



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

PRESENT:

Tang Ching Lau (Chair)	Dr. Paul Lam (Director)
Brenda Hum	Hazel Thompson (COO)
Pat Lawson	Winnie Lo (Treasurer)
Jocelyn Simpson (Secretary)	Sarah Malia
Dave Carter	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting, including our newest member, Dave Carter, recently appointed to represent Participants. Apologies were recorded from Margaret Brade.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 4th February 2018 were proposed by the Chair and seconded by Brenda Hum. 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

Paul L
MB
Chair



note distinction between TCHI and TCP. Dr. Lam and Margaret to pursue and develop. The Chair to follow with Margaret.

- 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 68 (down 1)

-ST 113 (up 2)

-Premier Instructors 588 (up 40)

-Instructors 1701 (up 77)

(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. The Chair expressed appreciation on behalf of the Board to the efforts of MTs and STs in this regard. Additional benefits of instructor business card, brochure and banner templates are soon to be added. Paul L

4.2 Finance Report

Balance as of end of February 2018: \$34,221.72 WL

Quarterly Financial Report was also submitted.



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. Dr. Lam to circulate template to Board members.

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. 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. 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 will be the liaison between TCHC and TCHI regarding contribution from TCHC.

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 has been created specifically for Senior Trainers to contain documents pertaining to STs, including the resource manual and important emails. Pat to send resource materials to Paul for ST dropbox. De. Lam to send invitation to STs once items are made available. The Chair suggested TCHC may be able to provide support for producing ST training materials for the June workshop, and possibly online training.

Paul L
Pat L

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.

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

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,

Chair,
JS, MB



with committee composed of members not up for election.

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. Due to time, discussion of pdf certificates deferred to next meeting.

JS, SM

6.4 Guidelines of Evidence Based Protocols

Inquiries have been made as to class size, length, duration, etc. in keeping with protocols for evidence based programs. Dr. Lam indicated this is contained in the NCOA guidelines, a copy of which can be found on the website under "Fall Prevention".

6.5 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.

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

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. Pat to provide Dr. Lam 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 5.2.1** Dr. Lam to work with IT to add website link for promotional brochure, business card and possibly TCHI banner. Paul to send template to the Board members. 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. Pat to liaise with TCHC on possible funding. Chair, Paul L Pat
- Item 5.4** 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, Paul L
- Item 6.1** Pat to explore options. Pat
- Item 6.2** Margaret to write up proposal of bylaw changes regarding Board elections to the Board. Margaret then to revise bylaws. MB
- Item 6.3** Jocelyn to provide certificate template to Sarah who will make recommendations on clarification revisions. SM,JS
- Item 6.5** 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 8th April 2018 via Go to Meeting.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 13.05

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson