



MEETING held 12.00 GMT on 3rd January 2016 via Go To Meeting

PRESENT:

Tang Ching Lau (Chair)	Jocelyn Simpson
Carolyn Hotchkiss (Vice Chair)	Gordon Wicher
Margaret Brade (Secretary)	Pat Lawson
Mark Hoyle (Treasurer)	
Dr Paul Lam (Director)	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting with a special welcome to Pat Lawson and Gordon Wicher as new members.

There were apologies from, Philo Kaarma and Rani Hughes

2. MINUTES OF LAST MEETING

The minutes of the meeting of 6th December 2015 were proposed by Carolyn Hotchkiss and seconded by Pat Lawson and agreed unanimously.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 AGM: It was noted that the AGM needed to be held at the January workshop as before. It was agreed that the following reports would be prepared:

- Chair's general report to include new members
- Treasurer's Membership & Finance report (MH)
- Harmonization report (CH)

Further agreed MH would ensure a time was set and arrange for PK or another to take Minutes.

3.2 TCHI Subsidies: The following issues were discussed:

The certificate cost and support for RH and the Sri Lanka situation was confirmed as agreed via email.

It was agreed that some guidelines for future would be helpful to facilitate quicker and consistent decisions. It was agreed that the Chair would produce and circulate a paper where certificate costs support would be based on a number of criteria being in place: that the GDP of the country involved was in the bottom 20% internationally; the MT was working pro bono; and the TCHI had sufficient funds to support. To be agreed in February.



4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership Numbers (Mark Hoyle): No report at this meeting due to the holidays. Mark confirmed little had changed since the last report.

4.2 Membership Paper

A paper and proposals was still beign prepared by RH and CH and there was a lengthy discussion focused on a number of issues particulary:

- clarifying levels of membership
- charge rates for membership to reflect benefits
- establishing an apporpaite levleof income for the Institiuate
- having an effective database as a point of record of certification
- improving certificates / fee payment systems for MT's and all

It was noted that a generous discount of up to 40% was given on goods but that this was based on an offer from Dr Paul Lam through TCP. It could not therefore be a TCHI commitment, as it had no control over TCP and did not have the funds to support it itself. The Treasurer noted and it was agreed it was important to be clear on the separation and all to consider further in the discussions.

It was recongised that finalising the website was dependent on the Board making these decisions. It was agreed CH would circulate the draft paper she and RH had worked on and the Chair would send some summary thoughts from the discssion so the matter could be progresseed by email as far as possible to enable final discusison and agreement at the February 2016 meeting.

4.3 Finance Report (Mark Hoyle):

No report at this meeting – would be updated at the February meeting.

4.4 Website Costs:

Noted details of website costs were in the December minutes.

Still outstanding from November Minutes that a recommendations could include seeking out a working group from members to support Dr Lam and the Institute with an agreed remit around technical support and options. (To pick up at the next meeting due to difficulty with the sound on the conference call.)

5. INSTITUE SUB COMMITTEES

5.1 Harmonization Committee: No Report

5.2 Promotion & Resources: No Report

5.3 Research & Development: No Report



5.4 Training & Education: Noted papers were now available on the following issues and agreed to be rescheduled to the February meeting due to sound quality and also lack of time:

- ST & MT
- TCA 2 & TCE 2

6 ANY OTHER BUSINESS

No other Business due to time.

7 DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 7th February 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.10

Minutes Margaret Brade