



MEETING held GMT+8 on 6th August 2017 via Go to Meeting

PRESENT:

Dr Paul Lam (Director)	Jocelyn Simpson (Secretary)
Tang Ching Lau (Chair)	Pat Lawson
Brenda Hum	Winnie Lo (Treasurer)
Sarah Malia	Margaret Brade (Vice Chair)

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma and Gordon Wicher.

2. MINUTES OF LAST MEETING

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

The minutes of the meeting of 2nd July 2017 were proposed by the Chair and seconded by Pat Lawson, 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. Margaret to follow up for next meeting. MB, HT

3.2 TCP and TCHI, future finance of TCHI:

3.2.1 TCHI Budget: After review and discussion of the monthly revenue/expense items over preceding months, Pat Lawson moved that the Board accept the 2018 budget as proposed by Winnie Lo. Brenda Hum seconded the motion; all agreed. WL, GW

3.2.2 Commencement of Payment of Core Costs: Core costs are now included in the approved 2018 annual budget. Margaret to develop a contractual agreement for staffing. WL, MB

3.2.3 Website Redesign: Dr. Lam had 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. The \$5,000 cost estimate had already been approved and included in the budget. The firm quotation includes \$4,990 for the redesign as Paul L
WL



well as an additional \$1,345 to include changes to allow for group payment of membership fees as discussed in Item 6.5. Sarah Malia made a motion to approve this additional cost. The Chair seconded the motion; all agreed.

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,
Paul L

3.3 “Outstanding Contributors” on TCHI Website (retired MTs, Board Members, etc.): The criteria will be available on the website and summarized in an upcoming newsletter by Pat Lawson. Pat to coordinate the nomination process, and get an article to Hazel. Pat L

3.4 Vacant Board Seat: Upon Carolyn Hotchkiss’ recommendation Dr. Lam nominated Sarah Malia to fill Sue Huseman’s place on the Board as instructor representative. The Board approved her nomination via email vote following the last meeting. We welcome Sarah to the TCHI Board.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership WL

4.1.1 Numbers:

- MT 66
- ST 105 (up 1)
- Premier Instructors 418 (up 20)
- Instructors 2482 (down 55)

4.2 Finance Report WL

Balance as of end of July 2017 - \$38,021.70

4.3 Business Planning (Gordon Wicher) Chair

The Chair to follow with Gordon.



5. INSTITUTE SUB COMMITTEES

- 5.1 Harmonization Committee:** Discussion regarding reported incident in Florida, USA involving trained instructors who are not registered. More information required before proceeding. MB, Pat L
- 5.2 Promotion & Resources:**
- 5.2.1 Promotional Brochure Template**
- The Chair submitted a proposed template which was reviewed by the Board. Dr. Lam to put in brochure format for use by instructors. Paul L
- 5.2.2 Promotional Documentary**
- Dr. Lam proposed a promotional documentary be filmed at the 20th 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. Paul L
- 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. Dr. Lam also met with Peter Wang at Harvard University who is working with Rhayun Song. Rhayun is also working on research in South Korea. 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. The revised resource manual to be made available to STs and MTs via dropbox. Paul L Pat L, HT
- 6. ANY OTHER BUSINESS**
- 6.1 Meeting Software**
- As the Board authorized obtaining a credit card for TCHI for the purpose of Go to Meeting payments, Gordon put forth the following guidelines: \$1500 maximum per transaction, limited to TCHI transactions only, credit limit not to exceed \$5000, authorized users limited to the Chair, Treasurer and Dianne McGrath. Pending receipt of credit card, Dr. Lam to make payments to be reimbursed by TCHI. The Chair moved that the Board proceed with obtaining the credit card with these conditions/limitations. Dr. Lam seconded the motion; all agreed. Winnie to ensure each use is reported on the Paul L, WL



financial report.

6.2 Liability Insurance

Discussion regarding need for clarification of insurance policy with regard to coverage, specifically who is covered, whether defence costs are included as well as settlement costs, indemnification with regard to personal finances/assets, and clarification regarding US members' deductible. Pat to follow up.

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. MTs have been contributing translations. The Chair is working with MT Ellen Reitsma.

Chair,
Paul L

6.4 Continuing Education Company

The Board to review MT Ralph Dehner's proposal that TCHI becoming a continuing education company. At this point it does not appear that sufficient resources and manpower are available to support this effort. The Board can revisit this at a future date. The Chair to follow up with Ralph.

Chair

6.5 NSW Local Health District Request

NSW Local Health District contacted TCHI via letter to the Chair on 7 April 2017 regarding a method to handle the Board certification fees for their instructors. Website redesign will create process for health organizations to pay membership fees for instructors.

Paul L

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.

MB, HT
MB

Item 3.2.2 Margaret to develop contractual agreement for staffing.

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, HT

Item 5.2.1 Dr. Lam to finalize promotional brochure.

Paul L

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

Item 5.3 Chair and Dr. Lam to review and progress these issues.

Chair,



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| Item 5.4 Dr. Lam and Pat to develop ST training pilot program. ST Resource Book to be made available to STs and MTs via dropbox. | Paul L
Pat,
Paul L |
| Item 6.1 TCHI to obtain credit card for payment of Go to Meeting. | WL |
| Item 6.2 Pat to continue to look into liability coverage issues. | Pat L,
MB |
| Item 6.3 The Chair to follow with Ellen on website translations. | Chair |
| Item 6.5 Dr. Lam to contact NSW Health Department and follow development of software for payment implementation. | Paul L |

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 3rd September 2017 via Go to Meeting
Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.01

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson