THE CHARTERED INSTITUTION OF WATER AND ENVIRONMENTAL MANAGEMENT HONG KONG
ANNUAL GENERAL MEETING 2020
DRAFT MINUTES OF MEETING

Date and Time of AGM: 30 July 2020 (Thursday), 7:00pm
Venue: Zoom Webinar
Attendees: 13 Corporate Members from Hong Kong Branch and 3 guests from CIWEM HQ attended; with 12 Proxy received from Corporate Members prior to the AGM

1 Announcements

1.1 The Chairman, CF LEUNG, welcomed members and guests from CIWEM HQ to the Annual General Meeting (“AGM”) 2020. Members were requested to identify themselves first before expressing any views during the meeting.

1.2 Terry FULLER, the Chief Executive of CIWEM, was invited by the Chairman to give a welcoming speech to the Hong Kong Branch members.

1.3 CIWEM HQ introduced an online polling platform for all members to vote.

[Post meeting notes: The total number of branch members eligible to vote, excluding members of the CIWEM Hong Kong committee, came to 25 as confirmed by the CIWEM HQ. The AGM was quorate.]

2 Receive and Confirm of the Minutes of the AGM 2019

2.1 No comment was raised on the minutes of the AGM 2019 held on 2 May 2019. A motion was proposed by PK LEE seconded by Louis CHAN to adopt the minutes. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

3 Matters Arising

3.1 The Chairman stated that there was no matter arising from the last AGM.

4 CIWEM HK’s Annual Report for 2019/20

4.1 The Chairman presented the annual report of the 2019/20 Committee term of CIWEM HK.

4.2 The Chairman presented the history and objectives of CIWEM HK. The Chairman indicated that CIWEM HK is not running a business nor intended to make profits.

4.3 The Chairman reported that as of July 2020, there were 460 CIWEM Hong Kong members, comprising 7 honorary fellows, 28 fellows; 191 chartered members; 107 non-chartered members; 4 life members; 14 graduate members; 109 student members and 4 international partner organisations (“IPO”).

4.4 The Chairman presented the full list of Committee Members of CIWEM HK and Committee Members of CIWEM HK Young Members Group of 2019/20 session and expressed gratitude of their dedication.

4.5 The Chairman reported the activities highlights of 2019/20:

4.5.1 The 2019/20 Committee organised/ co-organised 4 technical visits in the term, including technical Food Waste Recycling Pilot Plant and Unmanned Surface Vehicle at Zhuhai, China on 29 June 2019 (co-organised with Engineers Australia Hong Kong Chapter, Hong Kong Institute of Qualified
4.5.2 The 2019/20 Committee organised/co-organised 3 technical seminars in the term, including “Is Your Sunscreen Good to the Ocean?” on 18 June 2019; “Hong Kong: A Climate Resilient Sponge City” (co-organised with Hong Kong Institution of Engineers Environmental Division (“HKIE EVD”)) on 9 December 2019; and “On-site Chlorine Generation” (co-organised with HKIE EVD) on 6 January 2020.

4.5.3 The committee also co-organised the Joint Water Conference 2019 – Innovative Water Management with Hong Kong Institution of Engineers Environmental Division and Chartered Institute of Plumbing and Heating Engineering HK Branch on 12 July 2019; and the 8th IWA – Aspire Conference and Exhibition from 31 October to 2 November 2019 with International Water Association (“IWA”), The International Water Association Regional Committee of Hong Kong, China (“IWAHK”), Water Supplied Department (“WSD”) and Drainage Services Department (“DSD”).

4.5.4 The committee also issued 3 submissions, including the Long-term Decarbonisation Strategy – Public Engagement to Council for Sustainable Development after gathering feedback from the members’ engagement workshop held on 1 August 2019; the Air Quality Objective Review in response to the Public Consultation to the Environmental Protection Department (“EPD”); and the submission of the “Development of BEAM Plus Data Centres” questionnaires to the BEAM Society Limited (“BSL”).

4.5.5 The following activities were also addressed by the Chairman:

- A membership outreach programme to Meinhardt Hong Kong was organised in October 2019;
- A web-based training course on Water Science, Policy and Management was held in July 2020;
- The Chairman featured in the CLP Holdings Limited’s Annual Report 2019 to represent CIWEM HK to raise a question to the CLP;
- The committee participated in a social activity called Eco-Rangers 2019; and
- During the 2019/20 term, one newsletter was published.

4.6 CIWEM HK continued to be one of the Institutional Partners of Hong Kong Institute of Qualified Environmental Professionals Limited (“HKIQEP”). With an approval from the CIWEM HQ, a memorandum of understanding (“MoU”) was formulated between CIWEM HK and HKIQEP to enhance the collaborations between the 2 organisations. The Reciprocal Recognition Agreements between CIWEM and The Hong Kong Institution of Engineers was still valid.

4.7 Chairman encouraged members and guests to follow the CIWEM HK Facebook page for the acquisition of the up-to-date news from CIWEM HK. As of July 2020, 459 likes were given to this page by Facebook users.

4.8 A motion was proposed by PK LEE seconded by Louis CHAN to adopt the annual report. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

5 Treasurer’s Report for 2019

5.1 The Honorary Treasurer, Maggie WONG, presented the financial report for the normal operation of CIWEM HK and summarised the financial status in Year 2019. As of 31 December 2019, the account balance was HK$ 612,760. The financial report was reviewed, audited and endorsed by the Honorary Auditors. CIWEM HK has also opened another bank account which is dedicated for the income and expenses for the 8th IWA – Aspire Conference and Exhibition (the “IWA Conference”) on behalf of the Conference Organisers. The account was overseen by the Finance Committee of IWA Conference whereas the Honorary Treasurer of CIWEM HK was not involved in any activities, including access and audit, of the account.
5.2 The Senior Vice Chairman of CIWEM HK, Grant CHAU, who served as a Finance Committee member of IWA Conference, reported that a separate trust account was created to manage the event fund on a temporary basis. The trust account balance as of 31 December 2019 was HK$ 1,867,881. The final account is now being finalised by the event organiser and would be subject to an independent external audit once the account is finalised. The bank account balance would be returned to the IWA Conference Organising Committee for their own arrangement when the event account is being finalised and audited. The Chairman emphasised that the monies held in the trusted account do not belong to CIWEM HK.

5.3 A motion was proposed by William WONG and seconded by Norman CHENG to adopt the 2019 Financial Report. A total of 94% of the members attending the AGM supported and the motion was passed.

6 Election of Chairman for 2020/21

6.1 The committee nominated CF LEUNG to continue to serve as the Chairman of CIWEM HK in the coming term. A motion was proposed by Carol CHAN and seconded by Clement LAU. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

7 Election of Honorary Secretary for 2020/21

7.1 The Honorary Secretary, Carol CHAN, reported that the Committee received a nomination of Albert CHAN for the position of the Honorary Secretary. A motion was proposed by CF LEUNG and seconded by Clement LAU. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

8 Election of Honorary Treasurer for 2020/21

8.1 The Honorary Secretary reported that the Committee received a nomination of Hok Hing CHENG for the position of the Honorary Treasurer. A motion was proposed by CF LEUNG and seconded by Grant CHAU. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

9 Election of CIWEM HK Committee Members for 2020/21

9.1 The Honorary Secretary reported that Norman CHENG would retire from the Committee after 6 years of consecutive services and Luciana WONG had resigned from the committee on 10 April 2020; while PK LEE, Maggie WONG and Carol CHAN would require to re-elect after 3 years of consecutive services. The Honorary Secretary reported that the nomination of Frederick LEONG, Vincent HO, PK LEE (re-elect), Maggie WONG (re-elect) and Carol CHAN (re-elect) were received. A motion was proposed by CF LEUNG and seconded by Clement LAU. A total of 94% of the members attending the AGM supported and the motion was passed.

[Post meeting notes 1: The 2020/21 Committee of CIWEM HK comprises the following Committee Members: CF LEUNG (Chairman); Clement LAU (Immediate Past Chairman); Grant CHAU (Senior Vice Chairman); William WONG (Junior Vice Chairman); Albert CHAN (Honorary Secretary); Hok Hing CHENG (Honorary Treasurer); Samuel KWONG; Katrina KWOOK; Ray LEUNG; Fredrick LEONG; Vincent HO; PK LEE; Maggie WONG; and Carol CHAN.]

[Post meeting notes 2: Maggie WONG has resigned from the Committee on 31 July 2020.]

10 Election of Honorary Auditors for 2020/21

10.1 The committee nominated Freeman CHEUNG and Anthony MA for the position of Honorary Auditors of CIWEM HK’s account for 2020/21. A motion was proposed by Grant CHAU and
seconded by Louis CHAN. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

11 Election of Honorary Legal Advisor for 2020/21

11.1 The committee nominated CS HO for the position of Honorary Legal Advisor of CIWEM HK for 2020/21. A motion was proposed by Norman CHENG and seconded by Ray LEUNG. A total of 100% of the members attending the AGM supported and the motion was passed unanimously.

12 Address by the Chairman 2020/21

12.1 CF LEUNG delivered the Chairman’s speech.

13 Question and Answer (Q&A) Session

13.1 Luciana WONG raised that as one of the Institutional Partners (IP) of HKIQEP, CIWEM HK shall approach HKIQEP to waive the membership fee of CIWEM members. The Chairman replied that the said suggestion would be raised in the upcoming HKIQEP IP Chair Meeting. The Chairman also revealed that a further dialogue among the Chairman, Terry FULLER and Jeanne NG – the Chairman of the HKIQEP – would be arranged to discuss the future collaboration between the two institutions.

13.2 Luciana WONG also enquired about the CIWEM HK development and operational plan during the COVID-19 pandemic. The Chairman referred to the welcoming speech of Terry FULLER that CIWEM HK would be organising webinar with the support from the CIWEM HQ as far as practicable. The Chairman also indicated that CIWEM HK would be closely monitoring the COVID-19 pandemic situation while organising technical visits and other flagship events in the coming term.

There being no other business, the AGM was adjourned around 8:15 pm.

Prepared by

Carol CHAN
Honorary Secretary of CIWEM HK Committee 2019/20