



MEETING held 12.00 GMT+1 on 7th August 2016 via Go To Meeting

PRESENT:

Tang Ching Lau (Chair)	Mark Hoyle (Treasurer)
Dr Paul Lam (Director)	Gordon Wicher
Jocelyn Simpson	Brenda Hum
Pat Lawson	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting and noted two new members would be joining, Brenda Hum and Sue Huseman following their successful nomination and appointment at the last meeting. Apologies were recorded from Margaret Brade, Sue Huseman.

2. MINUTES OF LAST MEETING

The minutes of June had been amended and MB sent PDF for the website

The minutes of the meeting of 3rd July 2016 were agreed unanimously.

To request Margaret to send PDF to Hazel for the website.

Proposed by Pat Lawson and second by Jocelyn Simpson, all agreed

MB

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Appointment of New Treasurer:

Dr. Paul Lam introduced Winnie Lo, an instructor in BHTCC since 12014, to be the next Treasurer. Her profile and interests had been circulated to the Board noting that she was well qualified with a UK Business BSc Degree and 20 plus years of experience supporting a family pharmacy business until 2012. Her direct experience with financial issues was unknown but she would work with Hazel and the Accountant. Dr. Lam also noted that Winnie was very enthusiastic about working with non-profit organizations to support communities and fully supported the TCHI vision for better health.

It was noted Winnie is locally based, and so would work with Mark and Hazel for an effective handover of duties could be achieved and Mark noted he would continue to support when returned from travelling.

MH,
WL

The Chair nominated and it was unanimously agreed to appoint Winnie Lo as the new Treasurer from October.



Mark noted this would be his last meeting. The Chair and Board wished to record sincere thanks to Mark Hoyle for all his hard work over the last three plus years. Dr Paul Lam also added his particular thanks for his significant work and support on the recent new membership changes.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers (Hazel): Numbers reported as date as follows:

MT: 60 ST: 88 Premier Members: 248

Instructors: 4,371 (increase from last month of 400)

4.1.2 Membership & New Registration Process

Paul L updated on the implementation of the new system:

- Continuing to go well and many previously hesitant are seemign to realising / accept the logic of the changes.

4.2 Finance Report (Mark Hoyle):

Balance at this date is: Bank \$11,600, Paypal \$699

All monies paid to date – no outstanding debt. Noted estimated increase in revenue in last 3 months was approx. \$4,000+

Would suggest the changes had started to turn things around financially and TCHI was now at last well on it's way to being a more financially sustainable organisation.

Need to keep monitoring all income and then within the next year start to closely review and get a full understanding of the actual running costs to make that final step to independence.

Need end of financial year report (30th June 2016) so needs to go to the accountant Jennifer O at PAM so signed off and ready to presented at the Jan 2017 AGM. To remind the office.

Paul L/
HT

4.3 Business Planning (Gordon Wicher):

Thanks to Mark and Paul for assisting with information regarding past revenues and budgets, which had enabled the beginning of getting a clearer picture for the future.

GW

2015 Gordon presented figures for 2015 which evidenced previous concerns regarding the finances: Actual Expenditure \$36,415, whereas Real Expenditure \$45,119 and this discrepancy had been subsidized by Dr. Paul Lam.

It was further noted that the anticipated expenditure if TCHI was a completely stand-alone organization financially and administratively would be in the region of \$75,000.



2016-2017 Noted that the new membership arrangements had the potential to address both the issues of Dr. Lam subsidizing and then to consider the potential to be a stand-alone organization.

Ideal revenue was in the range of \$80,000 to \$130,000. If there was a very positive membership response could lead to opportunity for investment in the future to develop and the Institute further for the benefit of members. To note there could also be additional income sources from grants etc.

The report was welcomed and reassuring to see that the membership changes were appearing to working well. However it was also noted that this is also early on in the change process.

It was agreed that the aim would be for TCHI to become a stand-alone organization in time, likely at least a year away. However it was also noted that it would be very complicated and complex to disentangle the arrangements with Paul's office to enable this to happen.

It was agreed to consider setting up a sub committee to start to look at what a transition to a stand-alone business independent in admin and finances would look like. This would mean that proposals for such a plan could be brought to the Board to move this forward.

GW &
WL

The following timeline was AGREED:

- To use the next three months for Gordon and the new Treasurer to monitor membership and increase their understanding of the trends and expenditure issues
- To bring this proposal for developing a transition plan to the January 2017 AGM to get membership support for the direction of travel
- To establish the sub-committee and commence the more detailed work after the January 2017 AGM

Paul L

It was further AGREED that the changes in membership is the key to the revenue base and so to manage this it was essential to continue to have and review membership numbers membership monthly and analyze quarterly.

WL

Also to have a quarterly report tracking expenses versus revenue quarterly and also actual against budget. Noted that part of this planning need to include planned changes / developments etc. like continued update of the website.

4.4 Website Ownership & Use of Programs:

Dr Lam working on this with a lawyer to protect both the website and use of the programs for TCHI.

Paul L



5. INSTITUTE SUB COMMITTEES

- 5.1 Harmonization Committee:** No Report. Noted that Carolyn would no longer be available to Chair the Harmonization and the new Vice Chair will need to take this role when appointed.
- 5.2 Promotion & Resources:** To look at new movements in this area and to relook at previous work around a 'promotional kit' - Dr Lau to work with Dr Lam. Dr Lam & Chair
- 5.3 Research & Development:** Some interest in research in UK, Korea and possibly US. Chair to get an update and Dr Lam to circulate the guide. Dr Lam Chair
- 5.4 Training & Education:**
TCA 2 & TCE 2 proposals: Paul L working on for September. Paul L
MT Training: To note in the future the need to train other MT trainers – to review in 2017.
ST Training – the Chair asked that this be noted for the September agenda

6. ANY OTHER BUSINESS

- 6.1 New Vice Chair:** It was proposed by PL and supported by those present to ask Margaret Brade to take on the role of Vice Chair. The Chair agreed to ask Margaret. Chair
Jocelyn volunteered to take on the role of Secretary in place of Margaret if she agreed to take on the Vice- Chair role.
- 6.2 Nominations of US MT's:** this was brought to the Board for checking the process. Dr Paul L confirmed that the approval was his role but MT's were asked to highlight any major issues or concerns to him as Director. To avoid any on-going concerns this would be fed-back via Pat L and to advise anyone with outstanding queries to contact Dr Lam. Paul L
Dr Paul L noted that the Education Committee have looked at this in past and agreed that he would clarify the process again before the next round.
Also noted that these matters would only be referred to the Board in exceptional circumstances.

7. KEY ACTIONS

- Item 2:** MB to send PDF of approved Minutes to Hazel MB
Item 3.1. Dr Paul Lam to advise Winnie Lo of her appointment. Paul L



- To link Winnie with Mark & Hazel re handover MH
Item 4.3 To link with Gordon re monitoring membership, expenses, GW
revenue, budgets etc. and business planning preparation.
To note timeline for transition plan. Chair
Item 4.4 Dr Paul Lam to keep the Board informed re website and
program rights. Paul L
Item 5.2 & 5.3 Chair and Dr Paul L to review and progress these
issues. Including circulating a guideline re Research.
Item 5.4 Dr Paul Lam to finalize TCA2 and TCE2 proposals for
September meeting. Also to note ST Training for the agenda at
Chairs request.
Item 6. Chair to speak to Margaret re Vice Chair

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8
Sunday 4th September 2016 via VOIP Conference Call via
GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 14.05

Chaired by Tang Ching Lau (Raymond)

Minutes Margaret Brade