

**THE HONG KONG COUNCIL OF SOCIAL SERVICE**  
**Executive Committee 2020/21**

Minutes of the 1<sup>st</sup> Meeting of the Executive Committee for 2020/21 held on Monday, 11 December, 2020 at 5:00 p.m. Due to the pandemic, the meeting was held online.

Present : The Hon. Bernard Chan (Chairperson)  
Ms. Yvonne Chak Mr. Charles Chan  
Ms. Queenie Chan Ms. Susan Chan  
Mr. Francis Chau Mr. Benny Cheung  
Mr. Raymond Chiu Mr. Larry Kwok  
Mr. Kwok Lit Tung Mr. Lai Wing Hoi  
Ms. Elizabeth Law Ms. Josephine Lee  
Dr Edward Leung Mr. Kennedy Liu  
Dr. Annissa Lui Dr. CC Luk  
Prof. Terry Lum Mr. Joseph Man  
Mr. Shiu Ka Chun Ms. Bonnie So  
Ms. Kathy Wong Ms. Wong Sau Wa  
Mr. Stephen Wong Ms. Yvonne Yeung

In-Attendance : Mr. Chua Hoi Wai, Chief Executive  
Mr. Cliff Choi, Business Director  
Ms. Grace Chan, Business Director  
Mr. Raymond Lai, Business Director  
Mr. Anthony Wong, Business Director

Apologies : Ms. Karrie Chan Dr. Lam Ching Choi  
Ms. Noel Yeung

**WELCOME**

1. Mr. Chua Hoi Wai, Chief Executive, sought Members' consent to convene the meeting until completion of the agenda to elect office bearers of the Executive Committee (ExCo). Mr. Chua welcomed all and introduced newly elected Members and representatives of Standing Committees for joining the first ExCo meeting for the term of 2020/2021.

**ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON(S), HON. TREASURER AND HON. LEGAL ADVISOR**

2. Mr. Chua reported to Members the nominations and ballots received for the election of Chairperson, Vice-Chairperson(s), Hon. Treasurer and Hon. Legal Advisor. The Hon. Bernard Chan was elected to be the Chairperson, Ms. Yvonne Chak and Mr. Kennedy Liu to be the Vice-chairpersons, Ms. Elizabeth Law the Hon. Treasurer, and Mr. Larry Kwok was appointed as the Hon. Legal Advisor. All positions were effective for the term of 2020/2021.

*(The Chairperson, the Hon. Bernard Chan, took chair of the Meeting at this point of time)*

**DATES OF MEETINGS OF THE EXECUTIVE COMMITTEE**

3. In accordance with the Constitution of the Council, the Executive Committee should hold not less than 6 meetings each year and following the past practice, the schedule of ExCo meetings was proposed. With unanimous consent of Members present, the below schedule was adopted for the term of 2020/21:

1st Meeting	11 December 2020	5:00 p.m.
2nd Meeting *	25 January 2021 *	6:00 p.m. *
3rd Meeting	29 March 2021	5:00 p.m.
4th Meeting	31 May 2021	5:00 p.m.
5th Meeting	26 July 2021	5:00 p.m.
6th Meeting	27 September 2021	5:00 p.m.

Members were invited to note that the 2<sup>nd</sup> ExCo meeting to be held on 25 January 2021 would start at 6:00 p.m., immediately after the Annual Extended Governance meeting. A notice with more details would be issued to Members closer to the meeting date.

#### **CONFIRMATION OF MINUTES OF LAST MEETING**

4. Minutes of the last meeting dated 28 September 2020 were confirmed with no amendment.

#### **MATTERS ARISING**

##### To Follow Up on the Governance Health Survey's Recommendations for the Council

5. Mr. Chua reported that a meeting with ExCo office bearers and senior management staff was held on 8 October 2020. The meeting was a follow up of the recommendations arising from the governance health survey, which suggested more communication between the board and staff. And at an earlier ExCo meeting, it was agreed to start with a dialogue between office bearers and middle-management staff, i.e. Chief Officers.

The feedback of the meeting was very positive for providing a good opportunity for fruitful and meaningful exchange of views between the board and staff. Mr. Chua thanked office bearers for their support and would plan for more regular meetings in future as well as extending it to include more board members and other levels of staff to facilitate enhanced communication.

#### **MATTERS FOR INFORMATION AND APPROVAL**

##### To note the Chief Executive's Progress Report

6. Members noted the Chief Executive's Progress Report and Mr. Chua provided supplementary information on below issues.

- Time To Heal Project (港講訴)  
The Time to Heal project has been providing emergency psychological and psychiatric support to people in need at times of social incidents and the pandemic. As of November 2020, approved applications had already exceeded the pledged target of 1,000 beneficiaries and it would continue to operate because the funder had injected extra funding into the project.
- Gerontechnology & Innovation Expo cum Summit 18-22 November 2020 (GIES)  
Mr. Chua reported that GIES was held successfully at HKCEC with over 23,000 visitations to Expo and 6,000 participants attending the online Summit, despite the pandemic which had affected the event organization and participation of exhibitors from overseas. Mr. Chua also expressed appreciation that GIES went smoothly and safely with cautionary measures being stepped up for infection control.
- Grants for NGOs  
Mr. Chua drew Members' attention to the project grants recently available to NGOs via Caring Company Scheme and WiseGiving, such as the Kadoorie Charitable Foundation's supported pilot project named 'Project for Adaptation, Inclusion and Social Integration for Ethnic Minorities (PRAISE)', the Hong Kong Exchanges and Clearing Limited's grant for projects to bringing in service and/or technological innovations, as

well as the 'Building Community, Building Tung Chung' project supported by Luen Fung Group, Swire Trust and Kerry Group, aiming to provide immediate assistance to 1,000 deprived individuals for a maximum of 6 months in the form of cash subsidies, food vouchers and online activities. Members are welcomed to approach Mr. Cliff Choi, Business Director, for details.

To note the Position of Funds

7. Reported by the Ms. Elizabeth Law, Hon. Treasurer, the Position of Funds was noted and received by Members.

To note and approve Agency's Application for Change of Name

8. Members noted and approved the application for the change of name from below agency:
- The Hong Kong Federation of Trade Unions Hong Ling Society for the Well-being of the Elderly 工聯康齡長者服務社

To note Election Results of the Executive Committee and 4 Standing Committees for 2020/22

9. Members noted the election results of the Executive Committee and 4 Standing Committees for the term of 2020/22.

To note and approve the Signing Authorization for Contracts and Instruments entered into by the Council

10. Members noted and approved to delegate the Chief Executive with signing authorization for contracts and instruments entered into by the Council. There would be a system of checks and balances in place in making decisions and from time to time, the Chief Executive would report to ExCo, seeking professional advice. The authorization would remain valid until the commencement of 1st ExCo meeting after the next annual general meeting of the Council.

To approve the New Signing Authorization of the HKCSS Bank Accounts

11. Members noted and approved the new signing authorization of the bank accounts and to open a new set of integrated bank accounts for HKCSS Social Enterprise Limited.

There was a suggestion that the management could consider upgrading the authorized amount per transaction and after discussion, Mr. Chua noted Members' views and reported that the Council was exploring the implementation of electronic payment and requisition in order to streamline the accounting procedures and overall workflow. Mr. Chua would follow up and keep Members informed of ongoing development.

To note and approve Appointment of Members for Steering and Advisory Committees

12. Members noted and approved the list of memberships for Steering and Advisory Committees with effect from January 2021.

To note and approve the Council being an Intermediary for designing, developing and operating a Gerontechnology Platform for the Trustee of the SIE Fund and to Set up a Steering Committee

13. Ms. Grace Chan, Business Director, introduced the Gerontechnology Platform (the platform) and its service scope which comprised key components for being the knowledge hub and consultancy; product localization and testing support; as well as impact assessment. In response to a Member's enquiry about the synergy between the platform and the rental service project, Ms. Grace Chan explained that both services would operate to complement each other in addressing the service needs, and that in particular the platform would provide a testing ground for products and their impact.

Members noted and approved the Council in being an intermediary supported by the SIE fund, and endorsed the setting up of a steering committee on the platform guided by the attached terms of reference.

To note and approve the Revised Investment Policy of HKCSS Development Fund and HKCSS Investment Committee

14. Members noted and approved the revised investment policy of HKCSS Development Fund and HKCSS Investment Committee proposed by the management. Mr. Chua highlighted that the core amendments were made after months of deliberation by members of the Development Fund Committee, and since the last update in 2016, the Policy was revised with a new section on socially responsible investment and other clauses on annual review mechanisms.

**ANY OTHER BUSINESS**

Annual Extended Governance Meeting on 25 January 2021

15. Mr. Chua reminded that the Annual Extended Governance meeting was scheduled for 25 January 2021 from 4:00 p.m. to 6:00 p.m., and to be immediately followed by 2nd ExCo meeting. Mr. Chua noted that the meeting this year would focus not only on future strategic work plans of the Council, but also to prepare for 75<sup>th</sup> Anniversary of HKCSS in 2022. Some programs including a Welfare Convention and CSR conference to study upcoming social developments and future community recovery programs were initially on the working agenda. In addition, a commemorative publication and to deliberate the next cycle of the Council's five year strategic work plan for 2022-2027 were also core tasks to get started. All Members of ExCo and Standing Committees, Chairpersons and Vice-Chairpersons of Specialized Committees would be invited and invitations would be sent in due course.

**DATE OF NEXT MEETING**

16. The next meeting was scheduled for 25 January 2021 at 6:00 p.m.

There being no other business, the meeting was adjourned at 6:50 p.m.