

CIPHE

AGM 2017

The Notice of AGM for the Year 2017

- NOTICE IS HEREBY GIVEN that the Annual General Meeting of The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch will be held on 6th December, 2017 (Wednesday) and details are as follows:
- **Venue: The Banqueting House – Unit 2 , 13/F MegaBox , 38 Wang Chiu Road , Kowloon Bay , Kowloon**
- **Date: 6th December, 2017 (Wednesday)**
- Time: Reception commencing at 6:00 p.m. followed by the AGM commencing at 6:30 p.m.

The Notice of AGM for the Year 2017

AGENDA

1. To confirm minutes of the 2016 Annual General Meeting
2. To brief by the Chairman the Reports of the Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer & Committee Chairs for the year ended November 2017
3. To brief by the Vice-Chairman of the Supervisory Board Report
4. To receive, consider and approve the account of The Chartered Institute of Plumbing and Heating Engineering-Hong Kong Branch for the fiscal year 2016 – 2017

The Notice of AGM for the Year 2017

AGENDA

5. To receive, consider and approve the account of The Hong Kong Plumbing Promotion Limited for the fiscal year 2016 – 2017
6. To report Certified/ Chartered Auditor/ Accountant for the fiscal years of 2016-2017; and
7. 7. To transact any other business

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and Heating Engineering

Minutes of Annual General Meeting for the Year 2017



Report from Chairman

1. Chaired monthly regular Branch Committee Meetings
2. Attended meetings, functions & annual dinners of other relevant Institutions, organizations and Government Departments
3. Provide views and attend meeting in Bills Committee on Waterworks (Amendment) Bill 2017, Legislative Council of HKSAR
4. Collaborate with WSD to train QP in Water Safety Plan for Building. There are 3 intakes had been held for more than 60 trained QP.
5. Collaborate with CIPHE UK for branch technical papers which are published in p&he journals
6. Collaborate with mainland China waterworks experts to provide technical papers which are published in AGM booklet 2017

Report from Chairman

7. Organized and provided lectures at CIPHE-HKB Professional Course
8. Provided expertise service in waterworks material committee
9. Worked closely with other water trade organizations and WSD, held meetings, seminars, forum and presentations such as Technical Committee on Plumbing ; Consultative Group for Legislative Review of Waterworks Ordinance; CPD Scheme for LP.
10. OC chairman of Water Conference 2017 with HKIE(BSS), CWIEM in March 2017
11. Organized PRI of CIPHE CEng
12. Supported in strengthening our IT system such as Email which can be sent locally.

Report from Vice Chairman

1. Prepared and attended monthly meeting of CIPHE HK Branch (HKB);
2. Prepared and coordinated the Supervisory Board Meeting of HKB;
3. Participated organizing seminars and conferences of HKB or the Joint-organized;
4. Attended as speaker/ tutor at seminars/ lectures of HKB;
5. Participated cooperation meetings of WSD, CIC, 5-jointed Institutes/ Associations of Plumbing, etc.;
6. Attended functions/ activities of relevant Institutions, Organizations, and Government Departments; &
7. Assisted/ supported the works of functional groups of HKB.

Report from Hon. Secretary

1. Chaired monthly Committee meeting and prepared monthly minutes
2. Chaired 2017 AGM event
3. Participated in the setup of CEng Application Working Group and provided supports in Professional Review Interview
4. Assisted in organizing the Professional Diploma Course
5. Participated in CIPHE events and seminars and provided assistance
6. Participated in consultation meeting organized by WSD and other 5 associated plumbing institutes

Report from Hon. Treasurer

1. Monitored and got approval of monthly expenditures
2. Assisted the Administrator routine execution of works
3. Attended meetings with Organizations / Authorities
4. Communicated with Headquarter to grant the subsidies for year 2016
5. Rectified the Financial Statements of CIPHE-HKB and HKPPL for the year of assessment 2015/16
6. Prepared the Financial Statements of CIPHE-HKB and HKPPL for the year of assessment 2016/17
7. Coordinated / attended/ spoke for seminars and events
8. Invited and enrolled the suppliers for donation, advertisements and exhibition booths of AGM-2017
9. Attended the advisory board meeting

Report from Chair- Technical Committee

1. Organized or co-organized 9 nos. event or activities including 8 nos. technical seminars and 1 no. technical visit with CPD certificates.
2. Prepared flyers, budget plans and reports for the seminars.
3. Liaised with other plumbing associations and professional organizations to co-organize the technical events. i.e. HKIE, IMechE, ASHRAE, etc.
4. Participated the regular meetings with HKIE (BS Division) as a co-operating member.

Report from Chair- Technical Committee

5. Assisted other committees in organizing events.
6. Assisted to provide CPD program under WSD Voluntary Continuing Professional Development Scheme for Licensed Plumbers.
7. To participate the “build your life mentorship program for 2016/17 organized by Construction Industry Council (CIC).
8. To organize the works for 29th CIPHE AGM meeting and dinner.

Report from Chair- Social Committee

1. Organized 2 activities including 1 factory visit and 1 workshop.
2. Assisted other committees in organizing events
3. Supported for CIPHE events, AGM Dinner, and other activities

Report from Chair- Newsletter Committee

1. Attended activities and seminars of CIPHE-HKB
2. Attended activities and seminars of other relevant institutions, organizations, and government departments
3. Provided technical papers in CIPHE-HKB Newsletter and AGM Booklet
4. Assisted organizing activities and seminars
5. Completed the July Newsletter and the 2017 AGM booklet

Report from Chair- Membership Committee

1. Currently accumulated to total 1162 nos. of valid/paid up members for CIPHE (Hong Kong Branch) by the end of Nov. 2017 and the detailed member categories are listed as follows:
 - a) Honorary Fellow: 2 nos.
 - b) Fellow: 53 nos.
 - c) Member: 1048 nos.
 - d) Associate: 51 nos.
 - e) Companion: 8 nos.

2. There were 48 nos. of New/Up-graded members accepted by UK in past 12 months.

Report from Chair- Young Membership Committee

1. Established YMC sub-groups (Technical Program Group, Promotion Group, and Publicity and Networking Group) to encourage members and any interested individuals at the age of 40 or below to join
2. Established contacts with other professional engineering associations and academic institutions
3. Prepared and completed YMC school promotion session at THEi
4. Prepared and completed YMC seminar on “Young Professional – Membership Briefing & Route to Chartered Engineer”

Report from Chair- Young Membership Committee

5. Attended and provided support for all CIPHE-HKB conference/seminars, activities and AGM Dinner
6. Provided technical papers for AGM Booklet and YMC sub-group recruitment information in CIPHE-HKB Newsletter
7. Attended working group meeting with Membership team on the review of membership application requirements
8. Attended CEng/IEng working group meeting

Report from Chair- Liaison Committee

1. As communication channel between all registered members and the CIPHE Hong Kong Branch
2. Distributed through email our news, events, courses, seminars, visits, circulars etc. to members
3. Assisted the preparation for the annual dinner
4. The sponsorship from the industry

Report from the Supervisory Board

1. One Supervisory Board Meeting was held on 5th December , 2017
2. The matters of Annual Return of past years.
3. Changed Auditor for CIPHE-HKB.
4. Arranged all the activities, including seminars, conference, professional diploma course, etc. under CIPHE-HKB instead.
5. Started the CEng through academic route :
 - 4 nos. member joined to CEng
 - 1 no. member joined to IEng
6. Mature route for CEng application is still outstanding

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Account of The Chartered Institute of Plumbing and
Heating Engineering-Hong Kong Branch Limited for
the fiscal year 2016 - 2017



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Account of The Hong Kong Plumbing Promotion
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Any Other Business

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Thank You

See You Again!