



MEETING held GMT+8 on 1st November 2020 via Zoom

PRESENT:

Dr. Paul Lam (Director)
Tang Ching Lau (Chair)
Winnie Lo (Treasurer)
Jocelyn Simpson (Secretary)

Dave Carter
Rosalie Rudduck
Pat Lawson
Elizabeth (Libby) Hill
Aileen Bonaparte

1. WELCOME & APOLOGIES

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

2. MINUTES OF LAST MEETING

Winnie Lo proposed and Aileen Bonaparte seconded that the minutes of the meeting of 4th October 2020 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

JS

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Website Ownership: Margaret Brade and Dr. Lam to review legal ownership of TCHI website. Margaret to contact attorney. Chair to follow up.

MB
Chair

3.2 Post-Pandemic World (look to the future):

3.2.1 Use of pdf certificates for virtual workshops, rather than mailing certificates.

3.2.1.1 Board members, TC and Dr Lam to explore bar or QR coding of e-certificate with same revenue to TCHI.

3.2.1.2 Tests to be done digitally in time to come. Explore combining with online lessons, or google test (potentially free)

3.3 Annual General Meeting (AGM): 2021 AGM to be held 10 January 2021 at GMT+8 via Zoom. Chair to prepare annual report. 3 January Board Meeting to be held to finalize preparations if needed. It was noted that this is an opportunity for members across the globe to attend.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

WL



4.1.1 Numbers:

- MT 68 (same)
- ST 130 (same)
- Premier Instructors 679 (minus 43)
- Instructors 1975 (minus 85)

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

Discussion regarding encouraging instructors to maintain membership/teaching qualifications even if unable to currently hold classes during the pandemic.

- Explore university or community grants to train instructors to improve health in the community.
- Master Trainers to consider localised funds to support cost of instructor updates for hardship cases due to covid-19.
- Invite Rani Hughes and members in mental health field to contribute regular articles to the newsletter to encourage instructors and participants during this time of pandemic.
- Periodically invite members to return to TCHI.

4.2 Finance Report

Balance as of end of October 2020: \$52,182.76

WL

Board members to review the budget for 2021 and suggest ways to balance the budget in the next meeting.

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No new activity to report.

MB

5.2 Promotion & Resources: No new activity to report.

Paul L
Chair

5.3 Research & Development: No new activity to report.

Paul L
Chair

5.4 Training & Education:

5.4.1 Video to be developed to accompany virtual teaching guide, joint effort with Dr. Lam and MTs experienced in virtual teaching.

Pat L
Paul L

5.4.2 MT input to be obtained regarding virtual adaptations.



6. ANY OTHER BUSINESS

6.1 Margaret and Jocelyn to ensure most recent changes to bylaws are uploaded to the website in preparation for next Board elections. MB, JS

6.2 Jocelyn proposed and the Chair seconded the motion that Winnie Lo's term as Treasurer be renewed for another four year term. All agreed.

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Dianne. JS
Item 3.1 Margaret to contact attorney regarding website ownership. Chair to follow up. Dr. Lam to obtain estimate for website updates. MB, Paul
Chair

Item 3.2 The Board to continue to consider how we proceed during pandemic and beyond. Pat to explore Google testing option/cost. Board
Pat

Item 3.2.2 Dr. Lam to look at feasibility of using pdf certificates in lieu of paper certificates during pandemic and beyond. Paul L

Item 3.3 Winnie to work with accountant and Dianne in preparation for AGM. Chair to compose 2020 summary. WL
Dianne
Chair

Item 4.1 Chair to contact Rani regarding her mental health contacts to write small articles of encouragement to instructors and participants monthly in newsletter. Chair

Item 4.2 Board to review proposed budget before next meeting. Board

Item 5.3 Chair to contact Rhayun for permission to share TCM abstract. Chair

Item 5.4 Pat to organize a few MTs experienced with virtual teaching to work with Dr. Lam developing video to incorporate with teaching guide. Pat L
Paul L

Item 6.1 Jocelyn to contact Margaret regarding updated bylaws to upload to website. JS, MB

Item 6.2 Jocelyn to review election terms and date of next election. JS

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 6 December 2020 via Zoom.

Dates for 2021 had been listed on the agenda.



DR PAUL LAM TAI CHI FOR HEALTH INSTITUTE INC
NSW Government. Register number INC 9897544

The meeting closed at 22:39 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson