



**MEETING held 12.00 GMT+1 on 2<sup>nd</sup> October 2016 via Go To Meeting**

**PRESENT:**

Tang Ching Lau (Chair)	Winnie Lo (Treasurer)
Dr Paul Lam (Director)	Jocelyn Simpson (Secretary)
Margaret Brade (Vice Chair)	Pat Lawson
Gordon Wicher	Brenda Hum
Sue Huseman	

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. A special welcome was made to Sue Huseman as she joins the TCHI Board.

Apologies were recorded from Philomena Kaarma.

**2. MINUTES OF LAST MEETING**

Margaret confirmed the minutes of August had been sent as a PDF to Hazel for the website.

The minutes of the meeting of 4<sup>th</sup> September 2016 were proposed by Pat and seconded by the Chair, all agreed. Jocelyn to send PDF to Hazel for the website. JS

**3. MATTERS ARISING (not otherwise on the agenda)**

**3.1 Transition of New Treasurer:** Winnie will be catching up with Hazel and Mark over the next weeks. WL

**3.2 Review of Bylaws:** This final check / review to be undertaken by Carolyn Hotchkiss had not yet been completed. The Chair will check the situation before the next meeting. Chair

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

**4.1.1. Numbers:**

- MT 60 (1 down since September)
- ST 98 (1 up since September)
- Premier Instructors 253 (1 up since September)
- Instructors 4,498 (94 up since September)



**4.2 Finance Report**

Current balance: \$1,018.63

Quarterly financial report was recommended by Gordon. Gordon will develop the appropriate template and liaise with Winnie and Hazel on the report.

GW  
WL  
Hazel

**4.3 Business Planning (Gordon Wicher):**

In addition to the quarterly financial reporting, Gordon recommended tracking the number of instructors who have paid membership fees so we can more accurately assess this program. The Chair noted that we are currently in a transition period pending instructor updates precipitating the required membership fees. Following this transition period, we will be in a better position to evaluate its impact on TCHI finances.

WL  
Hazel

**4.4 Website Ownership & Use of Programs:**

Dr Paul Lam noted he was still working with his lawyer and would continue to chase and update.

Paul L

**5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:** No Report.

**5.2 Promotion & Resources:** Still in discussion.

Paul L  
Chair

**5.3 Research & Development:** Still in discussion.

Paul L  
Chair

**5.4 Training & Education:**

**TCA 2 & TCE 2 proposals:** Dr Paul Lam expected TCA2 to be ready in January 2017 and TCE2 by June 2017.

Paul L

**ST Training** – ST Candidate and ongoing ST training was discussed. Pat will take this back to the subcommittee to further explore, including regional and online training.

Pat

**6. ANY OTHER BUSINESS**

There was no other business at this meeting.

**7. KEY ACTIONS**

**Item 2:** Jocelyn to send PDF of approved Minutes to Hazel

JS

**Item 3.2** Chair to chase review of Bylaws with Carolyn Hotchkiss

Chair



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|--|-------------------|
| <b>Item 4.2</b> Gordon to develop template for quarterly financial report and coordinate with Winnie and Hazel.                        | GW<br>WL<br>Hazel |
| <b>Item 4.3</b> Winnie and Hazel to track the number of instructors who have paid membership fees.                                     | WL<br>Hazel       |
| <b>Item 4.4</b> Dr Paul Lam to keep the Board informed re website and program rights.  | Paul L            |
| <b>Item 5.2 &amp; 5.3</b> Chair and Dr Paul Lam to review and progress these issues.   | Chair<br>Paul L   |
| <b>Item 5.4</b> Pat Lawson to reconvene ST Training & Education Committee to review proposals regarding implementation of ST training. | Pat L             |

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 4<sup>th</sup> November 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.45

Chaired by Tang Ching Lau (Raymond)

Minutes by Jocelyn Simpson