



**MEETING held 12.00 GMT on 3<sup>rd</sup> April 2016 via Go To Meeting**

**PRESENT:**

Tang Ching Lau	Rani Hughes
Mark Hoyle (Treasurer)	Pat Lawson
Dr Paul Lam (Director)	Jocelyn Simpson
Margaret Brade (Secretary)	Gordon Wicher

In attendance: Hazel, TCHI Manager

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Carolyn Hotchkiss and Philo Kaarma

**2. MINUTES OF LAST MEETING**

The minutes of the meeting of 6<sup>th</sup> March 2016 were agreed unanimously.

MB would send as a PDF to be posted on the website.

MB

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

**3.1 AGM:** Minutes still awaited; noted to be typed up and sent to the Board. (PK not RH as noted in error in the March minutes)

PK

**3.2 Board Insurance:** Noted this had now been put in place and a receipt circulated / to be circulated to the Board. Thanks to Hazel for implementing this quickly as agreed.

**3.3 Appointment of New Treasurer:** Noted again MH would be resigning as Treasurer in September.

Sincere thanks were recorded to Mark for his work with the Board.

Noted this should be an Australian as finances dealt with in Australia, independent from Tai Chi Productions and ideally needs to be close to the office in Sydney. PL to consider.

Paul L

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

**4.1.1. Numbers (Mark Hoyle):** No report on numbers again as the office currently under pressure and a lot of things to sort out. Agreed Hazel would send as soon as possible.

Hazel

**4.1.2 Membership / certificates / fee payment system:**

Paul L updated on the implementation of the new system:



- Emails and FAQ had been circulated by PL and generally well received. There were some concerns about the timing / short run-in time and a number of worries and queries that are being addressed. Generally there was support for the concept of membership.
- A lot of work was being undertaken with the web developers
- This was progressing well and PL feeling confident this is the right way to go for an effective process.
- The time frame for a complete clean list of members will take two years – May 2016 to May 2018 – as agreed to change as people come up for update. (noted currently approx 4,800).
- Noted challenges of planning and budgeting revenue with delay in information over two years. However MH noted that a significant change in revenue was not expected as the current revenue source through the Certificate fee was staying the same for now and membership income was expected to gradually increase. This had been planned to ensure a continued revenue stream through the changes.
- Clarified that the \$6 Certificate fee is just a certificate fee for completion of training and does not include any membership.
- The plan was to look to phase out the certificate fee in time if and when the membership fee had effectively replaced it as the main source of revenue for the Institute. All to be reviewed over the coming months and fully at the end of the first year.
- Again noted the need to continue to be careful to be absolutely clear that TCP and TCHI are separate companies with different purposes.

Noted that it was important to continue to explain clearly and simply why this was being done and why the timetable as part of continuing to develop and professionalize the Institute for the benefit of all. That the change is about ensuring sustainable and appropriate revenue to serve the members better in the future.

ALL

Look to advise MT's re changing the wording on promotional materials / website listings etc – PL noted will be in place by 1<sup>st</sup> May.

Paul L

Agreed we would continue to monitor the implementation carefully.

CH to review the BYLaws as may need to update to align with the changes.

CH

Agreed to do some business and financial modelling based on the first three months of the new system May to July.

MH

#### **4.2 Finance Report (Mark Hoyle):**

Reports for 15/16: Balance at this date is:



Bank \$765 and PayPal \$4,458.

\$10,000 still owed to Paul L for web costs plus April's monthly payment to TCP, so currently insufficient funds.

**4.3 Business Planning (Gordon Wicher):**

Noted that the biggest challenge in developing this is getting a good understanding what the membership is and what the revenue will be – see above.

PL agreed to discuss with GW further to give historical information. GW to progress and update at the next meeting.

**4.4 Website Costs:**

Noted details of website costs were in the December minutes. PL continuing to support this.

**4.5 TCP & TCHI:**

Noted the importance of this and that PL had done and was continuing to amend information to be clear about this.

Paul L

Agreed if any confusion seen to proactively change where possible and /or highlight to PL to keep addressing any possible confusion.

ALL

**5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:** No Report

**5.2 Promotion & Resources:** No Report

**5.3 Research & Development:** No Report

**5.4 Training & Education:**

**ST Training:** Pat Lawson had sent both a detailed document and a summary syllabus and was seeking approval for the concept, general content and direction of travel. JS & Pat L to discuss some issues for clarification.

Pat L

**TCA 2 & TCE 2 proposals:** Paul L to work with RH once the new registration system set up. To revisit in about 6 months.

Paul L

**MT training:** Paul L supported the work. Chair to recirculate to consider and agree at the next meeting.

ALL

**6. ANY OTHER BUSINESS**

Review of the Agenda – not discussed

Agreed that the Chair should summarize the Key Actions agreed as a closing item so everyone clear.

Chair

In addition MB to continue to note in the Action column in the Minutes.



**7. DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8  
Sunday 1<sup>st</sup> May 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.02

Minutes Margaret Brade via Recording