



MEETING held GMT+7 on 8th January 2017 via Skype

PRESENT:

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

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma and Gordon Wicher.

2. MINUTES OF LAST MEETING

Jocelyn confirmed the minutes of the November meeting had been submitted to Hazel for the website.

The minutes of the meeting of 4th December 2016 were proposed by Sue Huseman and seconded by Margaret Brade, all agreed. JS
Jocelyn to send PDF to Hazel for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Review of Bylaws: Margaret and Hazel will review regarding memberships. Hope to complete in next couple of weeks. MB, HT

3.2 TCP and TCHI, future finance of TCHI: Ability of TCHI to take over expenses of TCHI website was discussed, and in particular the maintenance fees. Winnie to perform analysis of future income and expenditure of TCHI, to begin forecast of annual budget. Dr. Lam to provide cost of staff and monthly maintenance. WL
Paul L

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.

3.3 Special Recognition on TCHI Website (retired MTs, Board Members, etc.): Discussion about website recognition to honour past MTs and other outstanding contributors.



4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers:

- MT 59 (down 2)
- ST 99 (same)
- Premier Instructors 332 (up 79)
- Instructors 5,561 (up 662)

4.2 Finance Report

Balance as of end of December 2016 - \$36,123.

Quarterly financial report was recommended by Gordon. Gordon will 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

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: Dr. Lam to work with Pat Lawson on a pilot program.

Paul L,
Pat L



TCA & TCAFP: Dr. Lam proposed combining TCA and TCAFP workshops, providing both certificates to participants, only charging a fee to MTs for one certificate. Dr. Lam to speak to MTs at January workshop.

6. ANY OTHER BUSINESS

Discussion of January AGM.

7. KEY ACTIONS

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| Item 2: Jocelyn to send PDF of approved Minutes to Hazel | JS |
| Item 3.1 Margaret and Hazel to review bylaws with regard to membership program | MB, HT |
| Item 3.2 Winnie to perform analysis of future income and expenditure of TCHI as it relates to website expenses; Dr. Lam to provide cost of staff and website maintenance | WL
Paul L |
| Item 3.3 Margaret to update bylaws regarding MT Emeritus, Hazel to update on website once finalized | MB, HT |
| Item 4.2 Gordon to coordinate quarterly financial report 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 5.2 & 5.3 Chair and Dr. Lam to review and progress these issues. | Chair
Paul L |
| Item 5.4 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 + 8 Sunday 5th February 2017 via VOIP Conference Call via Skype.

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 12.45

Chaired by Tang Ching Lau (Raymond)

Minutes by Jocelyn Simpson