



**MEETING held GMT+8 on 5<sup>th</sup> August 2018 via Go to Meeting**

**PRESENT:**

Tang Ching Lau (Chair)	Jocelyn Simpson (Secretary)
Dr. Paul Lam (Director)	Winnie Lo (Treasurer)
Sarah Malia	Brenda Hum
Hazel Thompson (COO)	

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies were recorded from Margaret Brade, Dave Carter and Pat Lawson.

**2. MINUTES OF LAST MEETING**

The minutes of the meeting of 1<sup>st</sup> July 2018 were proposed by the Chair and seconded by Brenda Hum. 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 to update regarding member terms and ST representation (See Item 6.1). Dr. Lam suggested we revise the bylaws to allow for 3 Senior Trainer representatives to represent the 3 regions of the world to correlate with the Master Trainer representation. Currently the bylaws allow for 2 ST representatives with no geographical correlation. If approved, the new ST position would be up for election this fall. Margaret to review the bylaws to determine if this change can be made at Board level or if AGM is required. The Chair to follow up with Margaret.

MB  
Chair

**3.2 TCP and TCHI, future finance of TCHI:**

**3.2.1 Payment of Core Costs:** Core costs are now included in the approved 2018 annual budget. The Board previously approved retaining an Australian attorney to handle the staff contract, the TCHI contract with TCP as outlined in Item 3.2.3 and possibly website ownership. Margaret to send relevant points to Dr. Lam for review prior to sending to attorney Paul Pritchard to finalize contract.

MB  
Paul L

**3.2.2 Website Redesign:** Note to continue clear language regarding the distinction between TCP and TCHI on new website. Redesign to maintain authoritative look (as proposed by Philomena) balanced with improved usability. Compliance with

Paul L



European General Data Collection Regulations completed.  
Minimal cost for design change. Redesign is in its final stages.

**3.2.3 TCHI Contract with TCP:** TCHI and TCP plan to have a contract whereby TCP provides discounts to TCHI members and TCHI provides a link on TCHI website to TCP. Margaret had recommended clarification regarding the new online lessons, whether subscription income goes to TCP or TCHI, to continue to note distinction between TCHI and TCP. (See Item 3.2.1.)

Paul L  
MB

**3.3 “Outstanding Contributors” on TCHI Website:** Pat to coordinate the nomination process. There are currently no nominations. Pat provided PDF nomination form to Dr. Lam to discuss with web designer use of PDF or Google form to be downloaded to website. This to be deferred until website redesign is completed. Board consensus is required for approval of nominated candidates.

Pat L  
Paul L

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

##### **4.1 Membership**

WL

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

- MT 66 (same)
- ST 118 (up 1)
- Premier Instructors 754 (up 42)
- Instructors 1760 (up 132)

(The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories, and includes only those current on membership fees.)

The Board will review memberships next year to see if any adjustment of fees is required to improve revenue and keep up with inflation. Winnie Lo suggested we encourage/promote Premier Membership.

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

Balance as of end of July 2018: \$46,102.45

WL



- 5. INSTITUTE SUB COMMITTEES**
- 5.1 Harmonization Committee:** No report. MB
- 5.2 Promotion & Resources:** No report. Chair  
Paul L
- 5.3 Research & Development:** Ongoing TCM research in Korea. Similar research to be done in Singapore pending funding. The Chair moved that Marlena Fiol and Ed O'Connor be approved to join this committee. Brenda Hum seconded the motion. All agreed. The Board welcomes their contribution to this committee. Paul L  
Chair
- 5.4 Training & Education:** Paul L  
Pat L
- 5.4.1 ST Training**
- 5.4.1.1 Pilot Program for ST Nominees:** Dr. Lam to work with Pat Lawson on a pilot program for those nominated to become STs. Pat to follow with Dr. Lam regarding pilot training in other parts of the world. The Board is also looking into the option of online training.
- 5.4.1.2 ST Dropbox:** A dropbox has been created specifically for Senior Trainers to contain documents pertaining to STs, including the resource manual and important emails. Pat Lawson will coordinate with Dr. Lam on making contents available in a read only format to be accessed by STs and MTs. Relevant members of the Board, including Training Committee Chair, Secretary, ST and MT representatives, Director and Manager will be contributors.
- 5.4.1.3 ST Training at Annual Workshops:** The Board discussed and agreed to look into separate ST training at the annual workshops so that STs may have training which directly deals with their unique role as Senior Trainers. The ST subcommittee had proposed that where STs and MTs had common interests their training could be combined, but that separate training was recommended with regard to the unique differences between the roles of STs and MTs. Also discussed was the possibility of a one-day ST training held separately from the annual workshops in various countries during Dr. Lam's visits to those countries.
- The subject of ST renewal of accreditation every two years was discussed with recommendation of a point system. This provides flexibility for those who cannot attend training at the annual workshops each year. It was proposed to begin in January 2019.
- 5.4.2 MT Training**



Some USA MTs suggested a one-page summary of bullet points as to how the TCH programs work and will submit a draft to the Education subcommittee for review. Dr. Lam made mention of documents already in MT dropbox. Pat to follow up.

## **6. ANY OTHER BUSINESS**

### **6.1 Board Elections**

Jocelyn Simpson reviewed the bylaws regarding our election process and made recommendations for streamlining the process, some of which require changes to the bylaws. Proposed changes include the following: ST representatives from 3 regions corresponding to MT regions, and streamlining all terms to 4 years. Margaret Brade to review and revise the bylaws. Jocelyn also proposed that we work to encourage participation in the election process, and increase the time of notice for nominations, etc. We also need to clarify further who can nominate for open positions, as many in this year's election voted for candidates for which they were not qualified to vote. Therefore we need to return to separate emails for regions and positions to ensure proper voting. It was also recommended that we make clear who sees the nominations to avoid any conflict with current candidates. Since we use an Elections Committee that should be easy to do, with committee composed of members not up for election. The Chair proposed we begin the election process in September/October for terms which begin the following February, with voting to occur in January 2019.

Chair, JS,  
MB

### **6.2 Certificates**

At November's meeting Sarah Malia had summarized two concerns about attendance certificates: 1) the cost and 2) potential confusion/perception as to whether one is certified or not. The question arose as to our instructor qualification certificates, perhaps changing the name to help clarify regarding Board Certification, such as Training Certificate, since certification is not complete until licensed through TCHI membership, which occurs following the training workshop. Certificates have been revised subject to Board review and approval at next meeting.

SM

### **6.3 TCHI Dropbox**

Dr. Lam proposed a TCHI dropbox to contain Institute documents, so they are easily available to the TCHI Board.

Paul L

### **6.4 TCHI Charity Organisation**

TCHI can not accept donations because it is not a "charity organisation". The Chair to explore with Carolyn Hotchkiss the



option of an educational grant.

## 7. KEY ACTIONS

- |   |                        |
|---|------------------------|
| <b>Item 2</b> Jocelyn to send PDF of approved Minutes to Hazel  | JS                     |
| <b>Item 3.1</b> Margaret to revise bylaws with regard to elections. The Chair to follow up.   | MB, Chair              |
| <b>Item 3.2.1</b> Margaret to send key points to Dr. Lam to submit to attorney for contractual agreement for staffing. Dr. Lam to forward to Sarah for review.  | Paul L<br>MB, SM       |
| <b>Item 3.2.2</b> Dr. Lam to ensure clarification statement regarding TCP and TCHI remain with new website redesign.  | Paul L                 |
| <b>Item 3.2.3</b> Margaret to send key points to Dr. Lam to submit to attorney for contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website. Dr. Lam to forward to Sarah for review.   | Paul L<br>MB, SM       |
| <b>Item 3.3</b> Hazel to make available criteria for outstanding contributors on website. Dr. Lam to explore use of pdf or google nomination form to be accessed from website.  | HT<br>Paul L           |
| <b>Item 4.1</b> Dr. Lam to develop educational campaign to make instructors aware and show benefits of TCHI membership and Board Certification. Dr. Lam to explore possible reasons for decrease in instructor numbers and revenue. The Board to revisit possible increase in membership fees to improve revenue and keep up with inflation and/or promotion of Premier Membership. | Paul L<br>Board        |
| <b>Item 5.3</b> Chair and Dr. Lam to review and progress these issues. Pat to liaise with TCHC on possible funding. The Chair to write to welcome Marlena and Ed to the committee.  | Chair<br>Paul L        |
| <b>Item 5.4</b> Dr. Lam and Pat to develop ST training pilot program. Pat to send resource materials to Dr. Lam for ST dropbox. Pat, Jocelyn and Dr. Lam to finalize ST renewal point system. Board to review. Pat to liaise with USA MTs regarding one-page summary.   | Paul L<br>Pat<br>Board |
| <b>Item 5.4.1.2</b> Dr. Lam to clarify with STs the use of dropbox – its purpose, how to use it, who can use it. Currently STs are struggling to use it and are unable to locate the ST Resource Manual. Pat to load ST Resource Manual into STMP.  | Paul L<br>Pat          |
| <b>Item 6.1</b> Margaret to write up proposal of bylaw changes regarding Board elections to the Board. Margaret also to determine if Board agreement is sufficient or if AGM required. Margaret then to revise bylaws. Chair to follow up with Margaret.  | MB<br>Chair            |
| <b>Item 6.2</b> Sarah to make recommendations on clarification revisions to certificate template. The Board to engage in email discussion and review for next meeting.  | SM, Board              |
| <b>Item 6.4</b> The Chair to follow up with Carolyn Hotchkiss on possible educational grant as alternative to charity organisation.   | Chair                  |



**8. DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8  
Sunday 2<sup>nd</sup> September 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at 22:52 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson