



**MEETING held GMT+8 on 7<sup>th</sup> May 2017 via Go to Meeting**

**PRESENT:**

Dr Paul Lam (Director)	Jocelyn Simpson (Secretary)
Tang Ching Lau (Chair)	Pat Lawson
Brenda Hum	Gordon Wicher

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma, Winnie Lo, Margaret Brade and Sue Huseman.

**2. MINUTES OF LAST MEETING**

Jocelyn confirmed the minutes of the March meeting had been submitted to Hazel for the website.

The minutes of the meeting of 2nd April 2017 were proposed by Pat Lawson and seconded by Brenda Hum, all agreed. Jocelyn to send PDF to Hazel for the website.

JS

**3. MATTERS ARISING (not otherwise on the agenda)**

**3.1 Review of Bylaws:** Margaret and Hazel to review regarding memberships. Margaret to update regarding MT Emeritus. The Chair to follow up.

MB, HT  
Chair

**3.2 TCP and TCHI, future finance of TCHI:**

**3.2.1 TCHI Budget:** Winnie and Gordon to further analyze future income and expenditure of TCHI, to finalize annual budget. Winnie and Hazel to track record of paid and unpaid memberships to aid in projected revenue assessment. Winnie to clarify member numbers. Approval of budget deferred to June meeting due to Winnie's absence, in order to confirm that all additional costs are included, including website upgrade. Gordon requested monthly report of incoming revenues. **The Board would like to express its gratitude to Winnie Lo for her time, energy and skills contributed in this effort.**

WL,GW,HT

**3.2.2 Commencement of Payment of Core Costs:** Discussion continued concerning taking over cost of support staff for TCHI currently supplied by TCP as well as other expenses currently paid or subsidized by Dr. Lam. TCHI exercised due diligence to compare costs of staffing, and found overwhelmingly that the

WL, MB



TCP staff provided the best expertise and lowest cost. Margaret to develop a contractual agreement for staffing. **The Board would like to acknowledge Dr. Lam's personal financial support of TCHI since its inception, and offer our appreciation for this support.**

**3.2.3 Website Redesign:** Dr. Lam proposed a redesign of the TCHI website that would make it mobile and tablet friendly, maximize page speed, and provide a better/easier user experience. Initial cost estimate is \$4500 - \$5500. Approval is deferred pending a firm estimate. Paul L

**3.2.4 TCHI Contract with TCP:** TCHI and TCP plan to have a contract whereby TCP provides discounts to TCHI members and TCHI provides a link on TCHI website to TCP. Margaret to draw up contract. MB

**3.3 "Outstanding Contributors" on TCHI Website** (retired MTs, Board Members, etc.): Discussion regarding process and criteria for determining who is to be recognized on this list of individuals who've made significant contribution to TCHI. Jocelyn Simpson proposed that the criteria as finalized by Pat Lawson and Sue Huseman be approved. The Chair seconded the motion, all agreed. The criteria will be available on the website and summarized in an upcoming newsletter by Pat Lawson. Pat to coordinate the nomination process. Pat L

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

##### **4.1 Membership**

**4.1.1 Numbers:** WL

-MT 67

-ST 103 (up 5)

-Premier Instructors 381 (up 13)

-Instructors 2816 (to be verified by Winnie)

**4.2 Finance Report** WL

Balance as of end of April 2017 - \$31,723.91

**4.3 Business Planning (Gordon Wicher)**



- 5. INSTITUTE SUB COMMITTEES**
- 5.1 Harmonization Committee:** No Report. MB
- 5.2 Promotion & Resources:**
- 5.2.1 Promotional Brochure Template** Chair
- Jocelyn proposed a brochure template be developed for instructor use providing basic information about TCHI, including its mission, evidence based programming, etc., with capability for instructors to insert their individual contact and class offering information. The Chair submitted a proposed template which was reviewed by the Board. The Chair to streamline the template for ease of use.
- 5.2.2 Promotional Documentary** Paul L
- Dr. Lam proposed a promotional documentary be filmed at the 20<sup>th</sup> annual workshop in Sydney January 2018. Funding/grants are being pursued with the city of Sydney. A one-third to one-half contribution by TCHI will facilitate the grant process, financial review pending. Dr. Lam to distribute a summary to the Board for input of ideas.
- 5.3 Research & Development:** Dr. Lam reported on an international collaborative effort between Australia and The Hong Kong Polytechnic University regarding Tai Chi for Arthritis for respiratory conditions. Paul L  
Chair
- 5.4 Training & Education:**
- ST Training:** Dr. Lam to work with Pat Lawson on a pilot program for those nominated to become STs. Current planning concerns upcoming training at June workshop. It was proposed by Pat Lawson and seconded by the Chair that the revised resource manual be approved as a training resource to be distributed to STs following their training, all agreed. **The Board would like to express its gratitude to Pat Lawson, Colin Hughes, Nuala Perrin, Robin Malby, Bob McBrien and Rosalie Rudduck for their excellent work in developing this curriculum.** Paul L  
Pat L



## 6. ANY OTHER BUSINESS

### 6.1 Meeting Software

It was proposed by the Chair and seconded by Pat Lawson that the Board use Go to Meeting for future Board meetings, all agreed. As Go to Meeting requires credit card payment, the Board authorized obtaining a credit card for TCHI for the purpose of Go to Meeting payments only, to be under the control of TCHI administrator and treasurer. Pending receipt of credit card, Dr. Lam to make payments to be reimbursed by TCHI. Gordon to develop guidelines for credit card use.

Paul L,  
GW, WL,  
HT

### 6.2 Liability Insurance

Discussion regarding need for clarification of insurance policy with regard to coverage, specifically who is covered, whether defense costs are included as well as settlement costs, indemnification with regard to personal finances/assets, and clarification regarding US members' deductible. Deferred to next meeting due to time.

Pat L, MB

### 6.3 Translatable Version of Website

In order to make the website more available and usable to those who don't use the languages currently available on the website, the Board will look into options including a translatable version.

## 7. KEY ACTIONS

**Item 2:** Jocelyn to send PDF of approved Minutes to Hazel

JS

**Item 3.1** Margaret and Hazel to review bylaws with regard to membership program. Margaret to update regarding MT Emeritus. The Chair to follow up.

MB, HT,  
Chair

**Item 3.2.1** Winnie and Gordon to further analyze future income and expenditure of TCHI, to finalize annual budget. Winnie and Hazel to track record of paid and unpaid memberships to aid in projected revenue assessment. Winnie to clarify member numbers. The Chair to check with Winnie regarding any additional costs to include in the budget and to clarify revenue on a monthly basis.

WL, GW,  
HT, Chair

**Item 3.2.2** Margaret to develop contractual agreement for staffing.

MB

**Item 3.2.3** Dr. Lam or TCHI Administrator to obtain firm estimate of website redesign.

Paul L, HT

**Item 3.2.4** Margaret to draft contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website.

MB

**Item 3.3** Pat to prepare newsletter article regarding criteria for



- outstanding contributors. Hazel to make available on website. Pat L,HT
- Item 4.1** Winnie to clarify instructor membership numbers. WL
- Item 5.2.1** The Chair to revise promotional brochure. Chair
- Item 5.2.2** Dr. Lam to pursue grant applications for promotional video. Gordon and Winnie to finalize budget to determine TCHI contribution. Dr. Lam to provide summary of documentary and Board to submit ideas. Paul L  
GW, WL  
Board
- Item 5.3** Chair and Dr. Lam to review and progress these issues. Chair, Paul
- Item 5.4** Dr. Lam and Pat to develop ST training pilot program. ST Resource Book to be distributed to STs following training. Pat, Paul L
- Item 6.1** TCHI to obtain credit card for payment of Go to Meeting. Gordon to provide guidelines for its use. Paul L,HT,  
GW
- Item 6.2** Pat to continue to look into liability coverage issues. Pat L, MB

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

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 4<sup>th</sup> June 2017 via Go to Meeting

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.18

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson