



**MEETING held GMT+8 on 3<sup>rd</sup> September 2017 via Go to Meeting**

**PRESENT:**

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

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Philomena Kaarma, Gordon Wicher, Dr. Paul Lam, Winnie Lo and Margaret Brade.

**2. MINUTES OF LAST MEETING**

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

The minutes of the meeting of 6<sup>th</sup> August 2017 were proposed by Pat Lawson 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. 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 to develop a contractual agreement for staffing. MB

**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 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 WL

###### 4.1.1 Numbers:

-MT 67 (up 1)

-ST 107 (up 2)

-Premier Instructors 462 (up 44)

-Instructors 2320 (down 162)

Jocelyn and Pat took note that our instructor numbers continue to decline, most likely not because we are losing instructors, but that many are unaware of or don't completely understand the membership process. Other MTs are noticing the same. It was recommended that the benefits and requirements of TCHI membership be brought up the first day of instructor training workshops, when participants are fresh and more able to hear and understand the process and as a reminder on Day 2. Another suggestion was to distribute FAQ upon registration/check-in at the beginning of the workshop so participants can read through it while waiting for the workshop to begin and have it for reference later. Another idea was brought forth to write a short message clarifying the process in an upcoming newsletter. Registration by organization may also aid this process.

##### 4.2 Finance Report WL

Balance as of end of August 2017 - \$37,345.39

##### 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.

## **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.

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.

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 costs are included as well as settlement costs, indemnification with

MB  
Ernie H



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.

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

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

MB  
Paul L

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

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

MB

**Item 3.3** Hazel to make available criteria for outstanding contributors on website.

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 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,  
Paul L

**Item 5.4** Dr. Lam and Pat to develop ST training pilot program.

Pat,  
Paul L

**Item 6.1** TCHI to obtain credit card for payment of Go to Meeting.

WL

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

Pat L,  
MB

**Item 6.3** The Chair to follow with Ellen on website translations.

Chair



**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 1<sup>st</sup> October 2017 via Go to Meeting

Dates for 2017 had been listed on the agenda.

The meeting closed at GMT 12.36

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson