



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

PRESENT:

Dr. Paul Lam (Director)	Ann Swanson
Tang Ching Lau (Chair)	Patricia Lawson
Margaret Brade (Vice-Chair)	Rosalie Rudduck
Winnie Lo (Treasurer)	Libby Hill
Jocelyn Simpson (Secretary)	Hillary Simon
	Lorraine Norton

Evan Wels (CEO) in attendance in administrative capacity.

- 1. WELCOME & APOLOGIES** Chair
The Chair welcomed all to the meeting.
- 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 November 2025 agreed by all members.
Pat Lawson proposed and Rosalie Rudduck seconded the motion to pass the minutes.
- 4. MATTERS ARISING (not otherwise on the agenda)**

 - 4.1 Changing Procedures of MT ST admissions** MB
Margaret provided update.
 - 4.2 TCHI Board Elections** EW, JS
Several positions are at end of term and up for election, including USA/Canada Master Trainer, Asia/Europe Master Trainer and Asia/Europe Senior Trainer. Elections to be held late December.
 - 4.3 Annual General Meeting (AGM)** EW
Discussion regarding upcoming AGM. Evan to send out notice to members with Minutes and Financial Statement



5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of November 2025:

-MT 60 (same)

-ST 70 (plus 1)

-Premier Instructors 402 (down 4)

-Instructors 1683 (plus 34)

5.2 Finance Report

WL

Revenue for November 2025 is \$22,802.97

Balance as at the end of November 2025: \$39,887.47

Total Profit is \$20,257.74

The Chair attributes the increase in revenue in part to the recent change of membership fee payments to biannual payments

Administrative fees July – December 2025 waived by Tai Chi Productions (TCP). Payments by TCHI to TCP expected to resume January 2026. \$83,104 currently due to TCP

Liquid Digital payment of \$14,300 to be paid December 2025

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
No new report
- 6.4 Training & Education:** PML
Patricia Lawson, as chair of the Training & Education Committee, submitted the finalized ST training document for Board approval. This incorporates new ST training as well as ST update training. Pat moved to approve the updated processes for ST training as presented. The Chair seconded the motion. All agreed, expressing overwhelming support. The Chair expressed thanks to the Committee.
- 7. ANY OTHER BUSINESS** Chair, EW
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. The Chair to prepare the annual minutes; Evan to send out notice to all members.
- Dr. Lam recommended updating the Constitution 1) to allow for more experts on the Board and 2) to adapt to revised rules of NSW government. Evan to follow up. MB, EW
- Discussion ensued regarding tai chi classes on cruise ships, using Tai Chi for Life video and/or live instruction.
- KEY ACTIONS**
- Item 4.1 Margaret to help re-write documents changing procedures of MT ST admissions MB
- Item 4.2 Evan to follow up on Board elections EW
- Item 6.4 Education Committee to start work on MT Update procedure PML
- Item 7 Chair and Evan to follow up on AGM preparations EW, Chair



8. DATE OF NEXT MEETING

There is no Board meeting in January; the AGM is Jan 8 at the Sydney workshop. February Board meeting to be held February 1.

Dates for 2026 listed on the agenda

The meeting closed at 23:05 AEST.

Chaired by Dr. Lau

Minutes by Jocelyn Simpson