

28 February 2017

**ASHRAE Hong Kong Chapter  
The 33<sup>rd</sup> Annual General Meeting**

**Notice to Member**

**NOTICE** is hereby given that the 33<sup>rd</sup> Annual General Meeting (AGM) of ASHRAE Hong Kong Chapter will be held at the following time and venue.

Date & Time : 31 March 2017 (Friday), 6:30 pm (reception starts at 6:00 pm)

Venue: PQ 305, The Hong Kong Polytechnic University, Hung Hom, Kowloon,  
Hong Kong

**Agenda for the AGM**

1. To read and confirm the Minutes of the 32<sup>nd</sup> Annual General Meeting dated 31 March 2016.
2. To receive and consider the President's Report for 2016-2017.
3. To receive and consider the Treasurer's Report for 2015-2016.
4. To report the interim financial statements for 2016-17.
5. To elect and install the officers and members of the Board of Governors for 2017-2018.
6. The incoming President, Mr. SUNG Ka Leung, Michael to deliver his speech.
7. Any other business.
8. Adjournment.

By order of the Board of Governors



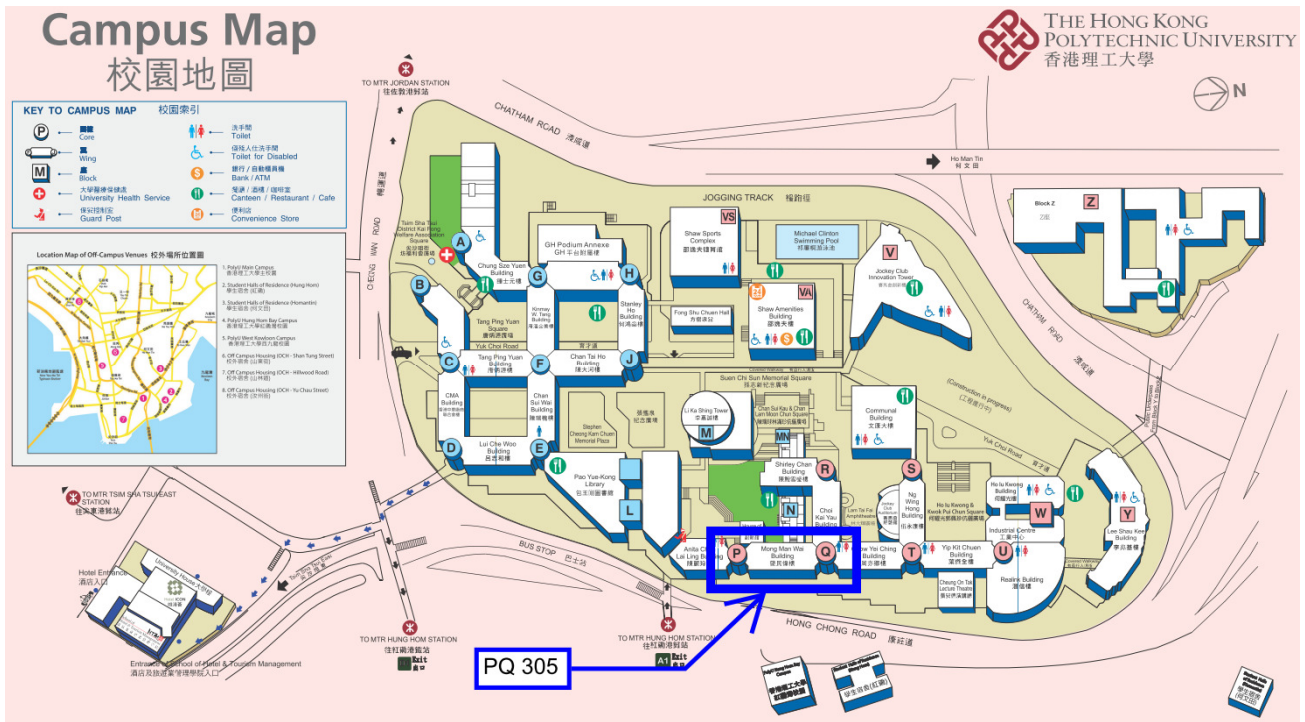
Mr. Wong Shu Hung  
Secretary (2016-2017)  
ASHRAE Hong Kong Chapter

Enclosure:

- Minutes of the 32<sup>nd</sup> Annual General Meeting dated 31 March 2016
- Letter from Nominating Committee Chair
- Election of Officers and Governors with Proxy and Ballot Form and proposed candidates

## LOCATION MAP of the Venue:

PQ 305, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong



---

ASHRAE Hong Kong Chapter

**Minutes of the 32nd Annual General Meeting (AGM)  
held on 31 March 2016 (Thursday)**

at Room 1614, Academic 2, City University of Hong Kong, Tat Chee Avenue,  
Kowloon Tong, Kowloon, Hong Kong.

Attendance: 35 Members  
(115 Proxy Forms signed by good standing members were received before  
commencement of the AGM)

1. The President and the Chair of meeting – Dr. WONG Chun Sing, welcomed all members and declared the meeting commencement at 6:45pm.
2. Confirmation of the last minutes of the 31st AGM held on 31 March 2015.

The minutes was proposed by Mr. Albert Lin and seconded by Mr. Albert Lo. The minutes was accepted by all members.

3. President Report.

Dr. WONG Chun Sing delivered his President Report (Attachment 1).

4. Treasurer Report

The Treasurer, Mr. Wong Shu Hung presented the Audited Report for 2014-15 and reported the account and financial status for 2015-16 (Attachment 2). The report was proposed by Mr. Albert Lin and seconded by Mr. Tenny Tam. The report was passed by all members.

5. Appointment of External Auditor for 2015-16.

Martin Chiang & Co., Certified Public Accountants, was proposed by Ms. Eagle Mo to be the External Auditor for 2014-15 and seconded by Mr. K. L. Chan, Raymond. The proposal was accepted by all members.

6. Election of Officers and Members of the Board of Governors for the year 2016-17

On behalf of the Nominating Committee, Mr. Patrick Huang, briefed the members on the Society's Policy Statement related to nomination and election of Officers and Governors as per below, and presented the nominees of this year, as distributed to all Chapter members previously. The nominees were as follows:

Officers:	President-Elect - Mr. SUNG Ka Leung
	Secretary - Mr. WONG Shu Hung
	Treasurer - Mr. NG Chun Kei

(Page 1 of 2)

Governors:

- Dr. CHAN Ka Lung, Raymond
- Mr. LIN Wan Fuk, Albert
- Ms. MO Cheung Ying, Eagle
- Mr. TSE Kam Chuen, Vincent

Mr. Patrick Huang explained that Dr. Wong Chun Sing and Dr. TUNG Siu Lok, Dennis would automatically succeed as the Immediate Past President and President respectively in the coming society year (2016-17).

As no other nominations or objections have been received by the Board, the above nominees were elected by acclamation.

7. Mr. Chu Tak Wing, Vincent installed the new Officers and Mr. PAU Wai Keung installed the new Governors.
8. Dr. TUNG Siu Lok proposed a vote of thanks to Dr. Wong Chun Sing for his good effort as President during the year.
9. Speech of Incoming President

The Incoming President, Dr. TUNG Siu Lok delivered his speech to all participants (Attachment 3).

10. Award Presentation

The 2014-2015 Gold Ribbon for History Award was presented to Dr. Chu Chun Ying, Roger.

11. Adjournment

There being no other business. The meeting was adjourned at 7:35pm.

(A technical seminar was arranged right after the AGM)



Dr. WONG Chun Sing  
President (2015-16)  
ASHRAE Hong Kong Chapter



Mr. SUNG Ka Leung  
Secretary (2015-2016)  
ASHRAE Hong Kong Chapter

27 February 2017

## Election of Officers and the Board of Governors for 2017-2018

Dear ASHRAE Members,

On behalf of the Nominating Committee, I am pleased to announce its nomination list for election of Officers and the Board of Governors for 2017-2018 as follows:-

- |                          |                                   |
|--------------------------|-----------------------------------|
| • <b>President-Elect</b> | <b>Mr. WONG Shu Hung</b>          |
| • <b>Secretary</b>       | <b>Mr. NG Chun Kei, Jacky</b>     |
| • <b>Treasurer</b>       | <b>Mr. TAM Tsz Lung, Tenny</b>    |
| • <b>Board Member</b>    | <b>Dr. HUI Chun Man, Sam</b>      |
| • <b>Board Member</b>    | <b>Mr. LIN Wan Fuk, Albert</b>    |
| • <b>Board Member</b>    | <b>Ms. MO Cheung Ying, Eagle</b>  |
| • <b>Board Member</b>    | <b>Mr. TSE Kam Chuen, Vincent</b> |

In arriving at the above nomination, the Committee has carefully evaluated the capability, experience, past performance in ASHRAE committee work, etc. of each candidate according to the current ASHRAE Manual for Chapter Operation.

We have obtained the consent of the above nominees to stand for this election. In accordance with Chapter Bylaws, **Mr. SUNG Ka Leung, Michael (the current President-Elect)** and **Dr. TUNG Siu Lok, Dennis (the current President)**, will succeed to the office of President and Immediate Past President respectively without election, and remain as members of the Board of Governors 2017-2018.

All Chapter members (Associate Member, Member, and Fellow Grade) in good standing, who wish to propose additional nomination, please complete the Nomination Form and present it to the registration desk before the Annual General Meeting.

You are highly recommended to visit the Officers and BOG section of Chapter's homepage ([www.ashrae.org.hk](http://www.ashrae.org.hk)) for more information about the responsibilities and requirements for each office as stated in the Bylaws of the Chapter. Should you have any query, please feel free to contact the undersigned (e-mail: [chow.taylor@pbworld.com](mailto:chow.taylor@pbworld.com)) or the Secretary, Mr. WONG Shu Hung (e-mail: [SHWong@fseng.com.hk](mailto:SHWong@fseng.com.hk)).

Yours truly,

Mr. Taylor Chow  
Nominating Committee Chair (2016-17)  
ASHRAE Hong Kong Chapter

Remark : This is an electronic print out, no signature is required.

Enclosure:

- Nomination Form

## NOMINATION FORM

**Please read carefully all notes below the table, complete this form, and return to:**

Mr. Taylor Chow  
 Nominating Committee Chair (2016-17)  
 ASHRAE Hong Kong Chapter

**Please present it to the  
 registration desk before the  
 Annual General Meeting**

### Election of Officers and the Board of Governors for 2017-2018

Information of Nominee:				
Nominee for (circle one):	President-Elect	Secretary	Treasurer	Board Member
Family Name:		Given Name:		
Membership No.:		Grade:		
Employer:				
Business Contact:	Tel.:	Fax:	E-mail:	
Previous service to ASHRAE (circle one):	Yes		No	
If yes, please provide details:				
I confirm that I am a member of ASHRAE in good standing, understand the required duties, and consent to stand for election to the above office.				
				(signature)

Information of Proposer:			
Family Name:		Given Name:	
Membership No.:		Grade:	
		Date:	
I confirm that I understand the requirements and duties of the nominated office.			
			(signature)

**Notes:**

1. Nominees and proposers must be Chapter members (Associate Member, Member or Fellow Grade) in good standing by the time of submitting this form.
2. The term of office shall normally be one year. However, the President-Elect shall automatically succeed to the office of President and then as Immediate Past President without further election. This is a 3-year commitment for President-Elect instead of 1-year for other officers.
3. Please visit the Officers & BOG section of Chapter's homepage ([www.ashrae.org.hk](http://www.ashrae.org.hk)) for necessary information about the responsibilities and requirements for each office as stated in the Bylaws of the Chapter. Or, contact the Secretary, Mr. WONG Shu Hung at 91396623 for any assistance.

28 February 2017

To: All Members of ASHRAE Hong Kong Chapter

## **BULLETIN ABOUT THE ELECTION OF OFFICERS AND GOVERNORS**

The election will be held during the Annual General Meeting (AGM) commencing at 6:30 pm on **31 March 2017 (Friday)** at Room PQ 305, Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong.

Since the announcement of the nomination list from the Nominating Committee, the following nominees will stand for election of Officers and Governors for 2017-2018:

<b><u>Post</u></b>	<b><u>Nominee</u></b>
• <b>President-Elect</b>	Mr. WONG Shu Hung
• <b>Secretary</b>	Mr. NG Chun Kei, Jacky
• <b>Treasurer</b>	Mr. TAM Tsz Lung, Tenny
• <b>Board Member</b>	Dr. HUI Chun Man, Sam
• <b>Board Member</b>	Mr. LIN Wan Fuk, Albert
• <b>Board Member</b>	Ms. MO Cheung Ying, Eagle
• <b>Board Member</b>	Mr. TSE Kam Chuen, Vincent

If Members cannot attend the AGM in person to vote for the candidates, you may sign the attached Proxy Form and return to us by one of the following methods:

- by mail to "P.O. Box 35612, King's Road Post Office, North Point, Hong Kong" before 26 March 2017; or
- by email to "[info@ashrae.org.hk](mailto:info@ashrae.org.hk)" before 12:00 noon 31 March 2017 (scanned page with signature shown);
- by putting into the "Proxy Collection Box" located at the Reception Counter of AGM venue.

All proxy form must reach us using one of the above methods before commencement of the AGM. Members are advised to submit the form earlier so as to avoid delays.

By order of the Board of Governors



Mr. WONG Shu Hung  
Secretary (2016-2017)  
ASHRAE Hong Kong Chapter

Enclosure:

- Proxy and Ballot Form
- Election of Officers and Governors 2017-2018: Proposed Candidates

## Election of Officers and Governors 2017-2018: Proposed Candidates

<b>President-Elect</b> 	<b>Mr. WONG Shu Hung</b> <ul style="list-style-type: none"> <li>• Secretary 2016-17</li> <li>• Treasurer 2015-16</li> <li>• Membership Promotion Chair 2014-15</li> <li>• Mainland Relations Chair 2013-14</li> <li>• Research Promotion Chair 2012-13</li> <li>• Attendance Chair 2011-12</li> <li>• Mainland Relations Chair 2010-11</li> <li>• Member since 2009</li> </ul>	<b>Board Member</b> 	<b>Dr. HUI Chun Man, Sam</b> <ul style="list-style-type: none"> <li>• RVC-Student Activities 2011-18</li> <li>• GGAC Chair 2014-17</li> <li>• Governor 2009-14</li> <li>• ASHRAE Distinguished Lecturer 2009-11</li> <li>• Institutions (HK) Liaison Chair 2008-09</li> <li>• Immediate Past President 2007-08</li> <li>• President 2006-07</li> <li>• President-Elect 2005-06</li> <li>• Hon. Secretary 2004-05</li> <li>• Hon. Treasurer 2003-04</li> <li>• Membership Promotion Chair 2002-03</li> <li>• TEGA Chair 2000-02</li> <li>• Publications Committee Chair 1999-00</li> <li>• Member since 1990</li> </ul>
<b>Secretary</b> 	<b>Mr. NG Chun Kei, Jacky</b> <ul style="list-style-type: none"> <li>• Treasurer 2016-17</li> <li>• Membership Promotion Chair 2015-16</li> <li>• Membership Promotion Co-chair 2014-15</li> <li>• Refrigerant Chair 2013-14</li> <li>• Student Activities Co-chair 2012-13</li> <li>• Student Activities Chair 2011-12</li> <li>• Nominating Committee Chair 2011-12</li> <li>• Student Activities Co-chair 2009-11</li> <li>• Member since 2009</li> </ul>	<b>Board Member</b> 	<b>Mr. LIN Wan Fuk, Albert</b> <ul style="list-style-type: none"> <li>• Governor 2015-17</li> <li>• Publicity Chair 2014-15</li> <li>• Institutions (HK) Liaison Chair 2013-14</li> <li>• Immediate Past President 2012-13</li> <li>• President 2011-12</li> <li>• President-Elect 2010-11</li> <li>• Secretary 2009-10</li> <li>• Treasurer 2008-09</li> <li>• Membership Promotion Chair 2007-08</li> <li>• Student Activities Co-Chair 2006-07</li> <li>• Member since 2002</li> </ul>
<b>Treasurer</b> 	<b>Mr. TAM Tsz Lung, Tenny</b> <ul style="list-style-type: none"> <li>• Membership Promotion Chair 2016-17</li> <li>• Auditing Committee member 2016-17</li> <li>• Chapter Technology Transfer Committee Chair 2015-16</li> <li>• Student Activities Chair 2014-15</li> <li>• Research Promotion Chair 2013-14</li> <li>• Research Promotion Co-chair 2012-13</li> <li>• Member since 2012</li> </ul>	<b>Board Member</b> 	<b>Ms. MO Cheung Ying, Eagle</b> <ul style="list-style-type: none"> <li>• Governor 2015-17</li> <li>• Publicity Chair 2013-14</li> <li>• Institutions (HK) Liaison Chair 2012-13</li> <li>• Immediate Past President 2011-12</li> <li>• President 2010-11</li> <li>• President-Elect 2009-10</li> <li>• Secretary 2008-09</li> <li>• Publicity Chair 2007-08</li> <li>• Treasurer 2006-07</li> <li>• Secretary 2005-06</li> <li>• Membership Promotion Chair 2004-05</li> <li>• Young Members Chair 2003-04</li> <li>• Member since 1995</li> </ul>
		<b>Board Member</b> 	<b>Mr. TSE Kam Chuen, Vincent</b> <ul style="list-style-type: none"> <li>• Governor 1996-2017</li> <li>• ASHRAE Vice-President 2007-09</li> <li>• Asia Pacific Conference on Built Environment Chair 2003</li> <li>• Director &amp; Regional Chair 1998-2001</li> <li>• Immediate Past President 1991-92</li> <li>• President 1990-91</li> <li>• Vice President 1989-90</li> <li>• Member since 1979</li> </ul>



## PROXY

I, the undersigned, a member of ASHRAE Hong Kong Chapter bearing voting right, do hereby appoint **Mr. SUNG Ka Leung, Michael** as my proxy to represent me, and to vote in my behalf and in my place and stead, as fully as I could do in person, upon the election of Officers and Governors, by casting for me a ballot in the form of the ballot returned bearing my signature, at the Annual General Meeting of Hong Kong Chapter, to be held at **Room PQ 305, Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong at 6:30 pm on 31 March 2017 (Friday)**.

Unless otherwise indicated by my markings, the said proxy is hereby authorized to cast my vote for the candidate for Officers and Board of Governors on the said ballot.

This proxy shall also empower my proxies to vote on my behalf on any other matter that may properly come before or during the said Annual General Meeting, unless I have placed an "X" in the following box.

## Ballot for Election of Officers and Governors

**President and Immediate Past President:**

In accordance with Chapter Bylaws, **Mr. SUNG Ka Leung, Michael (the current President-Elect)** and **Dr. TUNG Siu Lok, Dennis (the current President)**, will succeed to the office of President and Immediate Past President respectively without election, and remain as members of the Board of Governors 2016-2017.

**President-Elect**  
**Secretary**  
**Treasurer**  
**Board Member**  
**Board Member**  
**Board Member**  
**Board Member**

- Mr. WONG Shu Hung
- Mr. NG Chun Kei, Jacky
- Mr. TAM Tsz Lung, Tenny
- Dr. HUI Chun Man, Sam
- Mr. LIN Wan Fuk, Albert
- Ms. MO Cheung Ying, Eagle
- Mr. TSE Kam Chuen, Vincent

Full Name: \_\_\_\_\_ Membership No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions:

- (1) Mark ballot with a tick "☑" in spaces provided. **If you wish to vote for all candidates for Officers and Governors, you may leave the ballot unmarked.**
- (2) Signed and duly filled proxy and ballot must be sent and reach us before the commencement of AGM. Unsigned Proxies are invalid. Please return the form by one of the following methods:
  - by mail to "P.O. Box 35612, King's Road Post Office, North Point, Hong Kong" before 26 March 2017; or
  - by email to "info@ashrae.org.hk" before 12:00 noon 31 March 2017 (scanned page with signature shown);
  - by putting into the "Proxy Collection Box" located at the Reception Counter of AGM venue.