



**MEETING held 12.00 GMT+1 on 5<sup>th</sup> June 2016 via Go To Meeting**

**PRESENT:**

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

In attendance: Hazel Thompson, TCHI Manager

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Gordon Wicher and Rani Hughes.

**MEMBERSHIP**

Noted the resignation with immediate affect of Rani Hughes due to personal commitments. Sincere thanks were recorded to Rani Hughes for her many valuable contributions to the development of TCHI and it was hoped she would return at some point in the future.

Paul L noted his sadness at the loss of three such good members all for personal reasons and wanted to record his sincere appreciation for their part on the development of TCHI. This was supported by the full Board.

**2. MINUTES**

**2.1 MINUTES OF LAST MEETING**

The minutes of the meeting of 1<sup>st</sup> May 2016 were agreed unanimously. MB to send a PDF to be posted on the website.

MB

**2.2 MINUTES OF 2016 AGM**

The AGM Minutes were formally approved by those who had been present: Dr Paul Lam, Mark Hoyle and Philo Kaarma.

Paul L

Paul Lam agreed to ensure they were posted on the website.

& HT

**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 July meeting.

Paul L

Agreed that CH would check the By Laws on this matter as part of her planned review.

CH

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

- An Instructor Representative to replace CH. Agreed to try and



- recruit from US MT's – CH to pursue
  - A MT Representative to replace RH. Noted that there needed to be 3 Australians on the Board for Australian requirements for the organisation. Paul to pursue with Australian MT's.
- CH  
Paul L

#### **4. INSTITUTE GOVERNANCE & ADMINISTRATION**

##### **4.1 Membership**

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

MT - 60; ST – 89; Premier Members – 244  
Instructors – 3,708

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

Paul L updated on the implementation of the new system:

- Going well and still confident it is the right direction
- Well received by new members and a lot of positive support from existing members
- Some small system glitches but being dealt with

Agreed we would continue to monitor the implementation carefully.

Outstanding: CH confirmed she will review the BYLaws to see if any update needed to align with the changes. Will bring any comments back to the June meeting.

CH

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

Balance at this date is: Bank \$5,410

MH reported that finance was now beginning to come in through the new system. Also reported that all payments due had now been made including so no debts outstanding.

##### **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 & Costs:**

Acknowledged this work was still to be done: to develop a Licence between Paul Lam and TCHI to protect TCHI interests in the website; and record that all website development from hereon needed to get prior approval from the Board.

CH &  
Paul  
Lam

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

Also CH & PL still to finalise draft letters including to sponsoring organisations as they wanted to take advantage of the June workshop to consult with others. To bring for sign off in July.

CH &  
Paul  
Lam



**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:** Chair to recirculate for the next meeting. Chair

**6. ANY OTHER BUSINESS**

6.1 Agenda Review – as above.

**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 and also the Instructor and Australian MT nominations (Item 3)

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

- By Laws review to reflect changes in membership processes
- Draft Letters including for sponsoring organisations
- Licence between Paul Lam and TCHI to protect interests in the website

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

**8. DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 3rd July 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.45

Minutes Margaret Brade