



MEETING held GMT+8 on 2nd February 2025 via Zoom

PRESENT:

Dr. Paul Lam (Director)
Tang Ching Lau (Chair)
Winnie Lo (Treasurer)
Elizabeth (Libby) Hill

Lorraine Norton
Hillary Simon
Rosalie Rudduck

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, Pat Lawson and Margaret Brade. 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

Notes of the last meeting on 1st December 2024 were considered. Minutes to be formally submitted at future meeting due to illness of the Secretary.

4. MATTERS ARISING (not otherwise on the agenda)

4.1 AUSactive draft tai chi instructors' requirements

EW

Discussion regarding updates on several ongoing matters. Evan reported progress on meeting AUSactive requirements for Tai Chi instructors in Australia, with Mike Soric and Trevor Slattery taking the lead on preparing documentation.

4.2 More proactive liaison with accreditation bodies

HS

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 included as continuing professional development. Hillary expects a further update by next meeting.



4.3 Discussion of new category of MTs and STs

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 peer-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

4.3.3 Evan, Dr. Lam and a few Board members to update a new ST support system. New MTs from Europe are eager to support the UK STs. DPL, EW

4.4 Changing Procedures of MT ST admissions

4.4.1 Margaret to help rewrite the documents. MB

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership WL

Numbers at end of January 2025:

-MT 60 (same)

-ST 61 (same)

-Premier Instructors 418 (down 4)

-Instructors 1561 (down 4)

(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 January 2025 is \$13,008.37 made up of \$12,607.37 Membership Fees and \$401.00 Certificate



Fees.

Balance as at the end of January 2025: \$25,754.38

\$83,104.00 owed for administrative fees to Tai Chi Productions (December 2021 – September 2022) plus \$27,000 (October – December 2024) totalling \$110,104.

WL, EW

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

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

Updating Membership Fees and Certifications – Evan to present at next meeting.

EW

6. INSTITUTE SUB COMMITTEES

6.1 Harmonization Committee:

MB

No new report

6.2 Promotion & Resources:

Chair, DPL

No new report

6.3 Research & Development:

Chair, DPL

Currently meeting every two months.

6.4 Training & Education:

Pat

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

The Board congratulates our ten new Master Trainers who were trained and certified at the January workshop in Australia!

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



7. ANY OTHER BUSINESS

Chair

KEY ACTIONS

Item 3 Jocelyn to send PDF of approved Minutes to Dianne	JS
Item 4.1 Evan to follow up with AU subcommittee	EW
Item 4.2 Hillary to update	HS
Item 4.3.1 Follow up on new categories of MT/STs	Pat,MB,JS
Item 4.3.2 Create letter to UK STs	Chair, MB
Item 4.3.3 Update new ST support system	EW, DPL
Item 4.4 Margaret to help re-write documents changing procedures of MT ST admissions	MB
Item 5.2 Evan and Winnie to suggest options regarding TCHI debt. Evan to look at pre/post covid numbers. Evan to make a determination regarding updating membership fees and certifications to present next meeting.	EW, WL EW
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

9. DATE OF NEXT MEETING

The date of the next scheduled meeting was confirmed as 2nd March 2025.

Dates for 2025 listed on the agenda.

The meeting closed at 23:10 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson