

**MEETING held 12.00 GMT on 1<sup>st</sup> November  
2015**

**PRESENT:**

Raymond Tang Ching Lau (Chair)

Rani Hughes

Carolyn Hotchkiss (Vice Chair)

Jocelyn Simpson

Margaret Brade (Secretary)

**WELCOME & APOLOGIES** Raymond welcomed all to the meeting. There were apologies from Dr Paul Lam, Mark Hoyle and Philo Kaarma.

**2. MINUTES OF LAST MEETING**

The minutes of the meeting of 4<sup>th</sup> October 2015 were proposed by Jocelyn Simpson and seconded by Raymond Tang Ching Lau and agreed unanimously.

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

**3.1 TCA 2 & TCE 2:** to keep on the agenda as waiting for Dr Lam to circulate detailed curriculum for sign off.

**3.2 TCHI Website:** waiting for confirmation from Mark Hoyle that the agreed statement making it clear that the link to TCP was to a separate profit organisation has been put on the TCHI website.

**3.3 Guidelines re charging for Workshops:** An issue from the August meeting Clause 6.1 was still outstanding regarding queries from MT's about the possibility of guidelines for charging for workshops. Following discussion it was AGREED that TCHI did not feel it appropriate to set guidelines for charges as there were so many issues and circumstances that could influence both locally and internationally.

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership (Mark Hoyle):** No report as the Treasurer was absent. At the last meeting it had been agreed to develop a paper of options to deal with the

complexity of issues around membership / benefits / certificates / methods of collecting fees etc. with the intention that once agreed by the Board this could be circulated to MT's for comment and input. It was reiterated that there were a number of issues and desired outcomes including:

- Achieving a reliable and appropriate level of income for TCHI from these activities
- Offer good systems and benefits to members particularly around payment and issuing of certificates
- Maintain a reliable and accessible place of record for certification to ensure information on current certification and reminders for recertification
- Bringing people to the TCHI site and promoting TCHI generally

Rani Hughes and Carolyn Hotchkiss were still working on this and noted they hoped to bring some different options focusing on the mechanics behind all this and on the database as the place of record for certification. It was also noted recommendations could include seeking out a working group from members to support DR Lam and the Institute to with an agreed remit around technical support and options. Rani and Carolyn AGREED to circulate the draft paper prior to the December meeting for discussion at that meeting.

**4.2 Finance Report (Mark Hoyle):** No report as the Treasurer was absent.

**4.3 Board membership:** The following two issues were discussed:

**4.3.1. US MT Representative:** Jocelyn Simpson confirmed that within the timescales she had received three nominations for the position. All three were welcomed as positive candidates. To assist in the decision each nominee had been asked to send in a short bio and reasons for wanting to join and what they thought they could bring to the Board. However as this request had only been sent in the last week it was agreed to delay the decision to allow more time for receipt. It was agreed that whichever two were not elected to the Board should be welcomed into other sub-committee work to recognise and welcome their interest and develop the connections.

**4.3.2. Expert Member:** The proposal and CV for Gordon Wicher had been previously circulated and proxy votes had been received from the three absent members of the Board. It was agreed that this represented an opportunity to bring further and independent business and strategic expertise and international experience onto the Board and the proposal was unanimously AGREED. Details of the term /

communication to be agreed by the Chair and Vice Chair and the Chair to arrange to invite Gordon Wicher to join the Board from the 1<sup>st</sup> December 2015 and attend the next meeting on the 6<sup>th</sup> December 2015.

## **5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:** Carolyn Hotchkiss, Chair, reported that the sub committee had now finalised its investigation on a number of serious issues that had been raised by Institute members regarding a MT member. The process had been followed in full with clear communication being sent and considerable time being given to the MT concerned to respond at each stage. The draft decision was now being finalised by the sub-committee, and would then be sent to the MT concerned with a further chance to respond before this Board considered the recommendation.

It was noted that the MT had been clearly advised that the recommendation will be presented to the Board and a decision made with or without a response as a considerable amount of time has been given to each step of the process. It was agreed that the Board would need from the Harmonization Committee: - final recommendation/s together with a summary for context and understanding (noting that the detailed paper work should remain with the Harmonization Committee); - a suggested communication to MT's and ST's to enable early communication; - a note of issues raised and lessons learnt that the Board should be aware of from the investigation. Carolyn noted that the Harmonization process had worked well and the Code of Ethics had provided clarity and wished to record her thanks to the sub-committee for their time and thoughtful considerations throughout the process.

**5.2 Promotion & Resources:** No Report

**5.3 Research & Development:** No Report

**5.4 Training & Education:** The following issue was discussed:

5.4.1. ST Training: Needed to revisit this as circulated and also to sub-committee continuation.

5.4.2. MT Training: It was noted that issues around understanding the Code of Ethics of the Institute should be included. Also around the business of 'putting a workshop together' and cover such issues as guidelines re roles, job descriptions, remuneration, etc. where using ST's specifically to support the admin / promotion and delivery of a workshop. Agreed to look at options for further discussion.

5.4.3 Continuing Education: A communication regarding the Continuing Education had been circulated with proposals from Jim Starshak, US MT had raised a number of issues regarding the CE program. Treasurer Mark Hoyle had also commented. Following discussion the following was agreed:

- That Board Approval was given for the CE programs and did not require annual re- approval.
- That this was at present a US issue but that it was hoped to expand CE so should be considered by the THCH Board
- That increasing the annual fee to \$70 USD would ensure the fees covered the expected expenditure of circa \$800 for the program and provide a small surplus to take advantage of new CE opportunities
- That the fee level should be reviewed annually
- That there should be an annual accounting of the monies taken and expended on the CE program to the Treasurer so that open reporting on any surplus and how it is used can be assured.

**6 ANY OTHER BUSINESS** No other business due to lack of time.

**7 DATE OF NEXT MEETING** It was agreed to hold a short meeting on 15<sup>th</sup> November 2015 with two item agenda to enable time and more present: recommendations from the Harmonization Committee and election of the USA MT. The date of the next scheduled meeting was agreed as 6<sup>th</sup> December 2015 via VOIP Conference Call via GoToMeeting. Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.25 Minutes Margaret Brade