



MEETING held GMT+8 on 2nd September 2018 via Email Correspondence

PRESENT:

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

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Tang Ching Lau and Dr. Paul Lam.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 5th August 2018 were proposed by Pat Lawson 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 Brade revised the bylaws regarding member terms and ST representation (See Item 6.1) to allow for 3 Senior Trainer representatives to represent the 3 regions of the world to correlate with the Master Trainer representation. Sarah Malia proposed these revisions be approved. Dave Carter seconded the motion. All agreed.

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 Brade submitted 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: Compliance with European General Data Collection Regulations completed. Minimal cost for design change. Redesign is in its final stages.

Paul L

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. (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 119 (up 1)
 - Premier Instructors 783 (up 29)
 - Instructors 1851 (up 91)
- (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** WL
- Balance as of end of August 2018: \$51,000.45
- 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. 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.

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

Jocelyn Simpson reviewed the bylaws regarding our election process and made recommendations for streamlining the process, some of which required changes to the bylaws. Proposed changes included the following: ST representatives from 3 regions corresponding to MT regions, and streamlining all terms to 4 years. Jocelyn also proposed that we work to encourage participation in the election process, and increase the time of notice for nominations, etc. Clarification is needed regarding who can nominate and vote for

Chair,
JS



open positions. It was recommended that we 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. Therefore the Elections Committee will be composed of members not up for election. The Chair proposed we begin the election process in October for terms which begin the following February, with voting to occur in January 2019.

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
Board

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 cannot accept donations because it is not a "charity organisation". The Chair to explore with Carolyn Hotchkiss the option of an educational grant.

Chair

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Hazel

JS

Item 3.2.1 Dr. Lam to review key points as proposed by Margaret and then submit to attorney for contractual agreement for staffing.

Paul L

Item 3.2.3 Dr. Lam to review key points as proposed by Margaret and then submit to attorney for contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website.

Paul L

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 5.3 Chair and Dr. Lam to review and progress these issues. Pat to liaise with TCHC on possible funding. The Chair to write to

Chair
Paul L



welcome Marlana and Ed to the committee.

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 make recommendations on clarification revisions to certificate template. The Board to engage in email discussion and review for next meeting. SM Board

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 7th October 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at 22:53 AEST.

Chaired by Margaret Brade

Minutes by Jocelyn Simpson