



**MEETING held GMT+8 on 2<sup>nd</sup> June 2019 via Go to Meeting**

**PRESENT:**

Tang Ching Lau (Chair)	Margaret Brade (Vice Chair)
Dr. Paul Lam (Director)	Pat Lawson
Jocelyn Simpson (Secretary)	Rosalie Rudduck
Winnie Lo (Treasurer)	Dave Carter
Elizabeth (Libby) Hill	

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies were recorded from Aileen Bonaparte and Sarah Malia.

**2. MINUTES OF LAST MEETING**

JS

The minutes of the meeting of 5<sup>th</sup> May 2019 were proposed by Rosalie Rudduck and seconded by the Chair. 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:** Dr. Lam proposed an additional scholarship for Kartikey and Sylvia to attend the Master Class immediately following MT training in January 2020. Kartikey and Sylvia have the potential to become leaders in establishing our mission in India, a region not yet reached by our programs, and this Master Class would be especially helpful. Dr. Lam to provide cost figures at next meeting. This was supported as a one-off situation at this stage.

AB,LH  
Paul L

Following from this, Dr. Lam proposed that a scholarship fund for instructors be established as an added benefit for members. An international exploratory committee composed of members from Australia, United States and United Kingdom was formed to continue to develop the criteria for ensuring the consistency of future decisions.

- 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 for the Board's consideration. However, it was noted that a decision was needed ahead of the general policy being agreed in relation to Dr. Linda Scott to speaking at the June iMTQA conference. Dr Lam confirmed costs

MB  
Paul L



were likely to be relatively low and would send an estimate. The Board approved funds for TCHI representative on this occasion.

- 3.3 U.S. Veterans Administration Referrals:** Pat to head a group of US Board members to investigate participation in Optum network. It should be noted that as a matter of principle and also of policy that the TCHI database is never shared and that its members' privacy is protected. Pat L

- 3.4 USTCC (formerly TCHC) Open Letter:** The Institute noted the letter and recorded thanks to USTCC for keeping us apprised of its changing status.

#### **4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership** WL

**4.1.1 Numbers:**

- MT 72 (same)
- ST 119 (plus 1)
- Premier Instructors 922 (down 1)
- Instructors 2459 (up 56)

(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 May 2019: \$95,432.08

WL  
Chair

The Chair is working with Gordon Wicher regarding financial sustainability and business plan moving forward. A strategy meeting was proposed with Board members either face to face or a dedicated virtual meeting.

#### **5. INSTITUTE SUB COMMITTEES**

- 5.1 Harmonization Committee:** No issue to report. MB
- 5.2 Promotion & Resources:** Dr. Linda Scott, retired professor and senior instructor, to speak at June IMTQA conference Chair
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- representing TCHI. Paul L
- 5.3 Research & Development:** The Chair and Dr. Lam to follow up Paul L  
Tai Chi for Memory research study while in Korea. The Chair to Chair  
conduct a study in Singapore entitled “Tai Chi Training Improves  
Arterial Stiffness, Systemic Inflammation and DNA methylation in  
Previously Sedentary Elderly Men & Women: A Pilot Study”.
- 5.4 Training & Education:**
- 5.4.1 ST Training** Pat L  
Paul L
- 5.4.1.1 Pilot Program for ST Nominees:** Dr. Lam to work with  
Pat on curriculum. Training to be done by MTTs regionally.
- 5.4.1.2 ST Dropbox:** Those experiencing problems connecting  
to contact [service@tchi.org](mailto:service@tchi.org) with screenshot of problem area. LH  
Libby to discuss at June ST meeting.
- 5.4.1.3 ST Renewal Point System:** Pat and Paul to send email Paul L  
to STs regarding this system to be implemented at June annual Pat L  
workshop.
- 5.4.2 MT Training** Pat L
- 5.4.2.1 Core Competencies:** to review with MTTs.
- 5.4.2.2 Representation of Qualification Pending Mentorship** Chair, JS
- 6. ANY OTHER BUSINESS**
- 6.1 Certificates:** Options to be discussed via email and finalized SM  
at next meeting.
- 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** Exploratory committee to finalize draft of criteria for AB,LH  
scholarship awards. Dr. Lam to provide additional expense Paul L  
figures for scholarship. Chair to provide Go to Meeting access to Chair  
Board members for TCHI Board related matters.
- Item 3.2** Margaret to write up policy for travel expense fund. Dr. MB, Paul  
Lam to provide expenses for iMTQA conference.
- Item 3.3** Pat to organize US Board members regarding Optum Pat L
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network.

**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 or virtual meeting if needed. Paul,Chair  
Paul

**Item 5.2** Dr. Lam to look into MT or ST to serve on iMTQA Board.

**Item 5.4.1.1** Dr. Lam to work on curriculum with Pat.

Pat,Paul

Pat,Paul

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

Pat

**Item 5.4.2.1** Pat to review core competencies draft with MTTs

Chair

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

**Item 6.1** Board to review certificate version via email discussion

Board

Chair,Paul

**Item 6.2** Chair to follow with Dr. Lam on administrative systems.

## 8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 7<sup>th</sup> July 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 11:15 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson