



MEETING held GMT+8 on 5th March 2017 via Skype

PRESENT:

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

1. WELCOME & APOLOGIES

The Vice Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma.

2. MINUTES OF LAST MEETING

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

The minutes of the meeting of 5th February 2017 were proposed by Winnie Lo and seconded by Brenda Hum, 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. WL,GW,HT

Discussion arose 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. Winnie will explore options to make comparison including cost and qualitative aspects, and Margaret will follow with development of contractual agreement for staffing. WL, 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, Pat L, SH



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. Pat Lawson and Sue Huseman will collaborate, Pat to circulate proposed criteria prior to next meeting.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1 Numbers:

- MT 67 (up 1)
- ST 97 (up 6)
- Premier Instructors 361 (up 16)
- Instructors 5,823 (up 240)

4.2 Finance Report

Balance as of end of February 2017 - \$32,544

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

GW, WL
HT

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. Discussion ensued regarding content of brochure.



The Chair to review and make proposal.

5.2.2 Promotional Documentary

Dr. Lam proposed a promotional documentary be filmed at the 20th 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. Gordon indicated that we need to finalize the budget to see if TCHI can make this contribution. Sue Huseman proposed we proceed with this funding subject to budget limitations. Pat Lawson seconded the motion.

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. 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 will 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. Margaret to pursue with Hazel.

MB

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

Winnie to explore staff options to make comparison including cost and qualitative aspects of staff. Margaret to follow with

MB, WL



- development of contractual agreement for staffing.
- Margaret to draft contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website. MB
- Item 3.3** Pat and Sue to develop criteria for outstanding contributors listing on website. Pat L, SH
- Item 4.2** Gordon to coordinate quarterly financial report 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** Chair to prepare TCHI promotional brochure for instructor use. Chair
- 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. 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** Margaret to pursue clarification of liability coverage MB

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 2nd April 2017 via VOIP Conference Call via Skype.

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.00

Chaired by Margaret Brade

Minutes by Jocelyn Simpson