

Hong Kong Water Sports Council

Minutes of the 3<sup>rd</sup> Executive Committee held on 19<sup>th</sup> November 2016 at 8:00 am  
in the Bistro, RHKYC

Present

Raymond Ma Siu Wing	(RM)	Chairman
Mike Tanner	(MT)	Vice-Chairman
Terence Wan	(TW)	Hon Treasurer
MK Lau	(MK)	Honorary Executive Director
Soey Lau	(SL)	Company Secretary
Mike Arnold	(MA)	Board Secretary

Absent with apologies

Johnnie C K Chan	(JC)	Vice-Chairman
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Action

**1.0 Confirmation of Agenda**

- 1.1 SL was welcomed to the meeting. The proposed agenda was confirmed without amendment.

**2.0 Confirmation of the Minutes of the 2<sup>nd</sup> Meeting held on 25<sup>th</sup> July 2016**

- 2.1 The Minutes were confirmed without amendment.

**3.0 Matters Arising from 2<sup>nd</sup> Meeting**

- 3.1 Para 3.1 MT explained that in order not to attract tax, the Thong Sia Watch Co., Ltd. (Seiko) donation had to be presented as a conditional donation. TW advised that the donation arrangements could be readily addressed after the Council obtained charitable status. kiv

- 3.2 Para 3.2 Change of bank signatories: SL advised that the bank account with HSBC needed to be reactivated. The signatories to the account would all need to go to the bank to register their signatures. TW said that he would ask one of his staff, Sylvia, to make the arrangements with HSBC. It was agreed that the signatories to the account should be TW, RM, JC, MT and MA, with any two being eligible to sign. It was noted that a copy of the Council's resolution approving the arrangements would also be required. This could be arranged after the forthcoming AGM. All

- 3.3 Para 5.3 Payment of annual subscriptions by Associations: MT noted

that it was not clear whether all Members had paid their annual subscriptions to the Council for the previous and current financial year. MT asked TW if Sylvia could check when the subscriptions were due and arrange to bill Members for overdue subscriptions and for the current year after the AGM.

TW

[Post meeting note: The HKWSC Annual Accounts cover the 12-month period 1 June to 31 May. This means subscriptions will normally be due on 1 June each year. For the AGM on 30 November 2016, the Accounts to be approved will be in respect of the year ending 31 May 2016.]

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| 3.4 | <p>Para 3.4 Progress on STT for EKTWSC at Kai Tak Fire Station site (KTFSS): MT reported that a site visit by representatives of Members had been arranged on 3 December 2016. A small informal steering group consisting of MT, Steven Li, Ian Brownlee, MK and MA had also been formed to push the project forward. An application for \$3 million had been made to the Sir David Trench Fund to cover the cost of the pontoon. On Friday, 18 November 2016, the Fund Secretariat had phoned him to ask whether the Council had any mechanism in place to address the need to cover any deficit in the donation from the Fund. MT would look at the M&amp;A to formulate a reply to SDTF.</p> | MT                 |
| 3.5 | <p>MT went on to note that the STT for the site was close, with the Marine Impact Assessment and the site survey remaining to be completed. MK reported that in respect of the site visit on 3 December, he had managed to contact the Dragon Boat Assn but not the Triathlon Assn. MT said that Ian Brownlee had agreed to contact the Triathlon Assn. Others had confirmed.</p>   |                    |
| 3.6 | <p>Para 3.6 Appointment of Honorary Advisers: MA reported that both Bob Wilson and Ian Brownlee had agreed to become Honorary Advisers.</p>   |                    |
| 3.7 | <p>Para 4.1 Registered Office Address: The Committee agreed to change the Council's registered correspondence address to SL's office after the AGM. MK asked about the need to print official stationary for the Council. MT noted that the official stationary identified the Member Associations. He asked MK to speak to the Swimming Assn to see if they wished to join the Council so that they could be added to the list of Associations. As regards timing, it was agreed to leave these matters to the Chairman and MT.</p>  | RM/<br>MT/<br>Soey |
| 3.8 | <p>Para 4.3 Establishment of Management Committee to coordinate planning for EKWSC at KTFSS: MT reported that he was the chairman of the committee, and to date the Dragon Boat Assn and the</p>  | MT                 |

Canoe Union had agreed to send representatives. He planned to convene the first meeting in early December after the Rowing Association had appointed a representative.

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| 3.9  | Para 4.4 Proposed Meeting with Hon Tony Tse: With Tony Tse not being re-elected, MT suggested that one item for discussion at the next Exec. Committee should be the strategy to as regards obtaining the permanent site for the permanent Kai Tak WSC and how to approach Government. He suggested that this item should be retitled as “Strategy to Engage Government in the Permanent Water Sports Centre” And that one option was to raise the profile of the project by requesting government to be part of a Project Steering Committee to plan all aspects of the future facility and support installations around the whole of the venue. MK reported that JC had suggested waiting for the Council to get the STT for the Fire station site before approaching the Kowloon City DC. Strategy to be discussed at next Executive Committee meeting. | All   |
| 3.10 | Para 4.5 Establishment of Subcommittee for the Tseung Kwan O site: MT reported that Ian Brownlee and he had held a meeting with the consultants, Advisian, who had asked to meet each of the associations to talk to them about the centre and to have each sport advise on their requirements. The plan was to form the subcommittee following these meetings. He hoped to see progress before the next Exec. Committee.  | MT    |
| 3.11 | Para 5.1 Preparation of the Annual Accounts: TW reported that the accounts were nearly completed. RM proposed that the accounts be completed and approved by circulation before the AGM.   | TW    |
| 3.12 | <p>MK raised the following issues.</p> <ul style="list-style-type: none"> <li>(a) for him to be provided with a printer in addition to a PC;</li> <li>(b) to have MS Office installed on the PC and an Outlook email account;</li> <li>(c) to have access to a petty cash fund for small purchases required for administrative purposes; and</li> <li>(d) the need to arrange for regular payments to the website hosting company so as to maintain the Council’s website.</li> </ul> <p>It was agreed that MK should speak to TW about making the necessary arrangements.</p>   | MK/TW |
| 3.13 | Para 5.2 Preparation of Directors Report: RM suggested that the Report might provide an update on membership of the Council, the current status of the proposed Water Sports Centres at Kai Tak and Tseung Kwan O, and details of the 2016 Kwun Tong Water Sports  | MT/MA |

Festival.

- 3.14 Para 5.5 Memorandum and Articles of Association: MA reported that he had circulated a softcopy of the Council's Memorandum and Articles to Members following the last Committee meeting. SL and MK asked that they also be provided with copies.

[Post meeting note: MA provided SL and MK with softcopies by email later that day]

- 3.15 Para 6.1 Application for Charitable Status: MT said that he had been given to understand that the previous Treasurer had written to IRD on this matter. TW agreed to write to IRD to find out the current status of the application. MA

**4.0 Any other matters concerning the AGM to be held on 30 November 2016**

- 4.1 MA was asked to circulate Members with the details of the returns received in respect of nominations and proxies submitted on or before 23 November 2016.

[Post meeting note: MA sent an email providing details of the nominations and proxies to Exec Committee Members on 24 November 2016.]

**5.0 Any Other Business**

- 5.1 Appointment of legal adviser: It was reported that Vitus Leung and Moses Cheng had been invited to become Honorary Legal Advisers to the Council. To be confirmed at AGM.

**6.0 Date of Next Meeting**

- 6.1 The next meeting of the Executive Committee would be held after the AGM at a time and place to be decided nearer the time.

Raymond Ma  
Chairman