



MEETING held GMT+8 on 6th April 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

Minutes of December 2024, February 2025 and March 2025 proposed by Libby Hill, seconded by Pat Lawson and agreed by all members.

4. MATTERS ARISING (not otherwise on the agenda)

4.1 AUSactive draft tai chi instructors' requirements

EW

Still pending

4.2 More proactive liaison with accreditation bodies

4.2.1 Waiting on response from physiotherapy board in Australia to see if TCHI program can be included as continuing professional development. Hillary expects a further update by next meeting. HS

4.2.2 Evan attended meeting of natural therapy's review expert advisory panel regarding Australian private health insurance exclusion of tai chi. Awaiting results. EW

4.2.3 American College of Sports Medicine (ACSM)



template available March 1. Pat to speak with Jim Starshak to take over this responsibility.	EW, Pat L
4.3 New ST support system	MB, Pat L, JS
4.3.1 Evan, Dr. Lam and a few Board members to update a new ST support system. Will review at next Education Committee meeting. New MTs from Europe are eager to support the UK STs.	
4.4 Changing Procedures of MT ST admissions	Chair, MB
4.4.1 Margaret to help rewrite the documents.	
4.5 Retiring MTs/STs	DPL, EW
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. 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
5. INSTITUTE GOVERNANCE & ADMINISTRATION	
5.1 Membership	WL
<u>Numbers at end of March 2025:</u>	
-MT 60 (same)	
-ST 61 (same)	
-Premier Instructors 432 (up 7)	
-Instructors 1557 (down 27)	
(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 51 (up 1)	
5.2 Finance Report	WL
Revenue for March 2025 is \$10,844.77 made up of \$9585.77 Membership Fees and \$1259.00 Certificate Fees.	
Balance as at the end of March 2025: \$12,225.71	



March loss of \$4809. \$3600 paid for liability insurance.

\$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.

WL, EW

Updating Membership Fees and Certifications – Evan presented “Credentialing System Modernization Proposal” to streamline the process and make it financially feasible.

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.

Chair recommended a Research Night at June workshop to provide updates.

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.

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 4.2.2 Evan to follow up	EW
Item 4.2.3 Pat and Evan to follow up	Pat, EW
Item 4.3.1 Update new ST support system	EW,DPL
Item 4.4 Margaret to help re-write documents changing procedures of MT ST admissions	MB
Item 4.5 Retiring MTs, STs: Review Constitution regarding role of Director and MTs with possibility of including exit interview	MB,JS
Item 5.2 Evan and Winnie to follow details of new credentialing system regarding membership fees, etc.	EW, WL
Item 6.4 Pat to update the Board regarding training of STs after meeting with volunteers. ACSM handover from Jim S.	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 4th May 2025.

Dates for 2025 listed on the agenda.

The meeting closed at 23:22 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson