



**MEETING held GMT+8 on 8<sup>th</sup> April 2018 via Go to Meeting**

**PRESENT:**

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

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

Apologies were recorded from Margaret Brade, Dr. Paul Lam and Winnie Lo.

**2. MINUTES OF LAST MEETING**

The minutes of the meeting of 4<sup>th</sup> March 2018 were proposed by Brenda Hum 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 to update regarding member terms and ST representation (See Item 6.2). The Chair to follow with Margaret.

MB  
Chair

**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. The Chair to follow with Margaret.

MB  
Paul L  
Chair

**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. The Chair to follow with Margaret.

Paul L  
MB  
Chair



- 3.3 “Outstanding Contributors” on TCHI Website:** Pat to coordinate the nomination process. There are currently no nominations. Pat provided PDF nomination form to Dr. Lam to discuss with web designer use of PDF or Google form to be downloaded to website. Pat to forward nomination form to the Board. Board consensus is required for approval of nominated candidates. Pat L Paul L

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

**4.1 Membership** WL

**4.1.1 Numbers:**

-MT 67 (down 1)

-ST 114 (up 1)

-Premier Instructors 632 (up 44)

-Instructors 1721 (up 20)

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

**4.2 Finance Report**

Balance as of end of March 2018: \$37,841.69

Quarterly Financial Report was also submitted. WL

#### **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. Dr. Lam to circulate Paul L Chair



template to Board members. Raymond to forward sample to the Board.

### **5.2.2 Promotional Documentary**

Dr. Lam previously proposed a promotional documentary be filmed at the 20<sup>th</sup> annual workshop in Sydney January 2018, which is nearing completion. The goal is to create an informative and interesting documentary. The focus is that anyone can learn tai chi. 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 (COPD). As part of the research effort, Dr. Lam will hold an 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 to train instructors there in his new program Tai Chi for Memory to be followed by Rhayun's study. The Tai Chi for Health Community has expressed interest in providing financial support for research projects. Dr. Lam mentioned a second research project with The Hong Kong Polytechnic University which needs funding. Pat Lawson to be the liaison between TCHC and TCHI regarding contribution from TCHC.

Paul L  
Chair  
Pat

### **Training & Education:**

#### **5.4.1 ST Training**

**5.4.1.1 Pilot Program for ST Nominees:** Dr. Lam to work with Pat Lawson on a pilot program for those nominated to become STs. 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.

Paul L  
Pat L

**5.4.1.2 ST Dropbox:** A dropbox has been created specifically for Senior Trainers to contain documents pertaining to STs, including the resource manual and important emails. Dr. Lam to send invitation to STs once items are made available. The Chair to follow

Paul L  
Chair



up with Dr. Lam regarding ST dropbox update.

**5.4.1.3 ST Training at Annual Workshops:** The Board discussed and agreed to look into separate ST training at the annual workshops so that STs may have training which directly deals with their unique role as Senior Trainers. The ST subcommittee had proposed that where STs and MTs had common interests their training could be combined, but that separate training was recommended with regard to the unique differences between the roles of STs and MTs. Also discussed was the possibility of a one-day ST training held separately from the annual workshops in various countries during Dr. Lam's visits to those countries.

Pat L  
Paul L

#### **5.4.2 MT Training**

Some USA MTs suggested a one-page summary of bullet points as to how the TCH programs work and will submit a draft to the Education subcommittee for review. Pat to follow up.

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. A new policy is now in place which has significantly lowered the US members' deductible. The Board expresses its appreciation to Dianne McGrath, TCHI manager, for her efforts in this regard.

### **6.2 Board Elections**

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. Margaret to review and revise the bylaws. 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. The Chair proposed we begin the election process in November for terms

Chair,  
JS, MB



which begin the following February.

### **6.3 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 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. Jocelyn to forward template to Sarah, who will make recommendations via email when completed. Due to time, discussion of pdf certificates deferred to next meeting.

JS, SM

### **6.4 Resignation of Gordon Wicher**

Due to difficulty in attending Board meetings due to his time zone, Gordon Wicher has resigned from his position on the Board. The Board accepts his resignation and expresses its gratitude for his contribution to TCHI. The Chair to invite Gordon to serve on a consulting basis as an ad hoc advisor. The Chair to follow up.

Chair

## **7. KEY ACTIONS**

**Item 2** Jocelyn to send PDF of approved Minutes to Hazel

JS

**Item 3.1** Margaret to revise bylaws with regard to elections

MB

**Item 3.2.1** Dr. Lam to obtain attorney for contractual agreement for staffing. Margaret and Dr. Lam to pursue and develop.

Paul L

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

MB

**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

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. Pat to provide the Board with PDF nomination form.

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 4.2** The Chair to ask Winnie about admin fees.

Chair

Chair

**Item 5.2.1** The Chair to forward template sample to the Board.

**Item 5.2.2** Dr. Lam to complete promotional video and send proposal to the Board regarding cost contribution.

Paul L



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|--|-------------------------|
| <b>Item 5.3</b> Chair and Dr. Lam to review and progress these issues. Pat to liaise with TCHC on possible funding.  | Chair,<br>Paul L<br>Pat |
| <b>Item 5.4</b> Dr. Lam and Pat to develop ST training pilot program. Dr. Lam to set up STMP. Pat to send resource materials to Dr. Lam for dropbox. Dr. Lam to send invitation to STs. Pat to liaise with USA MTs regarding one-page summary. | Pat,<br>Paul L          |
| <b>Item 6.2</b> Margaret to write up proposal of bylaw changes regarding Board elections to the Board. Margaret then to revise bylaws.   | MB                      |
| <b>Item 6.3</b> Sarah to make recommendations on clarification revisions to certificate template.  | SM                      |
| <b>Item 6.4</b> Chair to invite Gordon to serve as ad hoc advisor.   | Chair                   |

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

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 6<sup>th</sup> May 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 12.51

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson