



**MEETING held GMT+8 on 12<sup>th</sup> November 2017 via Go to Meeting**

**PRESENT:**

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

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Jocelyn Simpson, Philomena Kaarma, Gordon Wicher, Dr. Lam and Margaret Brade.

**2. MINUTES OF LAST MEETING**

The minutes of the September meeting had been submitted to Hazel for the website.

The minutes of the meeting of 1<sup>st</sup> October 2017 were proposed by Sarah Malia 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 with Margaret. MB, HT, Chair

**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. The Board previously approved retaining an Australian attorney to handle the staff contract, the TCHI contract with TCP as outlined in Item 3.2.3 and possibly website ownership. Chair, Paul L

**3.2.2 Website Redesign:** Note to continue clear language regarding the distinction between TCP and TCHI on new website. Website has been updated with capacity to be translated into seven additional languages. Redesign is continuing. 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 recommended clarification regarding the new online lessons, whether subscription income goes to TCP or TCHI, to continue to Paul L MB



note distinction between TCHI and TCP.

**3.3 “Outstanding Contributors” on TCHI Website** (retired MTs, Board Members, etc.): The criteria to be available on the website and summarized by Pat Lawson in the November newsletter. Pat to coordinate the nomination process. There are currently no nominations. Pat will work with Hazel to revise the nomination form. Pat L

**3.4 TCHI Logo:** Discussion deferred to next meeting when Dr. Lam can be present.

#### **4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership** WL

**4.1.1 Numbers:**

-MT 69 (up 1)

-ST 107 (same)

-Premier Instructors 503 (up 22)

-Instructors 2041 (down 198)

(The “Instructors” figure reflects “Standard Memberships” only.)

**4.2 Finance Report** WL

Balance as of end of October 2017 - \$36,792.57

**4.3 Business Planning (Gordon Wicher)** Chair

The Chair to follow with Gordon.

#### **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,  
Chair



The Chair and Dr. Lam to work to simplify the brochure.

### **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, which is progressing well. 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 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**  
Dr. Lam paid this year's fees and was reimbursed by TCHI. TCHI credit card is still in application process. 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 regard to personal finances/assets, and clarification regarding US members' deductible. US staff member Ernie Hall to pursue. Pat to follow up. Ernie H  
Pat L

### **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 has added a translation feature to the website located at the upper left corner of the Home page.

**6.4 NSW Local Health District Request** Paul L  
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.

### 6.5 TCA2 Certification

Brenda Hum noted there is still some concern regarding the need to certify in TCA2 (by instructors who have been teaching TCA2) now that it is a certified program, and also recertification options. The Chair suggested and Brenda agreed that it be documented on the website so it is clear to all. The Chair to follow up with Dr. Lam.

Chair

### 6.6 Attendance Certificates

Sarah summarized two concerns about attendance certificates: 1) the cost and 2) potential confusion/perception as to whether one is certified or not. Winnie indicated the previous cost of attendance certificates was \$2. The Chair brought up the question of whether to continue the embossed certificates now that we have the membership program or to find a way to transition to digital or self-printing. Discussion to continue at next meeting when Dr. Lam is present.

## 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. The Chair to follow up with Margaret.

MB, HT,  
Chair

**Item 3.2.1** Dr. Lam to obtain attorney for contractual agreement for staffing.

Paul L

**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, GW

**Item 5.2.1** The Chair and Dr. Lam to simplify and finalize promotional brochure.

Paul L,  
Chair

**Item 5.2.2** Dr. Lam to complete promotional video.

Paul L

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

Paul L,  
Chair

**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



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

Ernie, Pat

**Item 6.5** The Chair to follow up with Dr. Lam.

Chair,  
Paul L

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 3<sup>rd</sup> December 2017 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 12.12

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson