



MEETING held 12.00 GMT on 7th February 2016 via Go To Meeting

PRESENT:

Tang Ching Lau (Chair)	Rani Hughes
Carolyn Hotchkiss (Vice Chair)	Gordon Wicher
Margaret Brade (Secretary)	Pat Lawson
Mark Hoyle (Treasurer)	Jocelyn Simpson
Dr Paul Lam (Director)	Philo Kaarma

Elissa Micallef, Office Manager, Tai Chi for Health Institute

1. WELCOME & APOLOGIES

The Chair was present but had microphone problems so the Vice Chair agreed to continue and welcomed all to the meeting.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 3rd January 2016 were proposed by Carolyn Hotchkiss and agreed unanimously.

MB would send as a PDF for EM to post on the website.

MB

3. MATTERS ARISING (not otherwise on the agenda)

3.1 AGM: The notes of the AGM to be sent out by email and to be agreed by email.

EM

The following were particularly noted from the AGM:

- The financial information needed to be available fro the AGM
- There needs to be proper notice of the AGM arrangements

ACTION: The Treasurer confirmed he would complete the filing of the 14/15 accounts and send to EM for circulation and to ensure they were on the website as soon as possible.

MH

3.2 TCHI Certificate Subsidies:

RH wished to record her thanks to the Board for the support for the recent training.

It was agreed there was a need to have guidelines and to accept the Chair previous proposals. This could be reviewed with use.

Accordingly it was AGREED unanimously that support for certificate costs would be based on the following three criteria all being in place:

- (1) That the GDP of the country involved was in the bottom 20%



internationally;

- (2) That the MT was working pro bono; and
- (3) That TCHI had sufficient funds to support.

3.3 Board Insurance: Noted there were two aspects to be checked:

Professional Indemnity & Trustee Indemnity EM
EM liaising with a broker for a quote and would also liaise with CH re CH
US claims.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1. Numbers (Mark Hoyle): No report but Elissa confirmed there had been little had changed since the last report. MH / EM
forwarded for inclusion in the Minutes: MH/EM

Master Trainers: 57

Senior Trainers 90

Premier Members 252

4.1.2 Levels of membership / certificates / fee payment system

CH & RH had circulated a discussion paper and there had been an agreement to make this a priority issue for this meeting.

After a lengthy discussion the following points were noted:

- The proposals needed to address the current complicated process and upfront expense for MT's for certificates in advance
- There was general agreement that the online database should become the certificate of record
- There was further general agreement that TCHI needed to protect the professional quality of the certificates
- There was ongoing discussion that the levels of membership were complicated and a need to consider different levels from basic listing to website benefits. Noted this was related to the website development.
- There was a need to be real and sensible in the costings or TCHI could never be self sustaining
- There was a wish to make sure there was MT input into the proposals
- All costings should be fixed in Australian Dollars as TCHI is an Australian registered Company

It was suggested by PL that the proposals were finalised by a sub-group of Chair, Vice Chair, Director and Treasurer with EM to advise

Sub-
Group



re systems.

These proposals to be circulated to the Board BEFORE the next meeting to be signed off in March. PL

4.2 Finance Report (Mark Hoyle):

Accounts for 14/15 to be filed and displayed on the TCHI website as soon as possible. MH

Also AGREED in response to the AGM that steps would be taken to ensure in future years that the annual accounts would be completed in time to be available for the December Board meeting and in advance of the January AGM. MH

Reports for 15/16: No report at this meeting – would be updated by email for the minutes. MH

4.3 Certification for Additional Organization: An issue had come up when working with another organization regarding an organization wanting to modify the TCHI certificates.

After discussion (including by email) it was AGREED that we would not want to modify the TCHI certificates but could instead issue an additional certificate where appropriate. This would be agreed through the Director and reported to the Board for recording. PL

4.4 Website Costs – OUTSTANDING:

Noted details of website costs were in the December minutes.

Still 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. (To pick up at the next meeting due to difficulty with the sound on the conference call.) ALL

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No Report

5.2 Promotion & Resources: No Report

5.3 Research & Development: No Report

5.4 Training & Education: Due to lack of time at this meeting but the need to progress these issues it was agreed that two separate email threads would be started to enable discussion in relation to:

- The paper regarding the ST training proposals circulated by Pat Lawson
- TCA 2 & TCE 2 proposals



The intention would be to discuss over the next two weeks and sign off at the March meeting. ALL

6. ANY OTHER BUSINESS

Agenda

MB noted the agenda had a number of matters that Board members had asked to be put on but were not getting discussed and/or finalized. In addition the Sub Committees in 5.2 and 5.3 had not been reviewed as planned.

MB felt the agenda was becoming stale as things not being cleared off and felt action needed to be taken to close matters and the agenda generally reviewed at the next meeting. Chair

GW raised the possibility of extending the length of the meeting to assist this process. It was agreed to try single subject email discussions between meetings as a first step.

7. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 6th March 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