



MEETING held GMT+8 on 7th April 2019 via Go to Meeting

PRESENT:

Margaret Brade (Vice Chair)	Dr. Paul Lam (Director)
Jocelyn Simpson (Secretary)	Pat Lawson
Aileen Bonaparte	Elizabeth (Libby) Hill
Dave Carter	Sarah Malia
Rosalie Rudduck	

1. WELCOME & APOLOGIES

The Vice Chair welcomed all to the meeting. Apologies were recorded from the Chair and Winnie Lo.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 3rd March 2019 were proposed by Dr. Lam and seconded by Aileen Bonaparte. All agreed. Jocelyn to send PDF to Dianne McGrath for the website.

JS

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Contracts regarding TCHI staffing, TCHI and TCP, and website ownership: Dr. Lam to send contract to Margaret Brade who will then work with attorney Paul Pritchard to finalize.

Paul L
MB

3.2 “Outstanding Contributors” on TCHI Website: Dr. Lam and Pat Lawson to finalize website presentation.

Pat L
Paul L

3.3 Recognition of Amatullah Bahaziq: Dr. Lam to present Master Trainer Amatullah Bahaziq with the Institute’s Innovative Excellence and Community Partnership Award at the January workshop 2020. Amatullah was instrumental in the Saudi Federation of Sports Medicine recognizing and endorsing TCHI programs as an effective practice to improve health.

Paul L

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

WL

4.1.1 Numbers:



- MT 72 (same)
 - ST 118 (same)
 - Premier Instructors 919 (plus 9)
 - Instructors 2403 (up 47)
- (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 March 2019: \$85,054.73 WL

The Chair is working with Gordon Wicher regarding financial sustainability and business plan moving forward. Chair

4.2.1 TCHI Membership Fees: Increase of membership fees was discussed. Margaret Brade proposed and Dave Carter seconded the motion to increase membership fees by 5% subject to annual review so that we can continue to deliver professional services to our members. Dr. Lam to email members. WL
Paul L

4.3 Special Funds

4.3.1 Dr. Lam proposed a scholarship fund for instructors be established as an added benefit for members. An exploration committee is to be formed to establish criteria. Paul L
LH,AB,MB

4.3.2 Dr. Lam proposed a travel expense fund be established for travel to special events to represent TCHI. Margaret Brade to write up policy. The Board approved funds for TCHI representative to speak at June iMTQA conference. MB

5. INSTITUTE SUB COMMITTEES

- 5.1 Harmonization Committee:** No report. MB
- 5.2 Promotion & Resources:** TCHI representative to speak at June iMTQA conference. Chair
Paul L
- 5.3 Research & Development:** Letter of support to be provided to Georgia Institute of Technology for upcoming research study. Paul L
Chair,JS
- 5.4 Training & Education:**
- 5.4.1 ST Training** Pat L
Paul L



5.4.1.1 Pilot Program for ST Nominees

5.4.1.2 ST Dropbox

5.4.1.3 ST Training at Annual Workshops

5.4.1.4 ST Renewal Point System: Pat and Paul to send email to STs regarding this system.

5.4.2 MT Training

5.4.2.1 Core Competencies: to review with MTTs.

5.4.2.2 Representation of Qualification Pending Mentorship

6. ANY OTHER BUSINESS

6.1 Certificates SM

6.2 Review of Administrative Systems

The Chair recommended a review of TCHI administrative systems, including access, use of website emails, etc. Chair

7. KEY ACTIONS

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

Item 3.1 Dr. Lam to send contract to Margaret to finalize with Paul Pritchard. Paul, MB

Item 3.2 Dr. Lam and Pat to finalize website presentation. Pat,Paul

Item 4.2 Chair to consult with Gordon Wicher regarding financial sustainability and business plan moving forward. Chair

Item 4.2.1 Dr. Lam to email members regarding membership fees. Paul L

Item 4.3.1 Margaret to contact Nuala or other European representative to join scholarship exploration committee. MB

Item 4.3.2 Margaret to write policy for travel expense fund. MB

Item 5.2 Dr. Lam to look into MT or ST to serve on iMTQA Board. Dr. Lam to contact US west coast MT to speak at iMTQA conference. Paul L

Item 5.3 Jocelyn to forward letter of support draft to Dr. Lam. Dr. Lam to revise and return for submission to Georgia Institute of Technology for research study. JS
Paul L

Item 5.4.1.4 Pat and Dr. Lam to send email to STs regarding ST Paul,Pat



renewal point system.

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|---|------------|
| Item 5.4.2.1 Pat to review core competencies draft with MTTs | Pat |
| Item 5.4.2.2 Chair to follow with Dr. Lam on use of MT icons following completion of mentorship. | Chair,Paul |
| Item 6.1 Sarah to email revisions to certificate template to the Board for review and comment prior to next meeting. | SM,Board |
| Item 6.3 Chair to follow with Dr. Lam on administrative systems. | Chair |

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 5th May 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 11:10 AEST.

Chaired by Margaret Brade

Minutes by Jocelyn Simpson