



MEETING held GMT+8 on 4th February 2018 via Go to Meeting

PRESENT:

Tang Ching Lau (Chair)	Dr. Paul Lam (Director)
Brenda Hum	Hazel Thompson (COO)
Margaret Brade (Vice Chair)	Winnie Lo (Treasurer)
Jocelyn Simpson (Secretary)	Sarah Malia

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting and congratulated those re-elected to the Board: Margaret Brade, Pat Lawson and Tang Ching Lau.

Apologies were recorded from Pat Lawson.

2. MINUTES OF LAST MEETING

JS

The minutes of the meeting of 7th January 2018 were proposed by Margaret Brade and seconded by Brenda Hum. 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 memberships. Margaret to update regarding MT Emeritus. Margaret determined no change was required. MB

3.2 TCP and TCHI, future finance of TCHI:

3.2.1 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. Due to complexity of USA tax law and the expense that would involve, TCHI staff and printing costs incurred in the USA are to be paid by TCP USA, then invoiced to TCHI for reimbursement. Winnie confirmed that these costs are already included in the TCHI budget. USA staff expense is approximately \$1000 monthly, with arrears of 6 months. MB
WL
Paul L

3.2.2 Website Redesign: Note to continue clear language regarding the distinction between TCP and TCHI on new website. Redesign to maintain authoritative look (as proposed by Philomena) balanced with improved usability. Minimal cost for design change. Estimate for completion is 1-2 months. 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 had recommended clarification regarding the new online lessons, whether subscription income goes to TCP or TCHI, to continue to note distinction between TCHI and TCP. Dr. Lam and Margaret to pursue and develop. Paul L MB
- 3.3 “Outstanding Contributors” on TCHI Website:** Pat to coordinate the nomination process. There are currently no nominations. Pat to provide PDF nomination form to Dr. Lam. Dr. Lam to discuss with web designer use of PDF or Google form which can be downloaded to website. Pat L Paul L
- 4. INSTITUTE GOVERNANCE & ADMINISTRATION**
- 4.1 Membership** WL
- 4.1.1 Numbers:**
- MT 69 (same)
 - ST 111 (same)
 - Premier Instructors 548 (up 17)
 - Instructors 1624 (down 40)
- (The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories, and includes only those current on membership fees.) Paul L
- Dr. Lam recommended an educational campaign regarding the membership program/Board certification as to why it is important to certify and join the Institute, and the benefits that provides, as there is still some confusion and lack of awareness of the membership program and its impact on certification by previously certified and currently certified instructors. All agreed. It was noted that Master Trainers are now more proactive on clarifying this at workshops. Additional benefits of instructor business card, brochure and banner templates are soon to be added.
- 4.2 Finance Report**
- Balance as of end of January 2018: \$46,774.89 WL
Quarterly Financial Report was also submitted.



- 4.3 Business Planning (Gordon Wicher)** Chair
The Chair to ask for input from Gordon regarding trends and future business planning in light of the latest quarterly financial report. GW
- 5. INSTITUTE SUB COMMITTEES**
- 5.1 Harmonization Committee:** No report. MB
- 5.2 Promotion & Resources:**
- 5.2.1 Promotional Brochure and Business Card Templates** Paul L
A promotional brochure and business card templates have been developed for use by Board Certified Instructors. Dr. Lam is working with IT in order to provide access from the website in order to have efficient access and avoid additional staff fees. It is hopeful the TCHI banner can be made accessible as well. Once completed and approved, Dr. Lam will notify instructors.
- 5.2.2 Promotional Documentary** Paul L Board
Dr. Lam previously proposed a promotional documentary be filmed at the 20th annual workshop in Sydney January 2018, which is progressing well. The goal is to create an informative and interesting documentary. Documentary is still in progress but includes interviews with all the past and current Chairs of the TCHI Board. The focus is that anyone can learn tai chi. Dr. Lam to send script to the Board. The Board to submit proposed titles for the documentary. Grant applications were not approved. Dr. Lam will submit a proposal to the Board regarding cost contribution.
- 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. As part of the research effort, Dr. Lam will hold instructor training workshop in Hong Kong. The Chair is also involved in research opportunities with Hong Kong. Studies include using tai chi to modify behaviour, and healthy aging using biochemical markers. Rhayun Song has been working with nursing schools in Korea on research and was recently in Singapore to encourage the same with nursing schools there. The Chair to start TCH classes with nurses in



Singapore as a result of Rhayun's visit. Dr. Lam met with Peter Wayne at Harvard University who is working with Rhayun. Rhayun has funding for research in South Korea for tai chi for dementia. Dr. Lam is creating Tai Chi for Memory and Tai Chi for Heart.

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 pilot training in other parts of the world. The Board is also looking into the option of online training. A dropbox is to be created specifically for Senior Trainers to contain documents pertaining to STs, including the resource manual and important emails.

Paul L
Pat L

6. ANY OTHER BUSINESS

6.1 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 is exploring another agent/provider.

Pat L

6.2 Board Elections

Elections of Board members with expiring terms were held in late January 2018.

Chair,
JS

Jocelyn reviewed the bylaws regarding our election process and made recommendations for streamlining the process, some of which require changes to the bylaws. Proposed changes include the following: ensuring ST representatives are from different nations, and streamlining all terms to 4 years. Jocelyn also proposed that we work to encourage participation in the election process, and increase the time of notice for nominations, etc. We also need to clarify further who can nominate for open positions, as many in this year's election voted for candidates for which they were not qualified to vote. Therefore we need to return to separate emails for regions and positions to ensure proper voting. It was also recommended that we make clear who sees the nominations to avoid any conflict with current candidates. Since we use an Elections Committee, that should be easy to do, with committee composed of members not up for election.

6.3 Attendance Certificates

At November's meeting Sarah had summarized two concerns about attendance certificates: 1) the cost and 2) potential



confusion/perception as to whether one is certified or not. Winnie had indicated the previous cost of attendance certificates was \$2. The Chair had raised 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. The question arose as to our instructor qualification certificates, perhaps changing the name to help clarify regarding Board Certification, such as Training Certificate, since certification is not complete until licensed through TCHI membership, which occurs following the training workshop. Due to time, discussion of pdf certificates deferred to next meeting.

7. KEY ACTIONS

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| Item 2: Jocelyn to send PDF of approved Minutes to Hazel | JS |
| Item 3.2.1 Dr. Lam to obtain attorney for contractual agreement for staffing. Margaret and Dr. Lam to pursue and develop. Dr. Lam to invoice TCHI for USA staff and printing expenses related to the Institute. | Paul L
MB |
| 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. Margaret and Dr. Lam to pursue and develop. | Paul L
MB |
| Item 3.3 Hazel to make available criteria for outstanding contributors on website. Dr. Lam to explore use of pdf or google nomination form to be accessed from website. | HT, Pat
Paul L |
| Item 4.1 Dr. Lam to develop educational campaign to make instructors aware and show benefits of TCHI membership and Board Certification. | Paul L |
| Item 4.3 The Chair to contact Gordon to update business planning in light of latest quarterly financial report. | Chair |
| Item 5.2.1 Dr. Lam to work with IT to add website link for promotional brochure, business card and possibly TCHI banner. | Paul L |
| Item 5.2.2 Dr. Lam to complete promotional video and send proposal to the Board regarding cost contribution. Board to submit ideas for video title, and anything further to include in video. Dr. Lam to send latest script to Board members. | Paul L
Board |
| 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. Dr. Lam to set up STMP. | Pat,
Paul L |



Item 6.1 Pat to explore a different agent recommended by MT Pat
Lorraine Noval.

Item 6.2 Jocelyn to submit bylaw changes regarding Board elections JS
to Margaret for write up of proposal to the Board.

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8
Sunday 4th March 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 11.09

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson