



**MEETING held 11th June 2017 at 7pm EDT at Black Mountain NC, USA and
Monday 12th June 2017 at GMT+7 via Go to Meeting**

PRESENT:

Dr Paul Lam (Director)	Jocelyn Simpson (Secretary)
Tang Ching Lau (Chair)	Pat Lawson
Brenda Hum	Winnie Lo (Treasurer)
Sue Huseman	Ralph Dehner (special guest)
Jim Starshak (special guest)	Hazel Thompson
Becky Rahe	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma, Gordon Wicher and Margaret Brade.

2. MINUTES OF LAST MEETING

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

The minutes of the meeting of 7th May 2017 as amended regarding Section 3.3 were proposed by Sue Huseman and seconded by the Chair, 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. Approval of budget deferred to July meeting when the new budget is proposed. WL, GW

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. Sue Huseman made a motion to approve expenditure of May and June 2017 TCP staffing expense. Pat Lawson seconded the motion; all agreed. Approval of 2018 costs WL, MB



deferred pending review of new 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 confirmed coverage for this expense. Sue made a motion to pay this expense once the final bill is received. Jocelyn seconded the motion; all agreed. 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. Pat L

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

4.1.1 Numbers: WL

-MT 67

-ST 104 (up 1)

-Premier Instructors 390 (up 9)

-Instructors 2756 (reflects anniversary of membership program)

4.2 Finance Report WL

Balance as of end of May 2017 - \$34,074.34

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

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. 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. 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. 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 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.

6.4 Continuing Education Company

MT Ralph Dehner asked the Board to consider the possibility of TCHI becoming a continuing education company, based on his experience with another company where he offers TCR workshops, targeting PTs, OTs, RNs and other health professionals. The intent is to expose TCHI and its programs to this market on a grander scale. He recommends offering TCR (appeals to health professionals), TCA & TCAFP (evidence based) and possibly TCD workshops.

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. Sue Huseman moved and Pat Lawson seconded that a reply to NSW Health Department be sent confirming discussion by the Board. TCHI staff to draft letter and determine whether their proposal is cost effective administratively.

7. KEY ACTIONS

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

JS
MB, HT,
Chair

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.

Item 3.2.1 Winnie and Gordon to further analyze future income and expenditure of TCHI, to finalize annual budget. 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,
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

MB



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- website. Pat, HT
- Item 3.3** Pat to prepare newsletter article regarding criteria for outstanding contributors. Hazel to make available on website. Chair
- Item 5.2.1** The Chair to revise 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. GW, WL
- 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 HT, GW
- Item 6.2** Pat to continue to look into liability coverage issues. Pat L, MB
- Item 6.5** Staff to draft letter to NSW Health Department and consider cost effectiveness of request Staff

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 2nd July 2017 via Go to Meeting

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 01.20

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson