



MEETING held GMT+8 on 6th October 2019 via Go to Meeting

PRESENT:

Tang Ching Lau (Chair)	Paul Lam
Rosalie Rudduck	Sarah Malia
Pat Lawson	Elizabeth (Libby) Hill
Aileen Bonaparte	Dave Carter
Winnie Lo	(Margaret Brade had trouble with connection.)

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Dr. Paul Lam and Pat Lawson for leaving meeting early and Jocelyn Simpson for missing meeting.

2. MINUTES OF LAST MEETING

JS

The minutes of the meeting of 8th September 2019 were proposed with correction that Sarah Malia was in attendance by Rosalie Rudduck and seconded by Sarah Malia. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Scholarship Committee:

AB,LH

3.1.1 Paul Lam moved that we recognize Pat Webber, Pam Kirchner, and Caroline DeMoise for their past contributions and provide money for tuition and travel expense to the January (Pat) and June (Pam and Caroline) workshops. Dave Carter seconded the motion. Motion carried. Paul needs to provide the expense amounts and name of the award. Name suggestions should be sent to Dr. Lam.

3.1.2 Scholarship form as presented was accepted by the board with changes of placement and added space for nominator information. Paul suggested we allocate \$30,000 now and add 5-10% annually for scholarships. This was approved and the Scholarship Committee should remain the same (Libby Hill, Aileen Bonaparte, Sarah Malia, and Nuala Perrin) with the addition of Rhayan. Raymond was going to contact Rhayan regarding this appointment.

3.2 Travel Expense fund: Pat Lawson's travel expense to attend the IMTAQ conference in Boston was approved.

Pat L

David Dorian Ross/Optum VA referrals: No new information.



- 3.3 Pat Lawson will contact Ileina Ferrier about her experience with Optum. Chair
- 3.4 **Formal recognition of TCHI with ‘Exercise Association of NZ’ (EANZ) and ‘NZ Registered Exercise Professionals’ (REPs):**
No new input from Tamara Bennett regarding whether TCHI should pay for the greater Exercise Association membership in NZ.
- 4. INSTITUTE GOVERNANCE & ADMINISTRATION**
- 4.1 **Membership** WL
- 4.1.1 Numbers:**
-MT 72 (same)
-ST 121 (same)
-Premier Instructors 942 (plus 6)
-Instructors 2658 (up 103)
(The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories and includes only those current on membership fees.)
- 4.2 **Finance Report**
- Balance as of end of September 2019: \$97,864.44 WL
- There was a large expense to print the certificates. The Chair is working with Gordon Wicher regarding financial sustainability and business plan moving forward. A strategy meeting is planned for the June workshop in Massachusetts, USA. Chair
- 5. INSTITUTE SUB COMMITTEES**
- 5.1 **Harmonization Committee:** There has been a complaint from Melvyn Bowler; however, not everyone has seen the letter, so this issue was postponed to the November 2019 meeting. MB
- 5.2 **Promotion & Resources:** No report Chair
Paul L
- 5.3 **Research & Development:** No report Paul L
Chair
- 5.4 **Training & Education:**
- 5.4.1 ST Training:** Libby Hill reported that the ST Dropbox issues have been resolved. Pat L
Paul L



5.4.2 MT Training: The Chair moved that we accept the MT Training Guidelines as presented by Pat Lawson via email. Document was approved. Pat L

6. ANY OTHER BUSINESS

6.1 Review of Administrative Systems

The Chair reported that he and Dr. Lam are exploring the staff structure and expense if TCHI and TCP are separated. Chair

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Dianne. JS

Item 3.1 Scholarship committee to finalize draft form for scholarship requests. AB,LH

Item 3.3 Pat to follow up with Ileina in regards to her experience with VA and Optum. Pat L.

Item 3.4 Chair to follow up with Tamara regarding NZ CEUs. Chair

Item 4.2 Chair to consult with Gordon Wicher and Dr. Lam to set up financial strategy meeting at June workshop. Chair

Item 5.1 Margaret is to transmit copy of Melvyn Bowler's complaint to board members. Margaret B.

Item 6.2 Chair to follow with Dr. Lam on administrative systems. Paul,Chair

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 3rd November 2019 via Go to Meeting.

Dates for 2019 and 2020 had been listed on the agenda.

The meeting closed at 22:55 AEST.

Chaired by Tang Ching Lau

Minutes by Libby Hill