

HONG KONG AIR CADET CORPS
MEMORANDUM

From Summer Camp 2014	To OC Units, Committee Members
Ref (003) in SC/M/2014	cc Major Unit Commanders
Tel 2712 8900	HQ
Email SC2014@HKACC.net	Date 17 April 2014

Summer Camp 2014
First Organizing Committee Meeting

NOTICE IS HEREBY GIVEN THAT the First Organizing Committee Meeting will be held as following details:

Date 29 April 2014 (Tuesday)
Time 1900 hrs
Venue Josey Room, Aviation Club
Sung Wong Toi Road, Kowloon City, Kowloon.

1. Meeting Call to Order
2. Recognition of Guests

A G E N D A

3. Appointment of Recording Secretary
4. Adoption of agenda
5. Briefing by Project Officer
6. Appointment of Organizing committee and assignment of duties
 - (a) Chairman
 - (b) Secretary
 - (c) Treasury
 - (d) Advisor(s)
 - (e) Sub Committee
 - i. Administration
 - ii. Program
 - iii. Logistics
7. General discussion
8. Remarks by Advisor
9. Any Other Business
10. Date, Time and Place of Next Meeting
11. Adjournment

Frankie F.C. POON
Flt Lt (sp)
Project Officer