



**MEETING held GMT+8 on 7<sup>th</sup> October 2018 via Go to Meeting**

**PRESENT:**

Tang Ching Lau (Chair)	Winnie Lo (Treasurer)
Margaret Brade (Vice Chair)	Jocelyn Simpson (Secretary)
Pat Lawson	Dave Carter
Sarah Malia	Brenda Hum

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies were recorded from Dr. Paul Lam.

**2. MINUTES OF LAST MEETING**

The minutes of the meeting of 2<sup>nd</sup> September 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 Contracts regarding TCHI staffing, TCHI and TCP, and website ownership:** Margaret Brade submitted relevant points to Dr. Lam for review prior to sending to attorney Paul Pritchard to finalize these contracts. The Chair to follow up with Dr. Lam. Margaret to circulate her document to all Board members.

Paul L  
MB  
Chair

**3.2 Website Redesign:** Website redesign is now completed and active.

**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. 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 120 (up 1)

-Premier Instructors 810 (up 27)

-Instructors 1980 (up 129)

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

Winnie Lo noted membership numbers have been increasing over the last 4 months.

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

Balance as of end of September 2018: \$54,418.90 WL

The Chair to consult with Gordon Wicher regarding financial sustainability and business plan moving forward. Chair

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

##### **5.1 Harmonization Committee:** No report. MB

##### **5.2 Promotion & Resources:** Dr. Lam recently represented TCHI at an international symposium in Boston, MA, USA regarding accreditation standards. Chair Paul L

##### **5.3 Research & Development:** Ongoing TCM research in Korea. Similar research to be done in Singapore pending funding. Paul L Chair

##### **5.4 Training & Education:** Paul L **5.4.1 ST Training** Pat L

**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. Pat Lawson will follow up with Dr. Lam regarding ST access and resource manual.

**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. Pat to review and revise for next meeting.

#### **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**

The following positions are up for election this term: MT Representative for Australia, New Zealand and Other Regions, ST Representative for Australia, New Zealand and Other Regions, ST Representative for United States and Canada. Nomination forms are to be emailed this month. Terms begin the following February, with voting to occur in January 2019. The Chair to follow up with Hazel Thompson regarding emailing of nomination forms.

Chair,  
JS

### **6.2 Certificates**

Sarah Malia updated TCHI Attendance and Instructor Training Certificates to include requirements for Board Certification, and to clarify that the certificate alone does not indicate that all requirements have been met, only the training requirement. It was suggested this language be placed on the reverse side of the certificates in order to keep a cleaner look. Margaret Brade suggested there be a notation on the front referring the reader to see the reverse for qualifications. Sarah will make revisions for approval at next meeting. Sarah also recommended that the

SM



Instructor/Leader Application Form be revised to be consistent with the language on the certificates.

**6.3 TCHI Dropbox**

Paul L

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

**6.4 TCHI Charity Organisation**

Chair

TCHI cannot 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**

**Item 2** Jocelyn to send PDF of approved Minutes to Hazel

JS

**Item 3.1** Dr. Lam to review key points as proposed by Margaret and then submit to attorney for contractual agreement for staffing, contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website, and website ownership. The Chair to follow up with Dr. Lam. Margaret to circulate her document to all Board members.

Paul L  
Chair  
MB

**Item 3.3** 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  
Paul L

**Item 4.1** Dr. Lam to develop educational campaign to make instructors aware and show benefits of TCHI membership and Board Certification.

Paul L

**Item 4.2** Chair to consult with Gordon Wicher regarding financial sustainability and business plan moving forward.

Chair

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

Chair  
Paul L

**Item 5.4** Pat to send resource materials to Dr. Lam for ST dropbox. Pat to finalize ST renewal point system. Board to review. Pat to liaise with USA MTs regarding one-page summary.

Pat  
Board

**Item 5.4.1.2** 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  
Pat

**Item 6.2** Sarah to finalize revisions to certificate template and circulate to Board members.

SM

**Item 6.4** 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 4<sup>th</sup> November 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at 22:34 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson