



**MEETING held GMT+8 on 3<sup>rd</sup> May 2026 via Zoom**

**PRESENT:**

Dr. Paul Lam (Director)  
Winnie Lo (Treasurer)  
Jocelyn Simpson (Secretary)  
Rosalie Rudduck  
Lorraine Norton  
Elizabeth (Libby) Hill

Ann Swanson  
Sashi Chandran  
Hillary Simon  
Mark Coffindaffer  
Mike Soric - guest

Evan Wels (CEO) not in attendance

**1. WELCOME & APOLOGIES** DPL

Dr. Lam welcomed all to the meeting. Apologies from Margaret Brade.

**2. CHANGES IN CONFLICT OF INTEREST** DPL

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

**3. MINUTES OF LAST MEETING** JS

Rosalie Rudduck proposed and Ann Swanson seconded the motion to pass the April 2026 minutes. All agreed. Libby Hill abstained due to her absence from the April meeting.

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

**4.1 Revision of Bylaws**

Margaret Brade, Carolyn Hotchkiss and Evan Wels in process of revising TCHI bylaws, awaiting official constitution from Fair Trading of NSW. Lorraine suggested and Evan agreed to touch base with Margaret.

MB  
EW

**4.2 Revision of SIPPs**

Dr. Lam reported that the revision of SIPPs has been completed. Availability of SIPPs has been increased to three years to allow for use for initial certification and first

DPL



update, to be announced once Dino completes the set up.  
No sharing of SIPPs is permitted or discount will be lost.

## **5. INSTITUTE GOVERNANCE & ADMINISTRATION**

### **5.1 Membership**

Numbers at end of April 2026:

WL

-MT 60 (same)

-ST 74 (same)

-Premier Instructors 395 (down 2)

-Instructors 1809 (plus 29)

### **5.2 Finance Report**

WL

Revenue for April 2026 is \$23,139.35 (Membership Fees)

\*Total expenditures \$11,989.85 plus a \$20,000 repayment to Tai Chi Productions.

\*Total Profit for March 2026 is \$11,556.80.

\*Profit from October 2025 to March 2026 is \$68,783.85.

\*The treasurer anticipates repayment of the \$43,104 balance due Tai Chi Productions by the end of the financial year September 2026.

\*last month's figures

## **6. INSTITUTE SUB COMMITTEES**

### **6.1 Harmonization Committee:**

MB

No new report

### **6.2 Promotion & Resources:**

DPL

Evan Wels thanked Ann Swanson for her work on promotional materials, which will be made available to instructors on the website at "My Stationery". Ann and Evan to speak with members at the annual June Workshop regarding what promotional materials they may need.



**6.3 Research & Development:** DPL  
No new report

**6.4 Training & Education:** DPL  
Dr. Lam and team are in the process of revising all TCHI programs and SIPPs (Self-paced Instructor Preparation Package).

**7. ANY OTHER BUSINESS**

Board Liability Insurance has been renewed for one year, as TCHI continues to pay off debt to Tai Chi Productions. EW

**KEY ACTIONS**

Item 4.1 Margaret, Evan and Carolyn Hotchkiss to continue revision of TCHI Bylaws EW, MB

Item 6.2 Evan to add new promotional materials to “My Stationery” on the website EW

Item 6.4 Dr. Lam and other MTs to update TCHI programs and SIPPs DPL

**8. DATE OF NEXT MEETING**

July Board meeting to be held July 5.  
Dates for 2026 listed on the agenda

The meeting closed at 10:35 AEST.  
Chaired by Dr. Lam  
Minutes by Jocelyn Simpson