



THE CHARTERED INSTITUTE OF ARBITRATORS (EAST ASIA BRANCH)
MINUTES OF THE 47th ANNUAL GENERAL MEETING
HELD ON TUESDAY, 16 APRIL 2019 AT THE HONG KONG CLUB

Mrs Mary Thomson, Branch Chair, chaired the meeting.

The meeting was attended by Mrs Mary Thomson (Branch Chair), Mr David Fong (Branch Vice-Chair), Mr John Cock (Branch Treasurer), Mr Richard Leung (Immediate Past Chair), Mr Glenn Haley, Mr Mingchao Fan, Mr Lawrence Lee, Mr Christopher To and Mr Paul Barrett (CI Arb Trustee) and other Branch members.

Mrs Thomson welcomed the members and confirmed that there were sufficient members present to form the quorum. The Annual General Meeting commenced at 6.20pm.

The following business was conducted:

1. To approve the Minutes of the 46th Annual General Meeting

1.1 The Minutes of the 46th Annual General Meeting were posted on the Branch website prior to the meeting with additional hard copies being made available at the venue (included as **Annexure A** to these minutes).

1.2 The Branch Chair invited comments and none were made. The Minutes were taken as read.

1.3 A motion to approve the minutes was proposed by Richard Leung and seconded by Lawrence Lee.

1.4 The motion was passed unanimously.



2. To receive the Branch Chair's Report

- 2.1 The Branch Chair's Report was posted on the Branch website prior to the meeting with additional hard copies being made available at the venue. The Branch Chair briefly went through her report, and made two small corrections as noted in the report included as **Annexure B** to these minutes. The Branch Chair invited queries and/or comments on the report and none were made.
- 2.2 The Branch Chair thanked all committee members and the retiring members in particular for their contribution to the CI Arb's activities during the last session.
- 2.3 A motion to approve the Branch Chair's Report was proposed by Christopher To and seconded by David Fong.
- 2.4 The motion was passed unanimously.

3. To receive the Financial Statement of the Branch for the period ending 31 December 2018

- 3.1 The Financial Statement of the Branch together with a Note, prepared by the Branch Treasurer, was posted on the Branch website prior to the meeting with additional hard copies being made available at the venue (included as **Annexure C** to these minutes). The Branch Chair gave a brief presentation highlighting the key issues and commented that the Branch was financially stable with about HK\$5M in funds.
- 3.2 The Branch Treasurer presented the financial statement in greater detail and explained that 2018 was an exceptional year for surplus from training courses. The Branch's finances will come under increasing pressure when they will no longer automatically receive subvention funds from the Institute. In light of the variable income the Branch receives from courses and the potential costs of taking up space in West Wing, this was something that the Branch was reviewing and much greater consideration will need to be given to business development plans in future.



3.3 A motion to approve the accounts was proposed by Richard Leung and seconded by Lawrence Lee.

3.4 The motion was passed unanimously.

4. To elect members of the Branch Committee

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

4.2 As the Branch Secretary was an apology for the AGM, the Branch Chair reported on the Independent Scrutineer's Report on the Election of Branch Committee Members for the year 2019/20 dated 11 April 2019, and offered to make a copy available to members, if requested at the meeting.

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

- (a) Review the voting papers received on or before 8 April 2019 and examine for votes for 5 or less candidates and for votes from electors whose subscriptions are in arrears.
- (b) To receive voting papers after 8 April 2018. However, these voting papers will not be taken into account for election purposes.
- (c) 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 **47** ballot papers were received.
- (b) **4** ballot papers were rejected for a number of reasons (including that the membership of the electors was invalid, the ballot paper included votes for more than 5 nominees, there were duplicate ballot papers



from the same member and a ballot paper was received after the closing time for receipt of ballots).

(c) A total of **43** 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 **43** ballot papers.

4.6 The Branch Chair 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:

1. Stephen Chu 14
2. John Cock 25
3. David Luk 23
4. Scott Ramsden 14
5. Albert Yeu 20
6. Micky Yip 15
7. Cordia Yu 25

4.7 Accordingly, the list of the Elected Branch Committee Members (2019/20) shall be as follows:

1. Helen AU
2. John COCK (re-elected)
3. Mingchao FAN
4. Donovan FERGUSON
5. David FONG
6. Glenn HALEY
7. Richard LEUNG
8. Lawrence LEE
9. Vincent LI
10. David LUK (newly elected)
11. Mary THOMSON
12. Christopher TO
13. Nicholas TURNER



14. Albert YEU (newly elected)
15. Micky YIP (newly elected)
16. Cordia YU (re-elected)

5. To appoint the Honorary Auditors

5.1 The Branch Chair 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 David Fong and seconded by Lawrence Lee.

5.3 The motion was passed unanimously.

6. To transact any other necessary business

6.1 Paul Barrett moved a vote of thanks to the Branch Chair and the motion was passed.

6.2 There being no other business, the meeting formally closed at 6.45pm.

Signed by: Mary Thomson
Branch Chair 2018/2019