



**MEETING held GMT+8 on 5<sup>th</sup> July 2020 via Go to Meeting**

**PRESENT:**

Tang Ching Lau (Chair)  
Winnie Lo (Treasurer)  
Jocelyn Simpson (Secretary)

Elizabeth (Libby) Hill  
Pat Lawson  
Rosalie Rudduck  
Aileen Bonaparte

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies were recorded from Dr. Paul Lam, Margaret Brade, Sarah Malia and Dave Carter.

**2. MINUTES OF LAST MEETING**

Libby Hill proposed and the Chair seconded that the minutes of the meeting of 7<sup>th</sup> June 2020 be approved as amended. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

JS

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

**3.1 Website Ownership:** Margaret Brade and Dr. Lam to review legal ownership of TCHI website.

MB,Paul L

**3.2 Post-Pandemic World (look to the future):**

3.2.1 Zoom for participants and instructors that are comfortable

Chair

3.2.2 Start classes again when possible

3.2.3 Pilots and keep the parts that are good for distance and online learning

3.2.4 Record Zoom to share with others

3.2.5 How to teach via webinar

3.2.6 Continue the discussion

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

WL

4.1.1 Numbers:

-MT 68 (same)

-ST 127 (plus 2)



-Premier Instructors 778 (minus 4)  
-Instructors 2327 (minus 115)  
(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 June 2020: \$60,995.58 WL

**5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:** No new activity to report. MB

**5.2 Promotion & Resources:** No updates Paul L  
Chair

**5.3 Research & Development:** No updates Paul L  
Chair

**5.4 Training & Education:**

**5.4.1 ST Training:** No updates Pat L

**5.4.2 MT Training:** No updates Paul L

**6. ANY OTHER BUSINESS**

**6.1 Review of Administrative Systems** Chair

The Chair to meet with Dr. Lam on this matter.

**7. KEY ACTIONS**

**Item 2** Jocelyn to send PDF of approved Minutes to Dianne. JS  
**Item 3.1** Margaret and Dr. Lam to resolve website ownership MB, Paul

**Item 3.2** Dr. Lam to look into corporate Zoom account for MTs.  
The Board to continue to consider how we proceed during  
pandemic and beyond. Paul L  
Board

**Item 6.1** Chair to meet with Dr. Lam. Chair,Paul

**8. DATE OF NEXT MEETING**

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The date of the next scheduled meeting was agreed as GMT + 8  
Sunday 2<sup>nd</sup> August 2020 via Go to Meeting.

Dates for 2020 had been listed on the agenda.

The meeting closed at 22:49 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson