



MEETING held GMT+8 on 1st December 2019 via Go to Meeting

PRESENT:

Paul Lam (Director)	Pat Lawson
Tang Ching Lau (Chair)	Dave Carter
Winnie Lo (Treasurer)	Elizabeth (Libby) Hill
Jocelyn Simpson (Secretary)	Rosalie Rudduck
	Aileen Bonaparte

1. WELCOME & APOLOGIES

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

2. MINUTES OF LAST MEETING

JS,LH

Pat Lawson proposed and Winnie Lo seconded that the minutes of the meeting of 10th November 2019 be approved pending agreed minor revisions. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Scholarship Committee:

AB,LH

Final copy of Scholarship Form with addition of references to be distributed to Board members for approval.

3.2 Formal recognition of TCHI with 'Exercise Association of NZ' (EANZ) and 'NZ Registered Exercise Professionals' (REPs):

Initial approval obtained. The Board to look into the next stage in future if deemed necessary.

3.3 TCHI Sponsorship of January Annual Workshop in Australia:

Paul L

Dr. Lam requested the Board consider sponsoring the January Annual Workshop dinner in Australia, the location of TCHI's AGM, incorporating a TCHI scholarship fundraiser. This workshop is designed to develop TCHI leadership and provide tai chi training. The cost would approximate to \$6,000. The Chair made a motion to this effect, seconded by Jocelyn Simpson; all agreed pending review by accountants.

4. INSTITUTE GOVERNANCE & ADMINISTRATION



- 4.1 Membership** WL
- 4.1.1 Numbers:**
- MT 72 (same)
 - ST 121 (same)
 - Premier Instructors 933 (minus 3)
 - Instructors 2726 (plus 39)
- (The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories and includes only those current on membership fees.)
- 4.2 Finance Report** WL
- Balance as of end of November 2019: \$82,626.12.
- Winnie Lo reported the need to change the fiscal year to allow for the AGM to remain in January. She will consult with the accountant for his recommendation of appropriate dates. This requires a change to the Constitution which will be dealt with at the AGM January 2020.
- 5. INSTITUTE SUB COMMITTEES**
- 5.1 Harmonization Committee:** Melvyn Bowler complaint - Margaret Brade to respond. The Chair to follow up. MB
- 5.2 Promotion & Resources:** TCHI to send representatives (Ileina Ferrier, Beverly Roberts, Jocelyn Simpson) to the NCOA Conference in USA June 2020. TCHI to fund booth and expenses. Dr. Lam to write articles for the South Australia Medical Journal and Australians Diabetes Management Journal. Paul L Chair
- 5.3 Research & Development:** Paul Lam suggests everyone read the December newsletter for the latest information. Paul L Chair
- 5.4 Training & Education:**
- 5.4.1 ST Training:** Paul Lam and Pat Lawson are working on the ST training for the June workshop. Pat L Paul L
- 6. ANY OTHER BUSINESS**
-



6.1 Review of Administrative Systems

Still under discussion.

Chair

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Dianne. Libby to complete minor changes to November Minutes.

JS,LH

Item 3.1 Scholarship committee to finalize draft form for scholarship requests and circulate to Board members for approval.

AB,LH

Item 3.3 Dr. Lam to clear TCHI sponsorship of January workshop with accountants.

Paul L

Item 4.2 Winnie to consult with accountants regarding change in fiscal year. Chair to circulate key actions regarding AGM.

WL,Chair

Item 5.1 Chair to email Margaret to respond to complaint.

MB,Chair

Item 5.2 Dr. Lam to create TCHI sponsorship banner for January workshop.

Paul L

Item 5.4.1 Pat to finalize ST training document.

Pat L

Item 6.1 Chair to follow up.

Chair

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 5th January 2020 via Go to Meeting.

Dates for 2020 had been listed on the agenda.

The meeting closed at 23:02 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson