



**MEETING held GMT+8 on 1<sup>st</sup> December 2024 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)  
Tang Ching Lau (Chair)  
Winnie Lo (Treasurer)  
Margaret Brade (Vice Chair)

Lorraine Norton  
Hillary Simon  
Rosalie Rudduck  
Pat Lawson

Evan Wels (CEO) in attendance in administrative capacity.

**1. WELCOME & APOLOGIES**

Chair

The Chair welcomed all to the meeting. There were apologies from Jocelyn Simpson and Elizabeth (Libby) Hill. Ann Swanson was absent.

**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 Lorraine Norton and seconded by Tang Ching Lau that the minutes of the meeting 3rd November 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 AUSactive draft tai chi instructors' requirements**

EW

4.1.1 AUSactive requested a more detailed marking rubric for instructor training as well as more anatomy/physiology instruction.

4.1.2 Australian Board members to work on this to meet requirements.

**4.2 More proactive liaison with accreditation bodies**

EW

4.2.1 Hillary reached out to physiotherapy board to explore definition or criteria for scope of practice for physiotherapists in Australia to see if TCHI program can be

HS



included as CPD.

#### **4.3 Discussion of new category of MTs and STs**

Pat L, LN

4.3.1 Honorary MTs or STs should be able to come to workshops at discounted rates. They should not be obligated to mentor other MTs if they have not been current with the updates. Margaret will discuss with Pat and Jocelyn further on this.

MB, Pat L, JS

4.3.2 The board is not able to support ST peers based update and instructor training as MT training has more competencies requirements and requires training for this. The UK instructors can update via online or face to face with another MT from another country or seek a one year extension of their two year accreditation. We would also recommend that a few of the UK STs self nominate to become a MT. The Chair to craft a letter with Margaret.

Chair, MB

#### **4.4 Changing Procedures of MT ST admissions**

DPL, MB

4.4.1 Margaret to help rewrite the documents.

### **5. INSTITUTE GOVERNANCE & ADMINISTRATION**

#### **5.1 Membership**

WL

Numbers at end of November 2024:

-MT 72 (same)

-ST 135 (same)

-Premier Instructors 422 (plus 7)

-Instructors 1565 (minus 19)

(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 53 (same)

#### **5.2 Finance Report**

WL

Revenue for November 2024 is \$10,380.71 made up of \$8007.21 Membership Fees and \$2373.50 Certificate Fees.



Balance as at the end of November 2024: \$19,889.07

This reflects a loss of \$1558.51.

\$83,104.00 owed for administrative fees to Tai Chi Productions (December 2021 – September 2022) plus \$18,000 (October – November 2024) totalling \$101,104.

It was suggested to increase membership fees due to these losses and debt to TCP. Winnie and Evan to suggest options. WL, EW

Evan to look at pre/post covid membership numbers based on geographical locations as to where we have bounced back and where we could use more effort, including stories of MTs who have worked hard to train instructors. EW

Discussion on the financial situation and a plan going forward. Chair to discuss with Dr. Lam, the treasurer and CEO. Dr. Lam expressed confidence that the situation will improve given time, mentioning the good work MTs and instructors are doing to promote TCHI, as well as 9 new MTs training in January including 3 from Europe. Chair, DPL  
WL, EW

## **6. INSTITUTE SUB COMMITTEES**

### **6.1 Harmonization Committee:**

MB

No new report

### **6.2 Promotion & Resources:**

Chair, DPL

TCHI to be represented at the Nov. 15-16 Age Care Expo in Sydney, Australia for the first time. Dr. Paul Lam, Lorraine Norton and Hillary Simon to attend. There will be a demonstration and an interactive talk by Dr. Lam.

Pat reported on the NQA conference where she presented on "Safety", which was well received. Libby was also in attendance.

### **6.3 Research & Development:**

Chair, DPL

Rhayun continues her research on the effectiveness of Tai Chi for Memory. Initial data is quite promising. In addition, she is researching how TCA improves quality of life and longevity enhancement. Our Chair potentially will collaborate with Rhayun in Singapore on the TCA study.



**6.4 Training & Education:**

Pat

Pat has received multiple volunteers from various countries interested in assisting with revisions to the Senior Trainer update process.

27<sup>th</sup> Annual Tai Chi Workshop to be held in North Wollongong NSW 6<sup>th</sup> – 10<sup>th</sup> January 2025

23<sup>rd</sup> Annual USA Tai Chi Workshop to be held at Lake Junaluska, NC June 9-14, 2025

**7. ANY OTHER BUSINESS**

Chair

**7.1** Preparation for 2025 Annual General Meeting (AGM) was discussed. Evan to decide on a date during the January workshop (Thursday evening) and circulate that date to our members. A hybrid meeting to be organized. The Chair to prepare annual report, and Rosalie to draft agenda and complete the Minutes.

EW, RR

**7.2** Discussion regarding need for Master Trainers in Europe to update Senior Trainer certifications and hold instructor training workshops. In the interim it was suggested that STs update via Zoom with other MTs outside the region. STs Colin Hughes and Margaret Brade of UK to write a proposal regarding updates in the UK.

MB

**KEY ACTIONS**

Item 3 Jocelyn to send PDF of approved Minutes to Dianne

JS

Item 4.2 Evan to follow up with AU subcommittee

EW

Item 6.3 Chair to continue to work with Research subcommittee and update the Board every 2 months

Chair

Item 6.4 Pat to update the Board regarding training of STs after meeting with volunteers

Pat

Item 7 Evan to look into circulation of AUSactive video

EW

Item 7.1 AGM

7.1.1 Evan to help book date and time

EW

7.1.2 Chair to prepare annual report

Chair

7.1.3 Rosalie to prepare minutes from 2024 meeting and take minutes at 2025 meeting

RR



7.1.4 Winnie to prepare financial report

WL

**9. DATE OF NEXT MEETING**

The date of the next scheduled meeting to be confirmed.

Dates for 2024-2025 had been listed on the agenda.

The meeting closed at 23:50 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson