



**MEETING held GMT+8 on 6<sup>th</sup> February 2022 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)  
Tang Ching Lau (Chair)  
Margaret Brade (Vice Chair)  
Jocelyn Simpson (Secretary)

Rosalie Rudduck  
Pat Lawson  
Elizabeth (Libby) Hill  
Helga Meyer

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies from Winnie Lo and Dave Carter.

**2. MINUTES OF LAST MEETING**

Proposed by Margaret Brade and seconded by Libby Hill that the minutes of the meeting of 5<sup>th</sup> December 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**

Election results retained Dr. Paul Lam as Director, Dr. Tang Ching Lau as Master Trainer representative for Asia/Europe region, Patricia Lawson as Master Trainer representative for US/Canada region and Margaret Brade as Senior Trainer representative for Asia/Europe region. The Board would like to thank Linda Ebeling and Mark Coffindaffer for submitting their names for Master Trainer representative for US/Canada region. Linda Ebeling and Patricia Lawson tied for this position, so an additional election was held to elect this representative. It was recommended that the election procedure be incorporated into the Constitution & Bylaws. In addition, the Elections Committee will explore platforms for voting which can be easier to administer and ensure anonymity. JS DPL

**3.2 Website Ownership**

The Board would like to record thanks to Dr. Lam for donating the website to TCHI. TCHI to take over payment of the annual subscription fee.



### **3.3 Website Update**

Most of the work is done. The rest to be completed over time.

### **3.4 AGM 2022**

Annual General Meeting was held January 9, 2022 via Zoom. A hybrid approach may be offered in 2023, with a possible webinar to encourage more members to participate. A special meeting may be called for updates to the Constitution & Bylaws.

### **3.5 Resignation of Sarah Malia, Instructor Representative**

3.5.1 The Board would like to extend its sincere appreciation to Sarah for her work and contribution to TCHI.

3.5.2 New instructor representative to be found to fill this position.

### **3.6 Conflict of Interest regarding Patricia Lawson's nomination for USA/Canada MT Representative**

3.6.1 A question was raised during the recent TCHI Board election that Ms. Lawson should not represent USA MTs since she had taken a part-time position as Dr. Lam's workshop manager, which may be a conflict of interest. After discussion the Board agreed that an annual declaration of any conflict of interest be made by all Board members. Then a declaration of conflict of interest is to be made regarding any specific applicable vote.

### **3.7 Board representation**

3.7.1 A question was raised by some MTs regarding distribution of representation on the Board. After discussion the Board agreed that TCHI is an international/global organization with representation based on regions, not population/number of members within a country or region. Additional engagement with the Board may be accomplished with sub-committee involvement.

## **4. INSTITUTE GOVERNANCE & ADMINISTRATION**



**4.1 Membership**

WL

Numbers at end of December 2021:

- MT 67 (same)
- ST 130 (same)
- Premier Instructors 603 (up 4)
- Instructors 1647 (down 20)

Numbers at end of January 2022:

- MT 67 (same)
- ST 129 (down 1)
- Premier Instructors 598 (down 5)
- Instructors 1675 (up 28)

(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 December 2021 \$7040.50 made up of \$5732.00 Membership Fees and \$1308.50 Certificate fees.

WL

Balance as at the end of December 2021: \$23,134.03

Revenue for January 2022 \$9654.70 made up of \$8422.70 Membership Fees and \$1232.00 Certificate fees.

Balance as at the end of January 2022: \$30,482.75

**5. INSTITUTE SUB COMMITTEES**

**5.1 Harmonization Committee:**

MB

No new activity to report.

**5.2 Promotion & Resources:**

Chair

No new activity to report.

**5.3 Research & Development:**

Chair

Several studies are ongoing. Georgia Institute of Technology is continuing its research study with an additional set of classes.



**5.4 Training & Education:**

5.4.1 Stage 1/Stage 2 training format has been well received by instructors and participants. Tai Chi for Rehabilitation and Tai Chi for Energy to be developed next. Pat L

Consideration to be given to regular (perhaps quarterly) webinar meetings organized by the chairs of sub-committees so members may update and share ideas.

**6. ANY OTHER BUSINESS**

Work on Charity Registration is ongoing. DPL

**7. KEY ACTIONS**

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

**Item 3.3** Website ownership – DPL to start transfer process to TCHI. DPL

**Item 3.4.1** Website Update DPL

**Item 3.4.2** Funding Options, provide requested information to attorney for application for tax-exempt status Chair,WL,JS

**Item 3.5.2** Appointment of new Instructor Rep. Pat, JS, LH

**Item 3.6.1** Margaret in process of writing up Declaration of Conflict of Interest and policy. MB

**Item 3.7** The Chair, Pat, Margaret & Dr. Lam to meet to discuss appropriate response. Chair, Pat, MB,DPL

**Item 4.2** Winnie to update financials, budget WL

**Item 5.4.2** Subcommittee chairs to discuss. Chair,Pat,MB

**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> March, 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

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