



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

PRESENT:

Tang Ching Lau (Chair)	Dr. Paul Lam (Director)
Jocelyn Simpson (Secretary)	Winnie Lo (Treasurer)
Aileen Bonaparte	Elizabeth (Libby) Hill

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies were recorded from Dave Carter, Pat Lawson, Sarah Malia, Rosalie Rudduck and Margaret Brade.

2. MINUTES OF LAST MEETING

The minutes of the meeting of 3rd February 2019 were proposed by Libby Hill and seconded by Aileen Bonaparte. All agreed. Jocelyn to send PDF to Dianne McGrath for the website.

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 via email.

Paul L
Chair

3.2 “Outstanding Contributors” on TCHI Website: It was recommended that the initial candidates for Outstanding Contributors will be the recipients of the Innovative Excellence and Community Partnership Award. These candidates are Greater Southern Area Health Service, NSW, AU, TCHI Presentation Team at the America on Aging Conference led by Ileina Ferrier, with Stanley Michaels, David T. Nakamaejo and Robin Malby, Myung Ja Park of South Korea, and most recently Amatullah Bahaziq, Saudi Arabia. Recipients of this award will automatically be added to the list of Outstanding Contributors in the future.

Pat L
Paul L
Chair

3.3 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 (same)

-ST 118 (down 1)

-Premier Instructors 910 (up 26)

-Instructors 2356 (up 127)

(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 February 2019: \$76,216.66

WL

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

Chair

4.2.1 Increase in TCP Costs: Cost of doing business has increased by \$1324/month. This increase is due to inflation, increased number of staff hours, increased skill required, as well as increased office expense (rent, equipment, insurance, etc.). The Chair proposed TCHI increase monthly payments to TCP accordingly. Libby Hill seconded the motion. All agreed.

4.2.2 TCHI Membership: Dr. Lam proposed we continue to find ways to be supportive to our members, Master Trainers and Senior Trainers. He also recommended we have small increases to membership fees each year, rather than requiring a larger increase at a later date, based on CPI or 5% each year, recognizing that our fees are already low and have not gone up since the inception of our membership program. Winnie Lo to review and provide recommendation at our next meeting. The Chair proposed that we review member benefits when we have a rate increase so members can see the value of membership.

5. INSTITUTE SUB COMMITTEES

5.1 **Harmonization Committee:** No touch policy was discussed. Libby Hill to write article for the newsletter as a reminder of why we have

MB



this policy.

- 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:** Georgia Institute of Technology plans a research study using Seated Tai Chi for Arthritis to reach chronic immobile participants who are home bound. The researchers are developing an interactive technology so that participants can be taught by a live teacher and interact with each other both in the tai chi class and a social time as well. The Chair is hoping to replicate this program in other countries. 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 Certificates

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

6.2 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 via email. Chair
- Item 3.2** Pat to add the four recipients of Innovative Excellence and Community Partnership Award along with text and photos. Pat L
- Item 4.2** Chair to consult with Gordon Wicher regarding financial sustainability and business plan moving forward. Chair
- Item 4.2.2** Winnie to review and provide recommendation regarding increase in membership fees. Aileen to look into possible article on comparison of membership fees. WL
AB
- Item 5.1** Libby to write article for newsletter regarding “no touch” policy. LH
- 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 regarding ST expiry/fees. Pat,LH
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. SM
Paul L
- 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 5th May 2019 via Go to Meeting.

Dates for 2019 had been listed on the agenda.

The meeting closed at 24:09 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson