



MEETING held 12.00 GMT+1 on 6th November 2016 via Skype

PRESENT:

| | |
|------------------------|-----------------------------|
| Tang Ching Lau (Chair) | Winnie Lo (Treasurer) |
| 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, Margaret Brade and Gordon Wicher.

2. MINUTES OF LAST MEETING

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

The minutes of the meeting of 2nd October 2016 were proposed by Pat Lawson and seconded by Winnie Lo, all agreed. Jocelyn to send JS 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: This final check / review to be undertaken by Chair Carolyn Hotchkiss had not yet been completed. The Chair will check the situation before the next meeting.

3.3 TCP and TCHI, future finance of TCHI: Ability of TCHI to take over Paul L expenses of TCHI website was discussed. 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.

3.4 MT Emeritus: Discussion of criteria/process to become MT Emeritus. Bylaws to be reviewed.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers:

- MT 61



- ST 97
- Premier Instructors 252
- Instructors 4,645

4.2 Finance Report

Paypal balance: \$2490.64, Bank balance: \$18,810, Total: \$21,300.64

GW
WL
Hazel

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

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.

Paul L

ST Training – ST Candidate and ongoing ST training was discussed, with report from ST Curriculum Subcommittee. Among the items discussed in the report were the need to stay flexible, regional training with MTs trained by Dr. Lam for this purpose, mentoring, initial training at a workshop but thereafter offer online and hybrid options, STs to gain experience with working with MTs at workshops, encourage attendance at annual workshop every 3



years, 3 year update period. Further discussion emphasized being ST centric and mindful of local needs, importance of experience and mentoring at workshops, need for formal structure and curriculum, recommended 2 year period for current STs to attend training. The Chair recommended we try a pilot program.

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

Item 3.2 Chair to chase review of Bylaws with Carolyn Hotchkiss

Chair

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

GW

WL

Hazel

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

WL

Hazel

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

Paul L

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

Chair

Paul L

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 4th December 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 Tang Ching Lau (Raymond)

Minutes by Jocelyn Simpson