



MEETING held GMT+8 on 1st February 2026 via Zoom

PRESENT:

Dr. Paul Lam (Director)
Margaret Brade (Vice-Chair)
Jocelyn Simpson (Secretary)
Winnie Lo (Treasurer)
Rosalie Rudduck

Ann Swanson
Lorraine Norton
Hillary Simon
Sashi Chandran
Mark Coffindaffer
Libby Hill

Evan Wels (CEO) in attendance in administrative capacity.

- 1. WELCOME & APOLOGIES** DPL
Mark Coffindaffer nominated Dr. Lam as temporary Chair for today's meeting, and Lorraine Norton seconded the motion. Dr. Lam welcomed all to the meeting, including new members Sashi Chandran and Mark Coffindaffer.

- 2. CHANGES IN CONFLICT OF INTEREST** DPL
No changes or additions to the Conflicts of Interest were declared.

- 3. MINUTES OF LAST MEETING** JS
Minutes of December 2025 agreed by all members.
Lorraine Norton proposed and Hillary Simon seconded the motion to pass the minutes.

- 4. MATTERS ARISING (not otherwise on the agenda)**
 - 4.1 Changing Procedures of MT ST admissions** MB
The main change is that candidates can self-nominate. New procedure to be drafted this month. Dr. Lam to send notes to the Board.

 - 4.2 TCHI Board Elections** EW
Mark Coffindaffer elected to represent USA/Canada Master Trainers, Sashi Chandran elected to represent Asia/Europe Master Trainers.



4.3 Revision of Bylaws

Margaret Brade, Carolyn Hotchkiss and Evan Wels in process of revising TCHI bylaws.

5. INSTITUTE GOVERNANCE & ADMINISTRATION

5.1 Membership

WL

Numbers at end of January 2026:

-MT 60 (same)

-ST 72 (plus 2)

-Premier Instructors 406 (plus 4)

-Instructors 1707 (plus 24)

5.2 Finance Report

WL

Revenue for December 2025 is \$16,861.20

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

Total Profit is \$20,257.74

Revenue for January 2026 is \$27,576.56

Balance as at the end of December 2025: \$31,225.52

Total Profit is \$14,053.59

Payment by TCHI to TCP \$20,000. \$63,104 remains due to TCP. Additional payment to be made once bank balance reaches \$50,000.



6. INSTITUTE SUB COMMITTEES

- 6.1 Harmonization Committee:** MB
No new report
- 6.2 Promotion & Resources:** Chair, DPL
Dr. Lam to prepare article on Tai Chi Walking
- 6.3 Research & Development:** Chair, DPL
New regular item in Dr. Lam's monthly newsletter including a scientific article by Rhayun Song. Evan Wels asked Rhayun to help update research page on TCHI website.
- 6.4 Training & Education:** DPL
MT training to be held in Sydney AU next year in January, with possible training in USA fall Sept/Oct.

7. ANY OTHER BUSINESS

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

Evan also to follow up on renewal of Board Liability Insurance and Deed of Financial Support & Subordination. EW

Much appreciation to Patricia Lawson and Tang Ching Lau for their service to the TCHI Board.

KEY ACTIONS

Item 4.1 Margaret to help re-write documents changing procedures of MT ST admissions MB



8. DATE OF NEXT MEETING

March Board meeting to be held March 1.
Dates for 2026 listed on the agenda

The meeting closed at 23:05 AEST.
Chaired by Dr. Lam
Minutes by Jocelyn Simpson