



**MEETING held GMT+8 on 4<sup>th</sup> September 2022 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)	Pat Lawson
Tang Ching Lau (Chair)	Rosalie Rudduck
Winnie Lo (Treasurer)	Annette Plank
Jocelyn Simpson (Secretary)	Lorraine Norton
Margaret Brade (Vice Chair)	Helga Meyer

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies recorded from Elizabeth (Libby) Hill.

**2. CHANGES IN CONFLICT OF INTEREST**

No changes reported.

**3. MINUTES OF LAST MEETING**

Proposed by Pat Lawson and seconded by the Chair that the minutes of the meeting of 7<sup>th</sup> August 2022 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website. JS

**4. MATTERS ARISING (not otherwise on the agenda)**

**4.1 Motions Recommended by Australian Attorney Dion McCurdy** Chair, MB

4.1.1 The Chair noted that our vision and our education efforts are charitable in nature. To facilitate TCHI's charity efforts, the Chair proposed TCHI have a small secretariat team based in Australia.

**4.2 Next Board Election**

JS,EW,Chair,DM

4.2.1 TCHI to request Dianne (TCHI manager) to help with the board election, with initial guidance from Jocelyn. Deadline for nominations set at 10th Nov. 2022, new board members to be elected by Jan. 2023. Evan Wels to help design the google form for voting purposes.

**4.3 Annual General Meeting 2023**

Chair,WL,DPL

4.3.1 The Chair to prepare annual report. Winnie Lo to prepare financial report. The Chair to work out means for a



hybrid AGM, allowing both in person and virtual participation. Dr. Lam to schedule date of January AGM.

## **5. INSTITUTE GOVERNANCE & ADMINISTRATION**

### **5.1 Membership**

WL

Numbers at end of August 2022:

-MT 65 (same)

-ST 129 (down 1)

-Premier Instructors 558 (same)

-Instructors 1581 (up 25)

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

### **5.2 Finance Report**

Revenue for August 2022 \$8092.50 made up of \$6963.50 Membership Fees and \$1129.00 Certificate fees

WL

Balance as at the end of August 2022: \$33,554.39

## **6. INSTITUTE SUB COMMITTEES**

### **6.1 Harmonization Committee:**

MB

No new activity to report

### **6.2 Promotion & Resources:**

Chair

No new activity to report

### **6.3 Research & Development:**

Chair

The Chair to work with Rhayun and Dr Lam on recent TCHI program research findings to present at the October 1, 2022 Instructor Forum.

### **6.4 Training & Education:**

Pat L

6.4.1 The standing committee met August 17 and August 31. Standing committee members are: Nuala Perrin representing Europe, Anastasia Yianni and Rani Hughes representing Australia/New Zealand, Linda Ebeling and Darci Alexander representing USA/Canada. Committee to



report at next MT/ST Meeting.

6.4.2 The Committee would like to thank TCHI, the Board and Dr. Lam for adjusting so quickly to the challenges of the pandemic, including online classes, online workshops and the Stage 1 Stage 2 online self paced study course, with hopes that these will continue to be options for trainers.

6.4.3 Maintain and strengthen focus on fidelity and quality of our programs and training. Improve instructor update process. Master Trainer Betty Scanlon offered to manage the Master Trainer update process.

## **7. ANY OTHER BUSINESS**

7.1 Work on Charity Registration is ongoing. DPL,MB,Chair

## **8. KEY ACTIONS**

**Item 3** Jocelyn to send PDF of approved Minutes to Dianne JS

**Item 4.2** Chair to request Dianne and Evan's assistance on upcoming election process Chair

**Item 4.3** Dr. Lam to set date for AGM DPL

**Item 6.3** Chair to work with Rhayun and Dr. Lam to prepare for Research Committee presentation at October 1 Instructor Forum Chair

**Item 6.4** Standing Committee of Training & Education Committee to prepare report for October MT/ST meeting Pat L

**Item 7.1** Dr. Lam, Chair and Margaret to continue work on the charity registration DPL,Chair,MB

## **9. DATE OF NEXT MEETING**

The date of the next scheduled meeting was 2<sup>nd</sup> October, 2022. Availability to be checked and date confirmed.

Dates for 2022 had been listed on the agenda.

The meeting closed at 21:05 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson