



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

PRESENT:

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

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Rosalie Rudduck.

2. MINUTES OF LAST MEETING

JS

The minutes of the meeting of 2nd June 2019 were proposed by Margaret Brade and seconded by Dave Carter. All agreed. Jocelyn to send PDF to Dianne McGrath for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Scholarship Committee:

AB,LH
Paul L

Dr. Lam indicated that the scholarship requested for the Master Class in conjunction with the January 2020 workshop is a total of \$3555 for both Kartikey and Sylvia (reference notes in June Minutes). Dr. Lam moved to approve this expenditure, and Dave Carter seconded the motion. All agreed.

Dr. Lam proposed that the scholarship committee also be tasked with development of a scholarship category for those who have made significant contributions to TCHI in the past. It was proposed that once a year at the annual workshops in USA and Australia 1-3 persons be honoured at each workshop with an award or small gift, and placed on an "honour's list".

3.2 Travel Expense Fund: Dr. Lam proposed a travel expense fund be established for travel to special events to represent TCHI. Margaret Brade submitted a draft policy for the Board's consideration. Libby proposed we adopt this policy. Jocelyn seconded the motion. All agreed. Expenses are to be paid per policy by the TCHI Manager with approval of the Treasurer. The policy is to be put on the website.

MB
Paul L



3.3 U.S. Veterans Administration Referrals: Pat Lawson and Pat L
Becky Rahe are working to clarify how this program will work. Pat
stated she was told that TCHI was included in the approved
network.

3.4 USTCC (formerly TCHC): Members of the TCHI Board attended
the June meeting of the USTCC Board. USTCC requested use of
TCHI's Code of Ethics. The Chair proposed that this request be
granted. Jocelyn seconded the motion. All agreed. Margaret
recommended we ask that they acknowledge that they've
adopted the TCHI Code of Ethics.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership WL

4.1.1 Numbers:

-MT 72 (same)

-ST 119 (same)

-Premier Instructors 936 (up 14)

-Instructors 2501 (up 42)

The Treasurer noted that memberships are up 1105 from this
time last year.

(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 2019: \$94,641.01

WL

The Chair is working with Gordon Wicher regarding financial
sustainability and business plan moving forward. A strategy
meeting was proposed with Board members either face to face or
a dedicated virtual meeting. The Chair to follow with Gordon.

Chair

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No issue to report.

MB



- 5.2 Promotion & Resources:** Dr. Linda Scott, retired professor and senior instructor, presented at the June iMTQA conference and will forward her report and expenses. Another meeting is to be held in Boston in October. Dr. Lam spoke with MTs and STs who have volunteered to serve on the iMTQA Board representing TCHI. Chair
Paul L
- 5.3 Research & Development:** Research study at Georgia Institute of Technology is progressing, having held its first Adaptation Committee Meeting. Paul L
Chair
- 5.4 Training & Education:**
- 5.4.1 ST Training** Pat L
Paul L
- 5.4.1.1 Pilot Program for ST Nominees:** Dr. Lam to work with Pat on curriculum. Training to be done by MTTs regionally.
- 5.4.1.2 ST Dropbox:** ST Resource Manual has been loaded into Dropbox.
- 5.4.1.3 ST Renewal Point System:** Presented at June annual workshop.
- 5.4.2 MT Training**
- 5.4.2.1 Core Competencies:** All programs to be included. Pat L
- 5.4.2.2 Representation of Qualification Pending Mentorship:** Due to complexity of website change required, the Board agreed to not pursue this change.
- 6. ANY OTHER BUSINESS**
- 6.1 Certificates:** No changes to be made to the certificates at this time. Current version will continue to be used. SM
- 6.2 Review of Administrative Systems** Chair
- The Chair recommended a review of TCHI administrative systems, including access, use of website emails, etc. and will follow up with Dr. Lam.
- 7. KEY ACTIONS**
- Item 2** Jocelyn to send PDF of approved Minutes to Dianne. JS
- Item 3.1** Exploratory committee to finalize draft of criteria for scholarship awards, including the honour's list. AB,LH
- Item 3.2** Dr. Lam to provide expenses for iMTQA conference. Paul
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Travel Expense policy to be put on the website.

Item 3.3 Pat to follow up with Becky regarding participation with Optum network regarding US Veteran referrals. Pat L

Item 4.2 Chair to consult with Gordon Wicher and Dr. Lam to set up financial strategy virtual meeting. Paul,Chair

Item 5.2 Dr. Lam to follow up with Dr. Linda Scott regarding IMTQA conference report. Paul

Item 5.4.1.1 Dr. Lam to work on curriculum with Pat. Pat,Paul

Item 5.4.2.1 Pat to add additional programs to core competencies draft. Pat

Item 6.2 Chair to follow with Dr. Lam on administrative systems. Chair,Paul

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 4th August 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 22:57 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson