



**MEETING held GMT+8 on 3<sup>rd</sup> April 2022 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)	Rosalie Rudduck
Tang Ching Lau (Chair)	Pat Lawson
Winnie Lo (Treasurer)	Elizabeth (Libby) Hill
Jocelyn Simpson (Secretary)	Helga Meyer

**1. WELCOME & APOLOGIES**

The Chair welcomed all to the meeting. Apologies from Margaret Brade.

**2. CHANGES IN CONFLICT OF INTEREST**

No change reported.

**3. MINUTES OF LAST MEETING**

Proposed by the Director and seconded by Rosalie Rudduck JS  
that the minutes of the meeting of 6<sup>th</sup> March 2022 be  
approved. All agreed. Jocelyn Simpson to send PDF to  
Dianne McGrath for the website.

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

**4.1 Update on Website**

4.1.1 Website is running well with some new features and repairs.

DPL

**4.2 Regular Meetings of Sub-committees**

4.2.1 The Chair to contact Sub-committee chairs and members to set up consistent meetings. Libby Hill recommended incorporation of these meetings into existing instructor forums. Chair to develop format.

Chair

**4.3 Concerns Regarding Instructor Updates**

4.3.1 This topic to be revisited next meeting with Margaret Brade.

MB

**4.4 Appointment of Instructor and Participant Representatives**

DPL,LH,Pat L



4.4.1 Board Certified Instructor Annette Plank was nominated by Pat Lawson, seconded by Libby Hill and appointed by the Director for the vacant Instructor position on the Board. All agreed.

4.4.2 The Participant position is still vacant. The Director is looking for an Australian participant to fulfil requirements for four Board members from Australia.

## **5. INSTITUTE GOVERNANCE & ADMINISTRATION**

### **5.1 Membership**

WL

Numbers at end of March 2022:

-MT 67 (same)

-ST 130 (up 1)

-Premier Instructors 584 (down 10)

-Instructors 1629 (down 43)

(The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories and includes only those current on membership fees.)

### **5.2 Finance Report**

Revenue for March 2022 \$9630.50 made up of \$7650.50 Membership Fees and \$1950.00 Certificate fees.

WL

Balance as at the end of March 2022: \$25,277.50

Quarterly Report - Total revenue for 2<sup>nd</sup> quarter \$28,444.20; total expenditures \$26,300.73. 1<sup>st</sup> and 2<sup>nd</sup> quarters combined show loss of \$18782.71. \$32,448 administrative fee due for December 2021 – March 2022.

The Board expressed appreciation to Treasurer Winnie Lo for her hard work and advice during the challenge of the past 2 ½ years effected by the pandemic.

## **6. INSTITUTE SUB COMMITTEES**

### **6.1 Harmonization Committee:**

MB

No new activity to report.

### **6.2 Promotion & Resources:**

Chair

Pat Lawson reported on developments in her state of Florida,

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USA where Federal grant money is now available for Tai Chi for Arthritis & Fall Prevention instructor training workshops. A representative of the Area Agency on Aging has invited Dr. Lam to present during Fall Prevention Month, to meet the Secretary of the Florida Department of Elder Affairs, along with television news coverage.

- 6.3 Research & Development:** Chair
- Several studies are ongoing. Chair to put together a subcommittee meeting with Rhayun Song, then present to TCHI members during the Instructor Forum.
- 6.4 Training & Education:** Pat L
- 6.4.1 Current and upcoming training opportunities include monthly Instructor Forums, MT/ST Updates, the annual June workshop, and Stage 1 to be developed for all TCH programs.
- 7. ANY OTHER BUSINESS**
- Work on Charity Registration is ongoing. DPL,MB,Chair
- 8. KEY ACTIONS**
- Item 2** Margaret to set up COI Register, Declaration of Conflict of Interest and policy MB
- Item 3** Jocelyn to send PDF of approved Minutes to Dianne JS
- Item 4.1** Website ownership – DPL to start transfer process to TCHI as well as arrangement for website maintenance going forward DPL
- Item 4.2** Subcommittee Chairs to set up meetings; invite members to join DPL,Pat,Chair
- Item 4.3** Margaret to develop action plan, survey MB
- Item 5.1** DPL to review ease and cost of website change, benefits, etc. for Supporting Members DPL
- Item 7** Continue work on charity registration DPL,MB,Chair
- 9. DATE OF NEXT MEETING**
- The date of the next scheduled meeting was 1<sup>st</sup> May, 2022. Availability to be checked and date confirmed.
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**DR PAUL LAM TAI CHI FOR HEALTH INSTITUTE INC**  
NSW Government. Register number INC 9897544

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Dates for 2022 had been listed on the agenda.

The meeting closed at 21:54 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson