



MEETING held GMT+8 on 4th May 2025 via Zoom

PRESENT:

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

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. Apologies from Margaret Brade.

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 April 2025 (with amendment by Winnie Lo) proposed by Pat Lawson, seconded by Libby Hill and agreed by all members.

4. MATTERS ARISING (not otherwise on the agenda)

4.1 AUSactive draft tai chi instructors' requirements

EW

Awaiting final approval

4.2 More proactive liaison with accreditation bodies

4.2.1 Awaiting response from physiotherapy board in Australia to see if TCHI program can be included as continuing professional development. 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. Erica Heinrichs to take over this responsibility with support from Pat Lawson and Evan EW, Pat L



Wels. Many thanks to Jim Starshak for many years of service in this area.

4.3 Changing Procedures of MT ST admissions

MB

4.3.1 Margaret to help rewrite the documents.

4.4 Retiring MTs/STs

DPL

4.4.1 Upon discussion it was agreed that the Director would meet with retiring MTs to express appreciation for their service and discuss any feedback from the MT. Margaret and Jocelyn to check if this new responsibility of the Director requires any change to the Bylaws.

4.5 Approval of Tai Chi for Diabetes (TCD) program for evidence-based status

4.5.1 Due to the extensive efforts of Beverly Roberts, Rhayun Song, Tang Ching Lau and the TCHI Research & Development Committee, TCD is now listed among the approved evidence-based programs for government funding in the USA.

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of April 2025:

-MT 60 (same)

-ST 61 (same)

-Premier Instructors 415 (down 16)

-Instructors 1574 (up 17)

(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 (same)

5.2 Finance Report

WL

Revenue for April 2025 is \$12,249.50 made up of \$9703.00 Membership Fees and \$2546.50 Certificate Fees.

Balance as at the end of April 2025: \$12,449.72



April profit of \$224.01.

\$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 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. Evan to do modelling of fee increase and 2 yearly renewal of membership to present at July meeting. Discussion regarding terminology of “membership” vs. “licensing” or other description of this fee.

EW

6. INSTITUTE SUB COMMITTEES

6.1 Harmonization Committee:

MB

No new report

6.2 Promotion & Resources:

Chair, DPL

AUSactive tai chi webinar to be held soon

6.3 Research & Development:

Chair, DPL

Chair recommended a Research Night at June and January workshops to provide updates.

6.4 Training & Education:

Pat

There is a need for revision of Senior Trainer update requirements. Pat has received multiple volunteers from various countries interested in assisting with the revisions.

7. ANY OTHER BUSINESS

Chair

KEY ACTIONS

Item 3 Jocelyn to send PDF of approved Minutes to Evan 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 4.3 Margaret to help re-write documents changing procedures of MT ST admissions	MB
Item 4.4 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 ST updates after meeting with volunteers.	Pat
Item 7.1 Evan to look into circulation of AUSactive video	EW
Item 7.2 Evan and Jocelyn to discuss upcoming elections	EW,JS

9. DATE OF NEXT MEETING

The date of the next scheduled meeting was confirmed as 6th July 2025.

Dates for 2025 listed on the agenda.

The meeting closed at 23:53 AEST.

Chaired by Tang Ching Lau

Minutes by Jocelyn Simpson