



MEETING held 12.00 GMT+1 on 1st May 2016 via Go To Meeting

PRESENT:

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

In attendance: Hazel Thompson, TCHI Manager

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.

Apologies were recorded from Philo Kaarma and Rani Hughes.

Noted resignation of Carolyn Hotchkiss from the July meeting.

Sincere thanks were recorded from the Chair and all the members of the Board to Carolyn Hotchkiss for her work.

Noted a new Instructor representative would be needed after June, which the Director could nominate to serve out the remainder of Carolyn's term. Paul L

Sincere thanks were also recorded to the Treasurer Mark Hoyle.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 6th April 2016 were agreed unanimously.

MB would send as a PDF to be posted on the website. MB

3. MATTERS ARISING (not otherwise on the agenda)

3.1 AGM: Minutes still awaited; noted to be typed up and sent to the Board. (PK not RH as noted in error in the March minutes) PK

3.2 Board Insurance: Receipt resent during the meeting to ensure all had received it.

3.3 Appointment of New Treasurer: Noted again MH would be resigning as Treasurer in September and a replacement should be an Australian as finances dealt with in Australia, fully independent of Tai Chi Productions and ideally needs to be close to the office in Sydney. PL to consider and asked all to also consider. Paul L

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership



4.1.1. Numbers (Mark Hoyle): Numbers reported as follows:

MT – 50; ST – 90; Premier Members – 245

It was agreed to keep a track of registration numbers over the months to inform business planning discussions – see below.

4.1.2 Membership & New Registration Process

Paul L updated on the implementation of the new system:

- Still confident it is the right direction
- Much time being spent dealing with the complexities involved
- FAQ important for helping existing members make the changes; new members accepting with no difficulty
- That changes had been made to continue to be clear to distinguish between TCP and TCHI and that it was important to continue doing this
- Only major change proposed related to developing a Corporate Membership, particularly around Health Department negotiations. This would have to be identified through the Director and administered through PayPal. Discount rates being worked on by Paul L.

Noted again that it was important to continue to explain clearly and simply why this was being done as continuing to develop and professionalize the Institute for the benefit of all. That the change is about ensuring sustainable and appropriate revenue to serve the members better in the future.

PL

Look to advise MT's re change wording on promotional materials / emails / website listings being finalised for May. Noted the New Certificate working needed to be clear that only valid for TWO years. Agreed we would continue to monitor the implementation carefully.

CH confirmed she will review the BYLaws to see if any update needed to align with the changes. Will bring any comments back to the June meeting.

4.2 Finance Report (Mark Hoyle):

Reports for 15/16: Balance at this date is: Bank \$808.29

MH reported that all payments due had now been made including the April \$2,048 monthly payment to TCP so no debts outstanding.

4.3 Business Planning (Gordon Wicher):

Challenge continued to be getting all the right information. Noted two approaches: firstly getting historical revenue data and using it to project 3-5 years forward; or looking at the expenses needed and then working backwards to the level of revenue needed to support the Institute to be sustainable. It was agreed that with all the changes the second approach would be the best way forward.

It was noted by MH that the monthly payment to TCP for office costs



was in his view inadequate to cover the real costs but fair at this point in time and should be independently reviewed in 12 months. MH
MH to send all the information available on expected expenditure to MB
GW. MB to check Minutes available for agreements.

4.4 Website Ownership & Costs:

Ownership: It was recorded that this is currently all held in the name of Paul Lam and that this left the Institute vulnerable to being able to fulfil its mission as desired by Paul Lam and the Board.

CH to develop a Licence between Paul Lam and TCHI to protect TCHI interests in the website. CH & Paul Lam

Further it was agreed that all website development from hereon needed to get prior approval from the Board.

4.5 Issues:

Re Use of Programs: The Board had been advised of some potentially unfair use of the name of the program, manuals etc. which could be a copyright issue.

Paul L noted that the DVD's books etc were openly on sale as these were sold by TCP to promote tai chi for health.

It was further agreed it was important to respond from a liability point of view once informed.

Agreed CH would work with Paul Lam at the June workshop to develop letters to go out to alert people organising workshops to the recording of certified instructors for quality and insurance purposes. Also to ensure emails to instructors who were lapsing advised of the importance and inviting them back for renewal. CH & Paul Lam

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:

ST Training: Pat Lawson had sent both a detailed document and a summary syllabus and was seeking approval for the concept, general content and direction of travel. Agreed to support as a valuable resource for ST's.

TCA 2 & TCE 2 proposals: Paul L to work with RH once the new registration system set up. To revisit in about 6 months. Paul L

MT training: Paul L supported the work. Chair to recirculate to ALL



consider and agree at the next meeting.

6. ANY OTHER BUSINESS

6.1 Agenda Review – Not discussed

6.2 Membership of the Osteoarthritis Action Alliance – agreed and Paul L to action.

PaulL

7. KEY ACTIONS

Item 1 Paul L to consider nomination for Instructor and all to consider a replacement for Treasurer.

Item 2 MB to send PDF of approved Minutes to Hazel

Item 4.1 PL to review materials re changes

Item 4.3 MH & MB to send information re the accounts to GW

Item 4.4 CH to develop a Licence between Paul Lam and TCHI to protect interest sit he website

Item 4.5 CH to liaise with Paul Lam at the June workshop re letters

Item 3.1 Chair to pursue the AGM Minutes

Item 4.1.2 CH to review the ByLaws

Item 5.4 Chair to recirculate the MT training for the next meeting

8. DATE OF NEXT MEETING

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 5th June 2016 via VOIP Conference Call via GoToMeeting.

Dates for 2016 had been listed on the agenda.

The meeting closed at GMT 14.15

Minutes Margaret Brade