



MEETING held GMT+8 on 12th June 2022 via Zoom

PRESENT:

Tang Ching Lau (Chair)
Winnie Lo (Treasurer)
Jocelyn Simpson (Secretary)

Helga Meyer
Annette Plank
Pat Lawson
Elizabeth (Libby) Hill

1. WELCOME & APOLOGIES

The Chair welcomed all to the meeting. Apologies from Rosalie Rudduck, Margaret Brade and Dr. Paul Lam.

2. CHANGES IN CONFLICT OF INTEREST

No changes reported.

MINUTES OF LAST MEETING

- 3.** Proposed by Pat Lawson and seconded by Helga Meyer that the minutes of the meeting of 1st May 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.

4.1.2 Chair to work with Dr. Lam on research presentation agenda for next meeting.

Chair, DPL

4.2 Concerns Regarding Instructor Updates (Questionnaire)

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

MB

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 Minor revision to be made and submitted by Margaret



Brade.

4.5 Notation of Hours on Certificates Pat

4.5.1 Pat Lawson to check via Ileina Ferrier required hours of training for US Veterans Administration.

4.6 Motions Recommended by Australian Attorney Dion McCurdy

4.6.1 Postponed to next meeting.

4.7 Need for Additional Funding

4.7.1 Libby Hill moved that Certificate Fees be raised to 14 AUD effective immediately pending TCHI administration of same. Motion seconded by Jocelyn Simpson. All agreed. Further discussion on additional funding deferred to next meeting.

4.8 CPR/First Aid Requirement

4.8.1 Instructors to follow local requirements concerning allowance of online training.

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership WL

Numbers at end of May 2022:

-MT 65 (down 1)

-ST 130 (same)

-Premier Instructors 563 (down 9)

-Instructors 1603 (down 26)

(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 May 2022 \$8838.50 made up of \$6600.00 Membership Fees and \$2238.50 Certificate fees WL

Balance as at the end of May 2022: \$38,102.37

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

\$48,672.00 due for 6 months administrative fees to Tai Chi Productions (December 2021 – May 2022)



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

Ileina Ferrier and Patricia Lawson were invited to present the Fundamentals of the TCAFP program and how to implement it to the National Association of Chronic Disease Directors (NACDD). Ileina and Pat will address representatives from all 50 states in USA so that they can make decisions on where to direct their funding. The 90 minute interactive session will be held July 19th, and supports the knowledge base for state agencies to make their CDC funding decisions.

6.3 Research & Development:

Chair

No new activity to report

6.4 Training & Education:

Pat L

No new activity to report

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 4.1.2 Chair and Dr. Lam to set agenda for next MT/ST meeting; Chair to check with Rhayun on TCM study

Chair,DPL



Item 4.2 Margaret to circulate draft of questionnaire	MB
Item 4.5 Pat to check with Ileina on VA training hours	Pat
Item 7 Continue work on charity registration	MB,DPL,Chair

9. DATE OF NEXT MEETING

The date of the next scheduled meeting was 3rd July, 2022.
Availability to be checked and date confirmed.

Dates for 2022 had been listed on the agenda.

The meeting closed at 21:48 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson