



MEETING held GMT+8 on 1st May 2022 via Zoom

PRESENT:

Dr. Paul Lam (Director)	Pat Lawson
Tang Ching Lau (Chair)	Helga Meyer
Margaret Brade (Vice Chair)	Annette Plank
Winnie Lo (Treasurer)	
Jocelyn Simpson (Secretary)	

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies from Rosalie Rudduck and Elizabeth (Libby) Hill.

2. CHANGES IN CONFLICT OF INTEREST

Board members to provide initial register of potential conflicts to the Secretary.

3. MINUTES OF LAST MEETING

Proposed by Pat Lawson and seconded by Helga Meyer that the minutes of the meeting of 3rd April 2022 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for the website.

JS

4. MATTERS ARISING (not otherwise on the agenda)

4.1 Regular Meetings of Sub-committees

Chair

4.1.1 Sub-committees to report at MT/ST quarterly meetings.

4.2 Concerns Regarding Instructor Updates

MB

4.2.1 Margaret Brade to circulate the questionnaire to all Board members for input.

4.3 Appointment of Participant Representative

DPL

4.3.1 Dr. Lam to look for an Australian participant to fulfil requirements for four Board members from Australia.

4.4 Conflict of Interest Documents

MB

4.4.1 Jocelyn Simpson moved and the Chair seconded adoption of these documents with minor change to be made by Margaret Brade.



4.5 Date of June Meeting

4.5.1 Due to the timing of the annual June workshop, the date of the June meeting shall be held on the second Sunday, June 12, 2022.

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of April 2022:

-MT 66 (down 1)

-ST 130 (same)

-Premier Instructors 572 (down 12)

-Instructors 1629 (same)

(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 April 2022 \$9322.00 made up of \$6791.00
Membership Fees and \$2531.00 Certificate fees

WL

Balance as at the end of April 2022: \$32,200.73

Awaiting invoice for final payment for website upgrades to be made in the amount of \$17,424.00

\$40,560 due for 5 months administrative fees to Tai Chi Productions

The Board is looking into other sources of support for the Institute.

Rough estimate to add membership category “Supporting Members” is approximately \$8000 for website portal.

6. INSTITUTE SUB COMMITTEES

6.1 Harmonization Committee:

MB

No new activity to report

6.2 Promotion & Resources:

Chair

No new activity to report

6.3 Research & Development:

Chair



No new activity to report

6.4 Training & Education:

6.4.1 New standing members are Anastasia Yianni, Nuala Perrin, Rani Hughes and Linda Ebeling. Pat L

6.4.2 With regard to classes for participants and Instructor Training as we move forward, we will continue to offer options of in person training, virtual training and Stage 1/Stage 2 training as best suits instructors, Master Trainers and participants in order to continue to make Tai Chi for Health programs accessible to everyone.

7. ANY OTHER BUSINESS

Work on Charity Registration is ongoing. DPL,MB,Chair

8. KEY ACTIONS

Item 2 Margaret to finalize 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 Subcommittee Chairs to set up meetings; invite members to join, set agenda items for MT/ST meeting DPL,Pat,Chair

Item 4.2 Margaret to circulate draft of questionnaire MB

Item 4.3 Dr. Lam to continue search for Participant Rep DPL

Item 7 Continue work on charity registration MB,DPL,Chair

9. DATE OF NEXT MEETING

The date of the next scheduled meeting was 12th June, 2022.
Availability to be checked and date confirmed.

Dates for 2022 had been listed on the agenda.

The meeting closed at 21:35 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson