



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

PRESENT:

Dr. Paul Lam (Director)
Tang Ching Lau (Chair)
Rosalie Rudduck
Hillary Simon

Ann Swanson
Patricia Lawson
Libby Hill

EXCUSED:

Margaret Brade (Vice-Chair)
Jocelyn Simpson (Secretary)
Winnie Lo (Treasurer)

Evan Wels (CEO) in attendance in administrative capacity.

- 1. WELCOME & APOLOGIES** Chair

The Chair welcomed all to the meeting. Apologies from Margaret Brade, Jocelyn Simpson and Winnie Lo.

- 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 September 2025 agreed by all members.

Hillary Simon proposed the July 2025 Minutes; seconded by Pat Lawson and agreed by all members.

- 4. MATTERS ARISING (not otherwise on the agenda)**

4.1 Changing Procedures of MT ST admissions MB

Margaret and Evan are reviewing the documents, and Evan reported they are making progress.



4.2 TCHI Board Elections

Several positions are at end of term and up for election.
Evan will send out the list for a call for renewals and nominees.

EW, JS

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of October 2025:

- MT 60 (same)
- ST 70 (plus 1)
- Premier Instructors 406 (down 5)
- Instructors 1649 (plus 28)

5.2 Finance Report

WL

Revenue for September 2025 is \$12,499.37 made up of \$10,146.17 Membership Fees and \$2353.20 Certificate Fees.

Revenue for October 2025 is \$18,021.22 made up of \$16,617.32 Membership Fees and \$1403.90 Certificate Fees.

EW

Balance as at the end of October 2025: \$19,629.73

Fiscal Year 2024-2025:

Total Expense \$138,613.68,

Total Revenue \$136,728.24

Loss of \$1885.44

Evan reported that about 80% of the membership payees are electing the auto-renew choice now available. A 7-day notice is sent prior to the auto-renew. Those not on auto-renew will receive reminders in advance of expiration. The contract with Accredible has expired; members can now print their own certificates. This is a positive sign. Board



members briefly shared comments that things are improving as we come out of the COVID years.

6. INSTITUTE SUB COMMITTEES

- | | |
|---|------------|
| 6.1 Harmonization Committee:
No new report | MB |
| 6.2 Promotion & Resources:
No new report | Chair, DPL |
| 6.3 Research & Development:
No new report | Chair, DPL |
| 6.4 Training & Education:
The Education Committee draft of a revised ST Activity sheet had been circulated prior to the meeting. The board discussed it, suggesting more emphasis on the requirement that a live training with Dr Lam or his representative is compulsory. The sheet will be revised and circulated by email again prior to the next meeting. | Patricia |

7. ANY OTHER BUSINESS

The date of the AGM was set for Thursday January 8th 8am Sydney time. It will be a hybrid meeting held at the annual Sydney workshop.

Chair

KEY ACTIONS

- | | |
|---|--------|
| Item 4.1 Margaret to help re-write documents changing procedures of MT ST admissions | MB, EW |
| Item 4.4 Evan and Jocelyn to discuss upcoming elections | EW, JS |
| Item 6.4 Patricia to finalize ST update sheet. Education Committee to start work on MT Update procedure | PML |



8. DATE OF NEXT MEETING

There is no Board meeting in January; the AGM is Jan 8 at the Sydney workshop

Dates for 2026 listed on the agenda

The meeting closed at 23:05 AEST.

Chaired by Dr. Lau

Minutes by Patricia Lawson/Jocelyn Simpson