

MEETING held 12.00 GMT on 4th October 2015 via Go To Meeting

PRESENT:

Raymond Tang Ching Lau (Chair)

Philo Kaarma

Carolyn Hotchkiss (Vice Chair)

Jocelyn Simpson

Mark Hoyle (Treasurer)

Rani Hughes

Margaret Brade (Secretary)

Dr Paul Lam (Director)

1. WELCOME & APOLOGIES

Raymond welcomed all to the meeting; there were no apologies.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 13th September 2015 were proposed by Philo Kaarma and seconded by Raymond Tang Ching Lau and agreed unanimously. The minutes of the special meeting of 20th September 2015 were proposed by Raymond Tang Ching Lau and seconded by Carolyn Hotchkiss and agreed unanimously. It had been confirmed by email that all members of the Board were now included on the MT general circulation lists.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 TCA 2 & TCE 2: It was confirmed that following consultation and suggestions from MT & ST members these would be accredited programs. Dr Lam confirmed he would continue to develop the detailed curriculum and was basing this on two-day trainings, which could include updates, but was also looking to include more information to deepen the experience and skills in the training. To be circulated for sign off as soon as possible.

3.2 Website Update: It was noted that email issues were being sorted out and the website designers were now waiting for decisions on level of membership to proceed. It was also noted the original quotation did not include a non instructor / general supported category so could not be added at this point. Could be considered later. Elissa and Mark Hoyle were leading on this.

TCHI & TCP: It was noted that the issue of confusion between TCP and TCHI had been mentioned and there was discussion as to how to clarify this for members. It was agreed that it was not unusual for a non-profit organisation to have links on their site to a provider of resources to support the work, for example Universities and book suppliers, and this was still considered helpful to members. However it was AGREED for total clarity to put a statement on the TCHI site making it clear that the link was to a separate profit organisation. MH agreed to take this forward.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership (Mark Hoyle) Membership up to the end of September 2015 was confirmed as: Premier: 237 - Senior Trainers: 88 - Master Trainers: 57 Issues of membership / benefits / certificates / methods of collecting fees etc. were again discussed. It was agreed it was important to achieve both a reliable income for the TCHI through membership and to offer appropriate benefits to members. It was also agreed as essential to maintain a simple database of record of those qualified for external verification. Due to the complexity of all these related issues it was AGREED to develop a paper of options and circulate to MT members for feedback. RH and CH actioned to develop the paper and once agreed by the Board to circulate and develop a timeline for consultation. Also to consider where responses sent back to.

4.2 Finance Report (Mark Hoyle): The total funds available at the end of September were reported as \$7,922.03, down from \$9,476.48 at the end of August. This was split PayPal \$1,254.73 and Bank account \$6667.30.

4.3 Communication Protocols: It was agreed that in future all group emails from TCHI should be sent blind copy; Mark & Philo to arrange with the office.

4.4 Board membership: A proposal for a new Board member was noted and the CV of the proposed member has been circulated for consideration.

INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: Carolyn Hotchkiss, Chair reported that the sub committee was investigating a number of serious issues that had been raised by Institute members regarding a MT member. The informal part of the process had been completed unfortunately without resolution so the committee had moved on to the formal processes. To ensure fair and diligent process a clear statement of all the issues had been given to the MT member together with a good period of time to respond. When a response was received or the time given for the opportunity to respond had passed the Harmonization Panel would resume and would consider next steps including any possible paths to reconciliation. At the appropriate time when all process had been duly completed recommendations would be brought to the Board.

5.2 Promotion & Resources: No Report

5.3 Research & Development: No Report

5.4 Training & Education: Noted that the new accredited courses TCA2 and TCE2 would need to be brought into the MT training curriculum in due course.

6 ANY OTHER BUSINESS No other business due to lack of time.

7 DATE OF NEXT MEETING The date of the next meeting was agreed as 1st November 2015 via VOIP Conference Call via GoTo Meeting

The meeting closed at GMT 13.20

Minutes Margaret Brade