Chen & Company
HKAN Honorary Advisor
Invited Guest

Apology

Ms. LEUNG Sui Kei, Civy
Ms. LIU Yuk Ling, Elaine
Mr. YEUNG Kin Keung, Frederick
Mr. CHIU Hak Fai, Alick
Mr. WONG Kam Yip Stones

Vice President (External)
Council, The Hong Kong Academy of Nursing
President, HK College of Mental Health Nursing
President, HK College of Perioperative Nursing
HKAN Founding Fellow (Emergency Nursing)

Minutes of Meeting

Quorum

1. Prof. Frances K.Y. WONG, President, announced that due notice of meeting had been given to all Members and confirmed that there was sufficient quorum.

Confirmation of minutes of last AGM

1. Prof. Frances K.Y. WONG, President, welcomed Members to the 7th Annual General Meeting at 9:30 a.m.
2. Prof. WONG advised that the Minutes of the 6th AGM held on 17 June 2017 had been circulated prior to the meeting. There was no amendment to the minutes. Ms. Carmen K.M. HO proposed and Ms. Becky S.K. CHAN seconded to confirm the AGM minutes.

3. Prof. WONG advised that the Minutes of the last EGM held on 3 March 2018 had been -circulated prior to the meeting. There was no amendment to the minutes. Ms. Susan S.M. LAW proposed and Dr. CHAN Chi Chung seconded to confirm the EGM minutes.

President Report

1. Prof. Frances K.Y. WONG gave a detailed report of the work of the Academy in the past 12 months. The President Report included the achievements of the Council and its Committees, reports on the Academy Office, workshops, interviews with the media, collaboration projects with nursing delegates in China, Australia and Canada, meetings with the stakeholders and Government departments. It was noted that the Academy had been involved in many local, national and international professional activities.
2. Prof. WONG thanked the Patron, Honorary Advisors, Honorary Auditor, Honorary Legal Advisor, Honorary Consultant, Honorary Executive Consultant, the Office staff for their support to the Academy.
3. Ms. Samantha Y.C. CHONG proposed and Dr. Alice S.Y. TSO seconded to accept the President Report.

Audited Financial Report

1. Prof. Frances K.Y. WONG called upon Ms. Becky S.K. CHAN, the Honorary Treasurer to report. Ms. CHAN reported that the reports had been -circulated to Members prior to the meeting.
2. Ms. CHAN reported on the financial position of the Academy for the year ended 31st December 2017. The Academy ended the year with an accumulated fund of HK\$4,462,620. In the financial year 2017, a total of HK\$3,525,432 revenue was generated and HK\$2,836,949 operating expenses were incurred. No provision for Hong Kong profits tax had been made as the Academy was exempted from all taxes pursuant to Section 88 of the Inland Revenue Ordinance with effect from 8 January 2015. The net surplus for the year 2017 was HK\$688,483.
3. Ms. CHAN brought up that the Academy has only one bank account containing two sub-accounts including the Academy operation account and the IND account. Advice from bank was that it was not recommended to open a separate bank for the IND account, therefore the Academy is holding only one bank account but with the distinction of two sub-accounts. It is clearly noted that the IND account is solely used on IND event but not for any other purpose.
4. On the enquiry of Ms. June LUI and Ms. Susan LAW about "Other operating expenses", Mr. William W.H. CHAN answered that these expenses cover various trivial expenses. A separate sheet for this item in details as per attached (see appendix).
5. Ms. Alice S.Y. SHAM proposed and Dr. Susie S.S. LUM seconded to accept the Audited Financial Statements and Report of the Auditor for the period ended 31st December 2017.

Appointment of Honorary Auditor

1. Prof. Frances K.Y. WONG thanked Mr. CHAN Wai Hei William, the Honorary Auditor, for the unfailing support to the Academy in the past year. Dr. Susie S.S. LUM proposed and Ms. LAM Yin Ming seconded to re-appoint Mr. CHAN Wai Hei William to be the Honorary Auditor.

Election of the Elected Council Member

1. Due to the absence of Mr. Frederick K.K. YEUNG without proxy, there were only 13 Institutional Members who could vote for the election at this AGM.
2. With the retirement of Ms. LEUNG Sui Kei, Civy and one newly added member, there were two council seats to be filled at this AGM. Three nominations were received. The nominees were:

Nominee's Name	Fellow Member	Nominated by
Ms. LEUNG Sui Kei, Civy	FHKAN (Nursing & Health Care Management), and FHKAN (Surgery)	HK College of Nursing and Health Care Management
Mr. POON Wai Kwong	FHKAN (Nursing & Health Care Management)	HK College of Nursing and Health Care Management
Ms. CHEUNG Yuk Hung, Kathy	FHKAN (Community & Public Health Nursing)	HK College of Community & Public Health Nursing

3. Prof. Frances K.Y. WONG introduced the nominees to the Members and the nominees each gave a brief -introduction of themselves. Ms. LEUNG Sui Kei, Civy and Mr. Poon Wai Kwong sent apology to this AGM and provided video recording for the self-introduction.
4. Honorary Auditor Mr. William W.H. CHAN served as witness to the election process.
5. The election was by ballot and the two nominees with the highest votes would be elected.
6. The ballot papers were distributed to the representatives of the Institutional Members and being collected afterwards. Mr. William W.H. CHAN and Ms Gloria S.K. LUK examined that all the 13 returned ballot papers were valid and counted the votes.
7. Mr. William W.H. CHAN announced that Ms. LEUNG Sui Kei, Civy and Ms. CHEUNG Yuk Hung, Kathy got the two highest votes and were elected the Council Members.

Any Other Business

1. There was no other business.
2. The meeting was adjourned at 10:45 a.m.

Confirmed This on The 22nd Day of June 2019

Ms. LI Yuk Lin, Helena
Secretary to the HKAN 7th AGM
The Hong Kong Academy of Nursing Ltd

Prof. WONG Kam Yuet Frances
President
Chairperson to the HKAN 7th AGM
The Hong Kong Academy of Nursing Ltd

THE HONG KONG ACADEMY OF NURSING LIMITED
 OTHER OPERATING EXPENSES
 FOR THE YEAR ENDED 31ST DECEMBER, 2017

	<u>2017</u>	<u>2016</u>
	HK\$	HK\$
Advertising	880	-
Conferment ceremony	62,745	70,755
Cleaning expenses	13,145	9,425
Insurance	5,389	5,310
Bank charges	210	200
Sponsorship	600	600
Repairs and maintenance	5,141	4,700
Telephone	14,198	12,316
Travelling and transportation	3,078	2,873
Printing	13,837	24,708
Postage	4,948	7,853
Meeting expenses	1,269	1,346
Legal and professional fees	6,300	6,200
Office rent and rates (rates only)	12,858	12,720
Office supplies	11,954	9,143
Miscellaneous	4,928	4,155
Membership card expenses	28,906	31,593
Annual dinner	-	47,133
Souvenirs	-	20,173
Internet expenses	1,200	5,200
Meal expenses	-	434
Uniform	-	930
Workshop expenses	<u>16,385</u>	<u>6,987</u>
Other operating expenses	<u>207,971</u>	<u>284,754</u>