

26 February 2016

**ASHRAE Hong Kong Chapter  
The 32<sup>nd</sup> Annual General Meeting**

**Notice to Member**

**NOTICE** is hereby given that the 32<sup>nd</sup> Annual General Meeting (AGM) of ASHRAE Hong Kong Chapter will be held at the following time and venue.

Date & Time : 31 March 2016 (Thursday), 6:30 pm (reception starts at 6:00 pm)  
Venue : Room 1614, Academic 2, City University of Hong Kong, Tat Chee Avenue,  
Kowloon Tong, Kowloon, Hong Kong.

**Agenda for the AGM**

1. To read and confirm the Minutes of the 31<sup>st</sup> Annual General Meeting dated 31 March 2015.
2. To receive and consider the President's Report for 2015-2016.
3. To receive and consider the Treasurer's Report for 2014-2015.
4. To report the interim financial statements for 2015-16.
5. To elect and install the officers and members of the Board of Governors for 2016-2017.
6. The incoming President, Dr. TUNG Siu Lok, Dennis to deliver his speech.
7. Any other business.
8. Adjournment.

By order of the Board of Governors



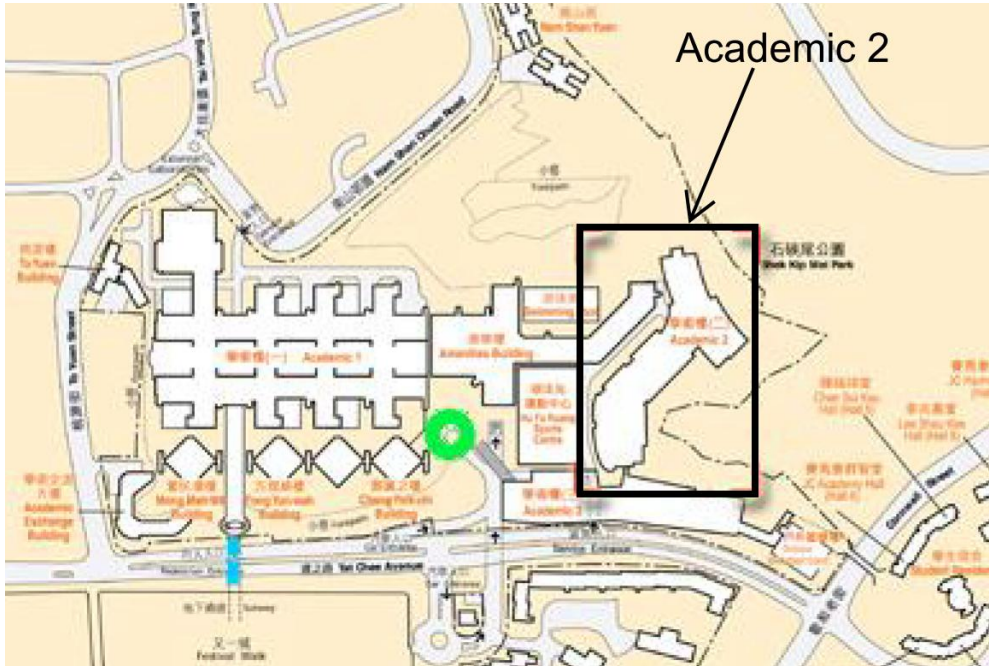
Mr. SUNG Ka Leung, Michael  
Secretary (2015-2016)  
ASHRAE Hong Kong Chapter

Enclosure:

- Minutes of the 31<sup>st</sup> Annual General Meeting dated 31 March 2015
- Letter from Nominating Committee Chair
- Election of Officers and Governors with Proxy and Ballot Form and proposed candidates

**LOCATION MAP of the Venue:**

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



26 February 2016

## Election of Officers and the Board of Governors for 2016-2017

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 2016-2017 as follows:-

- |                          |                                   |
|--------------------------|-----------------------------------|
| • <b>President-Elect</b> | <b>Mr. SUNG Ka Leung, Michael</b> |
| • <b>Secretary</b>       | <b>Mr. WONG Shu Hung</b>          |
| • <b>Treasurer</b>       | <b>Mr. NG Chun Kei, Jacky</b>     |
| • <b>Board Member</b>    | <b>Dr. CHAN Ka Lung, Raymond</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, **Dr. TUNG Siu Lok, Dennis (the current President-Elect)** and **Dr. WONG Chun Sing (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.

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: [patrick.huang@arup.com](mailto:patrick.huang@arup.com)) or the Secretary, Mr. SUNG Ka Leung, Michael (e-mail: [sung.michael@pbworld.com](mailto:sung.michael@pbworld.com)).

Yours truly,

Mr. Patrick Huang  
Nominating Committee Chair (2015-16)  
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. Patrick Huang  
 Nominating Committee Chair (2015-16)  
 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 2016-2017

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) for necessary information about the responsibilities and requirements for each office as stated in the Bylaws of the Chapter. Or, contact the Secretary, Mr. Michael Sung at 9374 9876 for any assistance.

26 February 2016

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 2016 (Thursday)** at Room 1614, Academic 2, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, 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 2016-2017:

<u>Post</u>	<u>Nominee</u>
• <b>President-Elect</b>	Mr. SUNG Ka Leung, Michael
• <b>Secretary</b>	Mr. WONG Shu Hung
• <b>Treasurer</b>	Mr. NG Chun Kei, Jacky
• <b>Board Member</b>	Dr. CHAN Ka Lung, Raymond
• <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 2016; or
- by email to "[info@ashrae.org.hk](mailto:info@ashrae.org.hk)" before 12:00 noon 31 March 2016 (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. SUNG Ka Leung, Michael  
Secretary (2015-2016)  
ASHRAE Hong Kong Chapter

Enclosure:

- Proxy and Ballot Form
- Election of Officers and Governors 2016-2017: Proposed Candidates

## PROXY

I, the undersigned, a member of ASHRAE Hong Kong Chapter bearing voting right, do hereby appoint **Dr. TUNG Siu Lok, Dennis** 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 1614, Academic 2, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong at 6:30 pm on 31 March 2016 (Thursday).

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, **Dr. TUNG Siu Lok, Dennis (the current President-Elect)** and **Dr. WONG Chun Sing (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**

Mr. SUNG Ka Leung, Michael

**Secretary**

Mr. WONG Shu Hung

**Treasurer**

Mr. NG Chun Kei, Jacky

**Board Member**

Dr. CHAN Ka Lung, Raymond

**Board Member**

Mr. LIN Wan Fuk, Albert

**Board Member**

Ms. MO Cheung Ying, Eagle

**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 26 March 2016; or
  - by email to "info@ashrae.org.hk" before 12:00 noon 31 March 2016 (scanned page with signature shown);
  - by putting into the "Proxy Collection Box" located at the Reception Counter of AGM venue.

## Election of Officers and Governors 2016-2017: Proposed Candidates

### President-Elect



### Mr. SUNG Ka Leung, Michael

- Secretary 2015-16
- Treasurer 2014-15
- Membership Promotion Chair 2013-14
- Student Activities Chair 2012-13
- CTTC Chair 2011-12
- Chapter Programs Chair 2010-11
- Member since 2009

### Board Member



### Dr. CHAN Ka Lung, Raymond

- Governor 2014-16
- Convener of COOL HK for Exhibition, Promotion and Distribution 2010-13
- International Advisory Committee Member 2011-12
- Regional Nominating Committee Reserve Alternative 2010-12
- Institutions (HK) Liaison Chair 2010-11
- Immediate Past President 2009-10
- President 2008-09
- President-Elect 2007-08
- Secretary 2006-07
- Member since 1993

### Secretary



### Mr. WONG Shu Hung

- Treasurer 2015-16
- Membership Promotion Chair 2014-15
- Mainland Relations Chair 2013-14
- Research Promotion Chair 2012-13
- Attendance Chair 2011-12
- Mainland Relations Chair 2010-11
- Member since 2009

### Board Member



### Mr. LIN Wan Fuk, Albert

- Governor 2015-16
- 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. NG Chun Kei, Jacky

- Membership Promotion Chair 2015-16
- Membership Promotion Co-chair 2014-15
- Refrigerant 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



### Ms. MO Cheung Ying, Eagle

- Governor 2015-16
- Publicity Chair 2013-14
- Institutions (HK) Liaison Chair 2012-13
- Immediate Past President 2011-12
- President 2010-11
- President-Elect 2009-10
- Secretary 2008-09
- Publicity Chair 2007-08
- Treasurer 2006-07
- Secretary 2005-06
- Membership Promotion Chair 2004-05
- Young Members Chair 2003-04
- Member since 1995

### Board Member



### Mr. TSE Kam Chuen, Vincent

- Governor 1996-2016
- 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