



Hong Kong Arts
Administrators Association
香港藝術行政人員協會

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HONG KONG ARTS ADMINISTRATORS ASSOCIATION LIMITED (2018-2019)

MINUTES OF THE 2019 ANNUAL GENERAL MEETING HELD ON 3 DECEMBER 2019 (TUESDAY) AT 5:30 PM AT THE CONFERENCE ROOM, HONG KONG CHINESE ORCHESTRA, 7/F, SHEUNG WAN MUNICIPAL SERVICES BUILDING, 345 QUEEN'S ROAD CENTRAL, SHEUNG WAN, HONG KONG.

- Present:
- Dr Celina Chin (CC), Acting Chairman
 - Mrs Vennie Ho (VH), Honorary Secretary
 - Ms Enid Chung (EC), Board Member
 - Ms Ribble Chung (RC), Board Member
 - Ms Connie Lam (CL), Board Member
 - Mr Paul Tam (PT), Board Member
 - Dr David Tsui (DT), Board Member
 - Ms Flora Yu (FY), Board Member
 - Ms Mandy you (MY)
 - Dr Winton Au (WA)
 - Ms Nancy Kwok (NK)
 - Mr Kwong Wai Lap (KWL)
 - Ms Louise Law (LL)
 - Ms Heidi Lee (HL)
- Apologies:
- Dr Patrick Mok (PM), Honorary Treasurer
- Officer In Attendance:
- Ms Wendy Lam (WL), Manager
 - Ms Kelly Duen (KD), Assistant Manager
 - Ms Daisy Ma (DM), Officer

1. MEMBERS PRESENT

The Chairman welcomed members present and declared that a quorum was present as stipulated in the articles of the Association.

2. MINUTES OF THE LAST AGM

- 2.1 There was no proposed amendment received and the minutes were duly approved.

We support the advancement of a flourishing arts scene in Hong Kong through our works!



3. CHAIRMAN'S ADDRESS

3.1 Acting Chairman CC reports that PT completed his chairmanship at 13 Nov 2019 and once again thanks for his dedication and hard work to the association in the past years.

3.2 CC invited PT to present the chairman's report of Year 2018-2019.

3.3 Financial Management

Under the Three-year grant programme of Hong Kong Arts Development Council (HKADC), the Year 2018-2019 is the third year financially to be supported a grant amount of HK\$ 848,000. The Association is grateful that we have received over HK\$1.8 Million grant income (nearly 90 increment to compare of Year 2017-2018 to support the whole year's programmes and the Association's operational use.

3.4 Team Members

With the support of HKADC (Year Grant and Arts Administration Internship Scheme, the Association's office manpower consists of 3 full time staff and 1 part time staff throughout the year.

3.4.1 There were several changes in the management team. First of all, we would like to thank Theresa Tsang and Vincy Yip who worked for the Association for over 4 years and 1 year respectively They have just proceeded to their next stage career in this summer.

3.4.2 For current team, includes Wendy Lam as the Manager, Kelly Duen who joined the team in September 2019 as the Assistant Manager while Daisy Ma joined in August 2019 as Management Trainee. We also have Ian Ho as the part time administrative assistant

3.4.3 This year, we have worked closely with different educational institutes and received 8 interns for the internship placement We sincerely thank our partners for their contribution and support

3.5 Membership

For year 2018 -019 we are glad to have 192 individual members as of June 2018 and 11 Corporate Members including, Chung Ying Theatre Company, Hong Kong Arts Centre, Hong Kong Arts Festival, Hong Kong Ballet, Hong Kong Chinese Orchestra, Hong Kong Dance Company, Hong Kong Philharmonic Society, Tai Kwun, Theatre Ronin, Youth Square and Zuni Icosahedron.

3.6 Community Engagement

We have received over 400,000 visitors to our website and over 200,000 regular



visitors revisit the job market page We also receive rapid growth of e newsletter subscriber which stand for over 8,000.

3.7 Cultural Leadership Summit

In year 2018 19 the Association presented the Cultural Leadership Summit on 6 -7 November 2018 and we discussed the topic of Arts Touring and Cultural Tourism. Details can refer to the Chairman's Report.

3.8 Essential Guide

We have successfully launched two Essential Guide in Summer 2018 and February 2019 The first one was on Arts Management skill and the second one was a practical touring skill sharing. Thanks for the support by HKADC and Home Affairs Bureau (HAB). Details can refer to the Chairman's Report.

3.9 Recruitment Day 2018

Recruitment Day 2018 was successfully held on 6 Oct 2018 (at HKICC Lee Shau Kee School of Creativity.

3.10 PT would like to thank all the members continuously supporting and participating to the Association's works We look forward to the next exciting year to come.

3.11 Proposed by DT and seconded by RC, the Chairman's report was duly approved.

4 **DIRECTORS' REPORT AND AUDITED ACCOUNTS**

Members noted the Audit Report and the Financial Statements for the period of 1 July 2017 to 30 June 2018. Members received and approved the reports.

The motion was adopted. Proposed by VH and seconded by RC, the motion was unanimously adopted.

5 **APPOINTMENT OF AUDITORS**

Three quotations of audit firms were obtained for selection and it was agreed that Douglas CPA (practicing) limited was the best-value-for-money firm.

Proposed by DT and seconded by Louise Law (LL) the resolution to appoint Douglas CPA (practicing) limited as the external auditor of the Association until the next Annual General Meeting of the Association.



6 ELECTION OF DIRECTORS

According to the M&A of the Association, members of the Board shall be elected from the Full and Corporate Members at the Annual General Meeting every two years, the current directors were selected in 2017. All current members of the Board have no objection to continue in office, proposed by PT and seconded by EC, members of the Board elected as below:

CC, EC, RC, CL, VH, PM, PT, DT, FY

6.1 Board and Management Updates

Members of Board would like to invite Prof. Lena Lee (LL), Arts Specialist, Arts with the Disabled Association of Hong Kong, to be appointed as Board Member. Proposed by PT and seconded by RC, LL is confirmed as a Board Member of the Association.

6.2 CC reports that PT will stay in the Board as member. Proposed by CC and seconded by VH, PT confirmed as a Board Member of the Association.

7 GENERAL QUESTIONS

There being no questions raised.

The meeting was adjourned at 6:05 pm.

Celina Chin
Acting Chairman, Hong Kong Arts Administrators Association

Vetted by: Wendy Lam, Manager, Hong Kong Arts Administrators Association
Prepared by: Kelly Duen, Assistant Manager, Hong Kong Arts Administrators Association