

THE HEBE HAVEN YACHT CLUB LIMITED
Minutes of the Meeting of the General Committee
held on Thursday 23 February 2023

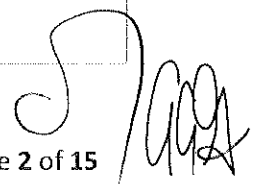
Present:

Donald Johnston	DWJ	Commodore (in person)
Sonny Payne	SP	Vice Commodore (via MS Teams)
Aaron Goach	AG	Honorary Secretary (in person)
Bridget Chan	BC	Rear Commodore—Sailing (in person)
Harvey Jessop	HJ	Rear Commodore—Sailing Development (in person)
Eddy Lo	EL	Rear Commodore—Marine Operations and Facilities (via MS Teams)
Andrew Brown	AB	Chairperson—Environmental and Social Governance Committee (in person)
John (KK) Lo	KK	Chairperson—Powerboat and <i>Hebe One</i> Committee (via MS Teams)
Simon Robertson	SR	Chairperson—24 Hour Charity Dinghy Race Committee (via MS Teams)
Joseph Lau	JL	GenCom Member (in person)
Carol Biddell	CB	GenCom Member (via MS Teams)
Frances Hurley	FH	GenCom Member (via MS Teams)
Clayton Yu	CY	GenCom Member (via MS Teams)
Kay Patterson	KP	GenCom Member (in person)
In Attendance:		
Paul C. Arkwright	PA	General Manager (in person)
Cali Cheung	CC	Executive Assistant (in person)
Katherine Tutschek	KT	Minute Taker (in person)
Helena Chung	HC	Interpreter (via MS Teams)
Zelos Cheng	ZC	IT Manager (in person)



NOTE: There were 9 Resolutions, details of which are recorded in the attached Annex.

The meeting commenced at 19:03 at HHYC		
No.	Item	Action
1	Conduct of the General Committee Meeting	
1.1	GenCom meeting quorum - Attendance in excess of a quorum of GenCom members were present (DWJ, SP, AG, BC, HJ, EL, AB, KK, SR, JL, CB, FH, KP), so DWJ declared the meeting open.	
2	Approval of minutes	
2.1	- Minutes from the previous GenCom meeting on 26 January 2023 were circulated to GenCom and approved. (Resolution #1 per Annex)	
3	Honorary Treasurer's Report	
3.1	The report was taken as read. Highlights followed: Accounts for FYE 31 March 2023 (Actual + Forecast) - Figures for FYE 31 March 2023 and January were noted, and that costs for Chinese New Year had been budgeted for February rather than January. - DWJ reminded GenCom members that three financial account statements were attached with this report in the shared drive for their perusal. <i>19:07 CY joined the meeting</i>	
3.2	Overdue debtors - The Club had taken approximately ten overdue debtors to court in the past year. - It was noted that a significant amount of Club resources (i.e. time and work) were required to pursue small claims in court. - DWJ reassured GenCom that the money lost to overdue debtors was relatively small amount and far outweighed by Club revenue. - SP clarified to GenCom the content of the warning letters which were sent to overdue debtors. - That status quo is that all overdue debtors are sent to the small claims, irrespective of how small the overdue amount is. GenCom would give further thought to how small claims were dealt with at HHYC going forward.	ALL



3.3	Overdue debtor – [REDACTED] [REDACTED]	
3.4	Overdue debtor – [REDACTED] [REDACTED]	
3.5	Overdue debtor – [REDACTED] [REDACTED]	
3.6	Overdue debtor – [REDACTED] [REDACTED]	
3.7	Overdue debtor – [REDACTED] [REDACTED]	
3.8	Overdue debtor – [REDACTED] [REDACTED]	



	[REDACTED]	
3.9	<p>Changes to Budget review meeting dates</p> <ul style="list-style-type: none"> - The pre-budget meeting originally scheduled for Saturday, 4 March 2023 would be postponed until after 8 March, when Carol had finished the draft budget and PowerPoint presentation for the meeting. - GenCom should let DWJ know which dates between 8 to 18 March they were available to meet, whether on a weekend during the daytime or a weekday evening. - Follow-up presentations on the third and fourth drafts of the budget would likewise be rescheduled. - CC would notify GenCom of the final meeting dates once they were confirmed. 	<p>ALL</p> <p>CC</p>
3.10	<p>Budget review aims</p> <ul style="list-style-type: none"> - At the upcoming GenCom budget meetings, the Treasurer would highlight key aspects of the budget to GenCom. - The 2024 Budget had three main aims, namely to: <ul style="list-style-type: none"> (i) Generate and preserve cash; (ii) Obtain the interim lease modification in July 2025; and, (iii) Prepare for the private recreational lease (PRL) renewal in 2027. - DWJ likened the success of the budget and PRL renewal to three-legged stools, in that if any of the legs were compromised, the entire endeavour would fail. - Both the budget and the PRL renewal each has three "legs": <ul style="list-style-type: none"> (i) Budget success: <i>members, staff and facilities</i>; (ii) PRL renewal success: <i>cash, opening up to EOBs and regulatory compliance</i>. - The Club should learn from the experience of other Clubs, such as RHKYC, when preparing to renew its PRL. 	

4	Environmental, Social and Governance Committee Report	
4.1	<p>The report was taken as read. Highlights followed:</p> <p>New committee member</p> <ul style="list-style-type: none"> - Mr Oscar DAHLSTEN had joined ESGCom. 	
4.2	<p>Scope of the ESGCom brief</p> <ul style="list-style-type: none"> - The ESGCom brief touched on many aspects of Club life and operations. - This included F&B and Human Resources, and making sure the Club provides a good working environment for staff. - When deciding whether to build new facilities, ESGCom suggests the Club balance its goal of providing a good environment for members with consideration for the volume of materials 	

	construction projects consume.	
4.3	<p>Electric sampans and other green energy projects</p> <ul style="list-style-type: none"> - Electric sampan motors and solar roof panels would help increase the use of green energy at the Club. - AB was waiting for figures from the Marine Office on electric sampans, after which ESGCom could evaluate whether going electric was viable. - ESGCom would make sure they had secured authorisation from the Hong Kong Marine Department to go electric before signing a contract with an electric motor supplier. - KP would introduce AB to one of her contacts who could help make air conditioning at the Club greener. 	KP
4.4	<p>Proposed "Eco Pledge" for Club members</p> <ul style="list-style-type: none"> - AB presented a draft "Eco Pledge" to GenCom, wherein Club members could pledge to help make the Club greener in a variety of ways. - AB welcomed GenCom members' comments and suggestions on the draft. - SR mentioned that including food preferences in the pledge could be a deterrent for those with dietary restrictions. 	ALL
4.5	<p>Holding tanks on boats</p> <ul style="list-style-type: none"> - It is illegal to dispose of sewage in sea water in Hong Kong. - However, the law only requires a boat have access to a holding tank while moored at a marina, not while it is on open water. - The Club has recently renovated its pump out system and 100L holding tank – located in its marina, which can be lowered by the crane to the boat lifting zone on South Dock for pump out service. Members can request a pump out one day in advance and bring their boat alongside to empty their black tanks. - ESGCom wished to explore the possibility of seeing holding tanks installed on all boats with toilets by the end of 2023. GenCom would discuss this matter offline and put it to a vote at the next meeting. - GenCom requested that ESGCom inform GenCom of any newly proposed sustainability requirements in advance to allow enough time for discussion and promulgation to members ahead of implementation of any new measures and/or initiatives. 	ALL
5	Honorary Secretary's Report	
5.1	<p>New member applications - January 2023</p> <ul style="list-style-type: none"> - The Club received five new member applications, plus five deferred from last meeting. - After discussion, eight were approved. (Resolutions #4 & #5 per Annex) - New members' professional skills and experience would be kept 	AG



	in a database which could be referred to when making future GenCom nominations.	
5.2	<p>Two applications for corporate nominees - Ming Hing Waterworks Foundation Limited (CM-009)</p> <ul style="list-style-type: none"> - Corporate Member Ming Hing Waterworks Foundation Limited (CM-009) wished to nominate two other parties for corporate membership; however, they were neither employees nor directors of the company—and so could not be processed. - As this was not in keeping with Articles 8.15(c) and (i), Jessica would inform CM-009 in writing that their application was denied. 	AG
5.3	<p>Honorary member application – Messrs Graeme BRECHIN (B-334) and Christopher TUNG (T-268)</p> <ul style="list-style-type: none"> - Messrs Brechin and Tung were current General Committee members at Aberdeen Boat Club. As such, they were eligible for Honorary Membership at HHYC via a reciprocal agreement. - Their honorary memberships would expire on 10 March 2023. - DWJ clarified to GenCom that reciprocity existed for a maximum of six Officers and/or General Managers from each sailing club. If fewer than six applied, the remaining spots would be offered to General Committee members of the respective clubs. - AG proposed that Messrs Graeme BRECHIN (B-334) and Christopher TUNG (T-268) have their Honorary Membership at the Club extended for a period of one year. - The proposal was passed by GenCom unanimously. (Resolution #6 per Annex) 	
5.4	<p>Spouse rights and privileges for Honorary Members</p> <ul style="list-style-type: none"> - After Mr Randal Linhart’s Honorary Membership was approved, his secretary enquired whether HHYC extended any benefits to the spouses of Honorary Members. - The Club’s Articles stated that membership privileges were extended to spouses of Honorary Members. - Therefore, AG proposed that the Spouse of any Honorary Member, upon successful application to GenCom, be entitled to all the benefits and privileges of Spouse Membership under Article 8.18 of the Articles of Association of the Club, including the issuance of a membership card, subject to the principles of reciprocity. - The proposal was passed by GenCom. (Resolution #7 per Annex) - The Articles also stated that upon the death of an Honorary Member, their membership would be transferred to their spouse. - GenCom discussed the implications of, and logic behind, this provision, and whether it may be necessary to tweak the Articles at a later date. 	
5.5	Sailability report	

	<ul style="list-style-type: none"> - HHYC would enquire about Sailability’s growth plan at the next steering committee meeting on Monday, 27 February 2023. - HHYC would also ask whether Sailability intends to use the ‘Shell land’ made available by the Government. <i>Post-meeting note: Sailability noted that they had sent a letter to the Lands Department to give an expression of interest in the Shell land, but did not wish to proceed with utilising the space as the Government had stated that it would only be available for ~9 months before the Government would resume control of it ready for the Hiram’s Highway widening project.</i> 	AG
		AG

6	General Manager’s Report	
6.1	<p>The report was taken as read. Highlights followed:</p> <p>Updates</p> <ul style="list-style-type: none"> - Website and IT: progress was being made on the website, and the Club’s Wi-Fi system was being upgraded. - Member comments: action had been taken and good progress was being made. - F&B and ESG: a new herb garden had been planted for the kitchen to use in their culinary creations. - Staff Annual Dinner: a dinner would be held for staff members and GenCom (plus one guest each) on 28 February 2023. PA would issue a reminder to Club members that the Club would be closed on the evening of the event, with security on site 24/7. 	PA
6.2	<p>Purchase of a “cherry picker”</p> <ul style="list-style-type: none"> - Club staff had previously used a forklift with a man-cage attached to the forks—to facilitate work at height. However, during an on-site inspection the Labour Department had said this was unsafe, and would not accept modifications to the forklift. - PA presented a comparison of cherry pickers and scissor lifts, and concluded that a cherry picker was required, as only it could function safely on the 11° slope that exists adjacent to the boatracks, and it also provides much greater flexibility in terms of reach angles and distances. - It was noted that neither cherry pickers nor scissor lifts had negative lift capacity. - PA confirmed there was space to store the cherry picker at the Club, and that it would not encroach on boat storage space. - AB proposed that the Club purchase a “cherry picker” (Model: Z-45/25J DC) from Modern (Intl) Access & Scaffolding Limited (A2) for HK\$391,590.00 fully inclusive of delivery on site, RPE certificate, testing and commissioning on site and one-year warranty. - The resolution was passed by GenCom unanimously. (Resolution #8 per Annex) - The cherry picker would come out of this year’s unbudgeted 	

	expenses rather than next year's budget, so that it could be bought as soon as possible.	
6.3	<p>Lease of extra office space in Pak Sha Wan Centre</p> <ul style="list-style-type: none"> - The landlord for Pak Sha Wan Centre (PSWC) was looking for a tenant to rent 3,492 square feet of soon-to-be vacated office space. - The Club has 13 staff members already working in PSWC, and urgently needed additional office space for 44 staff who were currently housed in temporary container offices. - The space in Pak Sha Wan Centre was enough to accommodate the additional offices, as well as provide space for large and small Club and corporate events, including confidential meetings. - PA presented a projected cost and revenue breakdown for the new space to GenCom. Based on previous figures, PA estimated the new space would require a net additional investment of ~\$13,000/month. The figures would be circulated to GenCom in the budget presentation. - It was noted that the net cost excluded moving in and renovation fees.. - AG recommended having a contingency plan of what to do and where to move should the landlord cancel the tenancy contract at some point in the future. <i>Post-meeting note: the contract would be signed at a fixed fee for 3 years.</i> - The GM will decide the specifics of how to use the additional space after the lease is signed. - The lease should be signed before 30 March 2023. - PA would make sure the area outside the front entrance of the building was tidied up. - DWJ proposed that the Club lease an additional 3,492 square feet of indoor space at Pak Sha Wan Centre to provide workspace for existing staff members and space for other activities at an estimated FYE 2024 additional expense of HK\$1,430,000.00 inclusive of ten percent (10%) contingency. - The proposal was passed by GenCom unanimously. (Resolution #9 per Annex) 	<p>PA</p> <p>PA</p>

7	Planning and Works Committee Report	
7.1	<p>The report was taken as read. Highlights followed:</p> <p>Regatta Deck</p> <ul style="list-style-type: none"> - The Regatta Deck project is in the concept design stage. 	
7.2	<p>Marina piles</p> <ul style="list-style-type: none"> - PWC was waiting for AECOM to respond to questions about the marina piles. <i>Post-meeting note: AECOM had an online meeting with Mark Ashton, PA and the Project Team on 8/3/2023 and have committed to providing a written report on their opinion of</i> 	

	<p><i>current condition of the marina piles.</i></p> <ul style="list-style-type: none"> - PWC was seeking quotations for marina pile inspection and repair. The quotation would be included in the 2024 Budget. - If the tender proposal was ready before the next GenCom meeting, GenCom may deal with it by written resolution rather than wait until the meeting, so as to get ahead of typhoon season. 	
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8	Marine Operations and Facilities Committee Report	
8.1	<ul style="list-style-type: none"> - The report was taken as read. - Approval was pending on a reverse transfer of a powerboat (#L-419 transferred the boat to #C-451, then #C-451 wished to transfer it back to #L-419). PA would follow up. 	
9	Sailing Committee Report	
9.1	<p>The report was taken as read. Highlights followed:</p> <p>Monsoon Spring Series</p> <ul style="list-style-type: none"> - The start time for this event was brought forward one hour earlier than before to 1.00pm. - There were already 28 entries for the big boats, which suggested there would be a good turn-out this year. - A breakfast buffet would be provided on each race day. - Limited free beers would be provided at the prize-giving, and after that it was now buy one get one free. SailCom would see how attendees respond to this change. - There would also be a trial run of ORC scoring. 	
9.2	<p>Match Racing Nationals 2023</p> <ul style="list-style-type: none"> - HKSF had approved Match Racing as a national event. 	
9.3	<p>Steering the Course - shaping a pathway for women in sailing</p> <ul style="list-style-type: none"> - The first festival would be held 19-28 May 2023, and the second between 29 Sep. - 8 Oct. 2023. - More details would be provided at the next GenCom meeting. - GenCom noted that it may be difficult for some members to attend six Saturdays in a row due to family commitments. 	
10	24 Hour Charity Dinghy Race Update	
10.1	<p>The report was taken as read. Highlights followed:</p> <ul style="list-style-type: none"> - The Committee was brainstorming ways to create a "2420" logo which neutralised connotations of death that the number four had in Cantonese. 	

	- Race equipment had been booked and everything was progressing smoothly.	
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11	Sailing Development Committee Report	
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11.1	<p>The report was taken as read. Highlights followed:</p> <ul style="list-style-type: none"> - HJ was very pleased to see that a large number of sailors were doing well at a variety of different events. - HHYC was hosting a clinic and selection regatta for HKODA, and would need to use the Club carpark for two consecutive weekends on the 10-12 and 18-19 March. - HJ would confirm the number of car spaces needed and inform GenCom after this meeting. 	HJ
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12	Powerboat and <i>Hebe One</i> Committee Report	
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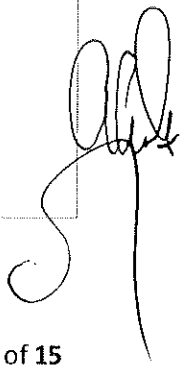
12.1	<ul style="list-style-type: none"> - The report was taken as read. - The supplier shipped the wrong size of trim tabs, but would send the correct size by the first week of March 2023. - KK would arrange for the annual inspection of <i>Hebe One</i>. 	
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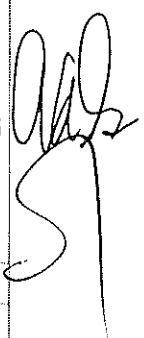
13	Events	
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13.1	<p>The report was taken as read. Highlights followed:</p> <ul style="list-style-type: none"> - PR & F&B were ramping up the number of Club events, including many events scheduled for the upcoming weekend. - The Chinese New Year celebration was very well attended, and the presence of GenCom members was positively noted by other attendees. - DWJ noted that Burns' Night, a traditional Scottish event, was done very well and guests had a wonderful time. - PA would give regular updates on preparations for the Club's 60th Anniversary Celebration beginning next GenCom meeting. 	PA
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14	Human Resources Report	
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14.1	<p>The report was taken as read. Highlights followed:</p> <p>OS&H - January 2023</p> <ul style="list-style-type: none"> - LTIFR and LTISR rates for the Club were close to target. - DWJ expressed his gratitude to all the staff members who had helped the Club achieve this result. 	
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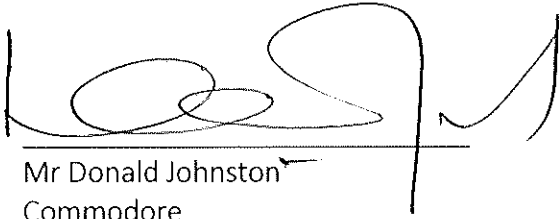


14.2	<p>Staff resignations and appointments</p> <ul style="list-style-type: none"> - The current rate of staff turnover was now 30%, moving closer to the Club's goal of 20%. 	
14.3	<p>Part-time employee numbers - January 2023</p> <ul style="list-style-type: none"> - PTEs filled gaps, but did not offer high-quality service compared to permanent staff. Therefore, the Club was aiming to reduce PTEs, particularly in F&B. 	
14.4	<p>HR information system</p> <ul style="list-style-type: none"> - DWJ highlighted the need for a Human Resource Information System (HRIS) which could efficiently calculate the ROI for employees. - The system was coming along slowly, but surely. 	
15	Commodore's Report	
15.1	<p>The report was taken as read. Highlights followed:</p> <ul style="list-style-type: none"> - DWJ presented figures on the Club's revenue, EBITDA return on revenue, and surplus return on revenue (the latter of which was currently negative). - The earlier mandate to generate a surplus of 9% of revenue decided on by GenCom in 1997 and 2004 was no longer the best way to manage the Club revenues, due to the large amount of CapEx required in current and coming years in line with club redevelopment project as part of the Master Plan. - It was noted that a more appropriate method moving forwards would be to aim at generating 10% - 15% of the Club's revenue in cash, so that it could pay for its BAU maintenance expenses and building projects between now and 2030. A GMM must be held to ratify this matter. 	
15.2	<p>Change to the Companies Ordinance re: virtual meeting attendance</p> <ul style="list-style-type: none"> - A change to the Companies Ordinance would take effect on 28 April 2023. - The change would allow for virtual and hybrid attendance at meetings of members, including GMMs and AGMs. - As this change could lead to smaller numbers of attendees who were physically present at meetings, the Club could utilise its large meeting rooms in PSWC to conduct general meetings and AGMs rather than rent another venue. - The technical process of conducting remote attendance and voting must be worked out prior to calling rollout, and the status quo of holding AGMs and GMMs would remain until such details had been worked out. 	<p>DWJ/PA/AG /SP</p> 
16	AOB	

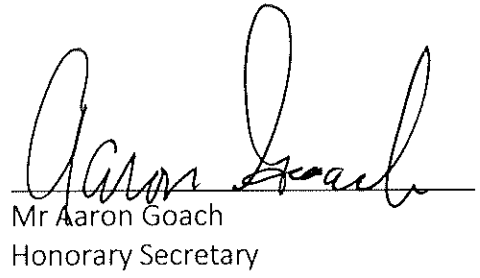
16.1	<p>Paddling working group - JL</p> <ul style="list-style-type: none"> - JL wished to explore the possibility of forming a dragon boat team at the Club as a way of engaging more with the community and young people. - GenCom expressed their support, and DWJ noted it would help the Club fulfil its “opening up” requirement for the PRL renewal. - However, unlike dinghy racers, paddlers typically did not own their own boats, so this event could come at a higher cost to the Club. - Boat storage space and the management of safety boats must also be considered. 	
16.2	<p>Club audio-visual equipment - SR</p> <ul style="list-style-type: none"> - A technician was looking at how to update the Club’s audio-visual equipment. - SR would bring a proposal to GenCom at next month’s meeting. - DWJ noted that a better sound system should be included in the proposal. 	SR
16.3	<p>Amendment to Club bye-laws - EL</p> <ul style="list-style-type: none"> - EL spoke to SP and FH before this meeting, and recommended that the grandfather rights section of the bye-laws be reviewed. - PA had been working with the Marine Office and had come up with a proposed amendment to the bye-laws. Details of the proposed resolution would be sent to GenCom in due course. <i>(Post-meeting note: The resolution has been drafted but ratification by OpsCom before coming to GenCom.)</i> - The proposal would also include a 60-day limit for overdue debtors. - SR would consider whether any changes should be made to the proposal after it was circulated, with regards to overdue debtors’ privileges at the Club. 	<p>PA</p> <p>PA</p> <p>SR</p>
16.4	<p>Shenzhen sailing community - BC</p> <ul style="list-style-type: none"> - BC had been in communication with the sailing community in Shenzhen, and asked whether they were allowed to join the Club. - DWJ confirmed that one does not need a HKID to become a member of HHYC, but must be ordinarily resident in Hong Kong to sit on a committee. 	
16.5	<p>Next steps - DWJ</p> <ul style="list-style-type: none"> - DWJ reminded GenCom that they must decide whether or not to renew <i>Mo Han’s</i> temporary mooring next month. - Key matters coming up include the budget and its implications on staff salaries; and increasing the marine operation, car park, and subscription fees. - GenCom must decide in March whether to hold a GMM in June, and whether it would impact the Club’s 60th Anniversary celebrations. 	



There being no further business, the meeting closed at 22:06 hrs.
The next meeting was scheduled to take place at 19:00 hrs on 30 March 2023.



Mr Donald Johnston
Commodore



Mr Aaron Goach
Honorary Secretary

ANNEX

MEETING OF THE GENERAL COMMITTEE HELD ON 23 FEBRUARY 2023

RESOLUTIONS

Resolution #1

THAT the minutes of the meeting of the General Committee held on 26 January 2023 be approved.

Proposer: BC; Seconder: JL

PASSED (For: 12; Abstain: 1 (SR); Absent: 1 (CY))

Resolution #2

THAT the Senior Associate Member [REDACTED] be requested to resign pursuant to Article 12.6(b) of the Articles of Association of the Club or, failing that, be removed from the register of Members pursuant to Article 12.6(c) of the Articles of Association of the Club.

Proposer: KP; Seconder: BC

UNANIMOUS (For: 14)

Resolution #3

THAT the Term Member [REDACTED] be requested to resign pursuant to Article 12.6(b) of the Articles of Association of the Club or, failing that, be removed from the register of Members pursuant to Article 12.6(c) of the Articles of Association of the Club, and that the outstanding balance on [REDACTED] account be pursued through the Hong Kong Small Claims Tribunal.

Proposer: KP; Seconder: HJ

UNANIMOUS (For: 14)

Resolution #4

THAT River Glory Limited be elected as a Corporate Member of the Club.

Proposer: AG; Seconder: JL

UNANIMOUS (For: 14)

Resolution #5

THAT the following persons be elected as Senior Associate Members of the Club: (i) Mr Jason CHAN Chi Kwong; (ii) Mr Willie CHAN; (iii) Mr Trevor CHEUNG Kwok Lam; (iv) Mr Naveed Asher KHAN; (v) Mr Antoine Julien ROUGET; (vi) Mr WU, Hui and (vii) Mr YIP, Chi Mun.

Proposer: KP; Seconder: BC

UNANIMOUS (For: 14)

Resolution #6

THAT the following Honorary Members of the Club have their benefits and privileges extended, upon expiration, for a further period not exceeding one (1) year: (i) Mr Graeme BRECHIN (B-334); and (ii) Mr Christopher TUNG (T-268).

Proposer: AG; Seconder: JL

UNANIMOUS (For: 14)

Resolution #7

THAT the Spouse of any Honorary Member, upon successful application to the General Committee,



be entitled to all the benefits and privileges of Spouse Membership under Article 8.18 of the Articles of Association of the Club, including the issuance of a Membership card, subject to the principles of reciprocity.

Proposer: AG; Seconder: FH
PASSED (For: 11; Against: 1 (BC); Abstain: 2 (DWJ, JL))

Resolution #8

THAT the Club purchase a "cherry picker" (Model: Z-45/25J DC) from Modern (Intl) Access & Scaffolding Limited (A2) for HK\$391,590.00 fully inclusive of delivery on site, RPE certificate, testing and commissioning on site and one-year warranty.

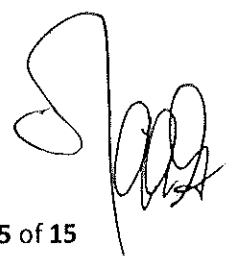
Proposer: AB; Seconder: HJ
UNANIMOUS (For: 14)

Resolution #9

THAT the Club lease an additional 3,492 square feet of indoor space at Pak Sha Wan Centre to provide workspace for existing staff members and space for other activities at an estimated FYE 2024 expense of HK\$1,430,000.00 inclusive of ten percent (10%) contingency.

Proposer: DWJ; Seconder: AB
UNANIMOUS (For: 14)

-End-

A handwritten signature in black ink, appearing to be 'S. Ag', located in the bottom right corner of the page.