



**MEETING held 12.00 GMT+1 on 3rd July 2016 via Go To Meeting**

**PRESENT:**

Dr Paul Lam (Director)  
Jocelyn Simpson  
Philo Kaarma  
Pat Lawson

In attendance: Hazel Thompson, TCHI Manager

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.  
Apologies were recorded from Tang Ching Lau, Mark Hoyle,  
Margaret Brade and Gordon Wicher

**2. MINUTES OF LAST MEETING**

The minutes of the meeting of 5th June 2016 were agreed  
unanimously, with the small change proposed by Jocelyn Simpson  
to Section 7 changing "ST" replacement to "Instructor". MB to make  
said change and send a PDF to be posted on the website.

MB

Proposed by PK and second by Paul L, all agreed

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

**3.1 Appointment of New Treasurer:** Paul Lam noted he was waiting  
to hear back from a possible candidate and expected to know by the  
August meeting. Paul L

**3.2 Appointment for Vacancies:** Noted that there were two places on  
the Board to be nominated until the next election:

- Sue Ann Huseman was nominated and unanimously  
accepted by the Board as Instructor Representative to  
replace Carolyn Hotchkiss. Proposed by Paul L, seconded by  
Pat L, agreed by all.
- Brenda Hum was nominated and unanimously accepted by  
the Board as MT Representative to replace Rani Hughes.  
Proposed by Paul L, seconded by Pat L, agreed by all.

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

**4.1.1. Numbers (Hazel):** Numbers reported as date as follows:



MT - 60; ST – 88; Premier Members – 244

Instructors – 3,972

#### **4.1.2 Membership & New Registration Process**

Paul L updated on the implementation of the new system:

- Going well and confident it is the right direction

#### **4.2 Finance Report (Mark Hoyle via email):**

Balance at this date is: Bank \$8,370, Paypal \$2,217

All monies paid up to date.

#### **4.3 Business Planning (Gordon Wicher):**

It was noted that GW was keen to establish clarity about what TCHI needed to do to be financially independent. This item was held over, as GW was not present. GW

#### **4.4 Website Ownership:**

In order to protect TCHI interests in the website, Paul Lam will make provision in his will for transfer of ownership to TCHI in the event of his death. Paul Lam

#### **4.5 Issues: Use of Programs**

Carolyn Hotchkiss drafted standard letters to be sent as needed to instructors and sponsoring organisations. These letters were circulated and approved by the Board.

### **5. INSTITUTE SUB COMMITTEES**

#### **5.1 Harmonization Committee: No Report**

**5.2 Promotion & Resources:** No report for some time and Chair to check status for review. To bring suggestions to the next meeting. Chair

**5.3 Research & Development:** No report for some time and Chair to check status and review. To bring suggestions to the next meeting. Chair

**5.4 Training & Education:** Paul L  
**TCA 2 & TCE 2 proposals:** Paul L working on for September.  
**MT training:** Deferred to August meeting. Chair

### **6. ANY OTHER BUSINESS**

No new business discussed



**7. KEY ACTIONS**

**MB** to send PDF of approved Minutes to Hazel (Item 2)

**Paul L** to continue to consider nomination for a replacement for Treasurer (Item 3)

**Paul L and CH** to finalise outstanding issues as follows (Item 4) :

- By Laws review to reflect changes in membership processes
- Licence between Paul Lam and TCHI to protect interests in the website

**Chair** (item 5.4) to gather information to enable a review of the Promotion & Resources and Research & Development sub - committees as part of an agenda review.

**Paul L** to ensure the 2016 AGM Minutes are posted on the website.

**Paul L** to finalize TCA2 and TCE2 proposals.

**8. DATE OF NEXT MEETING**

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

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.45

Chaired by Paul L

Minutes Jocelyn Simpson