

SOCIAL WORKERS REGISTRATION BOARD
Notice of the Hundred and Thirty-second Meeting of the
Committee on Administration

Date: 23 January 2017

Time: **7:15pm**

Venue: Conference Room, 26/F Eastern Commercial Centre, 83 Nam On Street,
Shau Kei Wan, Hong Kong

AGENDA

1. Confirmation of the notes of last meeting (Appendix A)
2. Matter arising
3. Finance
 - 3.1 Proposal of appointment of auditors for the financial accounts for the year ended 31 March 2017 (Appendix B)
 - 3.2 Review of depreciation policy (Appendix C)
 - 3.3 Proposal of formulating guidelines for cash flow management (Appendix D)
 - 3.4 Proposal of refund part of renewal fee to RSWs (Appendix E)
4. Administrative
 - 4.1 Renewal of D & O Liability/Professional Indemnity insurance policy and fund for premium (to be tabled)
 - 4.2 Price information on replacement of internal file server (Appendix F)
5. Human Resources
 - 5.1 Discussion on a complaint against the Board office staff (Appendix G)
6. Promotions
 - 6.1 Perusal of progress report on promotion of the Board (Appendix H)
 - 6.2 Outline of Newsletter Issue 39 (Appendix I)
 - 6.3 Discussion on the Celebration of 20th Anniversary of SWRB in 2018
7. Any other business
8. Date of next meeting