



changed to 1 October to 30 September, with 2019-2020 as the transitional year. This was approved at the January 2020 Annual General Meeting. This requires a change to the Constitution.

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: Melvyn Bowler complaint - Margaret Brade to respond. The Chair to follow up. MB

5.2 Promotion & Resources: No new activity to report. Paul L
Chair

5.3 Research & Development: No new activity to report. Paul L
Chair

5.4 Training & Education:

5.4.1 ST Training: Paul Lam and Pat Lawson continue work on ST training for the annual June workshop in USA. Pat L
Paul L

6. ANY OTHER BUSINESS

6.1 Review of Administrative Systems Chair
Still under discussion.

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Dianne. Libby to complete minor changes to November Minutes. JS,LH

Item 3.1 Scholarship committee to finalize draft form for scholarship requests and circulate to Board members for approval. AB,LH

Item 3.3 Dr. Lam to clear TCHI sponsorship of January workshop with accountants. Paul L

Item 4.2 Follow up amending Constitution regarding change to fiscal year. WL,Chair
MB

Item 5.1 Chair to email Margaret to respond to complaint. MB,Chair

Item 5.4 Pat to finalize ST training document and MT core competencies. Pat L

Item 6.1 Chair to follow up. Chair

8. DATE OF NEXT MEETING



The date of the next scheduled meeting was agreed as GMT + 8
Sunday 1st March 2020 via Go to Meeting.

Dates for 2020 had been listed on the agenda.

The meeting closed at 22:30 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson