



MEETING held GMT+8 on 5th May 2024 via Zoom

PRESENT:

Dr. Paul Lam (Director)
Tang Ching Lau (Chair)
Margaret Brade (Vice-Chair)
Jocelyn Simpson (Secretary)

Hillary Simon
Lorraine Norton
Patricia Lawson
Rosalie Rudduck
Elizabeth (Libby) Hill

Evan Wels (CEO) in attendance in administrative capacity.

- 1. WELCOME & APOLOGIES** Chair
Tang Ching Lau welcomed all to the meeting. There were apologies from Winnie Lo.

- 2. CHANGES IN CONFLICT OF INTEREST**
No changes or additions to the Conflicts of Interest were declared.

- 3. MINUTES OF LAST MEETING** JS
Proposed by Tang Ching Lau and seconded by Patricia Lawson that the minutes of the meeting 7th April 2024 were agreed and approved for Jocelyn Simpson to send PDF to Dianne McGrath for posting to the TCHI website.

- 4. MATTERS ARISING (not otherwise on the agenda)**
 - 4.1 Unassigned**
 - 4.2 AUSactive draft tai chi instructors' requirements** EW
Evan Wels is awaiting feedback from AUSactive regarding Evan and Janet's submission. DPL
 - 4.3 More proactive liaison with accreditation bodies**
The following was noted:
 - Evan Wels reported on a good meeting with Jim Starshak on American College of Sports Medicine (ACSM) accreditation in USA and working to continuing positive connection with TCHI through the various structures. Dr. Lam suggested highlighting the work in the June workshop and consider a letter of appreciation for both Jim Starshak and Meghan Bryant who covered. Patricia Lawson



drafted letters of appreciation which will be reviewed by Tang Ching Lau. Chair

- Lorraine Norton suggested for TCHI to consider re-establishing connections with Arthritis Australia – Evan Wels to explore further with Dr. Lam’s advice. EW

- Other members to inform Evan if any connections to review. ALL

4.5 Replacement of Annette Plank as Instructor Representative

Jason Hunter expressed interest as the new Instructor Representative, however at this time his schedule will not permit him to do so. Patricia Lawson to pursue other candidates. Dr. Lam suggested the June workshop would be a good time to explore other candidates as well.

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of April 2024:

-MT 70 (same)

-ST 129 (plus 1)

-Premier Instructors 417 (plus 1)

-Instructors 1618 (plus 16)

(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 43 (plus 2)

5.2 Finance Report

WL

Revenue for April 2024 is \$11,598.50 made up of \$9,957.00 Membership Fees and \$1,641.50 Certificate Fees.

Balance as at the end of April 2024: \$13,428.61

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

6. INSTITUTE SUB COMMITTEES



6.1	Harmonization Committee: No new report	MB
6.2	Promotion & Resources: Progress noted as follows: <ul style="list-style-type: none">- The National Recreation and Parks Association – USA – contacted Patricia Lawson about doing a podcast on Tai Chi for Health.- Dino Bernardo, Evan Wels and Janet are working on a strategy regarding social media. Board members are encouraged to provide ideas. Promoting the Institute: <ul style="list-style-type: none">- No report	Chair, DPL
6.3	Research & Development: No report	Chair, DPL
6.4	Training & Education: <ul style="list-style-type: none">- Master Trainer workshop in January 2025.- Examination of ST update process, and perhaps updates in general. Committee to be convened over the summer.	DPL, Pat
7.	ANY OTHER BUSINESS No additional business	Chair
8.	KEY ACTIONS	
	Item 3 Jocelyn to send PDF of approved Minutes to Dianne.	JS
	Item 4.3 Raymond to review Pat's drafts of letters of appreciation to Jim and Meghan.	Chair
	Item 4.5 Continue search for Instructor Representative.	Pat
	Item 6.2 Contribute ideas to Evan regarding promotion on social media. Raymond to record video for June workshop.	ALL
	Item 6.4 Training & Education Committee to meet regarding ST and other update revisions.	Pat
	Noted a number of actions for Evan to continue to progress.	EW



9. DATE OF NEXT MEETING

The date of the next scheduled meeting was confirmed as 7th July 2024.

Dates for 2024 had been listed on the agenda.

The meeting closed at 22:56 AEST.

Chaired by Raymond Tang Ching Lau

Minutes by Jocelyn Simpson