



MEETING held GMT+8 on 3rd August 2025 via Zoom

PRESENT:

Dr. Paul Lam (Director)

Tang Ching Lau (Chair)

Margaret Brade (Vice-Chair)

Winnie Lo (Treasurer)

Jocelyn Simpson (Secretary)

Patricia Lawson

Rosalie Rudduck

Hillary Simon

Evan Wels (CEO) in attendance in administrative capacity.

1. WELCOME & APOLOGIES

Chair

The Chair welcomed all to the meeting. Apologies from Lorraine Norton and Elizabeth (Libby) Hill.

Absent – Ann Swanson

2. CHANGES IN CONFLICT OF INTEREST

Chair

No changes or additions to the Conflicts of Interest were declared.

3. MINUTES OF LAST MEETING

JS

Minutes of July 2025 as amended agreed by all members.

4. MATTERS ARISING (not otherwise on the agenda)

4.1 Changing Procedures of MT ST admissions

MB

Margaret to help rewrite the documents.

4.2 August conference in China

Dr. Lam and Dr. Hong Yang to be keynote speakers.

4.3 2026 Board Elections

Discussion regarding upcoming election. The Chair will be stepping down from his position. The Board expressed appreciation for his valued service.



5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of July 2025:

-MT 60 (same)

-ST 66 (up 4)

-Premier Instructors 410 (down 3)

-Instructors 1600 (down 1)

(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 July 2025 is \$12,133.17 made up of \$9627.17 Membership Fees and \$2506.00 Certificate Fees.

Balance as at the end of July 2025: \$20,256.40

(Balance is higher due to delay of payment of July administrative fee.)

\$101,104.00 owed for administrative fees to Tai Chi Productions plus \$14,300.00 for website upgrade totalling \$115,404.00.

5.2.1 Updating Membership Fees and Certifications – discussion regarding change of wording from membership fee to registration fee. Full fee must be paid to have access to Certificate. Electronic certificates to be generated in house, but paper certificates may still be available for a fee. New system regarding membership/registration fees/certification is being tested with hopes of going live next month.

WL, EW

EW

5.2.2 Per TCHI accountant, donations are permitted, but without tax deduction.

6. INSTITUTE SUB COMMITTEES



- | | |
|---|------------|
| 6.1 Harmonization Committee:
No new report | MB |
| 6.2 Promotion & Resources:
AUSactive tai chi webinar to be held soon | Chair, DPL |
| 6.3 Research & Development:
Chair recommended a Research Night at June and January workshops to provide updates. This was held at the June workshop in the US. | Chair, DPL |
| 6.4 Training & Education:
The Committee looked at methods of Senior Trainer updates. Option 1 is to attend an ST update workshop, normally held at the January and June weeklong workshops. However, the committee is considering training more than one MT who could also offer this update training in person or via Zoom. The Reflection/Tracking Sheet is also completed. Option 2 is to attend an annual workshop and submit a revised tracking sheet to demonstrate a minimum level of activity. The majority of the committee and the Board approved Option 1. | Pat |
| 7. ANY OTHER BUSINESS | Chair |

KEY ACTIONS

- | | |
|---|-------|
| Item 3 Jocelyn to send PDF of approved Minutes to Evan | JS |
| Item 4.1 Margaret to help re-write documents changing procedures of MT ST admissions | MB |
| Item 4.2 Dr. Lam to report on China trip | DPL |
| Item 4.3 Evan and Jocelyn to discuss upcoming elections | EW,JS |
| Item 5.2 Evan to finalize details of new credentialing system regarding membership fees, etc. | EW |
| Item 6.4 Pat to finalize ST update procedure | Pat |



8. DATE OF NEXT MEETING

The date of the next scheduled meeting was confirmed as
7th September 2025.

Dates for 2025 listed on the agenda.

The meeting closed at 23:30 AEST.

Chaired by

Minutes by Jocelyn Simpson