



**MEETING held GMT+8 on 7<sup>th</sup> November 2021 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)	Rosalie Rudduck
Tang Ching Lau (Chair)	Pat Lawson
Margaret Brade (Vice Chair)	Dave Carter
Jocelyn Simpson (Secretary)	Helga Meyer
Andrea Lam	Elizabeth (Libby) Hill

**1. WELCOME & APOLOGIES**

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

**2. MINUTES OF LAST MEETING**

Proposed by Libby Hill and seconded by Margaret Brade that the minutes of the meeting of 3<sup>rd</sup> October 2021 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 The Pandemic World (look to the future):**

It was noted that the monthly global instructor forums are well attended and enjoyed by participants, providing opportunity to connect globally and learn from each other and guest speakers.

Virtual workshops continue to allow us to reach more people and train instructors globally.

Chair

**3.2 Board Elections 2022**

Emails to be sent to eligible groups to solicit nominations for positions of Director (currently held by Dr. Paul Lam), Master Trainer representative for Asia/Europe region (currently held by Dr. Tang Ching Lau), Master Trainer representative for US/Canada region (currently held by Patricia Lawson) and Senior Trainer representative for Asia/Europe region (currently held by Margaret Brade). Deadline for submission is December 10, 2021.

JS



**3.3 Website Ownership**

DPL

To update at next meeting.

**3.4 Website Update**

DPL

3.4.1 Exploring options and costs for website update.

3.4.2 Funding options: consider associate members who are not instructors; attorney to make application for charitable organisation status in Australia for TCHI for tax exempt status.

**3.5 AGM 2022**

Discussion regarding date of Annual General Meeting, agenda items to include possible amendment to Constitution to allow for charitable organisation status.

**4. INSTITUTE GOVERNANCE & ADMINISTRATION**

**4.1 Membership**

WL

Numbers at end of October:

-MT 67 (same)

-ST 130 (up 1)

-Premier Instructors 604 (down 6)

-Instructors 1634 (down 71)

(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**

Revenue for October 2021 \$8443.50 made up of \$6062.50 Membership Fees and \$2381.00 Certificate fees.

WL

Balance as at the end of October 2021: \$35,539.82

**5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:**

MB

No new activity to report.

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- 5.2 Promotion & Resources:** Chair  
Pat Lawson to speak at AOA/NCOA Lunch & Learn mid-November.
- 5.3 Research & Development:** Chair  
Several studies are ongoing.
- 5.4 Training & Education:** Pat L  
Recommendation to use Stage 1 to update MTs/STs and Instructors. Stage 1 for Tai Chi for Beginners/Stage 2 workshop to be held by Dr. Lam December 1.
- 6. ANY OTHER BUSINESS**
- 7. KEY ACTIONS**
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|--|--------------------|
| <b>Item 2</b> Jocelyn to send PDF of approved Minutes to Dianne  | JS                 |
| <b>Item 3.2</b> Jocelyn re elections   | JS                 |
| <b>Item 3.3</b> Website ownership  | DPL                |
| <b>Item 3.4.1</b> Website Update – options/cost  | DPL                |
| <b>Item 3.4.2</b> Funding Options, provide requested information to attorney for application for tax-exempt status | DPL/Board<br>Board |
| <b>Item 3.5</b> Preparation for AGM  | Chair,WL,JS        |
- 8. DATE OF NEXT MEETING**
- The date of the next scheduled meeting was 5<sup>th</sup> December.  
Availability to be checked and date confirmed.  
Dates for 2021-22 had been listed on the agenda.

The meeting closed at 22:03 AEST.  
Chaired by Tang Ching Lau  
Minutes by Jocelyn Simpson