



MEETING held GMT+8 on 6th March 2022 via Zoom

PRESENT:

Dr. Paul Lam (Director)
Tang Ching Lau (Chair)
Margaret Brade (Vice Chair)
Jocelyn Simpson (Secretary)
Winnie Lo (Treasurer)

Rosalie Rudduck
Pat Lawson
Elizabeth (Libby) Hill
Helga Meyer

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.

2. CHANGES IN CONFLICT OF INTEREST

No change reported.

3. MINUTES OF LAST MEETING

Proposed by Libby Hill and seconded by Margaret Brade that the minutes of the meeting of 6th February 2022 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website. JS

4. MATTERS ARISING (not otherwise on the agenda)

4.1 Update on Website, cost, funding

WL,DPL

4.1.1 Cost to be made in three payments: \$13,068 paid November 2021, \$13,068 paid January 2022, with the remainder to be paid March 2022 in the amount of \$17,424.

4.1.2 Arrangement to be made for website maintenance going forward.

4.2 Regular Meetings of Sub-committees

Chair

4.2.1 The Chair to contact Sub-committee chairs and members to set up consistent meetings.

4.2.2 Sub-committee chairs to invite more members to join.

4.3 Concerns Regarding Instructor Updates

MB

4.3.1 In response to concerns expressed regarding instructor updates, the Board will re-examine the current structure and



policy to see if changes should be made. It should be noted that a 3 year update was studied by the Board a few years ago, but the decision was to keep the 2 year update to remain consistent with the international norm. Standards are important to maintain support from government and health related agencies, as well as to ensure safety of participants.

4.4 Director's Review of Key Points of Constitution

4.4.1 Construction of the Board

4.4.1.1 Representation from 3 regions

4.4.1.2 Each region nominates and votes for Master Trainer and Senior Trainer representatives within their region.

4.4.1.3 Director is nominated and elected by all Master Trainers.

4.4.1.4 Chair is nominated and elected by the Board.

4.4.1.5 Instructor and Participant representatives are appointed.

4.4.1.6 Board may invite 2 experts to the Board.

4.4.2 How Decisions are Made

4.4.2.1 Decisions of the Board are made by good discussion, followed by a vote on what is best for the Institute. If there is a tie vote of the Board, the Chair will cast an additional vote.

4.4.2.2 If the Director chooses to challenge the Board's decision, an explanation/modification recommendation must be made. The Board then makes modifications it deems appropriate and resubmits the proposal to the Director. Should the Director challenge again, the Board may accept the Director's decision or refer the matter to a joint meeting of the full Board and the chief officer. In the event of a tie vote, the Director may cast an additional vote.

4.4.3 The Board can expel any member, including the Director, by two-thirds majority vote.

4.5 Conflict of Interest

Any conflict of interest is now declared at the start of each Board meeting. A register to be kept of any ongoing conflicts of interest.

MB

5. INSTITUTE GOVERNANCE & ADMINISTRATION



- 5.1 Membership** WL
- Numbers at end of February 2022:
- MT 67 (same)
 - ST 129 (same)
 - Premier Instructors 594 (down 4)
 - Instructors 1672 (down 3)
- (The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories and includes only those current on membership fees.)
- Consideration of establishing “Supporting Memberships” for non-instructors to be priced the same as standard memberships. Dr. Lam to check on the ease of doing so on the website. Consideration needs to be given to benefits for supporting members.
- 5.2 Finance Report**
- Revenue for February 2022 \$9159.00 made up of \$6969.00 Membership Fees and \$2190.00 Certificate fees. WL
- Balance as at the end of February 2022: \$21,801.79
- 6. INSTITUTE SUB COMMITTEES**
- 6.1 Harmonization Committee:** MB
- No new activity to report.
- 6.2 Promotion & Resources:** Chair
- No new activity to report.
- 6.3 Research & Development:** Chair
- Several studies are ongoing.
- 6.4 Training & Education:**
- 6.4.1 Current and upcoming training opportunities include monthly Instructor Forums, MT/ST Updates, the annual June workshop, and Stage 1 to be developed for all TCH programs. Pat L
- 7. ANY OTHER BUSINESS**
- Work on Charity Registration is ongoing. DPL,MB
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8. KEY ACTIONS

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| Item 2 Margaret to set up COI Register, Declaration of Conflict of Interest and policy | MB |
| Item 3 Jocelyn to send PDF of approved Minutes to Dianne | JS |
| Item 4.1 Website ownership – DPL to start transfer process to TCHI as well as arrangement for website maintenance going forward | DPL |
| Item 4.2 Subcommittee Chairs to set up meetings; invite members to join | DPL,Pat,Chair |
| Item 4.3 Margaret to develop action plan, survey | MB |
| Item 5.1 DPL to review ease of website change, benefits, etc. for Supporting Members | DPL |
| Item 5.2 Winnie to update financials, review quarterly budget next meeting | WL |
| Item 7 DPL to provide proposal regarding online classes. | DPL |
| Item 7 Continue work on charity registration | DPL,MB,Chair |

9. DATE OF NEXT MEETING

The date of the next scheduled meeting was 3rd April, 2022.
Availability to be checked and date confirmed.
Dates for 2022 had been listed on the agenda.

The meeting closed at 22:05 AEST.
Chaired by Tang Ching Lau
Minutes by Jocelyn Simpson