



**MEETING held GMT+8 on 2<sup>nd</sup> April 2017 via Skype**

**PRESENT:**

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

**1. WELCOME & APOLOGIES**

The Vice Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma, Gordon Wicher and Tang Ching Lau.

**2. MINUTES OF LAST MEETING**

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

The minutes of the meeting of 5th March 2017 were proposed by Sue Huseman and seconded by Pat Lawson, all agreed. Jocelyn JS  
to send PDF to Hazel for the website.

**3. MATTERS ARISING (not otherwise on the agenda)**

**3.1 Review of Bylaws:** Margaret and Hazel to review regarding memberships. Margaret to update regarding MT Emeritus. MB, HT

**3.2 TCP and TCHI, future finance of TCHI:** Winnie and Gordon to further analyze future income and expenditure of TCHI, to finalize annual budget. Winnie and Hazel to track record of paid and unpaid memberships to aid in projected revenue assessment. Winnie to provide estimated budget for next meeting. WL,GW,HT

Discussion continued concerning taking over cost of support staff for TCHI currently supplied by TCP. Current monthly cost is \$5,164.95. The Board will undertake due diligence to compare options for staffing. It was pointed out that the TCP staff has unique knowledge and experience concerning TCHI matters that would not be matched by other general staffing. Hazel will explore options to make comparison including cost and qualitative aspects, and Margaret will follow with development of contractual agreement for staffing. HT, MB

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. Margaret to draw up contract.



- 3.3 “Outstanding Contributors” on TCHI Website** (retired MTs, Board Members, etc.): Discussion regarding process and criteria for determining who is to be recognized on this list of individuals who’ve made significant contribution to TCHI. Sue Huseman to forward finalized criteria prior to next meeting. Pat Lawson volunteered to coordinate the process. Pat L, SH

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

##### **4.1 Membership**

###### **4.1.1 Numbers:**

- MT 67
- ST 98 (up 1)
- Premier Instructors 368 (up 7)
- Instructors 5,932 (up 109)

##### **4.2 Finance Report**

Balance as of end of March 2017 - \$31,561.11

##### **4.3 Business Planning (Gordon Wicher):**

Gordon and Winnie will explore budget items needed in order to finalize the annual budget, including projected membership revenue taking into account members who have yet to pay membership fees. Winnie will circulate the proposed budget to Board members to prepare for a vote at next meeting. GW, WL

#### **5. INSTITUTE SUB COMMITTEES**

- 5.1 Harmonization Committee:** No Report. MB

- 5.2 Promotion & Resources:** Paul L  
Chair

###### **5.2.1 Promotional Brochure Template**

Jocelyn proposed a brochure template be developed for instructor use providing basic information about TCHI, including its mission, evidence based programming, etc., with capability for instructors to insert their individual contact and class offering information. The Chair submitted a proposed template which was reviewed by the Board. It was agreed the content was All



excellent, but that it needed to be in briefer form for the template.  
The Board to review and submit comments prior to next meeting.

### **5.2.2 Promotional Documentary**

Dr. Lam proposed a promotional documentary be filmed at the 20<sup>th</sup> annual workshop in Sydney January 2018. Funding/grants are being pursued with the city of Sydney. A one-third to one-half contribution by TCHI will facilitate the grant process. It was proposed by Margaret Brade and seconded by Sue Huseman that the Board support this project in principle for the purpose of the grant pending financial review. All agreed.

**5.3 Research & Development:** No Report. Paul L  
Chair

**5.4 Training & Education:**  
**ST Training:** Dr. Lam to work with Pat Lawson on a pilot program. Pat to finalize resource book. Paul L  
Pat L

## **6. ANY OTHER BUSINESS**

### **6.1 Meeting Software**

Sue proposed that due to problems with Skype, we consider returning to Go to Meeting or explore Google Chat. She and Pat to explore Google Chat. SH, Pat L

### **6.2 Liability Insurance**

Discussion regarding need for clarification of insurance policy with regard to coverage, specifically who is included. Diane to pursue this with lawyer as well as clarification regarding US members' deductible. Diane

## **7. KEY ACTIONS**

**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. Margaret to update regarding MT Emeritus. MB, HT

**Item 3.2** Winnie and Gordon to further analyze future income and expenditure of TCHI, to finalize annual budget. Winnie and Hazel to track record of paid and unpaid memberships to aid in projected revenue assessment. WL, GW, HT

Hazel to explore staff options to make comparison including cost



- and qualitative aspects of staff. Margaret to follow with development of contractual agreement for staffing. MB, HT
- Margaret to draft contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website. MB
- Item 3.3** Sue to forward finalized criteria for outstanding contributors listing on website prior to next meeting. Pat Lawson to coordinate the process. Pat L, SH
- Item 4.2** Gordon to coordinate quarterly financial reports with Winnie and Hazel. GW, WL, HT
- Item 4.3** Winnie to circulate proposed budget to Board members to prepare for a vote at next meeting. WL
- Item 5.2.1** The Board to submit comments regarding TCHI promotional brochure for instructor use. All
- Item 5.2.2** Dr. Lam to pursue grant applications for promotional video. Gordon and Winnie to finalize budget to determine TCHI contribution. Paul L  
GW, WL
- Item 5.3** Chair and Dr. Lam to review and progress these issues. Chair, Paul
- Item 5.4** Dr. Lam and Pat to develop ST training pilot program. Pat and/or committee to finalize resource book. Paul L, Pat
- Item 6.1** Pat and Sue to explore Google Chat as possible program for monthly meetings. Pat L, SH
- Item 6.2** Diane to pursue clarification of liability coverage, including US deductible, with attorney. MB  
Diane

## 8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 7<sup>th</sup> May 2017 via VOIP Conference Call via Skype (medium may change).

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.10

Chaired by Margaret Brade

Minutes by Jocelyn Simpson