



MEETING held GMT+8 on 5th May 2019 via Go to Meeting

PRESENT:

Tang Ching Lau (Chair)	Pat Lawson
Aileen Bonaparte	Rosalie Rudduck
Dave Carter	Sarah Malia
Winnie Lo (Treasurer)	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Dr. Lam, Margaret Brade, Elizabeth (Libby) Hill, and Jocelyn Simpson.

2. MINUTES OF LAST MEETING

JS

The minutes of the meeting of 7th April 2019 were proposed by Pat Lawson and seconded by Rosalie Rudduck. All agreed. Jocelyn to send PDF to Dianne McGrath for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Scholarship for Kartikey and Sylvia; Scholarship Committee:

AB,LH

Dave Carter proposed and the Chair seconded approval of scholarship for Kartikey and Sylvia to MT training in January 2020 in the amount of \$3,902 AU. All agreed. Dr. Lam had proposed a scholarship fund for instructors be established as an added benefit for members. An exploratory committee is to be formed to establish criteria.

3.2 Travel Expense Fund: Dr. Lam proposed a travel expense fund be established for travel to special events to represent TCHI. Margaret Brade to write up policy. The Board approved funds for TCHI representative to speak at June iMTQA conference.

MB

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

WL

4.1.1 Numbers:

-MT 72 (same)



- ST 118 (same)
 - Premier Instructors 923 (plus 4)
 - Instructors 2403 (same)
- (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

Balance as of end of April 2019: \$90,780.89 WL

The Chair is working with Gordon Wicher regarding financial sustainability and business plan moving forward. A strategy meeting was proposed. Chair

5. INSTITUTE SUB COMMITTEES

- 5.1 Harmonization Committee:** No report. MB
- 5.2 Promotion & Resources:** TCHI representative to speak at June iMTQA conference. Chair
Paul L
- 5.3 Research & Development:** The Chair and Dr. Lam to follow up Tai Chi for Memory research study while in Korea. Paul L
Chair
- 5.4 Training & Education:**
- 5.4.1 ST Training** Pat L
 - 5.4.1.1 Pilot Program for ST Nominees** Paul L
 - 5.4.1.2 ST Dropbox**
 - 5.4.1.3 ST Training at Annual Workshops**
 - 5.4.1.4 ST Renewal Point System:** Pat and Paul to send email to STs regarding this system.
 - 5.4.2 MT Training**
 - 5.4.2.1 Core Competencies:** to review with MTTs.
 - 5.4.2.2 Representation of Qualification Pending Mentorship**

6. ANY OTHER BUSINESS

- 6.1 Certificates:** A trial run may be made using a certificate which details certification requirements. The majority of the Board SM



supported this version.

6.2 Review of Administrative Systems

Chair

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

7. KEY ACTIONS

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

JS

Item 3.1 Aileen and Libby to form exploratory committee to set criteria for scholarship awards. Margaret to contact European representative. Chair to provide Go to Meeting access to Board members for TCHI Board related matters.

AB,LH
Chair,MB

Item 3.2 Margaret to write up policy for travel expense fund.

MB

Item 4.2 Chair to consult with Gordon Wicher and Dr. Lam to set up financial strategy face to face meeting with available Board members.

Chair
Paul L

Item 5.2 Dr. Lam to look into MT or ST to serve on iMTQA Board. Chair to follow up with Dr. Lam regarding representative to speak at iMTQA conference.

Paul
Chair

Item 5.4.1.4 Pat and Dr. Lam to send email to STs regarding ST renewal point system.

Paul,Pat

Item 5.4.2.1 Pat to review core competencies draft with MTTs

Pat

Item 5.4.2.2 Chair to follow with Dr. Lam on use of MT icons following completion of mentorship.

Chair,Paul

Item 6.1 Chair to follow with Dr. Lam regarding certificate version.

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 2nd June 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 11:05 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson