



**MEETING held GMT+8 on 2<sup>nd</sup> August 2020 via Zoom**

**PRESENT:**

Tang Ching Lau (Chair)

Dr. Paul Lam (Director)

Winnie Lo (Treasurer)

Pat Lawson

Jocelyn Simpson (Secretary)

Elizabeth (Libby) Hill

Margaret Brade (Vice Chair)

Aileen Bonaparte

**1. WELCOME & APOLOGIES**

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

**2. MINUTES OF LAST MEETING**

JS

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

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

**3.1 Website Ownership:** Margaret Brade and Dr. Lam to review legal ownership of TCHI website.

MB,Paul L

**3.2 Post-Pandemic World (look to the future):**

Chair

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

WL

4.1.1 Numbers:

-MT 68 (same)

-ST 127 (same)

-Premier Instructors 770 (minus 8)

-Instructors 2258 (minus 69)

(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 July 2020: \$57,916.07

WL



- 5. INSTITUTE SUB COMMITTEES**
- 5.1 Harmonization Committee:** No new activity to report. MB
- 5.2 Promotion & Resources:** No updates Paul L  
Chair
- 5.3 Research & Development:** No updates Paul L  
Chair
- 5.4 Training & Education:** Pat L  
Paul L
- 5.4.1 ST Training:** Discussion about pandemic implications as it relates to ST update requirements to continue at next meeting.
- 5.4.2 MT Training:** The Chair moved and Jocelyn seconded the motion to approve the final edit of “Core Competencies” as a dropbox resource for MTs.
- 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** Margaret and Dr. Lam to resolve website ownership. Dr. Lam to obtain estimate for website updates. MB, Paul
- Item 3.2** Dr. Lam to look into corporate Zoom account for MTs. The Board to continue to consider how we proceed during pandemic and beyond. Paul L  
Board
- Item 5.4.2** The Board to review and give feedback on Virtual Guidelines. Board
- Item 6.1** Chair to meet with Dr. Lam. Chair,Paul
- 8. DATE OF NEXT MEETING**
- The date of the next scheduled meeting was agreed as GMT + 8 Sunday 6<sup>th</sup> September 2020 via Go to Meeting.
- Dates for 2020 had been listed on the agenda.

The meeting closed at 22:53 AEST.

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**DR PAUL LAM TAI CHI FOR HEALTH INSTITUTE INC**  
NSW Government. Register number INC 9897544

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Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson