



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

**PRESENT:**

Tang Ching Lau (Chair)	Dr. Paul Lam (Director)
Brenda Hum	Hazel Thompson (COO)
Sarah Malia	

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Jocelyn Simpson, Philomena Kaarma, Gordon Wicher, Winnie Lo, Pat Lawson and Margaret Brade.

**2. MINUTES OF LAST MEETING**

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

Approval of the minutes of the meeting of 12<sup>th</sup> November 2017 JS  
deferred to next meeting.

**3. MATTERS ARISING (not otherwise on the agenda)**

**3.1 Review of Bylaws:** Margaret and Hazel to review regarding MB,  
memberships. Margaret to update regarding MT Emeritus. The Chair HT,  
to follow up with Margaret. Chair

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

**3.2.1 Commencement of Payment of Core Costs:** Core costs Chair,  
are now included in the approved 2018 annual budget. The Board Paul L  
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. The Chair to follow with Margaret to  
determine if current documentation is sufficient.

**3.2.2 Website Redesign:** Note to continue clear language Paul L  
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.

**3.2.3 TCHI Contract with TCP:** TCHI and TCP plan to have a Paul L  
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



note distinction between TCHI and TCP.

**3.3 “Outstanding Contributors” on TCHI Website** (retired MTs, Board Members, etc.): Pat L  
Pat L  
The criteria to be available on the website and summarized in an upcoming newsletter by Pat Lawson. 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.

**3.4 TCHI Logo:** Original design has been officially copyrighted.

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

**4.1 Membership** WL

**4.1.1 Numbers:**

-MT 69 (same)

-ST 110 (up 3)

-Premier Instructors 520 (up 17)

-Instructors 1818 (down 223)

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

**4.2 Finance Report** WL  
Balance as of end of November 2017: \$39,052.85

**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 Paul L



the Board. Dr. Lam to put in brochure format for use by instructors. A business card template has also been developed. Once completed and approved, Dr. Lam will notify instructors.

### 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. Interviews of the two previous Chairs and current Chair will be incorporated as well as other interviews. The goal is to create an informative and interesting documentary. Grant applications were not approved. Dr. Lam will submit a proposal to the Board regarding cost contribution.

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. The Chair is also involved in research opportunities with Hong Kong. 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.

Paul L  
Pat L

## 6. ANY OTHER BUSINESS

### 6.1 Meeting Software (payment process)

Due to the expense of a credit card for TCHI for the purpose of Go to Meeting payments, Dr. Lam to make payments to be reimbursed by TCHI.

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 Board Elections

Elections of Board members with expiring terms to be held in 2018.

Chair,  
JS



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

#### 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. The website revision is completed and is expected to go live within a few days.

Paul L

#### 6.5 TCA2 Certification

Brenda Hum previously 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. Dr. Lam noted that this had been documented in his newsletters sent following the decision to make TCA2 a certified program.

#### 6.6 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.

### 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.

MB,  
HT,  
Chair

**Item 3.2.1** Dr. Lam to obtain attorney for contractual agreement for staffing. The Chair to follow with Margaret.

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 5.2.1** Dr. Lam to finalize promotional brochure and business card, and upon approval notify instructors. Paul L

**Item 5.2.2** Dr. Lam to complete promotional video and send proposal to the Board regarding cost contribution. Paul L  
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 to speak with Dr. Lam regarding ST training at January workshop and in other nations. Pat,  
Paul L

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

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

## 8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 7<sup>th</sup> January 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 12.33

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson