



**MEETING held GMT+8 on 5<sup>th</sup> December 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
Winnie Lo (Treasurer)	Elizabeth (Libby) Hill

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting.

**2. MINUTES OF LAST MEETING**

Proposed by Libby Hill and seconded by Pat Lawson that the minutes of the meeting of 7<sup>th</sup> November 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 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

**3.2 Website Ownership**

To update at next meeting pending meeting with attorney. DPL

**3.3 Website Update**

3.3.1 The Executive Committee approved \$39,600 for website update to be paid in three installments. TCP payment to be delayed to cover this cost. DPL



3.3.2 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.

### **3.4 AGM 2022**

Annual General Meeting to be held January 9, 2022, 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 November:

-MT 67 (same)

-ST 130 (same)

-Premier Instructors 599 (down 5)

-Instructors 1667 (up 33)

(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 November 2021 \$8065.50 made up of \$7210.50 Membership Fees and \$855.00 Certificate fees.

WL

Balance as at the end of November 2021: \$19,918.94

## **5. INSTITUTE SUB COMMITTEES**

### **5.1 Harmonization Committee:**

MB

No new activity to report.

### **5.2 Promotion & Resources:**

Chair

Pat Lawson's NCOA Lunch & Learn presentation was very well received.

### **5.3 Research & Development:**

Chair

Several studies are ongoing.



**5.4 Training & Education:**

Stage 1 for Tai Chi for Beginners/Stage 2 workshop was held by Dr. Lam December 1. It was well received. Tai Chi for Rehabilitation Stage 1 to be developed next. Margaret suggested an emphasis on recovery/immunity. June Annual Workshop is hoped to be in person, depending on safety/lockdowns due to the pandemic. Pat L

**6. ANY OTHER BUSINESS**

Global online classes for instructors to be run/supervised by the Institute. Trial was very successful. Dr. Lam to make proposal. DPL

**7. KEY ACTIONS**

- Item 2** Jocelyn to send PDF of approved Minutes to Dianne JS
- Item 3.2** Jocelyn re elections JS
- Item 3.3** Website ownership DPL
- Item 3.4.1** Website Update – options/cost DPL
- Item 3.4.2** Funding Options, provide requested information to attorney for application for tax-exempt status DPL/Board
- Item 3.5** Preparation for AGM Chair,WL,JS
- Item 6** Dr. Lam to provide proposal regarding online classes DPL

**8. DATE OF NEXT MEETING**

The date of the next scheduled meeting was 6<sup>th</sup> February, 2022. Availability to be checked and date confirmed.

Dates for 2022 had been listed on the agenda.

The meeting closed at 21:41 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson