



MEETING held 12.00 GMT+1 on 4th September 2016 via Go To Meeting

PRESENT:

Tang Ching Lau (Chair)	Winnie Lo (Treasurer)
Dr Paul Lam (Director)	Jocelyn Simpson
Margaret Brade (Secretary)	Pat Lawson

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting and a special welcome to Winnie Lo who was joining as the new TCHI Treasurer.

Apologies were recorded from Gordon Wicher, Philomena Kaarma, Brenda Hum, and Sue Huseman.

2. MINUTES OF LAST MEETING

MB confirmed the minutes of July had been sent as a PDF to Hazel for the website.

The minutes of the meeting of 7th August 2016 were proposed by Pat Lawson and seconded by Jocelyn Simpson, all agreed.
Margaret to send PDF to Hazel for the website.

MB

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Appointment of New Treasurer: Winnie Lo was welcomed with thanks for taking on this role. She would be catching up with Hazel and Mark over the next weeks to do a handover.

3.2 Vice Chair & Secretary Role: Following discussion it was unanimously agreed that the new Vice Chair would be Margaret Brade and the new Secretary would be Jocelyn Simpson.
Both were thanked for taking on these roles.

3.3 Review of Bylaws: This final check / review to be undertaken by Carolyn Hotchkiss had not yet been completed. The Chair would check the situation before the next meeting.

Chair

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers: Hazel sent numbers as follows:

- MT 61 (1 new since August)



- ST 97
- Premier Instructors 252 (4 new since August)
- Instructors 4,404 (30 new since August)

Dr Paul Lam noted the new registration process was still going well with small issues with the website being sorted.

4.2 Finance Report

Monthly transfer was taking place. The balance to be confirmed at the next meeting.

Noted again the need for monthly and quarterly monitoring to support the business planning being undertaken by GW.

4.3 Business Planning (Gordon Wicher):

To be picked up at the next meeting as GW was not present.

4.4 Website Ownership & Use of Programs:

Dr Paul Lam noted he was still working with his lawyer and would continue to chase and update.

Paul L

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No Report.

5.2 Promotion & Resources: No further report at this meeting

Paul L
Chair

5.3 Research & Development: Still to check – particularly with work with Rhayun Song.

Paul L
Chair

5.4 Training & Education:

TCA 2 & TCE 2 proposals: Dr Paul Lam noted this was being aligned with the website. He expected TCA2 to be ready in January 2017 and TCE2 by June 2017.

Paul L

ST Training – It was agreed the implementation of this would be progressed through Dr Paul Lam discussing further with Jocelyn and Pat when in the US in the next few weeks.

6. ANY OTHER BUSINESS

There was no other business at this meeting.

7. KEY ACTIONS

Item 2: MB to send PDF of approved Minutes to Hazel

MB
Chair

Item 3.3 Chair to chase review of Bylaws with Carolyn Hotchkiss

Item 4.4 Dr Paul Lam to keep the Board informed re website and

Paul L



program rights.

Item 5.2 & 5.3 Chair and Dr Paul Lam to review and progress these issues. Chair Paul L

Item 5.4 Dr Paul Lam to progress implementation of ST training. Paul L

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 2nd October 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.30

Chaired by Tang Ching Lau (Raymond)

Minutes Margaret Brade/Jocelyn Simpson