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East Asia Branch

THE CHARTERED INSTITUTE OF ARBITRATORS (EAST ASIA BRANCH)

MINUTES OF THE 52ND ANNUAL GENERAL MEETING
HELD ON TUESDAY, 23 APRIL 2024
AT THE HONG KONG CLUB IN HONG KONG

Mr. Donovan Ferguson, Branch Chairman, chaired the meeting.

The meeting was attended by Mr. Donovan Ferguson (Branch Chair), Mr. John Cock (Branch Treasurer), Mr. Paul Barret (CIArb Trustee), Mr. David Luk, Mr. Micky Yip, Ms. Saniza Othman, Mr. Stephen Chu, Mr. Nicholas Turner, Mr. Richard Leung, Mr. Ronald Pang, Ms. Jennifer Wu, Ms. Gina Leung, Mr. WK To, Mr. Jagmeet Makkar and other Branch members.

Apologies received were from Mr. David Fong (Past Chair), Ms. Caroline Thomas and Mr. Lawrence Lee.

Mr. Donovan Ferguson welcomed the members and confirmed that there were sufficient members present to form the quorum. The Annual General Meeting commenced at 6:17pm.

The following business was conducted:

1. To approve the Minutes of the 51st Annual General Meeting

1.1 The Minutes of the 51st Annual General Meeting were posted on the Branch website prior to the meeting.

1.2 The Chairman invited questions and comments and none were made. The Minutes were taken as read.

1.3 A motion to approve the minutes was proposed by Mr. Stephen Chu and seconded by Mr. Saniza Othman.

1.4 The motion was passed unanimously.

2. To receive the Branch Chairman's Report

2.1 The Branch Chairman's report was posted on the Branch website prior to the meeting. The Chairman briefly went through his report and invited queries/ comments on the report and none were made. The Chairman in particular mentioned that the renovation of the Branch Office in West Wing is complete and that the East Asia Branch has moved into the new Branch Office for monthly meetings and hosting of courses and peer interviews.

2.2 The Chairman thanked all committee members and the retiring members in particular for their contribution to the CIArb EAB's activities during the last session.

2.3 A motion to approve the Chairman's Report was proposed by Mr. Richard Leung and seconded by Mr. Jagmeet Makkar.

2.4 The motion was passed unanimously.

3. To receive the accounts for the period ending 31st December 2024

3.1 The draft Treasurer's report was posted on the Branch website prior to the meeting. The Treasurer explained this report remains a draft and subject to revision pending finalisation of audit of the Japan Chapter accounts.

3.2 The Treasurer gave a brief presentation highlighting the key issues of the deficit of HK$0.273M representing operating expenditures incurred but commented that the Branch was financially stable with HK$3.2M funds in the bank.

3.3 The Treasurer mentioned that although the accounts are not yet finalised, the preliminary indications are that the Branch's overall position should be slightly improved after incorporation of the Japan Chapter accounts.

3.4 A motion to approve the accounts was proposed by Mr. Ronald Pang and seconded by Ms. Nicholas Turner.

3.5 The motion was passed unanimously.

4. To elect members of the Branch Committee

4.1 The Branch Secretary explained that as the 11 nominations received exceeded the available positions of 5 on the Branch Committee, a vote was deemed necessary and has been conducted.

4.2 The Branch Secretary reported on the Independent Scrutineer's Report on the Election of Branch Committee Members for the year 2024/2025 dated 19 April 2024, and offered to make a copy available to members, if requested following the meeting.

4.3 The procedures agreed upon as set out in the Scrutineer's Report are as follows:-

(a) To receive voting papers by post or e-mail;

(b) To review the voting papers received on or before 6 p.m. Hong Kong time on 15th April 2024 and examine for votes not more than 5 candidates;

(c) To check the name of electors with the membership list provided by the Branch;

(d) To check the e-mail address of those replies by e-mail are registered with the Branch Secretary as one of the instructions set out in the voting papers;

(e) Those voting papers received after 6 p.m. Hong Kong time on 15th April 2024 will not be taken into account for election purposes; and

(f) To count and record the number of votes in favour of each candidate.

4.4 On the basis of the agreed procedures, it was confirmed:-

(a) A total of 98 ballot papers were received on or before 6 p.m. Hong Kong time on 15th April 2024;

(b) 11 ballot papers were rejected;

(c) The reasons were that the ballot papers were duplicated, the e-mail address of the electors were invalid and the ballot paper voted for more than 5 candidates;

(d) 6 ballot papers were rejected on the ground that they were received after the deadline for voting;

(e) A total of 87 ballot papers were taken into account for the election.

4.5 The conclusion showed the total number of votes in favour of each candidate, in accordance with the information contained on the above-mentioned 87 ballot papers.

4.6 The Branch Secretary then read out the election result of the Scrutineer's Report, i.e. the number of valid votes in favour of each of the candidates (in alphabetical order, by surname):-

		Number of votes in favour of the candidates
1.	FAN, Mingchao	24
2.	FERGUSON, Donovan	65
3.	HUANG, Yiwen (Wenny)	13
4.	LEE, TY	20
5.	LEUNG, Gina	44
6.	LEUNG, Richard	40
7.	LIU, Tim Yimun	11
8.	MAKKAR, Jagmeet	20
9.	PANG, Ronald	41
10.	THOMAS, Caroline	29
11.	WU, Jennifer	37

4.7 The Branch Secretary reported that the Committee Members (2023/2024) shall be as follows:

1.	Stephen CHU	
2.	John COCK	
3.	Donovan FERGUSON	(re-elected)
4.	Glenn HALEY	
5.	Lawrence LEE	
6.	Gina LEUNG	(re-elected)
7.	Richard LEUNG	(re-elected)
8.	David LUK	
9.	Karen MILLS	
10.	Ronald PANG	(newly elected)
11.	Lawrence TAM	
12.	Nicholas TURNER	
13.	Jennifer WU	(newly elected)
14.	Albert YEU	
15.	Micky YIP	
16.	Jerry ZHANG	

4.8 Mr. David Fong would continue on the committee as an *ex officio* member as Past Chairman.

4.9 The Chairman thanked all committee members and the retiring members in particular, Mr. Mingchao Fan and Mr. Tim Liu, for their contribution to the CIArb EAB's activities during the last session.

5. To appoint the Honorary Auditors

5.1 The Branch Chairman offered a vote of thanks to Messrs. Bakers Tilly Hong Kong Limited who had acted as the auditors for the past year.

5.2 A motion to appoint Messrs Baker Tilly Hong Kong Limited as honorary auditors for the forthcoming year was proposed by Mr. Mary Thomson and seconded by Mr. Richard Leung. The motion was passed unanimously.

6. To transact any other necessary business

6.1 A vote of thanks to Donovan Ferguson for leading the Branch as the Chairperson was raised by Paul Barrett.

6.2 The meeting formally closed at 6:46pm.

Signed by: Donovan Ferguson
Branch Chair 2024/2025