



MEETING held GMT+8 on 2nd December 2018 via Go to Meeting

PRESENT:

Tang Ching Lau (Chair)	Winnie Lo (Treasurer)
Jocelyn Simpson (Secretary)	Pat Lawson
Brenda Hum	Dave Carter

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Dr. Paul Lam, Sarah Malia and Margaret Brade.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 4th November 2018 were proposed by Dave Carter and seconded by Brenda Hum. All agreed. Jocelyn to send PDF to Dianne McGrath 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 recommended “pop-ups” to clarify when one is leaving TCHI for TCP and vice versa. The Chair to follow up with Dr. Lam and Margaret Brade.

Paul L
Chair

3.2 “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. The Chair to follow with Dr. Lam regarding an announcement to be made at the January 2019 workshop in Australia and the June 2019 workshop in USA.

Pat L
Paul L
Chair

3.3 Annual General Meeting: The Chair is unable to attend, so another Board member present will chair the AGM. The Chair will prepare an annual report, and Winnie will give the financial report.

Chair,WL



4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership WL

4.1.1 Numbers:

-MT 66 (same)

-ST 124 (up 2)

-Premier Instructors 863 (up 26)

-Instructors 2180 (up 82)

(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 several months.

4.2 Finance Report

Balance as of end of November 2018: \$61,687.98 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. The Chair to follow. 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:

5.4.1 ST Training Paul 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. Pat L
Chair

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. It was requested that the Board resend the invitation to STs as many did not receive it or have not been able to access the dropbox. The Chair to follow with Hazel or Dianne.

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.

Some STs are getting emails requesting instructor membership fees in addition to ST membership fees. Jocelyn to forward email to the Chair and Winnie.

JS

5.4.2 MT Training

The Chair recommended a statement of core competencies be developed, including all the 3 points and minimum of what must be covered, so that all Master Trainers will be delivering consistent information/training at instructor training workshops. Other Master Trainers are also looking for some standardization. The Chair to email the Board documents relating to MT training, and Pat to email the core competencies one page documents. It was recommended that there be one page for each program, starting with TCA. It was recommended that there be a change in representation of qualifications of MTs on the website, so that the relevant icon does not appear until mentorship is completed. The Chair to follow up with Dr. Lam.

Chair
Pat L

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

Chair, JS



Representative for Australia, New Zealand and Other Regions, ST Representative for United States and Canada. Nomination forms were due December 1, with a voting deadline of January 7, 2019. Terms begin the following February 2019. Jocelyn to send revised bylaws (as they pertain to elections) to Dr. Lam for posting to the website. Jocelyn also to review bylaws regarding possible appointment of membership in case of no nominee.

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 proposed that the revised certificate template be approved, pending final review by Dr. Lam. The Chair seconded the motion. All agreed. Sarah also recommended that the Instructor/Leader Application Form be revised to be consistent with the language on the certificates.

SM
Chair

6.3 Review of Administrative Systems

The Chair recommended a review of TCHI administrative systems, including access, use of website emails, etc.

Chair

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Dianne.

JS

Item 3.1 Dr. Lam to submit key points as proposed by Margaret 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 also regarding possibility of pop ups to separate TCHI and TCP on website.

Paul L
Chair
MB

Item 3.2 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. Chair to request announcement at January 2019 workshop.

HT
Paul L
Chair

Item 3.3 Chair to prepare documentation for AGM. Winnie to be present at meeting to present financial report.

Chair
WL

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 5.2** Chair to follow up with Dr. Lam regarding international symposium in Boston MA USA on accreditation standards, and circulate email to the Board. Chair
- Item 5.3** Chair and Dr. Lam to review and progress these issues. Chair to circulate email to the Board regarding new members. Paul L
- 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. Chair to follow with Hazel/Dianne to request resending invitation to dropbox. Paul L
- Item 5.4.1.3** Pat to finalize ST renewal point system. Board to review. Chair to follow regarding finalization and start date. Jocelyn to forward email to Board regarding ST expiry. Pat
Chair
- Item 5.4.2** Chair to circulate to the Board current standards. Pat to continue work on core competencies, prioritizing TCA programs for first draft. Chair to follow with Dr. Lam on use of MT icons following completion of mentorship. Chair
Pat L
- Item 6.1** Jocelyn to email Margaret concerning procedure for empty Board seat without nomination. JS
- Item 6.2** Chair to follow with Dr. Lam for clarification on revisions to certificate template. Chair
- Item 6.3** Chair to follow with Dr. Lam on administrative systems. Chair

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 6th January 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 24:02 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson