



MEETING held 12.00 GMT on 6th December 2015 via Go To Meeting

PRESENT:

Carolyn Hotchkiss (Vice Chair)	Rani Hughes
Margaret Brade (Secretary)	Jocelyn Simpson
Mark Hoyle (Treasurer)	Pat Lawson
Dr Paul Lam (Director)	

IN attendance Elissa Micallef, Manager

1. WELCOME & APOLOGIES

Carolyn welcomed all to the meeting; a special welcome to Pat Lawson to her first meeting as the recently confirmed US MT representative.

There were apologies from Tang Ching Lau, Philo Kaarma and Gordon Wicher.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 1st November 2015 and 8th November 2015 were proposed by Jocelyn Simpson and seconded by Rani Hughes and agreed unanimously.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 TCA 2 & TCE 2: Dr Lam confirmed he was near sending a draft and would welcome working with the Education & Training Committee to finalise.

3.2 TCHI Website: Mark Hoyle confirmed that the agreed statement that TCP was a separate profit organisation had been put on the TCHI website after the October meeting as follows: "Tai Chi Productions also founded by Dr Paul Lam is a privately owned and operated company that provides tai chi instructional DVDs and other resources and is a keen supporter of TCHI".

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership Numbers (Mark Hoyle): Membership number to date were:

Premier Members 239 (from 237 in September)

Senior Trainers 90 (from 88 in September)

Master Trainers 56 (from 57 in September)

4.2 Membership Paper (Item 4.1 1st November 15 Meeting)

A paper on levels of membership / certification / use of database and emails / certificates / fee payment system was still being prepared by RH and CH.



Rani and Carolyn AGREED to circulate the draft paper prior to and for discussion at the January 2016 meeting.

4.3 Finance Report (Mark Hoyle):

Reported balances as PayPal \$2873 and Bank \$3134 Total \$6007.

Also reported that the accounts were being sent for auditing for the last financial year.

4.4 Website Costs:

It had been agreed it was important for the Board to understand the development and ongoing costs of the website for future planning and budgeting. Dr. Paul Lam confirmed he had sent copies of the invoices and paperwork involved with the development of the website in the main development time period from 1st July 2013 to 30th June 2015 totaling AUS\$72,766 made up as follows:

- Recurring costs on hosting and maintenance (Alpha dot, Anchor, Eweb, 4mation) over 24 months 21,549.60 AU
- Amount spent on development website (Zebweb) 34,952.59 AU
- Amount spent on Mailchimp / email software 16,263.84 AU
- Additional to this was domain names costs, approx. £10 to £50 paid every 2 years for about 20 domains.

Mark Hoyle, Treasurer, confirmed he had received the documents provided and was satisfied it was an accurate reflection of the costs incurred with the changes to the website over the period. This information would be used for future planning.

It was noted that the TCHI contribution to this had been agreed at a maximum of AUS\$20,000 (Nov 14 Minutes). The Treasurer was paying this at a monthly rate of \$1,500 and would bring an update of the current position to the next meeting.

Dr. Lam confirmed his previous offer to continue to pay for the rest of completing this current development cost as his commitment to support Tai Chi for Health Institute.

Also noted as outstanding from November Minutes that a recommendations could include seeking out a working group from members to support Dr Lam and the Institute with an agreed remit around technical support and options.

5. INSTITUE SUB COMMITTEES

5.1 Harmonization Committee:

An email from Marty Kidder dated 25th November 2015 had been widely circulated stating his intentions with regard to his membership of the TCHI and the Board accepted and recorded his resignation from all involvement with the Institute.



A possible communication to deal with specific US issues would be considered by the US representatives on the Board.

5.2 Promotion & Resources: No Report

5.3 Research & Development: No Report

5.4 Training & Education:

5.4.1. Pat Lawson was agreed as the new chair of the training and education committee to take this work forward. Due to time it was agreed that both ST & MT Training to be discussed further at the next meeting.

5.4.2 Continuing Education: Awaiting confirmation from the Chair that the agreements at the last meeting had been communicated to Jim Starshak and Treasurer Mark Hoyle regarding accounting. .

6 ANY OTHER BUSINESS

The necessary enquiries were to be made by Dr Paul Lam regarding appropriate trademark issues for the programs.

7 DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 3rd January 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 13.10

Minutes Margaret Brade