



MEETING held GMT+8 on 7th September 2025 via Zoom

PRESENT:

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

Ann Swanson
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, Jocelyn Simpson and Elizabeth (Libby) Hill.

- 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 August 2025 agreed by all members.
Rosalie Rudduck 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 to help rewrite the documents.
 - 4.2 August conference in China** DPL

Dr. Lam and Dr. Hong Yang were invited by Shanghai Chinese Traditional Medicine University and Qigong Research Institute to present. Dr. Lam spoke on Worldwide Instructor Training and the scope and benchmark of tai chi instructors.
Dr. Hong Yang, a PhD in Traditional Chinese Medicine and a TCHI Master Trainer spoke about the TCHI system.



4.3 World Bank Funds

DPL

Dr. Lam reported that the World Bank has special funds for under-privileged countries for health ventures. Dr. Lam to look into this regarding help for TCHI instructors in India.

4.4 2026 Board Elections

EW

The Chair stated that the process usually begins 2 months ahead asking for nominations, which should be approved by December.

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of August 2025:

-MT 60 (same)

-ST 68 (up 2)

-Premier Instructors 405 (down 5)

-Instructors 1620 (plus 20)

(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 August 2025 is \$12,183.25 made up of \$10,037.25 Membership Fees and \$2146.00 Certificate Fees.

Balance as at the end of August 2025: \$27,618.18

Total loss for October 2024 – August 2025 was \$11,309.50.

\$101,104.00 owed for administrative fees to Tai Chi Productions plus \$14,300.00 for website upgrade totalling \$115,404.00. TCP has suspended TCHI fees temporarily as debt is being paid. The Chair requested TCP provide written notification of this. Winnie also emailed TCHI’s insurance broker to assure that financials will improve by the end of the year.

Evan is updating web pages to reflect our new

EW



membership plan, with estimated launch date of October 1.

6. INSTITUTE SUB COMMITTEES

- | | |
|--|------------|
| 6.1 Harmonization Committee: | MB |
| No new report | |
| 6.2 Promotion & Resources: | Chair, DPL |
| TechSage has produced videos from a research perspective incorporating Dr. Lam's Seated Tai Chi for Arthritis program which are being shown on Facebook. | |
| I-MAGAZINE in the UK requested to publish an article by Dr. Lam regarding how tai chi helps insomnia. | |
| 6.3 Research & Development: | Chair, DPL |
| No new report | |
| 6.4 Training & Education: | Pat |
| The committee is planning courses for the 2026 June workshop. Pat to be interviewed for a magazine regarding the Dr. Lam workshop experience at Lake Junaluska. Pat to prepare a proposal for approval regarding new Senior Trainer update method. | |
| 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 4.4 Evan and Jocelyn to discuss upcoming elections | EW, JS |
| Item 5.2 Evan to finalize details of new credentialing system regarding membership fees, etc. Launch expected October 1 | EW |
| Item 5.2 Winnie to follow up request for documentation regarding admin fees | WL |
| 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
5th October 2025.

Dates for 2025 listed on the agenda.

The meeting closed at 23:30 AEST.

Chaired by Dr. Lau

Minutes by Jocelyn Simpson