



MEETING held GMT+8 on 4th February 2024 via Zoom

PRESENT:

Dr. Paul Lam (Director)	Elizabeth (Libby) Hill
Margaret Brade (Vice-Chair)	Rosalie Rudduck
Jocelyn Simpson (Secretary)	Hillary Simon
Winnie Lo (Treasurer)	Lorraine Norton

Evan Wels (CEO) in attendance in administrative capacity.

- 1. WELCOME & APOLOGIES** Chair

Dr. Paul Lam welcomed all to the meeting. Apologies from the Chair Tang Ching Lau and Annette Plank.
- 2. CHANGES IN CONFLICT OF INTEREST**

No changes reported.
- 3. MINUTES OF LAST MEETING** JS

Proposed by Lorraine Norton and seconded by Rosalie Rudduck that the minutes of the meeting 3rd December 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:** LN, LH,
MB

Committee to write their thoughts to circulate to the Board, primarily looking at criteria. Board members to provide feedback via email within one week.
 - 4.2 Nomination of CEO to replace Dianne McGrath:** DPL

Dr. Paul Lam nominated Evan Wels for CEO position. Lorraine Norton seconded the motion which was unanimously agreed by all present.



5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership WL

Numbers at end of January 2024:

- MT 70 (same)
- ST 127 (up 2)
- Premier Instructors 421 (up 6)
- Instructors 1616 (down 23)

(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” 34

Evan Wels to add wording to the website regarding the intent of this membership type. Hillary Simon requested the use of email and social media to make people aware of the Supporting Membership opportunity.

5.2 Finance Report WL

Revenue for January 2024 is \$13,902.30 made up of \$12,781.80 Membership Fees and \$1,120.50 Certificate Fees

Balance as at the end of January 2024: \$16,635.76

January profit was \$795.

\$83,104.00 owed for administrative fees to Tai Chi Productions (December 2021 – September 2022)

6. INSTITUTE SUB COMMITTEES

6.1 Harmonization Committee: MB

No new report

6.2 Promotion & Resources: Chair, DPL

Discussion regarding promotion of Supporting Memberships included social media (possible use of “Buffer” or alternative system to publish on several social media sites), email, key statements about our various memberships on the website, and other ways to let people know about this new category of membership which permits non-instructors an option of membership to support TCHI.



- 6.3 Research & Development:** Chair, DPL
 The Georgia Institute of Technology, USA, has received additional funding to continue its research using “Seated Tai Chi for Arthritis” virtually with primarily homebound participants, many with severe spinal conditions inhibiting movement. This may expand to additional venues as well. Dr. Paul Lam, Evan Wels and Jocelyn Simpson recently attended a meeting with the researchers involved in this study to discuss further study and what that may involve.
- 6.4 Training & Education:** DPL, Pat
 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** Board members to provide feedback to Lorraine, Libby and Margaret regarding criteria for ST/MT Recognition within one week. Board
- Item 5.1**
- Evan, Dino, Dr. Lam, Kartikey, Amatullah to discuss using social media to promote Supporting Membership. Evan, DPL
- 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
- Evan to create key statements about the different memberships for the website. Evan
- Margaret to check constitution regarding whether members may also become supporting members. MB
- Pat to contribute article on supporting membership. Pat
- 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	DPL
Item 7.1 Chair to correct Annual Report	Chair

9. DATE OF NEXT MEETING

The date of the next scheduled meeting was set as 3rd March 2024. Availability to be checked and date confirmed.

Dates for 2024 had been listed on the agenda.

The meeting closed at 22:57 AEST.

Chaired by Dr. Paul Lam

Minutes by Jocelyn Simpson