



MEETING held GMT+8 on 3rd December 2023 via Zoom

PRESENT:

Hillary Simon	Elizabeth (Libby) Hill
Tang Ching Lau (Chair)	Rosalie Rudduck
Jocelyn Simpson (Secretary)	Pat Lawson
Winnie Lo (Treasurer)	Lorraine Norton

1. WELCOME & APOLOGIES Chair

The Chair welcomed all to the meeting. Apologies from Dr. Paul Lam, Annette Plank and Margaret Brade. 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 Rosalie Rudduck and seconded by Pat Lawson that the minutes of the meeting 5th November 2023 be approved. All agreed. Jocelyn Simpson to send PDF to Dianne McGrath for posting to the TCHI website.

4. MATTERS ARISING (not otherwise on the agenda)

4.1 ST/MT Recognition at Annual Workshops:

Committee to write their thoughts to circulate to the Board, primarily looking at criteria. Board members to provide feedback via email.

LN, LH,
MB

5. INSTITUTE GOVERNANCE & ADMINISTRATION



- 5.1 Membership** WL
- Numbers at end of November 2023:
- MT 70 (same)
 - ST 125 (up 1)
 - Premier Instructors 415 (down 3)
 - Instructors 1639 (down 7)
- (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” 9
- (Evan Wels to add wording to the website regarding the intent of this membership type)
- 5.2 Finance Report**
- Revenue for November 2023 is \$10,762.00 made up of \$9,036.00 Membership Fees and \$1,726.00 Certificate Fees WL
- Balance as at the end of November 2023: \$19,510.72
- November loss was \$700.00
- \$83,104.00 owed for administrative fees to Tai Chi Productions (December 2021 – September 2022)
- 6. INSTITUTE SUB COMMITTEES**
- 6.1 Harmonization Committee:** MB
- Harmonization Committee worked out one issue.
- 6.2 Promotion & Resources:** Chair,
DPL
- No new report
- 6.3 Research & Development:** Chair,
DPL
- Board members are supportive of more members joining this sub-committee, and more regular proactive discussion about research in TCHI. The Chair to work with Dr. Lam and Dr. Rhayun Song on this.
- 6.4 Training & Education:** DPL, Pat
- 6.4.1 Contract signed for USA annual June workshop to be held in Forest Grove, Oregon at Pacific University.



6.4.2 Request made by two Master Trainers regarding hybrid instructor training, combining in person and online participants and instruction. Pat has requested more information, then will bring this to the Training & Education Committee.

- 7. ANY OTHER BUSINESS** Chair
- No additional business
- 8. KEY ACTIONS**
- Item 3** Jocelyn to send PDF of approved Minutes to Dianne JS
- Item 4.1** Lorraine, Libby, Margaret to put together application form for ST/MT recognition and scholarship, as well as develop criteria. Board members to provide feedback via email. LN, LH, MB
- Item 5.1** Evan,DPL
- Evan, Dino, Dr. Lam, Kartiki, Amatullah to discuss using social media to promote Supporting Membership.
- Evan to add wording to the website regarding the intent of this membership type, and consider rephrasing webpage e.g. “participants and others who want to support”. Evan
- Chair to check with Margaret regarding whether members may also become supporting members. Chair
- Pat to contribute article on supporting membership. Pat
- Evan to report supporting membership numbers to Winnie in advance of monthly Board meetings to add to her report. Evan
- Item 6.1** Harmonization Committee to email Ileina & Stan on closure of harmonization item. MB
- Item 6.4** Workshop Templates to be revised to reflect SIPP Pat
- Item 7.1** Chair to correct Annual Report Chair
- 9. DATE OF NEXT MEETING**
- The date of the next scheduled meeting was set as 4th February 2024. Availability to be checked and date confirmed.
- Dates for 2024 had been listed on the agenda.

The meeting closed at 22:43 AEST.



DR PAUL LAM TAI CHI FOR HEALTH INSTITUTE INC
NSW Government. Register number INC 9897544

Chaired by Tang Ching Lau
Minutes by Jocelyn Simpson