

15 February 2018

**ASHRAE Hong Kong Chapter
The 34th Annual General Meeting**

Notice to Member

NOTICE is hereby given that the 34th Annual General Meeting (AGM) of ASHRAE Hong Kong Chapter will be held at the following time and venue.

Date & Time : 23 March 2018 (Friday), 6:30 pm (reception starts at 6:00 pm)

Venue : Room HJ 302, Hong Kong Polytechnic University, Hung Hom, Kowloon, HK

Agenda for the AGM

1. To read and confirm the Minutes of the 33rd Annual General Meeting dated 31 March 2017.
2. To receive and consider the President's Report for 2017-2018.
3. To receive and consider the Treasurer's Report for 2016-2017.
4. To report the interim financial statements for 2017-18.
5. To elect and install the officers and members of the Board of Governors for 2018-2019.
6. The incoming President, Mr. WONG Shu Hung to deliver his speech.
7. Any other business.
8. Adjournment.

By order of the Board of Governors



Mr. Ng Chun Kei, Jacky
Secretary (2017-2018)
ASHRAE Hong Kong Chapter

Enclosure:

- Minutes of the 33rd Annual General Meeting dated 31 March 2017
- Letter from Nominating Committee Chair
- Election of Officers and Governors with Proxy and Ballot Form and proposed candidates

LOCATION MAP of the Venue:

Room HJ 302, Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong



15 February 2018

Election of Officers and the Board of Governors for 2018-2019

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 2018-2019 as follows:-

| | |
|-------------------|-----------------------------|
| • President-Elect | Mr. NG Chun Kei, Jacky |
| • Secretary | Mr. TAM Tsz Lung, Tenny |
| • Treasurer | Mr. Huang Hung Man, Patrick |
| • Board Member | Dr. HUI Chun Man, Sam |
| • Board Member | Mr. LIN Wan Fuk, Albert |
| • Board Member | Mr. LO Chan Kit, Albert |
| • Board Member | Mr. TSE Kam Chuen, Vincent |

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. WONG Shu Hung (the current President-Elect)** and **Mr. SUNG Ka Leung (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 2018-2019.

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) 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: taylor3907@hotmail.com) or the Secretary, Mr. NG Chun Kei, Jacky (e-mail: jacky.ck.ng@hkjc.org.hk).

Yours truly,

Mr. Taylor Chow
Nominating Committee Chair (2017-18)
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 (2017-18)
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 2018-2019

| | | | | |
|---|-----------------|-------------|-----------|--------------|
| 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:

- Nominees and proposers must be Chapter members (Associate Member, Member or Fellow Grade) in good standing by the time of submitting this form.
- 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.
- Please visit the Officers & BOG section of Chapter's homepage (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. NG Chun Kei, Jacky at 6286 5013 for any assistance

15 February 2018

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 **23 March 2018 (Friday)** at Room HJ 302, 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 2018-2019:

Post

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

Nominee

Mr. NG Chun Kei, Jacky
Mr. TAM Tsz Lung, Tenny
Mr. Huang Hung Man, Patrick
Dr. HUI Chun Man, Sam
Mr. LIN Wan Fuk, Albert
Mr. LO Chan Kit, Albert
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:

- (a) by mail to "P.O. Box 35612, King's Road Post Office, North Point, Hong Kong" before 22 March 2018; or
- (b) by email to "info@ashrae.org.hk" before 12:00 noon 23 March 2018 (scanned page with signature shown);
- (c) 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

A handwritten signature in blue ink, appearing to read "Jacky".

Mr. Ng Chun Kei, Jacky
Secretary (2017-2018)
ASHRAE Hong Kong Chapter

Enclosure:

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

Election of Officers and Governors 2018-2019: Proposed Candidates

| | | | |
|---|---|---|---|
| President-Elect  | Mr. NG Chun Kei, Jacky <ul style="list-style-type: none"> Secretary 2017-18 Treasurer 2016-17 Auditing Committee member 2015-16 Membership Promotion Chair 2015-16 Membership Promotion Co-chair 2014-15 Refrigeration Chair 2013-14 Student Activities Co-chair 2012-13 Student Activities Chair 2011-12 Nominating Committee Chair 2011-12 Student Activities Co-chair 2009-11 Member since 2009 | Board Member  | Dr. HUI Chum Man, Sam <ul style="list-style-type: none"> Governor 2017-18, 2009-14 RVC-Student Activities 2011-18 GGAC Chair 2014-17 ASHRAE Distinguished Lecturer 2009-11 Institutions (HK) Liaison Chair 2008-09 Immediate Past President 2007-08 President 2006-07 President-Elect 2005-06 Hon. Secretary 2004-05 Hon. Treasurer 2003-04 Membership Promotion Chair 2002-03 TEGA Chair 2000-02 Publications Committee Chair 1999-00 Member since 1990 |
| Secretary  | Mr. TAM Tsz Lung, Tenny <ul style="list-style-type: none"> Treasurer 2017-18 Membership Promotion Chair 2016-17 Auditing Committee member 2016-17 Chapter Technology Transfer Committee Chair 2015-16 Student Activities Chair 2014-15 Research Promotion Chair 2013-14 Research Promotion Co-chair 2012-13 Member since 2012 | Board Member  | Mr. LIN Wan Fuk, Albert <ul style="list-style-type: none"> Governor 2015-18 Publicity Chair, 2014-15 Institutions (HK) Liaison Chair 2013-14 Immediate Past President 2012-13 President 2011-12 President-Elect 2010-11 Secretary 2009-10 Treasurer 2008-09 Membership Promotion Chair 2007-08 Student Activities Co-Chair 2006-07 Member since 2002 |
| Treasurer  | Mr. Huang Hung Man, Patrick <ul style="list-style-type: none"> Membership Promotion Chair 2017-18 Auditing Committee member 2017-18 Chapter Technology Transfer Committee Chair 2016-17 Research Promotion Chair 2015-16 Chapter Technology Transfer Committee Chair 2014-15 Student Activities Chair 2013-14 Chapter Technology Transfer Committee Co-chair 2012-13 Chapter Program Co-chair 2011-12 Member since 2009 | Board Member  | Mr. LO Chan Kit, Albert <ul style="list-style-type: none"> Refrigeration Chair 2017-18 Institutions (HK) Liaison Chair 2014-15 Immediate Past President 2013-14 President 2012-13 President-Elect 2011-12 Secretary 2010-11 Treasurer 2019-10 Membership Promotion Chair 2008-09 Refrigeration Chair 2005-08 Member since 1993 |
| | | Board Member  | Mr. TSE Kam Chuen, Vincent <ul style="list-style-type: none"> Governor 1996-2018 ASHRAE Vice-President 2007-09 Asia Pacific Conference on Built Environment Chair 2003 Director & Regional Chair 1998-2001 Immediate Past President 1991-92 President 1990-91 Vice President 1989-90 Member since 1979 |

PROXY

I, the undersigned, a member of ASHRAE Hong Kong Chapter bearing voting right, do hereby appoint **Mr. Wong Shu Hung** 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 HJ 302, Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong at 6:30 pm on 23 March 2018 (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 2018-2019

President and Immediate Past President:

In accordance with Chapter Bylaws, **Mr. Wong Shu Hung (the current President-Elect)** and **Mr. SUNG Ka Leung, Michael (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 2018-2019.

President-Elect

☐ Mr. NG Chun Kei, Jacky

Secretary

☐ Mr. TAM Tsz Lung, Tenny

Treasurer

☐ Mr. Huang Hung Man, Patrick

Board Member

☐ Dr. HUI Chun Man, Sam

Board Member

☐ Mr. LIN Wan Fuk, Albert

Board Member

☐ Mr. LO Chan Kit, Albert

Board Member

☐ 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 22 March 2018; or
 - by email to "info@ashrae.org.hk" before 12:00 noon 23 March 2018 (scanned page with signature shown);
 - by putting into the "Proxy Collection Box" located at the Reception Counter of AGM venue.

Technical Talk

after ASHRAE Hong Kong Chapter – 34th Annual General Meeting

2017 ASHRAE Regional XIII Technology Award

“Sustainable Development – A Business Case for New and Existing Buildings”

presented by

Mr. Syed Mubarak

President – ASHRAE Macao Chapter

Date & Time: 23 March 2018 (Fri), 7:30 – 8:30 pm (after ASHRAE-HKC 34th Annual General Meeting)

Venue: Room HJ302, The Hong Kong Polytechnic University, Hung Hom, Kowloon

Highlights:

A Native American proverb says, “We do not inherit earth from our ancestors; we borrow it from our children”. In today’s time global warming has no boundary and increasingly infiltrates into fabrics of everyone in the pursuit to go green. Buildings are accountable for 40% of energy use globally and many studies estimate the growth trend of consumption to continue in the coming decades. Adopting sustainability & energy efficiency has grown to become a trend in design, construction and operation of buildings across the world. Buildings can be an educational platform to transform people behavior when it is built and operate through clear-cut sustainable strategies. This case study illustrates a formal implementation of structured environmental sustainability program in a multimillion square feet integrated resorts in Macao which resulted in millions of energy & water savings as well as reducing carbon emission in it’s operations.

Speaker:



Mr. Syed Mubarak is the Executive Director at Sands China Ltd. and President of ASHRAE Macao Chapter. He has 25 years of experience in sustainability, energy management, technical engineering solutions, business development & facilities management. He has held several leadership roles in various organizations in Asia and has been instrumental in development of numerous sustainable initiatives to improve building efficiency towards low carbon future as well as bottom line cost savings and secured accolades such as BCA Green Mark, Macao Green Hotel Award, Newsweek Green Ranking, CDP, etc. Syed has been associated with various professional affiliations such as ASHRAE, USGBC, IFMA, ISSP, Singapore Compact CSR, etc. Currently as the President of ASHRAE Macao Chapter, leads the team to engage with community, build capabilities and leadership of local engineering professionals and student community.

Language: English

Fee: Free of charge

CPD: 1-hour CPD certificate will be provided

Application: Seats are limited. Open to all interested persons, but *priority will be given to ASHRAE-HKC members* who attend the AGM at 6:30 pm on 23 March 2018.

For application, please complete the Registration Form at the following "[On-Line Registration Link](#)" or <https://goo.gl/forms/ENLlOO8IdLs6aMTN2> on or before 16 March 2018. Places will be allocated on a first-come-first-served basis. Successful applicants will be informed individually by e-mail on or before 20 March 2018. For enquiry, please email to ashraehk@gmail.com.

ASHRAE Hong Kong Chapter

**Minutes of the 33rd Annual General Meeting (AGM)
held on 31 March 2017 (Friday)**

at PQ 305, Polytechnic University,
Hung Hom, Kowloon, Hong Kong.

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

1. The President and the Chair of meeting – Dr. Dennis Tung, welcomed all members and declared the meeting commencement at 6:45pm.
2. Confirmation of the last minutes of the 32nd AGM held on 31 March 2016.

The minutes was proposed by Mr. Tenny Tam and seconded by Mr. Michael Sung. The minutes was accepted by all members.

3. President Report.

Dr. Dennis Tung delivered his President Report (Attachment 1).

4. Treasurer Report

The Treasurer, Mr. Jacky Ng presented the Audited Report for 2015-16 and reported the account and financial status for 2016-17 (Attachment 2). The report was proposed by Dr CS Wong and seconded by Mr. Wong Shu Hung. The report was passed by all members.

5. Appointment of External Auditor for 2016-17.

Martin Chiang & Co., Certified Public Accountants, was proposed by Mr Jacky Ng to be the External Auditor for 2016-17 and seconded by Mr. Michael Sung. The proposal was accepted by all members.

6. Election of Officers and Members of the Board of Governors for the year 2017-18.

On behalf of the Nominating Committee, Mr. Taylor Chow, 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. WONG Shu Hung | |
| | Secretary - Mr. NG Chun Kei, Jacky | |
| | Treasurer - Mr. TAM Tsz Lung, Tenny | (Page 1 of 2) |

Governors:

- Dr. HUI Chun Man, Sam
- Mr. LIN Wan Fuk, Albert
- Ms. MO Cheung Ying, Eagle
- Mr. TSE Kam Chuen, Vincent

Mr. Taylor Chow explained that Dr. TUNG Siu Lok, Dennis and Mr. Michael Sung would automatically succeed as the Immediate Past President and President respectively in the coming society year (2017-18).

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

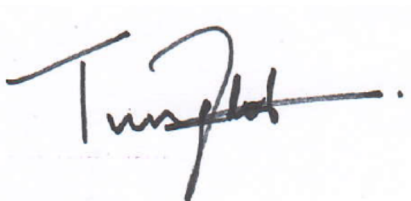
7. Dr. CS Wong installed the new Officers and Mr. PAU Wai Keung installed the new Governors.
8. Mr. Michael Sung proposed a vote of thanks to Dr. Tung Siu Lok for his good effort as President during the year.
9. Speech of Incoming President

The Incoming President, Mr. Michael Sung delivered his speech to all participants (Attachment 3).

10. Adjournment

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

(A technical seminar was arranged right after the AGM)

A handwritten signature in black ink, appearing to read "Tung Siu Lok".

Dr. Tung Siu Lok
President (2016-17)
ASHRAE Hong Kong Chapter

A handwritten signature in blue ink, appearing to read "Wong Shu Hung".

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