



**MEETING held GMT+8 on 3<sup>rd</sup> May 2020 via Go to Meeting**

**PRESENT:**

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

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies were recorded from Sarah Malia.

**2. MINUTES OF LAST MEETING**

Libby Hill proposed and Rosalie Rudduck seconded that the minutes of the meeting of 5<sup>th</sup> April 2020 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

JS

**3. MATTERS ARISING (not otherwise on the agenda)**

**3.1 Change of Website Engineer:** Due to the unfortunate business closing of the current website engineer, TCHI is exploring options for a new company to maintain the website.

Paul L

**3.2 Online Instructor Training during Covid-19 Pandemic:** The Chair, Dr. Lam, Pat Lawson and other MT Trainers to develop a curriculum guide for virtual instructor training workshops during this period.

Chair,  
Paul L,  
Pat L

**3.3 Grace Period for Instructor Updates:** A 6 month grace period is provided for Board Certified Instructors who are unable to attend a workshop to update their qualifications prior to their expiration. Their program icon will still appear on the website during this time. If they are not current with the certification annual fees for the Institute at any time, their icons will all disappear from the website. Update by correspondence is also available.

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

WL

4.1.1 Numbers:

-MT 72 (same)

-ST 123 (same)

-Premier Instructors 824 (minus 28)



-Instructors 2572 (minus 75)

(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 2020: \$69,553.39.

WL

**5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:** No new activity to report.

MB

**5.2 Promotion & Resources:** A committee composed of the Chair, Beverly Roberts, Ileina Ferrier and Dr. Lam are working with USA government regarding TCHI’s status with Title III-D evidence based fall prevention approved programs.

Paul L  
Chair

**5.3 Research & Development:** Rhayun Song continues research on Tai Chi for Memory in South Korea. Georgia Institute of Technology, USA, continues Seated Tai Chi for Arthritis research study.

Paul L  
Chair

**5.4 Training & Education:**

**5.4.1 ST Training:** Paul Lam and Pat Lawson continue work on ST training for the annual June workshop in USA.

Pat L  
Paul L

**5.4.2 MT Training:** Pat Lawson to complete core competencies with addition of our newest programs.

**6. ANY OTHER BUSINESS**

**6.1 Review of Administrative Systems**

Chair

The Chair to meet with Dr. Lam on this matter.

**7. KEY ACTIONS**

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

JS

**Item 3.1** Dr. Lam to obtain quote from prospective website company.

Paul L

**Item 3.2** The Chair, Dr. Lam and Pat to develop Online Instructor Training Guide.

Chair,  
Pat, Paul

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|--|-----------------|
| <b>Item 5.2</b> The Chair to circulate Title III-D committee report.           | Chair           |
| <b>Item 5.4</b> Pat to finalize ST training document and MT core competencies. | Pat L           |
| <b>Item 6.1</b> Chair to meet with Dr. Lam.                                    | Chair<br>Paul L |

**8. DATE OF NEXT MEETING**

The date of the next scheduled meeting was agreed as GMT + 8 Sunday 7<sup>th</sup> June 2020 via Go to Meeting.

Dates for 2020 had been listed on the agenda.

The meeting closed at 23:00 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson