



MEETING held GMT+8 on 3rd February 2019 via Go to Meeting

PRESENT:

Tang Ching Lau (Chair)	Dr. Paul Lam (Director)
Margaret Brade (Vice Chair)	Winnie Lo (Treasurer)
Jocelyn Simpson (Secretary)	Pat Lawson
Brenda Hum	Dave Carter
Sarah Malia	Rosalie Rudduck
Aileen Bonaparte	Elizabeth (Libby) Hill

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting, including our newest members Rosalie Rudduck, Elizabeth (Libby) Hill and Aileen Bonaparte. No apologies recorded.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 2nd December 2018 were proposed by Brenda Hum and seconded by the Chair. All agreed. Jocelyn to send PDF to Dianne McGrath for the website. It should be noted that the Board did not meet during the month of January 2019.

JS

3. MATTERS ARISING (not otherwise on the agenda)

3.1 Contracts regarding TCHI staffing, TCHI and TCP, and website ownership: Margaret Brade submitted relevant points to Dr. Lam for review prior to sending to attorney Paul Pritchard to finalize these contracts. The Chair to circulate the final document to the new members of the Board for review, in preparation for a vote at the next meeting.

Paul L
Chair

3.2 “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 Lawson made an announcement at the January 2019 AGM in Australia and plans an additional announcement at the June 2019 workshop in USA to ensure our members are aware of this recognition. It was recommended that we add recipients of the Innovative Excellence and Community Partnership Awards to the list

Pat L
Paul L
Chair



of Outstanding Contributors.

- 3.3 Annual General Meeting:** The Chair thanked the Board members Dr. Paul Lam, Winnie Lo, Pat Lawson and Dave Carter who were in attendance at January's meeting, and Dave Carter for taking the Minutes. 50 TCHI members were in attendance. The Minutes as amended were proposed by Dr. Paul Lam and seconded by Winnie Lo. All agreed.
- 3.4 Appointment of AU/NZ/Other Region ST Representative:** Aileen Bonaparte was nominated by Dr. Paul Lam to fill this new ST position on the Board. Brenda Hum seconded the nomination. All agreed.
- 3.5 Invitation to the Board by Appointment:** The Chair proposed that Jocelyn Simpson continue on the Board by appointment. The motion was seconded by Pat Lawson. All agreed. The Chair also requested that Jocelyn continue as Secretary of the Board.
- 3.6 Recognition of Amatullah Bahaziq:** Dr. Paul Lam nominated Master Trainer Amatullah Bahaziq of the Kingdom of Saudi Arabia for the Institute's Innovative Excellence and Community Partnership Award. The Chair seconded the nomination, and all agreed. Amatullah was instrumental in the Saudi Federation of Sports Medicine recognizing and endorsing TCHI programs as an effective practice to improve health.

4. INSTITUTE GOVERNANCE & ADMINISTRATION

4.1 Membership

WL

4.1.1 Numbers:

- MT 72 (up 6)
- ST 119 (down 6 – moved to MT)
- Premier Instructors 884 (up 16)
- Instructors 2229 (up 15)

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

Winnie Lo noted membership numbers have been increasing over the last several months.



4.2 Finance Report

Balance as of end of January 2019: \$68,572.31 WL

The Chair to consult with Gordon Wicher regarding financial sustainability and business plan moving forward. Chair

5. INSTITUTE SUB COMMITTEES

5.1 Harmonization Committee: No report. MB

5.2 Promotion & Resources: Dr. Lam recently represented TCHI at an international symposium in Boston, MA, USA regarding accreditation standards. iMTQA invited TCHI to be a ceu provider for its members with regard to our safety protocols. Chair
Paul L

5.3 Research & Development: Rhayun Song recently completed a study of Tai Chi for Memory in Korea, and is currently analyzing the data. Similar research to be done in Singapore pending funding. Paul L
Chair

5.4 Training & Education:

5.4.1 ST Training Paul L

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. Pat L
Chair

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. Pat Lawson 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. Pat Lawson will follow up with Dr. Lam regarding ST access and resource manual. It was requested that the Board resend the invitation to STs as many did not receive it or have not been able to access the dropbox. The Chair to follow with Hazel or Dianne.

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 of ST renewal of accreditation every two years was discussed with recommendation of a point system. This provides flexibility for those who cannot attend training at the annual workshops each year. The Chair proposed the point system be approved. Dave Carter seconded the proposal. All agreed.

Some STs are getting emails requesting instructor membership fees in addition to ST membership fees. Jocelyn forwarded relevant emails to the Board. Libby to forward email to TCHI manager with copy to Dr. Lam. LH

5.4.2 MT Training

The Chair recommended a statement of core competencies be developed, including all the 3 points and minimum of what must be covered, so that all Master Trainers will be delivering consistent information/training at instructor training workshops. Other Master Trainers are also looking for some standardization. The Chair to email the Board documents relating to MT training, and Pat to email the core competencies one page documents. It was recommended that there be one page for each program, starting with TCA. It was recommended that there be a change in representation of qualifications of MTs on the website, so that the relevant icon does not appear until mentorship is completed. The Chair to follow up with Dr. Lam. Chair Pat L

6. ANY OTHER BUSINESS

6.1 Board Elections

The Board would like to recognize the recently elected and/or appointed members of the Board: Chair, JS

Rosalie Rudduck - MT Representative for Australia, New Zealand and Other Regions

Aileen Bonaparte - ST Representative for Australia, New Zealand and Other Regions

Elizabeth (Libby) Hill - ST Representative for United States and Canada

The Board expresses its thanks to outgoing member Brenda Hum and is most appreciative of her contributions over the years and any future contributions she may wish to make.

6.2 Certificates

Sarah Malia updated TCHI Attendance and Instructor Training Certificates to include requirements for Board Certification, and to SM Chair



clarify that the certificate alone does not indicate that all requirements have been met, only the training requirement. It was suggested this language be placed on the reverse side of the certificates in order to keep a cleaner look. Margaret Brade suggested there be a notation on the front referring the reader to see the reverse for qualifications. Sarah proposed that the revised certificate template be approved, pending final review by Dr. Lam. The Chair seconded the motion. All agreed. Sarah also recommended that the Instructor/Leader Application Form be revised to be consistent with the language on the certificates. Sarah and Dr. Lam to finalize the language.

Paul L

6.3 Review of Administrative Systems

The Chair recommended a review of TCHI administrative systems, including access, use of website emails, etc.

Chair

7. KEY ACTIONS

Item 2 Jocelyn to send PDF of approved Minutes to Dianne.

JS

Item 3.1 The Chair to circulate final document for review and vote at next meeting.

Chair

Item 3.2 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 add recipients of Innovative Excellence and Community Partnership Award.

HT
Paul L
Pat L

Item 3.3 Dave to finalize AGM Minutes; Jocelyn to send PDF to Dianne.

DC, JS

Item 3.6 Pat and Jocelyn to coordinate notification to Amatullah

Pat, JS

Item 4.2 Chair to consult with Gordon Wicher regarding financial sustainability and business plan moving forward.

Chair

Item 5.2 Dr. Lam to look into MT or ST to serve on iMTQA Board

Paul L

Item 5.3 Chair and Dr. Lam to review and progress these issues.

Chair
Paul L

Item 5.4.1.2 Dr. Lam to clarify with STs the use of dropbox – its purpose, how to use it, who can use it. Dr. Lam to work with Pat to load ST Resource Manual into STMP. Chair to follow with Hazel/Dianne to request resending invitation to dropbox.

Pat L
Chair
Paul L

Item 5.4.1.3 Pat and Dr. Lam to determine implementation date of ST renewal point system. Libby to forward email to TCHI Manager

Pat, LH



regarding ST expiry/fees.

Paul L

Item 5.4.2 Chair to circulate to the Board current standards. Pat to continue work on core competencies, prioritizing TCA programs for first draft. Chair to follow with Dr. Lam on use of MT icons following completion of mentorship.

Paul L
Pat
Chair

Item 6.2 Sarah and Dr. Lam to complete revisions to certificate template. The Chair to send latest revision to Dr. Lam.

SM
Paul L
Chair

Item 6.3 Chair to follow with Dr. Lam on administrative systems.

Chair

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 3rd March 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 24:14 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson