



MEETING held GMT+8 on 2nd July 2017 via Go to Meeting

PRESENT:

Dr Paul Lam (Director)	Jocelyn Simpson (Secretary)
Tang Ching Lau (Chair)	Pat Lawson
Brenda Hum	Winnie Lo (Treasurer)
Hazel Thompson	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 May meeting had been submitted to Hazel for the website.

The minutes of the meeting of 11th June 2017 were proposed by Pat JS
Lawson and seconded by Winnie Lo, all agreed. Jocelyn to send
PDF to Hazel for the website.

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Review of Bylaws: Margaret and Hazel to review regarding MB, HT
memberships. Margaret to update regarding MT Emeritus.

3.2 TCP and TCHI, future finance of TCHI:

3.2.1 TCHI Budget: The Chair proposed we approve the 2017 WL,GW
annual budget as submitted by the Treasurer. The motion was
seconded by Pat Lawson; all agreed. The Chair recommended we
wait to see membership trends prior to approving the 2018 annual
budget. Winnie to add preceding months to Monthly Report of
Revenue in order to track trends.

3.2.2 Commencement of Payment of Core Costs: Discussion WL,
continued concerning taking over cost of support staff for TCHI MB
currently supplied by TCP as well as other expenses currently paid
or subsidized by Dr. Lam. Payment was made for May and June
2017 TCP staffing expense as approved by the Board last month.
Payment of 2018 costs deferred pending approval of 2018 annual
budget. Margaret to develop a contractual agreement for staffing.



- 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. Cost estimate is \$4500 - \$5500. Winnie had confirmed coverage for this expense, and the Board approved on principle pending detailed quotation. Dr. Lam to follow up. Paul L
WL
- 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.): 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 this week. Pat L
- 3.4 Vacant Board Seat:** The Board would like to express its appreciation for the contributions made by Sue Huseman during her time of service on the Board, as we accept her resignation. Upon Carolyn Hotchkiss’ recommendation, Dr. Lam nominated Sarah Malia to fill Sue’s place on the Board. Upon circulation of Sarah’s cv, the Board will vote via email regarding this nomination.
- 4. INSTITUTE GOVERNANCE & ADMINISTRATION**
- 4.1 Membership**
- 4.1.1 Numbers:** WL
- MT 66
 - ST 104
 - Premier Instructors 398 (up 8)
 - Instructors 2537 (reflects anniversary of membership program)
- 4.2 Finance Report** WL
- Balance as of end of June 2017 - \$30,820.09
- 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

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 Raymond, Winnie 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 Paul L,
WL



card with these conditions/limitations. Dr. Lam seconded the motion; all agreed. Winnie to ensure each use is reported on the 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.

Chair

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 are available to support this effort. 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. Dr. Lam to follow up.

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
WL

Item 3.2.1 Winnie to add preceding months to Monthly Report of Revenue in order to track trends.

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, 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

Paul L
GW,



- contribution. Dr. Lam to provide summary of documentary and Board to submit ideas. WL
- Item 5.3** Chair and Dr. Lam to review and progress these issues. Chair, Paul L
- 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. Pat, Paul L, HT
- 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 6.5** Dr. Lam to contact NSW Health Department and consider cost effectiveness of request. Paul L

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 6th August 2017 via Go to Meeting

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 13.10

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson