



**MEETING held GMT+8 on 1<sup>st</sup> October 2017 via Go to Meeting**

**PRESENT:**

Tang Ching Lau (Chair)	Pat Lawson
Brenda Hum	Jocelyn Simpson (Secretary)
Sarah Malia	Winnie Lo (Treasurer)

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma, Gordon Wicher, Dr. Paul Lam and Margaret Brade. Margaret submitted an Action Plan in her absence which has been attached to these Minutes.

**2. MINUTES OF LAST MEETING**

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

The minutes of the meeting of 3<sup>rd</sup> September 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. Margaret to follow up for next meeting.

MB, HT

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

**3.2.1 Commencement of Payment of Core Costs:** Core costs are now included in the approved 2018 annual budget. Margaret (via her Action Plan) recommended retaining an Australian attorney to develop a contractual agreement for staffing. Margaret also recommended we follow up on website ownership. The Chair made a motion, seconded by Sarah, to appoint an Australian attorney to handle the staff contract, the TCHI contract with TCP as outlined in Item 3.2.3 and possibly website ownership. All agreed. The Chair to ask Dr. Lam to retain the attorney on the Board's behalf.

Chair,  
Paul L

**3.2.2 Website Redesign:** Note to continue clear language regarding the distinction between TCP and TCHI on new website.

Paul L

**3.2.3 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

Paul L



recommended clarification regarding the new online lessons, whether subscription income goes to TCP or TCHI.

- 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** WL

**4.1.1 Numbers:**

- MT 68 (up 1)
- ST 107 (same)
- Premier Instructors 481 (up 19)
- Instructors 2239 (down 81)

The question arose as to whether the “Instructors” figure represents the true number of all instructors or if it reflects “Standard Memberships” only. Winnie to check on this. Winnie to also include names of new MTs in report.

**4.2 Finance Report** WL

Balance as of end of September 2017 - \$37,615.85

**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. MB, Pat L  
Update: The instructors are now members, and continue to teach TCHI programs. Unethical behaviour occurred prior to membership. The Board would need to receive a formal complaint in order to bring action. If a formal complaint is made, the Committee will look



into it. Pat communicated this process to those involved should further trouble arise.

## **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 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.

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 was made available to STs and MTs via dropbox. Pat to follow with Dr. Lam regarding training at January workshop and piloting in other parts of the world.

Paul L  
Pat L

## **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. Winnie to ensure each use is reported on the financial report. Winnie to follow up when credit card is obtained.

Paul L,  
WL

### **6.2 Liability Insurance**

Discussion regarding need for clarification of insurance policy with regard to coverage, specifically who is covered, whether defence

Ernie H



costs are included as well as settlement costs, indemnification with regard to personal finances/assets, and clarification regarding US members' deductible. US staff member Ernie Hall to pursue.

**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. Dr. Lam is working with European MTs.

Chair,  
Paul L

**6.4 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

**6.5 Action Plans**

The Board expressed appreciation to Margaret for submitting an action plan in her absence. Sarah recommended and the Chair proposed that action plans be submitted by members unable to be present either as attachment to the minutes or via email if the member has an update or something to contribute.

**7. KEY ACTIONS**

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

JS  
MB, HT

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

**Item 3.2.1** Dr. Lam to obtain attorney for contractual agreement for staffing. (The Chair to contact Dr. Lam regarding using an Australian attorney.)

Paul L  
Chair

**Item 3.2.2** Dr. Lam to ensure clarification statement regarding TCP and TCHI remain with new website redesign.

Paul L

**Item 3.2.3** Dr. Lam to obtain attorney to draft contract between TCP and TCHI regarding discounts provided in exchange for TCP link on TCHI website.

Paul L

**Item 3.3** Hazel to make available criteria for outstanding contributors on website. Pat to complete application form.

HT, Pat

**Item 4.3** The Chair to contact Gordon to update business planning.

Chair

**Item 4.1.1** Winnie to check if number for Certified Instructors represents only Standard Memberships. Winnie to also include names of new MTs in report.

WL

**Item 5.2.1** Dr. Lam to finalize promotional brochure.

Paul L

**Item 5.2.2** Dr. Lam to pursue grant applications for promotional

Paul L



video. Gordon and Winnie to determine TCHI contribution. Dr. Lam to provide summary of documentary and Board to submit ideas. WL,GW

**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. Pat to speak with Dr. Lam regarding ST training at January workshop and in other nations. Pat, Paul L

**Item 6.1** TCHI to obtain credit card for payment of Go to Meeting. Winnie to report to Board when finalized. WL

**Item 6.2** Ernie Hall to look into liability coverage policy for US members. Ernie H

**Item 6.3** The Chair and Dr. Lam to follow with Ellen and other European MTs on website translations. Chair Paul L

**Item 6.4** 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 5<sup>th</sup> November 2017 via Go to Meeting. US members to note end of Daylight Savings Time occurs November 5.

Dates for 2017/2018 had been listed on the agenda.

The meeting closed at GMT 12.53

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson