



**THE CHARTERED INSTITUTE OF ARBITRATORS (EAST ASIA BRANCH)
MINUTES OF THE 48th ANNUAL GENERAL MEETING
HELD ON TUESDAY, 28 APRIL 2020
AT HONG KONG INTERNATIONAL ARBITRATION CENTRE
AND BY ZOOM**

Mr Nicholas Turner, Branch Chair, chaired the meeting.

The meeting was attended by Mr Nicholas Turner (Branch Chair), Mr David Fong (Branch Vice-Chair), Mr Donovan Ferguson (Branch Secretary), Mr John Cock (Branch Treasurer), Mrs Mary Thomson (Immediate Past Chair), Mr Stephen Chu, Ms Giovanna Kwong, Mr Lawrence Lee, Ms Gina Leung, Mr Richard Leung, Mr Vincent Li, Mr Jagmeet Makkar, Ms Saniza Othman, Mr Christopher To, Ms Anny Wong, Mr Albert Yeu, Mr Micky Yip, Ms Cordia Yu and Mr Paul Barrett (CI Arb Trustee) and other Branch members.

Mr Nicholas Turner 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 47th Annual General Meeting

1.1 The Minutes of the 47th 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 Sidney Tong 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 his report, which is 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.

2.3 A motion to approve the Branch Chair's Report was proposed by Cordia Yu and seconded by Lawrence Lee.

2.4 The motion was passed unanimously.

3. To receive the Financial Statement of the Branch for the period ending 31 December 2019

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 Treasurer gave a brief presentation highlighting the key issues and commented that the Branch was financially stable with a deficit of just over HK\$200,000.

3.2 The Branch Treasurer presented the financial statement in greater detail and explained that 2019 was the first operating year when EAB did not receive the subvention from 12 Bloomsbury Square. EAB had budgeted a deficit of HK\$1,500,000 so the deficit was less than what was budgeted. The reason for this was because the costs of the fit-out of West Wing had yet to be incurred, there was increased revenue through courses, there was reduced costs of courses and there was reduced event costs due to the local circumstances in Hong Kong. Overall this meant that the operating costs of the Branch were lower than anticipated.



3.3 A motion to approve the accounts was proposed by Jagmeet Makkar and seconded by Mary Thomson.

3.4 The motion was passed unanimously.

4. To elect members of the Branch Committee

4.1 The Branch Secretary 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 The Branch Secretary reported on the Independent Scrutineer's Report on the Election of Branch Committee Members for the year 2020/21 dated 14 April 2020, 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 2020 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 The Branch Secretary noted that it was a record year in terms of the number of votes cast.

4.5 On the basis of the agreed procedures, it was confirmed:

- (a) A total of **217** ballot papers were received.



- (b) **36** 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 voting for different people on each and ballot papers were received after the closing time for receipt of ballots).
- (c) A total of **181** ballot papers were taken into account for the election.

4.6 The conclusion showed the total number of votes in favour of each candidate, in accordance with the information contained on the above-mentioned **181** ballot papers.

4.7 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:

1. Stephen Chu	87
2. Donovan Ferguson	78
3. Glenn Haley	99
4. Lawrence Lee	92
5. Richard Leung	79
6. CW Ling	49
7. Karen Mills	48
8. Christopher To	151

4.8 Accordingly, the list of the Elected Branch Committee Members (2020/21) shall be as follows:

- 1. Helen AU
- 2. Stephen CHU (newly elected)
- 3. John COCK
- 4. Mingchao FAN
- 5. David FONG
- 6. Glenn HALEY (re-elected)
- 7. Richard LEUNG (re-elected)
- 8. Lawrence LEE (re-elected)
- 9. Vincent LI



10. David LUK
11. Mary THOMSON
12. Christopher TO (re-elected)
13. Nicholas TURNER
14. Albert YEU
15. Micky YIP
16. Cordia YU

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 Christopher To and seconded by Jagmeet Makkar.

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 6.42pm.

Signed by: Nicholas Turner
Branch Chair 2019/2020