



**MEETING held GMT+8 on 2<sup>nd</sup> July 2023 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)	Hillary Simon
Tang Ching Lau (Chair)	Rosalie Rudduck
Margaret Brade (Vice Chair)	Elizabeth (Libby) Hill
Jocelyn Simpson (Secretary)	Pat Lawson
Winnie Lo (Treasurer)	Lorraine Norton
	Annette Plank

**1. WELCOME & APOLOGIES**

Chair

The Chair welcomed all to the meeting. Evan Wels in attendance as representative of TCP in administrative capacity.

**2. CHANGES IN CONFLICT OF INTEREST**

No changes reported.

**3. MINUTES OF LAST MEETING**

JS

Proposed by Libby Hill and seconded by Lorraine Norton that the minutes of the meeting 7th May 2023 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for posting to the TCHI website. No June meeting held.

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

**4.1 Annual ST/MT Recognition at Annual Workshops:**

Lorraine Norton, Libby Hill and Margaret Brade to put together separate scholarship and recognition application forms to be ready for the January 2024 Annual Meeting. Work continues on criteria for nomination, but includes the following: LN,LH,MB

Significant impact for TCHI at a community or national level (impact may be defined by precedence of awardees), for example, having organised activities that advanced the TCHI vision, mission and purpose at the MT or ST level.

Must be a member of TCHI.

**5. INSTITUTE GOVERNANCE & ADMINISTRATION**



- 5.1 Membership** WL
- Numbers at end of June 2023:
- MT 70 (same)
  - ST 122 (up 1)
  - Premier Instructors 473 (down 11)
  - Instructors 1638 (up 38)
- (The “Instructors” figure reflects “Standard Memberships” only. Total membership is reflected by totaling all categories and includes only those current on membership fees.)
- “Supporting Memberships” – With the outside IT bid being cost prohibitive, Evan Wels proposed a less costly internal application which he will report on next meeting.
- 5.2 Finance Report** WL
- Revenue for June 2023 is \$11,108.50 made up of \$9,563.50 Membership Fees and \$1545.00 Certificate Fees
- Balance as at the end of June 2023: \$28,010.34
- 3<sup>rd</sup> quarter report: \$37,525.86 total expenses, \$32,630.50 total revenue, loss of \$4895.36
- \$83,104.00 owed for administrative fees to Tai Chi Productions (December 2021 – September 2022)
- \$22,000 Website Phase 2 Upgrade
- 6. INSTITUTE SUB COMMITTEES**
- 6.1 Harmonization Committee:** MB
- The committee has developed a plan of action to explore an instructor concern.
- 6.2 Promotion & Resources:** DPL, Pat
- No new report
- 6.3 Research & Development:** Chair,DPL
- No new report
- 6.4 Training & Education:** Pat L
- No new report



**7. ANY OTHER BUSINESS**

Chair

**8. KEY ACTIONS**

- |   |              |
|---|--------------|
| <b>Item 3</b> Jocelyn to send PDF of approved Minutes to Dianne   | JS           |
| <b>Item 4.1</b> Lorraine, Libby, Margaret to put together application form for ST/MT recognition and scholarship, as well as develop criteria | LN,LH,MB     |
| <b>Item 5.1</b> Update on Supporting Membership next meeting  | DPL,Evan     |
| <b>Item 6.1</b> Harmonization Committee to explore next steps   | MB,Pat,Chair |
| <b>Item 7.1</b> Chair to discuss telegram/whatsapp community, more social media presence with Kartiki and Sylvia                              | Chair        |
| <b>Item 7.2</b> Hillary to pursue recognition of TCHI programs by Physiotherapy Association as approved exercise                              | HS           |

**9. DATE OF NEXT MEETING**

The date of the next scheduled meeting was 6<sup>th</sup> August, 2023.  
Availability to be checked and date confirmed.

Dates for 2023 had been listed on the agenda.

The meeting closed at 23:19 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson