



MEETING held GMT+8 on 6th December 2020 via Zoom

PRESENT:

Dr. Paul Lam (Director)	Dave Carter
Tang Ching Lau (Chair)	Aileen Bonaparte
Margaret Brade (Vice Chair)	Rosalie Rudduck
Winnie Lo (Treasurer)	Pat Lawson
Jocelyn Simpson (Secretary)	Elizabeth (Libby) Hill

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Sarah Malia.

2. MINUTES OF LAST MEETING

Rosalie Rudduck proposed and Pat Lawson seconded that the minutes of the meeting of 1st November 2020 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

JS

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Post-Pandemic World (look to the future): The Board continues to look at ways to reach out to participants and instructors virtually, including encouraging virtual classes, scheduling global Master Trainer and Senior Trainer meetings, exploring different training opportunities, etc.

Chair

3.2 Annual General Meeting (AGM): 2021 AGM to be held 10 January 2021 at GMT+8 via Zoom. Chair to prepare annual report. 3 January Board Meeting to be held to finalize preparations. It was noted that this is an opportunity for members across the globe to attend.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

WL

4.1.1 Numbers:

-MT 67 (minus 1)

-ST 129 (minus 1)

-Premier Instructors 653 (minus 26)



-Instructors 1890 (minus 85)

(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 November 2020: \$52,943.58

WL

2021 Revised Budget was presented. The Chair made a motion
seconded by Jocelyn Simpson to approve the revised budget.

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No new activity to report.

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 Video to be developed to accompany virtual teaching guide,
joint effort with Dr. Lam and MTs experienced in virtual teaching.

Pat L
Paul L

5.4.2 Dr. Lam presented an alternative Instructor Training Program
incorporating a Phase 1 self-paced online training along with a
Phase 2 one day workshop with Master Trainer. This would further
standardize the training and make it more accessible to
participants.

6. ANY OTHER BUSINESS

7. KEY ACTIONS

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

JS

Item 3.3 Winnie to work with accountant and Dianne in preparation
for AGM. Chair to compose 2020 summary.

WL, Chair
Dianne

Item 4.1 Chair to contact Rani regarding her mental health
contacts to write small articles of encouragement to instructors and
participants monthly in newsletter.

Chair



Item 6.1 Jocelyn to work with Margaret regarding updated bylaws JS, MB
to upload to website.

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8
Sunday 3 January 2021 via Zoom.

Dates for 2021 had been listed on the agenda.

The meeting closed at 23:04 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson