



MEETING held GMT+8 on 4th December 2016 via Skype

PRESENT:

Tang Ching Lau (Chair)	Margaret Brade (Vice-Chair)
Dr Paul Lam (Director)	Jocelyn Simpson (Secretary)
Pat Lawson	Sue Huseman
Brenda Hum	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma, Winnie Lo, and Gordon Wicher.

2. MINUTES OF LAST MEETING

Jocelyn confirmed the minutes of October had been sent as a PDF to Hazel for the website.

The minutes of the meeting of 6th November 2016 were proposed by Pat Lawson and seconded by Sue Huseman, all agreed. Jocelyn JS
to send PDF to Hazel for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Transition of New Treasurer: Winnie will be catching up with Hazel WL
and Mark over the next weeks.

3.2 Review of Bylaws: Margaret and Hazel will review regarding MB, HT
memberships.

3.3 TCP and TCHI, future finance of TCHI: Ability of TCHI to take over WL
expenses of TCHI website was discussed, and in particular the maintenance fees. Margaret recommended the Treasurer review the impact and budget for future expenses. Motion was made by Sue Huseman, seconded by Pat Lawson, that TCHI take over the TCHI website expenses pending review and analysis by the Treasurer, and that payment be approved for current expenses while review is conducted. Motion carried. Winnie to pay current invoice and perform analysis of future income and expenditure of TCHI.

TCP and TCHI plan to have a contract whereby TCP gives discounts to TCHI members and TCHI provides a link on TCHI website to TCP. Paul L

3.4 MT Emeritus: Discussion about how emeritus status has been used



historically, that it is not really a fit for TCHI. Discussed website recognition as an alternative to honour past MTs. Motion was made by Sue Huseman, seconded by Pat Lawson, that Master Trainer Emeritus status be removed from the TCHI bylaws and practice to be replaced by a retired Master Trainer List on the TCHI website with Board approval on a case by case basis. Motion carried.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers:

- MT 61
- ST 99
- Premier Instructors 253
- Instructors 4,899

4.2 Finance Report

Report deferred to next month due to Treasurer's absence.

Quarterly financial report was recommended by Gordon. Gordon will develop the appropriate template and liaise with Winnie and Hazel on the report.

GW
WL
Hazel

4.3 Business Planning (Gordon Wicher):

In addition to the quarterly financial reporting, Gordon recommended tracking the number of instructors who have paid membership fees so we can more accurately assess this program. The Chair noted that we are currently in a transition period pending instructor updates precipitating the required membership fees. Following this transition period, we will be in a better position to evaluate its impact on TCHI finances.

WL
Hazel

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: Still in discussion.

Paul L
Chair

5.3 Research & Development: Still in discussion.

Paul L
Chair



5.4 Training & Education:

TCA 2 & TCE 2 proposals: Dr Paul Lam expected TCA2 to be ready in January 2017 and TCE2 by June 2017. Dr. Lam to clarify to MTs. Paul L

ST Training – Dr. Lam to work with Pat Lawson on a pilot program. Paul L,
Pat L

6. ANY OTHER BUSINESS

There was no other business at this meeting.

7. KEY ACTIONS

Item 2: Jocelyn to send PDF of approved Minutes to Hazel JS
MB, HT

Item 3.2 Margaret and Hazel to review bylaws with regard to membership program

Item 3.3 Winnie to pay current website maintenance invoice and perform analysis of future income and expenditure of TCHI as it relates to website expenses WL

Item 3.4 Margaret to update bylaws regarding MT Emeritus, Hazel to update on website MB, HT

Item 4.2 Gordon to develop template for quarterly financial report and coordinate with Winnie and Hazel. GW
WL

Item 4.3 Winnie and Hazel to track the number of instructors who have paid membership fees. Hazel
WL

Item 4.4 Dr. Lam to keep the Board informed re website and program rights. Hazel
Paul L

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

Item 5.4 Dr. Lam to clarify TCA2 to MTs; Dr. Lam and Pat to develop ST training pilot program Paul L
Pat L

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 7 Sunday 8th January 2017 via VOIP Conference Call via Skype.

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.55

Chaired by Tang Ching Lau (Raymond)

Minutes by Jocelyn Simpson