

**HONG KONG ST. JOHN AMBULANCE BRIGADE**  
**CADET COMMAND**  
**Region B No. 1 Cadet Corps**

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**Minutes of the 1<sup>st</sup> Officers & CLs Meeting 2007**

Date : 25 May 2007 (Friday)  
Time : 7:00 pm  
Venue : Room 203, S.K.H St. Benedict's School,  
11 Lam Chung Avenue, Choi Hung Estate, Kowloon..

**Present:**

SSupt Mr. Ng Wai Chung James (Chairman)  
AO Mr. Lo Man Fung (Secretary)  
AO Mr. Mok Kwan Kiu  
PAO Mr. Cheng Hing Wa  
PAO Miss Cheng Yee Ting  
PAO Miss Hung Lai Shan  
PAO Mr. Wong Chun Hin  
CL Miss Chan Wai Ying  
CL Miss Choi Ting Yan  
CL Mr. Har Boon Lap  
CL Mr. Ho Pak Yan  
Cpl Si Kwok Wai (In attendance)

**Absent with Apologies:**

ASupt Mr Lee Tai Wai David  
AO Miss Ho Wing Kum  
AO Miss Hui Ying Lai  
AO Mr. Hung Hin Ching  
AO Mr. Ku Ka Tat  
AO Miss Tsoi Ka Ying  
PAO Mr. Leung Chun Yin Lawrence  
CL Miss Chan Nga In  
CL Mr. Cheng Pak Lam Jacky  
CL Mr. Chiu Kam Tim  
CL Miss Yeung Tsz Shan Sandra

	<u>Action</u>
<p><b>1. <u>Meeting called to order</u></b>  SSupt Ng Wai Chung, the Chairman called the meeting to order at 7:00 pm.</p> <p><b>2. <u>Welcoming message from Chairman</u></b>  SSupt Ng Wai Chung, the Chairman first introduced himself to all the Officers and Cadet Leaders. Mr. Ng also explained the formation of Cadet Command and stated that there were eight divisions in Region B No. 1 Cadet Corps. They were Good Hope Nursing, St. Benedict’s Combined, Ng Wah Ambulance, Lee Kau Yan Ambulance, Mountbatten Nursing, Munsang Ambulance, Munsang Nursing and La Salle Ambulance. Among all the divisions, there were thirteen Officers and nine Cadet Leaders. Mr. Ng remarked that the Chinese translation for “Region B No. 1 Cadet Corps, Cadet Command” was 「少青團 B 分區第一聯隊」.</p> <p>For the forthcoming meetings of Region B No. 1 Cadet Corps, officers would be invited to take the minutes rotationally. Officers should complete and send the minutes to SSupt Ng Wai Chung within three weeks after the meeting. Mr. Ng also reminded that Officers should only ask their NCOs to attend the meeting when both Officers and Cadet Leaders were not able to attend. Meanwhile, Officers and Cadet Leaders should contact Mr. Ng for their absence before the meeting. Mr. Ng further invited the representatives from each division to introduce themselves.</p> <p><b>3. <u>Cadet Code of Chivalry</u></b>  SSupt Ng Wai Chung, the Chairman strongly requested all divisional officers to include the Cadet Code of Chivalry as part of the requirements of the enrollment. Mr. Ng read the Cadet Code of Chivalry and asked all Officers should first study and then encourage their Cadet Leaders and NCOs to study it. In addition, Mr. Ng also suggested the meaning of emblem, the Patron Saint and motto could be included in the recruit training and as another part of the requirements of the enrollment.</p> <p><b>4. <u>Creation of banner for B1 Corps</u></b>  SSupt Ng Wai Chung, the Chairman proposed that the banner of B1 Corps could raise the spirit of the Corps. PAO Leung Chun Yin Lawrence would be responsible for the design. The packing was suggested for protection and for the ease of carry. Mr. Ng would sponsor the fee of the banner.</p>	

	<u>Action</u>
<p><b>5. <u>Corps Website of B1 Corps of Cadet Command</u></b></p> <p>SSupt Ng Wai Chung, the Chairman proposed that a website could be designed for sharing the documents and for the promotion of each division in our Corps. PAO Cheng Hing Wa would be responsible for the establishment of the website. The address was “<i>http://regionb1.orgfree.com</i>”. All divisions were asked to contribute the website establishment by providing the following information:</p> <ul style="list-style-type: none"> <li>→ Divisional photograph (in full uniform)</li> <li>→ Date of establishment</li> <li>→ Divisional strength</li> <li>→ Name of Officers and Cadet Leaders</li> <li>→ Narration (optional)</li> <li>→ Divisional Website(optional)</li> </ul> <p>Green color was chosen as the main color of the website. Mr. Ng also reminded that Officers should not mix up the Date of establishment and the Date of the formation parade. Officers were asked to check this with Cadet Office.</p>	
<p><b>6. <u>B1 Corps Training Workshop 2007</u></b></p> <p>SSupt Ng Wai Chung, the Chairman proposed that the Corps function should be held annually so as to build up the Corps spirit. AO Cheng Yee Ting would be responsible for the first Corps function. Miss Cheng stated that it would be held during the summer vacation and should serve as the leisure purpose. Miss Cheng invited Officers to nominate one to two cadets as the committee members.</p>	
<p><b>7. <u>Submission of MR4</u></b></p> <p>SSupt Ng Wai Chung, the Chairman strongly encouraged all Officers and Cadet Leaders to submit their MR4/MR4c to Cadet Office monthly. Mr. Ng stated that it was a good practice for Officers to submit their records by month and nil return was also required.</p>	
<p><b>8. <u>Divisional Visits</u></b></p> <p>SSupt Ng Wai Chung, the Chairman asked Officers to arrange the divisional visit. Two dates should be proposed and Saturdays afternoon were preferable. One of the purposes was to meet the cadet members. Another one was to meet the Teacher in-charge or Principal, if possible, so as to provide another channel for them to express their ideas about St. John Cadets.</p>	

	<u>Action</u>
<p><b>9. <u>Corps Meeting schedule in 2007</u></b></p> <p>All Officers and Cadet Leaders agreed that Corps meetings were essential. Corps meeting would be held every four months. The proposed schedule in 2007 was early August and 16 November. In addition, the proposed venue was S.K.H St. Benedict's School, which was located in Choi Hung.</p> <p><b>10. <u>Reports from Divisions</u></b></p> <p>SSupt Ng Wai Chung, the Chairman invited the representatives from each division to report their current status.</p> <p><b>Lee Kau Yan Ambulance</b></p> <p>AO Lo Man Fung reported that the Basic First Aid Course would be completed in June and a training camp, together with Mountbatten Nursing, would be held in early July.</p> <p><b>Munsang Ambulance</b></p> <p>CL Ho Pak Yan reported that the recruit selection was held in May. In addition, the training camp, together with Munsang Nursing, would be held on 25-27 July. Mr. Ho also mentioned that there was a renovation project for the Medical Room in Munsang College.</p> <p><b>Munsang Nursing</b></p> <p>PAO Cheng Yee Ting reported that the training camp would be held in late July. In addition, they would nominate cadets to join the Individual First Aid and Home Nursing Competitions.</p> <p><b>Mountbatten Nursing</b></p> <p>PAO Hung Lai Shan reported that the training camp would be held in July. Together with Lee Kau Yan Ambulance, there would be thirty members to participate in this joint divisional function.</p> <p><b>Ng Wah Ambulance</b></p> <p>PAO Cheng Hing Wa reported that the divisional visit of New Zealand exchange program was successfully held on 15 April. Mr. Cheng remarked that there were six cadets enrolled and two Corporals were appointed as Cadet Leaders in April.</p> <p><b>Good Hope Nursing</b></p> <p>CL Chan Wai Ying reported that the recruit selection was held in April. The enrollment would be processed after the examination. A farewell/birthday party and the training camp would also be held afterwards.</p> <p>Mr. Ng reminded all Officers should aware of the Officer-to-cadets ratio when organizing the training camp or other related divisional functions.</p>	

**Action**

**11. Any Other Business**

**Best Cadet of the Year Award**

SSupt Ng Wai Chung, the Chairman mentioned that there was a change of the Best Cadet of the Year Award after the formation of Cadet Command. Each division could nominate one cadet member. Then, three cadet members would be chosen from each region and awarded as the “Best Cadet of the Year (Regional)”. After this, one out of three would be selected and awarded as the “Best Cadet of the Year (Command)”. Certificates would be awarded during the Annual Parade each year.

**Inter-divisional Competition**

SSupt Ng Wai Chung, the Chairman mentioned that Home Nursing Competition would be a compulsory subject for all divisions, Ambulance, Nursing and Combined divisions. First Aid, Footdrill, Home Nursing and Equipment and Uniform Inspection competitions all carried equal portions (25%) in the total score.

**Command Presidents Fund**

SSupt Ng Wai Chung, the Chairman remarked that divisions could apply for the subsidy from the Command President Fund. For details, please refer to the announcement from headquarters later.

**Promotion**

SSupt Ng Wai Chung, the Chairman remarked that the transfer item stated in the promotion requirements would be abolished from now on.

**Divisional Administration**

SSupt Ng Wai Chung, the Chairman reminded that the cadet record cards (隊員個人資料紀錄咭) was cancelled. Meanwhile, the MR2 and MR3 were also no longer in use with immediate effect.

**Meeting with CSupt Miss Leung Yu**

As CSupt Leung Yu would like to meet the Officers in Region B, all Officers from Region B1 proposed to meet on 19 or 25 June at 1900. Mr. Ng would send an email to Miss Leung for advice.

<p><b>12. <u>Date of next meeting</u></b> To be confirmed</p> <p><b>13. <u>Adjournment</u></b> There being no other business, the meeting was adjourned at 10:00 pm.</p>	<p><b><u>Action</u></b></p>
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Confirmed this on \_\_\_\_\_

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Chairman