



**MEETING held GMT+8 on 2<sup>nd</sup> March 2025 via Zoom**

**PRESENT:**

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

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

Evan Wels (CEO) in attendance in administrative capacity.

**1. WELCOME & APOLOGIES**

Chair

The Chair welcomed all to the meeting.  
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 2nd February 2025 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 and submitting documentation. Evan contacted AUSactive to ensure we are on the right path, and waiting on their response.

**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.

4.2.2 Evan attended meeting of natural therapy's review expert advisory panel regarding Australian private health insurance exclusion of tai chi. They are reviewing this, but no results as of yet. EW

4.2.3 American College of Sports Medicine (ACSM) template available March 1. Pat is following this. EW, Pat L

#### **4.3 New ST support system**

4.3.1 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. MB, Pat L, JS

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

4.4.1 Margaret to help rewrite the documents. Chair, MB

#### **4.5 Retiring MTs/STs**

4.5.1 Pat and Margaret suggested an exit interview or conversation with Dr. Lam for MTs and the nominating MT for STs to get feedback from retiring/resigning MTs or STs, as well as express appreciation for their service. DPL, EW  
Jocelyn/Margaret to review Constitution and Bylaws regarding the role of Director and MTs with the possibility of including this in their roles. MB, JS

#### **4.6 Procedures of MT ST admissions**

4.6.1 Margaret to help rewrite the documents. MB

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

### **5.1 Membership**

WL

#### Numbers at end of February 2025:

-MT 60 (same)

-ST 61 (same)

-Premier Instructors 425 (up 7)

-Instructors 1584 (up 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 50 (down 3)

## **5.2 Finance Report**

WL

Revenue for February 2025 is \$13,860.26 made up of \$12,212.76 Membership Fees and \$1647.50 Certificate Fees.

Balance as at the end of February 2025: \$26,034.71

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

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

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



Hillary learned of a University of West Sydney pilot study regarding tai chi for cardiac conditions. She will connect Dr. Lam with the researcher.

**6.4 Training & Education:**

Pat

Pat has received multiple volunteers from various countries interested in assisting with revisions to the Senior Trainer update process resulting in an immediate need for another meeting.

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

**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 4.3.2 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

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  
6th April 2025.

Dates for 2025 listed on the agenda.

The meeting closed at 22:53 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson