



Taijiquan Club - Board Meeting Notes

Location: Virtual Meeting

Meeting Date/Time: July 25, 2004 7-7:30PM

Attendees:

<input checked="" type="checkbox"/>	Marc Andonian	<input type="checkbox"/>	Richard Hamilton	<input checked="" type="checkbox"/>	Howard Peck	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ross Chafetz	<input checked="" type="checkbox"/>	George Hawrysch	<input checked="" type="checkbox"/>	CJ Rhoads	<input type="checkbox"/>	
<input type="checkbox"/>	David Chen	<input type="checkbox"/>	Jill Heath	<input type="checkbox"/>	Curt Sahakian	<input type="checkbox"/>	
<input type="checkbox"/>	Kirsten Erwin	<input type="checkbox"/>	Stephen Higgins	<input type="checkbox"/>	Frank Shiery	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Paul Mac Donald	<input type="checkbox"/>	Mark vonWaaden	<input type="checkbox"/>	

Recorded by: Marc Andonian

Notes	Reported by
<p>Opening Comments Festival</p> <ul style="list-style-type: none"> • Festival was a success – job well done by all who helped out. Thank you! • About 70 attendees, positive feedback on evaluations. • Banquet only had about 18 attendees; need to consider if we should have one next year, if so, should be closer and sooner to end of the event. • Not all expenses are in (e.g., Marc postage for mailing) or revenue (e.g., sponsorship \$) or accounted for... • All board members need to get expenses into the board for tracking or reimbursement. • Preliminary (excluding unknown expenses and unstated revenue) suggests a gross profit of \$835 so far – need final \$ to get net numbers. • Important to get full capture of expenses so that we can better plan for next year. • Would like to get participants committed earlier – so we can secure their sponsor adds and perhaps give them a separate section. • Also need to eliminate smallest add size – as it was too small to work with. • Would also like to get advertising in earlier – so we have more time to work on layout etc. Ads need to be camera ready – OR – text only. • Marilyn not happy with attendance of the Pachem in Vita – will do something else next year • 2 sessions in AM too few, multiple in PM too many; no formal demo time – didn't work out for banquet; need to revisit for next year • Sold about 17 shirts – have ~33 in her storage; thoughts are that next year should go back to gray and resurrect original artwork. Shirts ended up costing \$9/each, sold for \$20. • Need to get attendance list name info into Marc to update database • Also, about 17 people joined the club at the event <p>Membership Chair</p> <ul style="list-style-type: none"> • no one in charge of membership - big job – haven't gotten anyone • 3 primary roles: Ideas/ membership; send welcomes/renewals; report on income • In past – also included database maintenance. <ul style="list-style-type: none"> ◦ George suggested job might be broken down so it is not so difficult ◦ Marc indicated the data base and maintenance should be together • General discussion – no real benefits of membership; consider having member schools/instructors have access to mailing list for seminars etc; discounts for local events or classes etc... <p>Minutes</p> <ul style="list-style-type: none"> • Template doesn't seem to show who attended • Also, need to note "excused absences on attendees somewhere. 	CJ



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Potential New Board Member

- Steve Sarkoff – CJ will extend invitation to join operations board if he'll take a role.

Board Member Reports

- Steve Higgens – No Report
- David Chen – no report – requested excuse due to his judging at a Kuoshu tournament; in Baltimore - David had positive comments after the festival.
- Paul – no report – treasurer (CJ notes that Paul is completing the expense list and needs final input)
- Directory – NO CHAIR YET
- Publicity – NO CHAIR YET
- Curt – no report (CJ notes: did get calendar e-mail out last week.)
- Frank – no report (CJ notes: Frank sent out e-zine; we need to clean up member and enthusiast list and get all members on Frank's master list. We could set up mail-man on the server (list serve software) and then just have one entry on Frank's list)
- George – resource room; sent out site for review – didn't receive much feedback; he's ready to put it up onto the site; He'll try to FTP the data up and work with CJ to get info uploaded.
- Kerstin – no report
- Howard – Sponsorship – ads for program went well probably raise - \$200-\$400 – will get final info into board.
- Ross – Research – will try to pull together some abstracts from his research.
- Marilyn – no report
- Marc – no report – will get mailing costs in, along with set up some time with CJ to go over Database work

Follow-up Items

- CJ – call Steve Sarkoff about Board
- CJ/Marc to talk about database, Align with website version, clean and standardize, also add new members and attendees from festival...

Next Board Meeting – August 29, 2004



Taijiquan Club - Board Meeting Notes

Location: Virtual Meeting

Meeting Date/Time: Sep 26, 2004 7-7:30PM

Attendees:

<input checked="" type="checkbox"/>	Marc Andonian	<input type="checkbox"/>	Richard Hamilton	<input type="checkbox"/>	Howard Peck	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ross Chafetz	<input type="checkbox"/>	George Hawrysch	<input checked="" type="checkbox"/>	CJ Rhoads	<input type="checkbox"/>	
<input type="checkbox"/>	David Chen	<input type="checkbox"/>	Jill Heath	<input type="checkbox"/>	Curt Sahakian	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Marilyn Cooper	<input type="checkbox"/>	Stephen Higgins	<input type="checkbox"/>	Frank Shiery	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Kirsten Erwin	<input type="checkbox"/>	Paul Mac Donald	<input type="checkbox"/>	Mark vonWaaden	<input type="checkbox"/>	

Recorded by: Marc Andonian

Notes	Reported by
<ul style="list-style-type: none"> August 29 Board Meeting was cancelled due to scheduling conflicts 	
<p>Proposed Agenda:</p> <p><i>Review of By-Laws</i></p> <p><i>Questions on By-Laws?</i></p> <ul style="list-style-type: none"> Board members need to review in detail and identify any areas where changes may be appropriate <p><i>Board and Roles</i></p> <ul style="list-style-type: none"> Discussion among the attending board members confirmed CJ's observations that the current structure is not working well, and that we should consider modifying it. <ul style="list-style-type: none"> Consider changing the TJQ club name – members were open to idea – but wanted better clarity on what we want to do, and how the name change would fit into the revised mission and approach. Suggestions, with general consensus, that it makes sense to modify the structure of the board – some examples that were discussed (no decisions made): <ul style="list-style-type: none"> Only one board with working members Reduce size of the board to about 6 – who are actively engaged...and support/lead key areas: Sponsorship, Membership, Technology, Money/Treasury, Events, Communications All other work done by committee or sub group – lead by respective board members. Consider changing membership roles...three groups: <ul style="list-style-type: none"> Board of Directors (must be a member in good standing) Individual Members <ul style="list-style-type: none"> Founder (\$250 1X – includes life...) Life (new category - \$100) Regular (25/year) Institutional Members <ul style="list-style-type: none"> Organizational Sponsor (annual dues) Program Sponsor (annual dues) Advisory Board consists of any Founder or Life Member whose subject matter expertise or reputation can further the mission of the 	CJ



Taijiquan Club - Board Meeting Notes

organization.

- Discussion – need to rethink what we want the Club to be, before changing the structure/organizational mission etc.
- Ross reiterated feelings of many board members that purpose/mission is not sufficiently clear to compel joining the club, or working on its board.
- Benefits of membership are intangible, and we need work on this area.

Planned versus Reality

Changes?

Discussion

Vote

- No votes at this time

Review of Financials

Questions on Financials?

- Current balances do not reflect all payments out for Festival Expenses
- Kirsten to finalize stipend for travel expenses

What Shall We Want to See Each Month?

- Need to have monthly P&L for board as only require report, with ability to drill to detail if needed

What Shall We Spend Current Cash on?

1. *Web site changes/updates (possibilities: email lists, access to directory, access to private source material, calendar, conference tracking).*

2. *Do a mailing to members*

3. *Send a newsletter to members*

4. *Do a promotional mailing to non-members*

5. *Reimburse expenses (toll free conference call? parking? mileage? printing?)*

6. *Put an ad in a magazine*

7. *Save it for future expenses*

8. *Other*

- This is topic for future discussion, all good ideas – shouldn't be in hurry to spend, as we may want to use going forward, after mission/approach is better clarified.

Other Business

What to do with t-shirts?

- CJ will inventory by size
- Anyone interested should let her know size/quantity
- We can put on website...

What about non-recorded expenses?

- Resend information to CJ
- Kirsten to define outstanding travel and arrange for stipend checks with CJ

Monthly reports from directors (continue as is or change?)

- Current Monthly report approach not effective, as board attendance not regular; need more formal agenda – built around events/activities each month.



Taijiquan Club - Board Meeting Notes

Web Meetings/collaboration?

- CJ discussed availability of net meeting/web-ex online meeting capability. Consensus of group was that this technology is nice, but not necessary for us at this time.
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- Need to make board meetings 1 hour going forward
- Consider setting up working sessions to support planning – so the items are not worked out over phone
- Kirsten wanted to know about structure for festival 2005 – more/fewer events/tracks.
 - Wants to get started on organization
 - Howard Peck will work on sponsorship next year
 - We need to make sure sponsors have first opportunity to present
 - We should run 2X sessions per block – all day
 - Consider running Tuishou as all-day parallel event outside or on periphery as able
- Marilyn indicated that she'd like to support the festival with a seminar session that would be of interest to the broader community, and was open to ideas.
- Ross indicated it might be nice to flesh out the website with some multi-media clips etc about the health benefits of Taijiquan, or summary research clips etc...
- Marc will work on Kirsten's event committee
- CJ indicated she might be able to get tech support for web site from student interns etc...
 - Marc note – if we are going to use others to manage/monitor site etc., we'll need to implement change control and a staging site – where we do the move-ups to ensure the live site is not compromised.
- Other
 - David Chen was unable to attend (informed in advance)
 - Frank Shiery told Marc at the Taiji picnic that the e-zine should go out first/second week of October
 - Paul MacDonald has resigned as treasure – CJ will assume responsibility at this point.

Anyone with ideas should continue to develop them and pass onto the group at large – or to CJ for review and direction to others who may be able to help flesh them out.

Please direct any misstatements or misrepresentations or missed items to Marc for inclusion in a revised copy of the minutes.



Taijiquan Club - Board Meeting Notes

Location: Virtual Meeting

Meeting Date/Time: Nov 28, 2005 7-7:30PM

Attendees:

<input checked="" type="checkbox"/>	Marc Andonian	<input type="checkbox"/>	Richard Hamilton	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Ross Chafetz	<input type="checkbox"/>	George Hawrysch	<input checked="" type="checkbox"/>	CJ Rhoads
<input type="checkbox"/>	David Chen			<input type="checkbox"/>	Curt Sahakian
<input checked="" type="checkbox"/>	Kirsten Erwin			<input type="checkbox"/>	Frank Shiery
<input type="checkbox"/>				<input type="checkbox"/>	Mark vonWaaden

Recorded by: Marc Andonian

Notes	Reported by
<ul style="list-style-type: none"> Opening Comments 	CJ
<ul style="list-style-type: none"> Board Member Reports Steve – no report – not in attendance David Chen – requested excused absence Paul – no report – not in attendance Directory Publicity – Curt – no report – not in attendance Frank – no report – not in attendance George – no report – not in attendance Kerstin – attended – discussion participation notes below Howard – no report – not in attendance Ross – attended – discussion participation notes below Marilyn – no report – not in attendance Marc – attended – discussion participation notes below . 	
<ul style="list-style-type: none"> Follow-up Items <ul style="list-style-type: none"> Festival Committee working meeting 12/28 10AM-3PM <ul style="list-style-type: none"> – Marc Andonian’s residence – Bryn Mawr CJ, Kerstin, Marc, others as able 	



Taijiquan Club - Board Meeting Notes

- 2005 Festival plans
 - Need to plan early and plan well to make the 2005 festival be extra successful
 - Lunch
 - Challenges
 - Advance orders – hard to plan quantities
 - Quality for price was an issue – may not want to use Old City next year
 - Ran out of some things – as registration/ticket process was a little challenging
 - Ideas for 2005 festival
 - Simplify - do veggie, chicken, tuna sandwiches only
 - If people pre-register with specific dietary needs, we'll make best effort to accommodate – otherwise – basic fare.
 - Separate table/boxes/trays for those who preregistered/pre-paid – with tickets so they know what they ordered.
 - Others may lunch as supply allows – separate table/tray – no guarantees on lunch choice...
 - Registration
 - Challenges
 - People showed up at start time – with little/no registration time
 - Forms were filled out incompletely; staff was burdened with working forms, money etc
 - Event started – but difficult to guide folks.
 - Ideas
 - Clearly identify/separate pre-registrations – paid (will call), pre-regs needing to pay, and those registering on-site
 - Clear signs and support – people who did it right – should be rewarded...
 - For those registering on-site – use clipboards/forms/pencils – while in line – so they are ready to go before hand.
 - Registration Form should have critical info at top, with supplemental info at bottom. People will only answer what they want.
 - Hand-written forms are primary source of new info – need to make sure they are clear and complete – easily read.
 - Those who prereg/pre-paid should be able to check-in and go!
 - All event-staff volunteers should be wearing the club shirt (perhaps this year's extra inventory) –
 - Name Tags would be nice – also could color code with lunch selection. Builds community – makes it easier for people to talk/get to know each other...
 - Sessions/Speakers
 - Challenges
 - Process to solicit/schedule and plan speakers is not clear
 - Time slots were not nailed down in advance
 - Time slots were not even
 - Locations for presentations were not clear



Taijiquan Club - Board Meeting Notes

- Ideas
 - 1-page description of topics mailed to potential speakers in early January
 - Speaker requests to do a workshop – and core team decides.
 - To get a prime spot – speaker must be known/recommended by board member or referred by well-respected person
 - Speakers not limited to those “in the business” – but those with skill, knowledge, and a desire to share their gifts
 - Focus still on form-independent technique/principles
 - Consider adding some form-specific info as parallel track, or in later part of day with shorter sessions
 - Consider using lunch for 4-5 10-minute demos of forms – nice comparative backdrop for lunch...
 - Parallel free play/tui shou
- Price
 - \$45 was adequate to cover costs – but we'd like to increase value of package at a higher price – with membership.
 - Full Day only – no half day tickets – keep it simple
 - Recommend - \$60 for the 2005 festival day – including lunch and basic membership for a year.
 - Spiff – if they pre-register/pre-pay, they get a free shirt (\$20 value) *(after the formal meeting, Kirsten and CJ discussed an alternative of 15% off the price for people who did not want a t-shirt.)*
 - Seminar registration free for juried speakers/presenters.
- Banquet
 - Challenges
 - Hard to coordinate
 - Didn't get desired room
 - Only 18 or so attended
 - Difficult to conduct demos etc
 - Hard to break-even on cost0
 - Ideas
 - Scrap it as a formal part of the event
 - Pick a spot – and let attendees know in advance – that we'll have a much of people going out and they are welcome to join in the fellowship... - they should bring \$20 bucks to cover their own costs – ordering off of the menu...

Sample Session Framework – (should have clear topics – focused on tracks/choice) – perhaps some duplicate sessions – balance of short, long sessions – demos done separately at lunch. The longer 50 minute sessions should be for the key speakers – demos open to anyone (must be pre-arranged); shorter 30 minute may be from sponsors...

=24 total sessions to choose from to choose from

Any participant can attend up to 12 of them for a very full day!

Howard Peck indicated he'd be willing to help us with sponsorship again next year.

Some suggestion that the smallest form of ad was too small to be useful – we should increase size, fee, and scope to include other businesses – not just taiji schools etc. Ads should have formal deadlines for camera ready copy.



Taijiquan Club - Board Meeting Notes

We need to do publicity earlier and more thoroughly. Need to get rough schedule out, and contact local papers/events etc.

We need to get a mailing out during 1st Quarter to the database

- Verify address info
- Announce festival date
- Membership cards

Do we need Toll Free Number for calls?

- Core team does not need at this time

Notes from CJ's agenda e-mail

1. Get descriptions from all workshop attendees months prior to the event so that we can publicize better. All workshops and demos must be in the program and decided upon ahead of time. Finalize the schedule 2 months prior to event (February)
2. Decide how people get on the workshop list. IE - must they be sponsors? Members of the club? Must they have credentials? Must they be recommended by a board member? What about advisory board members - should they be invited to do a workshop? Formalize, document, and publicize the process. (I strongly urges a connection between sponsorship/membership and being offered a workshop slot!)
3. Decide how to use evaluations from last year. Should we use the evaluations to decide who to ask back?
4. Eliminate the business card sponsorship level. The space is too small for even minimal information.
5. Require all sponsors to submit camera ready ads in Word or Publisher or PDF format of the exact size requested. If an ad is received that does not fit, it will be sent back to the originator to be redone within the size specified. Ad deadline more than one month prior to event (March).
6. If we are going to do a banquet, we must present awards or do a special program in order to attract people to it. Additionally, it needs to end early so that people who travel have time to get home at a reasonable hour.
7. Make the gap bigger between member fees and non-member fees to encourage more membership.
8. Reinstitute sending membership cards to members. Have a "welcome new members" time at the event. Contact all members and ask them to be volunteers at the event. Formalize the volunteers and give them a gift or reward of some kind (T-shirt? Knick-knack?)
9. Have longer workshops - perhaps repeat performances - so that people have more choices. Choices all day, not just in the afternoon.
10. Have regularly running demos throughout the day so that people can see different styles.
11. Get the process of reimbursement for travel worked through prior to the event. Try and reimburse travel for active board members.
12. Have a smooth, fast, easy registration process that does not require choosing a meal at time of registration.
13. Make better arrangements for parking for all attendees.
14. Have a specific time for push hands for all attendees instead of doing it "all day".

•

The following was the schedule that Kirsten and CJ worked on right after the board meeting:



Taijiquan Club - Board Meeting Notes

Time	2nd Floor	3rd Floor	Outside
8:30	Registration/Fair	Sponsored workshop- warm ups	
9:00	Opening/Welcome		
9:15	Workshop chikung		
9:45	Fair/Transition	Fair/Transition	
10:00	Draw workshop - style specific	Draw workshop - non-style specific	
10:45	Fair/Transition	Fair/Transition	
11:00	Draw workshop - style specific	Draw workshop - non-style specific	
11:45	Fair/Transition	Fair/Transition	
12:00	Fair	Lunch /Demo 1	
12:05	Fair	Lunch /Demo 2	
12:10	Fair	Lunch /Demo 3	
12:15	Fair	Lunch /Demo 4	
12:20	Fair	Lunch /Demo 5	
12:25	Fair	Lunch /Demo 6	
12:30	Fair	Lunch /Demo 7	
12:35	Fair	Lunch /Demo 8	
12:40	Fair	Lunch /Demo 9	
12:45	Fair	Lunch /Demo 10	
12:50	Fair	Lunch /Demo 11	
12:55	Fair	Lunch /Demo 12	
1:00	Draw workshop - Push Hands	Push Hand - Free play	Push Hand - Free play
1:45	Fair/Transition	Fair/Transition	
2:00	Draw workshop - style specific	Draw workshop - non-style specific	
2:45	Fair/Transition	Fair/Transition	
3:00	Sponsor workshop - style specific	Sponsor workshop non-style specific	
3:45	Fair/Transition	Fair/Transition	
4:00	Sponsor workshop - style specific	Sponsor workshop non-style specific	
4:15	Fair/Transition	Fair/Transition	
4:30		Closing Remarks	
5:00	Clean up		
5:30			Dinner at restaurant
7:30			Home



Taijiquan Club - Board Meeting Notes

(The following is a suggested schedule that Marc Andonian offered)

Time Session		Venue 1	Venue 2
8:00- 9:00		Registration	
8:45- 9:00		Welcome Opening Comments	
9:00- 9:50			
10:00-10:50			
11:00-11:50			
12:00-12:50 Tai Chi Form Demos	Demo 1 (10min)	Yang Short	Sun
	Demo 2 (10 min)	Fan	Wu
	Demo 3 (10 min)	Office Tai Chi	Golden Breath
	Demo 4 (10 min)	Tai Chi for Arthritis (Lam)	Tai Chi Chih
1:00-1:50		Qi Gong	Chinese Sword
2:00-2:50		Tai Chi Research Update	Other Weapons
3:00-3:30		Intro to Tui Shou	Tui Shou Free Play
3:30-4:00		Basic Tui Shou Exercises (1 Person)	Tui Shou Free Play
4:00-4:30		Intermediate Peng Lu An Ji – Da Lu, (2 Person)	Tui Shou Free Play
4:30-5:00		Closing Comments	



Taijiquan Club - Board Meeting Notes

Location: 619-345-3000 code 824244

Meeting Date/Time: Dec 26, 2004 7-7:15PM

Attendees:

<input type="checkbox"/>	Marc Andonian	<input type="checkbox"/>	Richard Hamilton	<input checked="" type="checkbox"/>	CJ Rhoads	<input checked="" type="checkbox"/>	Kirsten Erwin
<input type="checkbox"/>	Ross Chafetz	<input type="checkbox"/>	George Hawrysch	<input type="checkbox"/>	Curt Sahakian	<input type="checkbox"/>	
<input type="checkbox"/>	David Chen	<input type="checkbox"/>	Mark vonWaaden	<input type="checkbox"/>	Frank Shiery	<input type="checkbox"/>	

Notes

Reported by

- **Board Member Reports**
- Short meeting due to the holiday and the upcoming meeting at Marc Andonian's house on Thursday, December 30th.
- Kirsten and CJ talked about what we needed for Thursday.
- Kirsten is waiting on addresses from Marc to send checks to workshop givers last year. CJ did the end of year financial statements, and will attach them in an email to the board. We have about \$800 in the bank from the Festival. Our Balance Sheet shows a large positive upswing, but not enough to start paying back the loans from officers.

- **Follow-up Items**
 - Festival Committee working meeting 12/30 10AM-3PM
 - – Marc Andonian's residence – Bryn Mawr
 - CJ, Kerstin, Marc, others as able
 - Current Festival Schedule - Kirsten filling in names and workshops

Time	2nd Floor	3rd Floor	Outside
8:30	Registration/Fair	Sponsored workshop- warm ups	
9:00	Opening/Welcome		
9:15	Workshop chikung		
9:45	Fair/Transition	Fair/Transition	
10:00	Workshop - style specific	Workshop - non-style specific	
10:45	Fair/Transition	Fair/Transition	
11:00	Workshop - style specific	Workshop - non-style specific	
11:45	Fair/Transition	Fair/Transition	
12:00	Fair	Lunch /Demo 1	
every five	Fair	Lunch /Demo ...	
12:55	Fair	Lunch /Demo 12	
1:00	Workshop - Push Hands	Push Hand - Free play	Push Hand - Free play
1:45	Fair/Transition	Fair/Transition	
2:00	Workshop - style specific	Workshop - non-style specific	
2:45	Fair/Transition	Fair/Transition	
3:00	Sponsor workshop - style specific	Sponsor workshop non-style specific	
3:45	Fair/Transition	Fair/Transition	
4:00	Sponsor workshop - style specific	Sponsor workshop non-style specific	
4:15	Fair/Transition	Fair/Transition	
4:30		Closing Remarks	
5:00	Clean up		
5:30			Dinner at restaurant
7:30			Home



Taijiquan Club - Board Meeting Notes

Location: Marc Andonian's home in Bryn Mawr

Meeting Date/Time: 12/30/2004
10:30 AM – 6 PM

Attendees:

<input checked="" type="checkbox"/>	Marc Andonian	<input type="checkbox"/>	George Hawrysch	<input checked="" type="checkbox"/>	CJ Rhoads	<input type="checkbox"/>	
<input type="checkbox"/>	Ross Chafetz	<input type="checkbox"/>	Jill Heath	<input type="checkbox"/>	Curt Sahakian	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Kirsten Erwin	<input type="checkbox"/>	Stephen Higgins	<input type="checkbox"/>	Frank Shiery	<input type="checkbox"/>	
<input type="checkbox"/>	Erica Friedman	<input type="checkbox"/>	Paul Mac Donald	<input type="checkbox"/>	Mark vonWaaden	<input type="checkbox"/>	
<input type="checkbox"/>	Richard Hamilton	<input type="checkbox"/>	Howard Peck	<input type="checkbox"/>		<input type="checkbox"/>	

Recorded by: Marc Andonian

Notes	Action Items
<p><u>Meeting Objective:</u></p> <ul style="list-style-type: none"> • General working session around direction for the Taijiquan Club, and planning work for the Festival • Notes are a consolidation of ideas and discussions from the meeting and are not presented in a particular order 	
<p><u>Organizational Direction:</u></p> <ul style="list-style-type: none"> • Taijiquan Club will consider a name change to better reflect its mission. <ul style="list-style-type: none"> ○ Candidate Name: Taijiquan Enthusiasts Association ○ Alternative Name: Tai Chi Enthusiasts Association • Focus is to provide Taijiquan Enthusiasts with a broad array of resources and events to support the development of individual Taijiquan skill and knowledge and to support development of the Taijiquan Enthusiasts Community • Organization 	<ul style="list-style-type: none"> • CJ to review Bylaws to determine any necessary language changes for name changes outlined in the meeting. • Board or Membership to vote on proposals as appropriate.
<p><u>Membership and Board Restructuring</u></p> <ul style="list-style-type: none"> • Objectives – streamline membership board structure and clarify roles, responsibilities and benefits • Membership – 3 classes: <ul style="list-style-type: none"> ○ Member – a Taiji Enthusiast who has paid annual dues in exchange for access to organizational benefits and activities <ul style="list-style-type: none"> ▪ Member Benefits: <ul style="list-style-type: none"> • Quarterly or more frequently e-mailed newsletter with original content from advisory board members and other sources. • Access to the member's section of the website with original or licensed informational content. • Access to the member's forum where members can pose questions to specific advisory boards – who will review and respond. • Discounts on organizational events and materials as decided by the board. • Public Features of website include: basic information on Tai 	<ul style="list-style-type: none"> • Need clear method/process to identify or designate current members. • Establish newsletter editorship • Develop newsletter format/layout • Develop editorial calendar • Develop newsletter article submission guidelines • Determine members of advisory board • Contact advisory board and request submission of articles • Develop follow-up plan. • Review/edit articles • Produce newsletter • Distribute newsletter • Place Newsletter in Member Resource Center



Taijiquan Club - Board Meeting Notes

Chi, along with access to previous year's content; calendar, general discussion (not the ask the expert forum for members only)

- **Founder** – the first 100 individuals who join the organization at the \$250 funding level. Founders receive 2 years membership benefits and lifetime listing as an organizational founder on the website.
- **Sponsor** – a Taiji instructor or related school or vendor that financially supports the Taijiquan Club in exchange for sponsorship listings and benefits. Sponsors offer discounted pricing or preferential event enrollment to club members. Individual Sponsors may also be annual members or founding members with corresponding benefits.

▪ **Sponsor Benefits:**

- Listing as a sponsor on website and in e-mailed newsletters.
- Listing of sponsor's events on web-site event calendar, with e-mail or website linkage where available.
- Opportunity to include electronic flyer about sponsor's events in electronic newsletter at no cost if content provided in camera ready format one or before due dates in editorial calendar.
- Opportunity to have club send mail-merged or postal-mailed correspondence to membership at reasonable rates.
- Preferred placement and one-size upgrade for purchased advertising in event programs or communications.

• Board Member – 2 classes:

- **Advisory Board Member:** Any professional who accepts the request of the operating board to provide advisory services to the organization.

▪ **Responsibilities:**

- Provide advisory services and counsel to the operating board.
- Write minimum of one short original article on Taiji topic per year for publication in Club magazine. Club receives copyrights, but author retains perpetual rights to produce and distribute reprints at no cost.
- Provide written or verbal responses to member forum -

- Develop plan to recruit founders
- Develop Sponsorship package
- Determine Sponsorship Cost (e.g., \$150/year)
- Develop prospective sponsorship list
- Send Sponsorship packages
- Sponsorship listing information (business card or copy for listing)
- Sponsor Website Pages with ad copy, and available member discounts and linkage back to home site – contingent on their linkage of TJQC sponsor logo/link on their site home page.
- TJQC sponsor logo/link code
- Flyer submission requirements and timeframe
- Editorial guidelines for sponsor-submitted articles for newsletter
- Follow-up on interest
- Secure listing information (from package)
- Develop sponsorship pages for newsletter and website
- Encourage sponsors to put TJQC sponsor link on own pages
- Develop list of advisory board members
- Collect information/bio info on each member for web site
- Linkage of advisory info to own home page in exchange for TJQC logo/linkage on their own site home page.
- Editorial guidelines and timeframe for article submission.
- Display format for PDF output for reprints – to provide back to author after publication (they print/distribute themselves – we control the format).
- Process for TJQC to provide member questions for response
- Obtain/publish response – or we screen forum for them and notify them when there is content for their review/action and provide linkage.



Taijiquan Club - Board Meeting Notes

originated questions. Club retains right to summarize and publish responses in magazine articles or on website, with proper attribution.

- **Operating Board Member:** Any member (enthusiast) in good standing who agrees to serve the organization, at the request of an officer with agreement from the operational board.
 - **Responsibilities:**
 - Produce annual Taijiquan Club Festival
 - Produce periodic newsletters
 - Develop/maintain website
 - Recruit and develop sponsorship program
 - Recruit members and develop membership benefits and programs.
 - Conduct periodic membership survey

- Identify operating board members (currently CJ, Kirsten, Marc, Ross), explore adding Lisa ? status of others?
- Festival
- Member Recruitment
- Sponsor Recruitment
- Website Lead
- Database Management
- Newsletter
 - Content lead
 - Production lead
 - Delivery

Festival Plans

• Potential Speakers

- Potential speakers from last year
 - Frank Shiery
 - Julian Chu
 - Jingshan Tang
 - Jay Van Schelt
 - David Chen
 - William Ting
 - Xianhao Cheng
 - Howard Peck
 - Ross Chafetz
 - Marilyn Cooper
 - David Briggs
 - Bill Phillips
 - Avi Schneier
- Potential new speakers
 - Jose Johnson
 - Ren Guang Yi
 - Tom Hardy
 - Tom Updegrove
 - Luk Jih
 - Nick Gracenen
 - Betsy Chapmen
 - Sarah Gelhorn
 - Pat Rice

Speaker Benefits (for 30-45 min sessions) – no benefits for demos

- Stipend for expenses
- No festival fee
- Free listing in Speaker Section
- 2-level free buy-up for any purchased advertising in Festival brochure
- Free mail-merge e-mail delivery of festival events/registration to Speaker's list, if provided.

Group Discounts

\$5-per head discount for every 5 people coming as part of a group from

- Want to balance of new and previous people
- Need new material for previous speakers so it is fresh
- Need to make sure schedule is posted and well organized so people get their time etc...



Taijiquan Club - Board Meeting Notes

a single school.
 \$60 for full day reg price
 If 5-9 people come from same school \$55/each
 If 10-19 people come from same school \$50/each
 etc...

Festival Schedule Changes

- o Make all breaks/transitions 5 minutes
- o Balance 45 and 30 minute sessions
- o Need to make sure each floor has a timer and master of ceremonies to keep things on track and moving....

Sample Schedule – revised to reflect 5-minute passing times, and alignment of sessions for form/push hands orientations – balanced 30 and 45 minute sessions
 Added some additional ideas for sessions – Chin Na, Bhagua, Xingyi, Spiral Energy...
 Demos for Bhagua, Xingyi, Office Tai Chi?

For demos – alternate weapons and form-related activities so there is some balance

Thru	time	2nd Floor	3rd Floor
9:00 AM	0:30	Registration	Warm-Up Exercises
9:15 AM	0:15	Opening Remarks - 2nd Floor	
9:20 AM	0:05	Passing	
9:50 AM	0:30	Opening Qi Gong (Luk Jih)	Zhang Zhuang - Standing Meditation - David Briggs
9:55 AM	0:05	Passing	
10:40 AM	0:45	Rooting Tips/Techniques- Julian Chu	Peng, Lu, An, Ji - Marilyn Cooper
10:45 AM	0:05	Passing	
11:30 AM	0:45	Intro to Push Hands (David Chen)	Postures - Multiform Perspective - Master Ting
11:35 AM	0:05	Passing	
12:05 PM	0:30	Demo 1 Group Forms/Chinatown Seniors	
12:10 PM	0:05	Demo 2 - Sword	
12:15 PM	0:05	Demo 3 - Sun Style	
12:20 PM	0:05	Demo 4 - Spear	
12:25 PM	0:05	Demo 5 - Golden Breath	
12:30 PM	0:05	Demo 6 - Saber	
12:35 PM	0:05	Demo 7 - Group Fan	
12:40 PM	0:05	Demo 8 - Sanshou/Sparing	
12:45 PM	0:05	Demo 9 - Da Lu	
12:50 PM	0:05	Demo 10 - Bhagua ???	
12:55 PM	0:05	Demo 11 - Xingyi ???	
1:00 PM	0:05	Demo 12 - Office Tai Chi ???	
1:05 PM	0:05	Passing	
1:50 PM	0:45	Competitive Tuishou (Avi Schneier, Bill Philips, Mario Nap)	Medical Research - Ross Chafetz
1:55 PM	0:05	Passing	
2:25 PM	0:30	Two Person Moving Work (Jose Johnson)	Healing Sounds/Qi Flow (Jingshan Tang)
2:30 PM	0:05	Passing	
3:15 PM	0:45	Chin Na ???	Tai Chi for Special Needs (Jay Van Shelt)
3:20 PM	0:05	Passing	
3:50 PM	0:30	Bhagua ???	Fan Form
3:55 PM	0:05	Passing	
4:25 PM	0:30	Xingyi ???	Spiral Energy ???
4:30 PM	0:05	Closing Comments	
5:00 PM	0:30	Clean-up	

Vendors & Free Push Hands