



MEETING held GMT+6 on 7th January 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)	Pat Lawson

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting.
Apologies were recorded from Sarah Malia.

2. MINUTES OF LAST MEETING

JS

The minutes of the meeting of 12th November 2017 were proposed by the Chair and seconded by Brenda Hum. The minutes of the meeting of 3rd December 2017 were proposed by Dr. Lam and seconded by the Chair. 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.

MB, HT

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.

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.

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

Paul L
MB



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.

- 3.3 “Outstanding Contributors” on TCHI Website:** Pat to coordinate the nomination process. There are currently no nominations. An announcement will be made at the January workshop to make sure members are aware of the process. 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 (up 1)

-Premier Instructors 531 (up 11)

-Instructors 1664 (down 154)

(The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories, and includes only those current on membership fees.)

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.

Paul L
JS

4.2 Finance Report

Balance as of end of December 2017: \$38,725.03

Quarterly Financial Report was also submitted.

WL

4.3 Business Planning (Gordon Wicher)

The Chair to ask for input from Gordon regarding trends and future business planning in light of the latest quarterly financial report.

Chair
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

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.

Paul L

5.2.2 Promotional Documentary

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. 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.

Paul L
Board

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. 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. Dr. Lam met with Peter Wayne 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. The Board is also looking into the option of online training.

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 to be held January 2018. Notice to be given for the nomination process and online election. The Chair to follow with Jocelyn.

Chair,
JS

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. Discussion deferred to February meeting so Sarah could be 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. Margaret also to review regarding election process.

MB, HT

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. Dr. Lam to ensure announcement is made at January workshop to make all aware of this process.

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. Jocelyn to forward relevant email to the Board.

Paul L
JS

Item 4.3 The Chair to contact Gordon to update business planning

Chair



in light of latest quarterly financial report.

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. 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. Pat to speak with Dr. Lam regarding ST training at January workshop and in other nations. Dr. Lam to discuss possibility of online training with others at January workshop. Pat, Paul L

Item 6.2 Pat to explore a different agent recommended by MT Lorraine Noval. Pat

Item 6.3 The Chair and Jocelyn to follow up on Board elections. Chair JS

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 4th February 2018 via Go to Meeting. Note that as in prior election years, both outgoing and incoming Board members are invited to attend.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 11.06

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson