



MEETING held GMT+8 on 5th February 2017 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, Gordon Wicher and Margaret Brade.

2. MINUTES OF LAST MEETING

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

The minutes of the meeting of 8th January 2017 were proposed by Sue Huseman and seconded by the Chair, all agreed. Jocelyn to send PDF to Hazel for the website. JS

3. MATTERS ARISING (not otherwise on the agenda)

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

3.2 TCP and TCHI, future finance of TCHI: Regarding ability of TCHI to take over expenses of TCHI website, 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. 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. Pat Lawson moved that the term “outstanding contributors” be used to describe the honourees; motion seconded by Sue Huseman. This webpage recognition will replace the previous designation of “Master Trainer Emeritus” and will allow inclusion of other categories of individuals who’ve made significant contribution to TCHI.



4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers:

- MT 66 (up 7)
- ST 91 (down 8, primarily due to transition to MT)
- Premier Instructors 345 (up 13)
- Instructors 5,583 (up 22)

4.2 Finance Report

Balance as of end of January 2017 - \$30,913.71

Gordon will liaise with Winnie and Hazel on the quarterly financial report end of March 2017.

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.

GW
WL
HT

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No Report.

MB

5.2 Promotion & Resources: 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. Discussion ensued regarding content of brochure. The Chair to review and make proposal.

Paul L
Chair

5.3 Research & Development: No Report.

Paul L
Chair

5.4 Training & Education:

TCA 2 & TCE 2 proposals: Dr Paul Lam expected TCA2 to be ready

Paul L



in January 2017 and TCE2 by June 2017.

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 instructor workshops in order to make the message clearer, providing both certificates to participants, only charging a fee to MTs for one certificate. Also to include TCAFP, TCA2 and Seated TCA qualifications in future MT TCA qualification workshops without requirement of additional KEAs. This will be done by incorporating the new components into future MT training and updates. If any MT would like to be qualified for any or all of these, they can complete the training through KEA and TEA where appropriate and be qualified sooner. Once they are qualified, they can then certify instructors of the respective program. For example, to a TCA instructor, he or she can complete an assignment to obtain qualification for TCFP. Dr. Lam to communicate these changes to MTs.

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 3.1 Margaret and Hazel to review bylaws with regard to membership program. The Chair to follow up with Margaret on progress.

MB, HT
Chair

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, HT

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

WL, HT

Item 5.2 Chair to prepare TCHI promotional brochure for instructor use.

Chair

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

Chair
Paul L

Item 5.4.2 Dr. Lam and Pat to develop ST training pilot program.

Paul L



Item 5.4.3 & 5.4.4 Dr. Lam to communicate changes to MTs

Pat L
Paul L

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8
Sunday 5th March 2017 via VOIP Conference Call via Skype.

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.50

Chaired by Tang Ching Lau (Raymond)

Minutes by Jocelyn Simpson