



36th Annual General Meeting (AGM)

Date: Friday, 22 January 2021

Venue: Mannings (Asia) Consultants Ltd
5/F, Winning Commercial Building,
46-48 Hillwood Road, Tsim Sha Tsui, Kowloon, Hong Kong

Programme: 7:30 p.m. – 9:00p.m.

Agenda of AGM:

1. To adopt the minutes of the 35th AGM
2. Presentation of latest development of CIHT
3. To receive the Chairman's Annual Report
4. To receive the Financial Statement for year ending 31 Dec 2019
5. To appoint Honorary Auditors for the Session 2020/2021
6. To elect the Committee for the Session 2020/2021
7. Presidential Speech
8. Any other business



Minutes of the 35th Annual General Meeting (AGM)

6 June 2019

**38/F, World Trade Centre, Gloucester Road,
Causeway Bay, Hong Kong**

1. Minutes of the 35th AGM

- 1.1 Chaired by Dr. CF Chan the meeting commenced at 6:30 p.m.
- 1.2 The Honorary Secretary has received no written comment before the meeting and no comment was raised at the meeting regarding the minutes of the last AGM. Proposed by Mr. Alan Tam and seconded by Mr. Thomas Tam, the minutes of the last AGM were adopted by all present as the true record.

2. Chairman's Report

- 2.1 The Chairman Dr. CF Chan welcomed the presence of the Mr. Matthew Lugg at the AGM, and presented the annual report of Hong Kong Region.
- 2.2 The Chairman briefly summarized the achievement of the Region including site visits, technical seminars, half day seminar and chartered professional review conducted within the past 12 months period.
- 2.3 The Chairman was delighted to report that the financial position was healthy, and thanked Honorary Treasurer Mr. Mark Ngan for his work in the past year. Special thanks were also addressed to the Honorary Auditors Mr. Leo Leung and Mr. Kennedy Cheung for their guidance and advice.
- 2.4 In his concluding remarks, the Chairman expressed his gratitude to all committee members for their dedication and support. He wished the new Chairman Dr. Gordon Leung and his committee another successful year.
- 2.5 Proposed by Mr. Kenneth Lai and seconded by Mr. Raymond Tang, the Chairman's report was accepted.

3. Financial Report

- 3.1 The total income for the year was HK\$**182,897.14** and the total expenditure for the year ending 2018 was HK\$**152,203.36**, resulting in a surplus of HK\$**30,693.78**. The balance carried forward as at 31 December 2018 was HK\$**403,930.41**.
- 3.2 The Hon Treasurer Mr. Mark Ngan concluded that the financial situation was healthy.
- 3.3 No query was raised on the report at the meeting. Proposed by Mr. Mark Cheung and seconded by Mr. Kevin Man, the financial report was approved by the meeting.

4. New Committee for the 2019 / 2020 session

- 4.1 The Honorary Secretary reported that apart from the serving members of the Committee who agreed to serve the Region for another term, no written nomination for committee members was received before the meeting.
- 4.2 No new nomination was received at the meeting too.
- 4.3 As there was no objection to the candidates and the proposed new committee, the Chairman



Dr. CF Chan requested for an endorsement of the proposed committee composition as set out in the circular for the AGM and the candidates nominated. Proposed by Mr. Thomas Tam and seconded by Mr. Simon Chan, and with unanimous support the new Committee was elected. The new Committee for the 2018/19 was then formed.

| | | | |
|---------------------------------|----------|--------------------------|--|
| Chairman | : | Dr. Gordon Leung | Technological and Higher Education Institute of Hong Kong |
| Vice-Chairman | : | Mr. Simon Chan | Mannings Asia Consultants Ltd |
| Honorary Secretary | : | Mr. Alan Chan | Airport Authority Hong Kong |
| Honorary Treasurer | : | Mr. Mark Ngan | Ove Arup & Partners HK Ltd |
| Committee Members | : | Mr. Kenneth Lai | Mott MacDonald Ltd |
| | | Mr. Alan Low | Hopewell Construction Co Ltd |
| | | Mr. Alan Tam | University of Hong Kong |
| | | Prof. S C Wong | WSP (Asia) Ltd |
| | | Mr. Raymond Tang | Ove Arup & Partners HK Ltd |
| | | Mr. Henry Law | Gammon Construction Ltd |
| | | Mr. Rock Mak | SMEC Asia Ltd |
| | | Mr. Kevin Man | Gammon Construction Ltd |
| | | Mr. Michael Wong | China State Construction Engineering (HK) Ltd |
| | | Mr. CK Law | PTRC Education & Research Services Ltd |
| | | Ms. Michelle Wood | China Harbour Engineering Co Ltd |
| | | Mr. Chris Chiu | Ove Arup & Partners HK Ltd |
| | | Ms. Winnie Lee | Highways Department, HKSAR |
| | | Mr. Tony Wong | MTR Corporation Ltd |
| | | Mr. George FUNG | University of Hong Kong |
| | | Dr. Ryan WONG | Danny Shek Transport Planning Consultants |
| | | Mr. Danny Shek | AECOM Asia Co Ltd |
| | | Ms. Luna Yu | Gammon Construction Ltd |
| | | Mr. Alan Yan | The Hong Kong Polytechnic University |
| | | Mr. Tony Sze | AECOM Asia Co Ltd |
| | | Mr. Raymond Pau | Mott MacDonald Ltd |
| | | Ms. Cherry Suen | Mott MacDonald Ltd |
| | | Mr. Terence Mak | MVA Hong Kong Ltd |
| | | Mr. Paul He | |
| Immediate Past Chairman: | | Dr. Chi Fat Chan | Gammon Construction Ltd |

5. Appointment of Honorary Auditors

5.1 The Secretary advised that Mr. Leo Leung and Mr. Kennedy agreed to continue serving as the Honorary Auditor for the 2019/20 Session. Proposed by Mr. Alan Tam and seconded by Mr. CC Hau the appointment of the Honorary Auditors was accepted by all present. A vote of thanks was given to the Auditors.

6. Installation of the new Chairman

6.1 Dr. C F Chan installed Dr. Gordon Leung as the new Chairman, who took the chair of the meeting at this juncture.

6.2 In his inaugural speech, Dr. Leung said that it was a great honour to be elected as the Chairman of the HK Region, and to have the company of the President at the AGM.



- 6.3 Dr. Leung briefly summarized the development of The CIHT HKR since it has been established in Hong Kong since 1984. Dr. Leung would like to thank Dr. Chan and other Past Chairmen who have made remarkable contribution to the Institution. Dr. Leung also thanked all committee members for their active participation, for the growth and smooth operation of CIHT HKR.
- 6.4 Dr. Leung encouraged members to participate in our forthcoming activities, and working with the members hand-in-hand to achieve the vision of the Institution – that is, to support the transportation and highway infrastructure community in the development of excellence through professionalism, advice and friendship.
- 6.5 The Chairman concluded his speech with a vote of thanks to the past Chairman, Dr. Chan, and his committee for their excellent contribution to the Region.

7. Briefing by UK Headquarters

- 7.1 The President gave a short opening speech and then presented a briefing to the audience.

8. Date of Next Meeting

- 8.1 There being no other business the meeting was adjourned at 7:30 pm. The next AGM would be held in June 2020.



Annex

36th Annual General Meeting **Election of Committee for the Session 2020/2021**

The Committee for the Session 2019/2020 will comprise: -

- 5 Office Bearers - Chairman;
2 Vice-Chairmen;
Honorary Secretary;
Honorary Treasurer;
- 2 Immediate Past Chairmen (Ex-officio); and,
- 22 elected members

The following members have agreed to continue their service in the Committee for the Session 2020/2021: -

| | | | | |
|-------------------------------------|----------|-------------------------|---------------------------------------|---------------------|
| Chairman | : | Dr. Gordon Leung | MTR Academy | |
| 1st Vice-Chairman | : | Mr. Simon Chan | Mannings Asia Consultants Ltd | |
| 2nd Vice-Chairman | : | Mr. Raymond Pau | AECOM Asia Co Ltd | |
| Honorary Secretary | : | Mr. Alan Chan | Airport Authority Hong Kong | (re-elected) |
| Honorary Treasurer | : | Mr. Mark Ngan | Ove Arup & Partners HK Ltd | |

| | | | | |
|--------------------------|----------|--------------------------|---|---------------------|
| Committee Members | : | Mr. Alan Low | AMMJV | (re-elected) |
| | | Mr. Alan Tam | Hopewell Construction Co Ltd | (re-elected) |
| | | Prof. SC Wong | University of Hong Kong | (re-elected) |
| | | Mr. Raymond Tang | AMMJV | (re-elected) |
| | | Mr. Kevin Man | Meinhardt Infrastructure and Environment Ltd | |
| | | Mr. Michael Wong | Gammon Construction Ltd | |
| | | Mr. CK Law | China Harbour Engineering Co Ltd | |
| | | Ms. Michelle Wood | PTRC Education & Research Services Ltd | |
| | | Mr. Chris Chiu | China Harbour Engineering Co Ltd | |
| | | Ms. Winnie Lee | Ove Arup & Partners HK Ltd | |
| | | Mr. Tony Wong | HKSARG | |
| | | Mr. George Fung | MTR Corporation Ltd | |
| | | Dr. Ryan Wong | University of Hong Kong | |
| | | Mr. Danny Shek | Danny Shek Transport Planning Consultants | |
| | | Mr. Alan Yan | Gammon Construction Ltd | |
| | | Dr. Tony Sze | Hong Kong Polytechnic University | |
| | | Ms. Cherry Suen | HKSARG | |
| | | Ms. Luna Yu | AECOM Asia Co Ltd | |
| | | Mr. Terence Mak | Mott MacDonald Ltd | |
| | | Mr. Paul He | MVA Hong Kong Ltd | |
| | | Mr. Rock Mak | Gammon Construction Ltd | (elected) |
| | | Mr. Gordon Siu | Airport Authority Hong Kong | (elected) |

| | | |
|---------------------------------|---------------------------|--|
| Immediate Past Chairmen: | Dr. CF Chan | China State Construction Engineering (HK) Ltd |
| | Mr. Kenneth WK Lai | |

THE CHARTERED INSTITUTION OF HIGHWAY AND TRANSPORTATION

HONG KONG REGION

Financial Report for the Year Ending 31st December 2019

The expenditures of the Branch this year were mostly expenses on insurance premium, technical meetings, souvenirs, events and functions. The income was mainly from the sponsors and registration to the half-day seminar 2019. Attached is the Income and Expenditure Account for the year ending 31st December 2019.



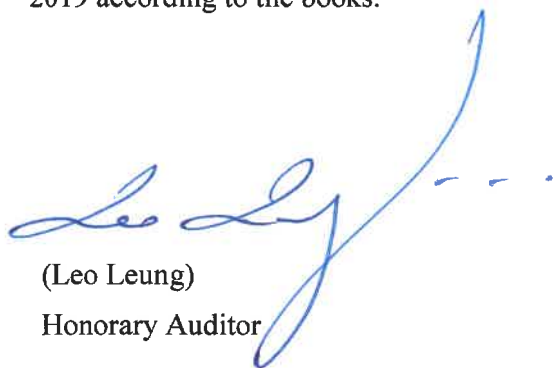
(Mark Ngan)

Honorary Treasurer

Honorary Auditors' Report

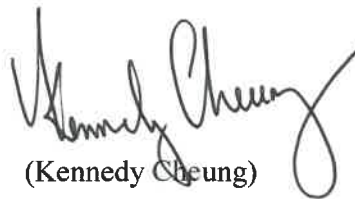
We have audited the books and accounts of the Chartered Institution of Highways and Transportation Hong Kong Region for the year ending 31st December 2019 and obtained all necessary information and explanation as required.

In our opinion, the Balance Sheet and Income & Expenditure Account are properly drawn up so as to exhibit a true and correct view of the state of the financial affairs as at 31st December 2019 according to the books.



(Leo Leung)

Honorary Auditor



(Kennedy Cheung)

Honorary Auditor

**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION
HONG KONG BRANCH**

Income Expenditure Account for the year ended December 31, 2019

| | <u>2019</u> HK\$ | <u>2018</u> HK\$ |
|--|----------------------------|----------------------------|
| <u>INCOME</u> | | |
| AGM Dinner | 2,050.00 | - |
| Bank Interest | 320.39 | 102.14 |
| Insurance Fund from UK | - | 6,285.00 |
| Spring Function | 3,700.00 | 2,300.00 |
| Functions & Events | - | - |
| Half Day Seminar | 243,100.00 | 173,550.00 |
| Audit Refund | - | 660.00 |
| President Dinner Reimbursment UK | - | - |
| Cheque Account Deposit Unknown | - | - |
| Uncashed Cheque from 2016 | - | - |
| TOTAL INCOME | 249,170.39 | 182,897.14 |
| <u>EXPENDITURE</u> | | |
| Secretarial & Committee meeting Expenses | 5,063.90 | 4,939.50 |
| Insurance Premium | 6,500.00 | 6,500.00 |
| Programme Convener's Expenses | 12,670.00 | 7,755.50 |
| Half Day Seminar | 29,170.80 | 30,607.30 |
| Functions & Events | 104,740.60 | 98,897.06 |
| Souvenirs/Prizes | 16,305.00 | 3,504.00 |
| TOTAL EXPENDITURE | 174,450.30 | 152,203.36 |
| SURPLUS FOR THE YEAR | 74,720.09 | 30,693.78 |
| 2018 BALANCE BROUGHT FORWARD | 403,930.41 | 373,236.63 |
| 2019 BALANCE CARRIED FORWARD | 478,650.50 | 403,930.41 |

Balance Sheet as at December 31, 2018

| | <u>2019</u> HK\$ | <u>2018</u> HK\$ |
|-----------------------------------|----------------------------|----------------------------|
| <u>CURRENT ASSETS</u> | | |
| Accounts Receivables | - | - |
| Cash at Bank (Current Account) | 168,065.15 | 103,087.11 |
| Cash at Bank (Saving Account) | 317,529.25 | 307,158.86 |
| TOTAL ASSETS | 485,594.40 | 410,245.97 |
| <u>CURRENT LIABILITIES</u> | | |
| Accounts Payable | 6,943.90 | 6,315.56 |
| TOTAL LIABILITIES | 6,943.90 | 6,315.56 |
| NET ASSETS | 478,650.50 | 403,930.41 |

**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION
HONG KONG BRANCH**

AGM Dinner Year 2019

| | 2019 HK\$ | 2018 HK\$ |
|----------------------------------|-----------------------------|-----------------------------|
| Income | | |
| Fee collect | <u>\$2,050.00</u> | <u>\$0.00</u> |
| | <u>\$2,050.00</u> | <u>\$0.00</u> |
| Expenditure | | |
| Venue Rental & Catering Services | \$74,788.00 | \$67,040.00 |
| Travel & Stationary | <u>\$858.00</u> | <u>\$1,206.00</u> |
| | <u>\$75,646.00</u> | <u>\$68,246.00</u> |
| Deficit | <u>(\$73,596.00)</u> | <u>(\$68,246.00)</u> |

**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION
HONG KONG BRANCH**

| Breakdown of Half Day Seminar Year 2019 | | Breakdown of Half Day Seminar Year 2018 | |
|--|--------------------------|---|--------------------------|
| Income | HK\$ 2019 | Income | HK\$ 2018 |
| Registration Fee | 11,100.00 | Registration Fee | 9,550.00 |
| Sponsors | | Sponsors | |
| 1 AECOM | 8,000.00 | AECOM | 8,000.00 |
| 2 Airport Authority HK | 8,000.00 | Airport Authority HK | 8,000.00 |
| 3 Anderson Asphalt Ltd. | 8,000.00 | Anderson Asphalt Ltd. | 4,000.00 |
| 4 AP Rentals Ltd. | 8,000.00 | AP Rentals Ltd. | 8,000.00 |
| 5 Arup | 8,000.00 | Arup | 8,000.00 |
| 6 Atal Engineering | 8,000.00 | Atal Engineering | 8,000.00 |
| 7 Atkins | 8,000.00 | Epiroc (Atlas Copco China / Hong Kong Ltd.) | 8,000.00 |
| 8 Epiroc (Atlas Copco China / Hong Kong Ltd.) | 8,000.00 | Chun Wo Construction and Eng. Ltd. | 8,000.00 |
| 9 Build King Engineering Corporation Ltd. | 8,000.00 | Excel Asphalt Limited | 8,000.00 |
| 10 China Geo | 8,000.00 | Freyssinet Hong Kong Ltd. | 8,000.00 |
| 11 China Road and Bridge Corporation | 8,000.00 | Gammon | 8,000.00 |
| 12 Chun Wo Construction and Eng. Ltd. | 8,000.00 | Hing Fu Engineering Co. Ltd / Goldford engineer | 8,000.00 |
| 13 Excel Asphalt Limited | 8,000.00 | Hopewell Holdings Ltd. | 8,000.00 |
| 14 Freyssinet Hong Kong Ltd. | 8,000.00 | K Wah Construction Materials | 8,000.00 |
| 15 Gammon | 8,000.00 | M&L Holdings Group Limited | 8,000.00 |
| 16 Henry Vicy Construction co ltd | 8,000.00 | Mannings (Asia) Consultants Ltd. | 8,000.00 |
| 17 Hopewell Holdings Ltd. | 8,000.00 | MTR | 8,000.00 |
| 18 K Wah Construction Materials | 8,000.00 | Victory Trenchless Eng. Ltd. | 8,000.00 |
| 19 kum shing | 8,000.00 | VSL | 8,000.00 |
| 20 Mannings (Asia) Consultants Ltd. | 8,000.00 | Welcome Construction Co. Ltd. | 8,000.00 |
| 21 Meinhardt | 8,000.00 | Well Park Construction Ltd. | 8,000.00 |
| 22 Mott Macdonald HK Ltd. | 8,000.00 | | |
| 23 MTR | 8,000.00 | | |
| 24 MVA | 8,000.00 | | |
| 25 Shun Yuen construction | 8,000.00 | | |
| 26 Victory Trenchless Eng. Ltd. | 8,000.00 | | |
| 27 VSL | 8,000.00 | | |
| 28 Welcome Construction Co. Ltd. | 8,000.00 | | |
| 29 Well Park Construction Ltd. | 8,000.00 | | |
| Total | <u>232,000.00</u> | Total | <u>164,000.00</u> |
| Total Income | <u>243,100.00</u> | Total Income | <u>173,550.00</u> |
| Expenditure | | Expenditure | |
| Venue Rental | 6,300.00 | Venue Rental | 6,690.00 |
| Catering Service | 5,531.70 | Catering Service | 5,596.00 |
| Lunch With Speakers & Helpers | 4,528.10 | Lunch With Speakers & Helpers | 3,776.30 |
| Souvenirs, travel, stationary, | 5,560.00 | Souvenirs, travel, stationary, | 4,120.00 |
| Proceedings (E-booklet USB) | 7,251.00 | Proceedings (E-booklet USB) | 10,425.00 |
| Total Expenditure | <u>29,170.80</u> | Total Expenditure | <u>30,607.30</u> |
| Surplus | <u>213,929.20</u> | Surplus | <u>142,942.70</u> |

**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION
HONG KONG BRANCH**

Spring Function 2019

| | HK\$ 2019 | HK\$ 2018 |
|--------------------------|-------------------------|--------------------------|
| Income | | |
| Spring Function | 3,700.00 | 2,300.00 |
| | <u>3,700.00</u> | <u>2,300.00</u> |
| Expenditure | | |
| Venue & Catering Charges | 10,959.00 | 12,080.00 |
| Prizes | 0.00 | 2,335.40 |
| | <u>10,959.00</u> | <u>14,415.40</u> |
| Deficit | <u>-7,259.00</u> | <u>-12,115.40</u> |

**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION
HONG KONG BRANCH**

| | 2019 HK\$ | 2018 HK\$ |
|--|-------------------|------------------|
| <u>BREAKDOWN OF SECRETARIAL EXPENSES</u> | | |
| Leaflet, Name Card, stationerys | 4,247.90 | 3,483.50 |
| Web Site | 576.00 | 576.00 |
| Bank Charges | 240.00 | 880.00 |
| | <u>5,063.90</u> | <u>4,939.50</u> |
| <u>BREAKDOWN OF INSURANCE PREMIUM</u> | | |
| Insurance Premium | <u>6,500.00</u> | <u>6,500.00</u> |
| <u>BREAKDOWN OF PROGRAMME CONVENER'S EXPENSES</u> | | |
| C Eng Review misc. expenses | 4,018.00 | 4,413.90 |
| Snacks for technical & committee meetings | 4,752.00 | 3,341.60 |
| Society Registration | 3,900.00 | 0.00 |
| | <u>12,670.00</u> | <u>7,755.50</u> |
| <u>BREAKDOWN OF 1/2 DAY SEMINAR EXPENSES</u> | | |
| Venue Rental | 6,300.00 | 6,690.00 |
| Catering service | 5,531.70 | 5,596.00 |
| Lunch With Speakers & helpers | 4,528.10 | 3,776.30 |
| Souvenirs & Plaques / Misc. Travelling cost, photo copy | 5,560.00 | 4,120.00 |
| Proceeding (E-Booklet USB) | 7,251.00 | 10,425.00 |
| | <u>29,170.80</u> | <u>30,607.30</u> |
| <u>BREAKDOWN OF MISC. FUNCTION EXPENSES</u> | | |
| Sponsor to HKU Civil Engineering HKUSU Inauguration Ceremony | 3,750.00 | 1,500.00 |
| Live Wire Sponsorship | | |
| Spring Social Function | 10,959.00 | 14,415.40 |
| Events & Functions | 14,385.60 | 14,735.66 |
| AGM & Annual Dinner | 75,646.00 | 68,246.00 |
| | <u>104,740.60</u> | <u>98,897.06</u> |
| <u>BREAKDOWN OF SOUVENIRS/PRIZE EXPENSES</u> | | |
| Souvenirs | 305.00 | 504.00 |
| CIHT Ties | 12,000.00 | |
| Student paper award | 4,000.00 | 3,000.00 |
| | <u>16,305.00</u> | <u>3,504.00</u> |
| <u>BREAKDOWN OF ACCOUNTS RECEIVABLE</u> | | |
| Spring Dinner | <u>3,700.00</u> | <u>2,300.00</u> |
| | <u>3,700.00</u> | <u>2,300.00</u> |
| <u>BREAKDOWN OF ACCOUNTS PAYABLE</u> | | |
| Chartered Professional Review 2019 - Expenses | 1000.00 | 4413.90 |
| Chartered Professional Review 2019 - Expenses | 1032.00 | 1901.66 |
| Chartered Professional Review 2019 - Expenses | 1,986.00 | |
| Committee Meeting - Expenses | 583.90 | |
| Name Cards | 2,342.00 | |
| | <u>6,943.90</u> | <u>6,315.56</u> |