



MEETING held GMT+8 on 6th May 2018 via Go to Meeting

PRESENT:

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

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Margaret Brade.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 8th April 2018 were proposed by Pat Lawson and seconded by Sarah Malia. 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 6.1). 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. Redesign is in its final stages.

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. Board consensus is required for approval of nominated candidates. Pat to prepare submission for newsletter to create more awareness of this process.
- Pat L
Paul L

4. INSTITUTE GOVERNANCE & ADMINISTRATION

- 4.1 Membership** WL

4.1.1 Numbers:

- MT 67 (same)
- ST 115 (up 1)
- Premier Instructors 675 (up 43)
- Instructors 1663 (down 58)

(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 April 2018: \$40,697.31 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, business card and banner templates have been developed for use by Board Certified Instructors and are available on the TCHI website. This new benefit to members is being received favourably. 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. The documentary, “Anyone Can Learn Tai Chi” is now available on YouTube and Facebook for viewing. The Board would like to thank all who participated in making this possible, including Rani Hughes, Fiona Henson (Director), Fiona Black, Janet Cromb, Hazel Thompson, Jerry Pearson, Richard Link, Raymond Lau, Rhayun Song, Dino Bernardo, Evan Wels, Mark Coffindaffer, Dianne McGrath, many people who were interviewed and contributed but not included, Anton from the studio, and of course Dr. Paul Lam. The Board unanimously agreed to partially fund the expenses.

- 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.
- Paul L
Chair
Pat

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.

Rhayun has funding for research in South Korea for tai chi for dementia. Dr. Lam recently trained 26 instructors there in his new program Tai Chi for Memory to be followed by Rhayun’s study which includes participants with mild alzheimer’s. The Chair mentioned a possible collaboration with Singapore.

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.

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

Paul L
Pat L



parts of the world. The Board is also looking into the option of online training.

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. Pat will coordinate with Dr. Lam on making contents available in a read only format to be accessed by STs and MTs. Relevant members of the Board, including Training Committee Chair, Secretary, ST and MT representatives, Director and Manager will be contributors.

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.

The subject was raised by STs regarding renewal of accreditation every two years and whether attendance at the TCHI ST training was a requirement. History shows this was meant to be a renewal of intention. Discussion ensued with various options in consideration of STs in various parts of the world, ensuring the comprehensive nature of updates but maintaining flexibility. Options discussed included possible regional training, online training, mentoring review with MT and correspondence course. To be discussed at June workshop.

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. Dr. Lam made mention of documents already in MT dropbox. He recommended this be included in the MT meeting at the June workshop.

6. ANY OTHER BUSINESS

6.1 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

Chair, JS,
MB



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 which begin the following February.

6.2 Certificates

JS, SM

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. Due to time, members to continue discussion via email regarding Sarah's recommendations.

6.3 TCHI Dropbox

Dr. Lam proposed a TCHI dropbox to contain Institute documents, so they are easily available to the TCHI Board.

6.4 European General Data Collection Regulations

Dr. Lam and Margaret are working on any changes required for compliance with regard to TCHI database.

MB
Paul L

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

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

Paul L

MB



link on TCHI website. Margaret and Dr. Lam to pursue and develop.

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 Hazel article for the newsletter to aid awareness of this new program. 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
Paul L

Item 5.2.1 Dr. Lam to notify instructors of promotional templates

Item 5.3 Chair and Dr. Lam to review and progress these issues. Chair
Pat to liaise with TCHC on possible funding. Paul L

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. Paul L
Pat

Item 6.1 Margaret to write up proposal of bylaw changes regarding Board elections to the Board. Margaret then to revise bylaws. MB

Item 6.2 Sarah to make recommendations on clarification revisions to certificate template. The Board to engage in email discussion. SM,Board

Item 6.4 Margaret and Dr. Lam to review new European regulations as they apply to TCHI database. MB,Paul

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 of GMT + 8 Sunday 3rd June 2018 via Go to Meeting to be adjusted due to June workshop.

Dates for 2018 had been listed on the agenda.

The meeting closed at GMT 13.10

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson