

**Minutes of 2<sup>nd</sup> TCAA Management Committee (MC) Meeting for 2024-2025**  
**held on Monday 9 December 2024, at 7:30pm.**

**1 Welcome and Apologies.**

The meeting commenced at 7:35pm.

Apologies: Fang Qin; Steve Heard and Bruce Roggerio

**2. Report from State Vice-President Reps.**

Robert (WA) reported people holding off in taking up Tai Chi due to apparent cost of living pressure. In Victoria, Peter reported no application received in relation to weapons' exemption. A workshop lead by James was held in August 2024.

**3. Update from Treasurer- Process and Guidelines**

Sam M, new Treasurer, and James provided reports on the TCAA's financial position as follows: Profit & Loss (P&L) Reports for financial year 2024; financial year 2025 to date (2<sup>nd</sup> December 2024; Balance sheet up to 2<sup>nd</sup> December 2024 and proposed budget for financial year 2025.

Commenting on the P&L report for financial year ended 30 June 2024, the TCAA was able to achieve a small net profit which was attributed to a one-off \$10k sponsorship during that year. In relation to the financial year 2025, the TCAA is leaning towards a cash deficit, due to consulting and accounting fees as well as the purchase of laptops, and software services.

In light of the TCAA's financial position, both James and Sam stated that the TCAA budget for financial year ending 30 June 2025 and beyond will require everyone to take a commercially disciplined approach to events to try and ensure all expenses are relevant and appropriate, and covered by income streams, to the maximum extent possible. The TCAA's main revenue stream, through membership fees, is not expected to be sufficient to cover all the ongoing expenses on a yearly basis. This means that the TCAA organised events for 2025 (as listed below) and beyond will need to either break-even or raise funds to cover (including from grants, sponsorships, donations, entry fees etc).

TCAA Annual Championships:	Break Even
Workshop/Seminar:	Aiming for Surplus
International Engagement (with Sponsorship):	Break Even
Events at all States level:	Break Even
25 <sup>th</sup> Anniversary Celebration (with Sponsorship):	Break Even
New TCAA Website:	Pending Sponsorships

The TCAA may also have to look at other potential sources of revenue streams, including re-structuring of membership fees and sponsorships. Sam M quoted the example of the November 2024 TCAA-Western Sydney University joint workshop which raised more income than expenses with the surplus funds then used for the purchase of a high-resolution camera, a necessary item for the TCAA.

Going forward, it was considered important to adopt a standard policy whereby all TCAA endorsed events will have a pre-agreed budget comprising of income and expenses.

**Decision and Action:**

- That all MC Members take a considered and disciplined approach to spending; and
- That all MC Members prepare a budget proposal to Treasurer and President for approval prior to proceeding with any event initiative.

**4. Strategy and Promotion of TCAA memberships**

Peter and Cyril have prepared a one-page document which can be used to promote membership base, subject to the MC's reviews and decision. A copy is enclosed for approval. Once approved, the document will be posted on the TCAA website and in other social media with a cover note.

Peter spoke about the need to promote the memberships base of the TCAA which is currently in decline. Currently, there is nothing in the TCAA's website which lists and explains the benefits of being a TCAA member. Peter also emphasised the need to promote the TCAA's relative strengths in the market place having been the industry body for over 25 years and to differentiate itself with other competing Tai Chi associations.

Peter proposed publishing a one-page summary flyer or handout which could be used by all State Reps when promoting the TCAA. In summary, the main selling points of someone asking *What's in it for me?* Or *What benefits will I get to be a TCAA member?* are being addressed in the flyer.

**Decision and Action:**

Subject to Sam M reviewing the draft flyer/handout with the cover letter in order to ensure legal compliance, it was decided that Peter's proposal be approved with the following actions:

- Develop and publish a DLor A5 flyer/handout in order to promote and increase memberships base.
- The flyer/handout can be put out at events, public talks or at other TCAA events.
- A dedicated benefits page on the TCAA website which lists and explains all the benefits.
- The same list of benefits can be posted under the memberships listing navigation bar.
- Have an introductory question *Why Join the TCAA?* Here are the benefits for being a paid member of the TCAA.

## **5. Review of TCAA's Financial Matters - Sam M and James**

Sam reported that the review undertaken by Pitcher Partners (**Pitcher**) relating to TCAA's historical accounting records is now complete. The current Xero accounting system is now fully functional. All outstanding tax liability issues in relation to the ATO tax returns have been addressed.

Pitcher is now the registered office of the TCAA for any incoming correspondence from third parties. All consulting fees (excluding pro-bono elements) have been paid.

**For noting only.**

## **6. Review and Restructure of TCAA's constitution and operating status – Sam Miller**

Sam M provided a summary of legal advice received from Corrs Chambers Westgarth (**Corrs**) in relation to the current legal operating structure since TCAA was formed in 1999. He also provided a summary of pros and cons in relation to any change to the operating status of the TCAA, from current Incorporated Association in NSW to become a company by guarantee and a charitable body with tax deductible status, under The Australian Charities and Not-for- Profits Commission (ACNC).

Following careful considerations of the matters raised and having regard to the advice supplied by Pitcher and Corrs, on balance, it was recommended to retain the current structure as being fit-for-purpose. However, minor updates are required to reflect changes to the relevant laws and regulations since 1999. Relevantly, it is also noteworthy that the TCAA can review and make relevant changes at any time in the future if the net benefits warrant such a change/s.

**Decision:**

**To retain the current operating status of the TCAA and request Corrs to update the Constitution to reflect the current Incorporated Associations legislation.**

## **7. Plan Celebration of TCAA's 25<sup>th</sup> anniversary in 2025**

At previous MC meetings, members decided on the creation of a new sub-committee to plan and organise events: Elisa, Sam R, James, Cyril, and Sam Miller. An Update by sub-committee team:

Elisa and Cyril- On Souvenir Magazine.

Sam R and James- Gala dinner/catering and Workshops.

Sam M and Cyril- On potential sponsors.

Sam M announced the donation of \$8k from ACE Recycling Group which would assist in funding the activities planned for the TCAA 25<sup>th</sup> anniversary celebration. The key question is how best to use the money whilst keeping some for other initiatives.

Cyril, on behalf of the MC, thanked Sam M for his brilliant efforts in securing the financial sponsorship which would assist in funding the activities planned.

### **Souvenir Magazine:**

Elisa reported making enquiries for some price quotations in relation to the publication of the Souvenir Magazine, a centrepiece of the anniversary celebration. She obtained about 5 quotes with price ranging from about \$1,000 to \$1,500 for 100/200 copies of an A4/A5 size of 24 pages. She expressed general satisfaction with the content received, however, highlighted the poor quality of many of the images and photos received.

**Decision:** Following discussion, it was agreed that about 120 hard copies would be sufficient for the occasion with electronic digital copies on hand.

### **Venue Celebration:**

James reported on booking made at community rate with Council at Fitzroy Hall in Burwood, from 9am to 5pm, on Saturday 22 February 2025. The venue can cater up to 80 people.

### **Catering-Lunch:**

Discussions were held regarding the hire of a catering company to serve at the venue. A price quote of about \$35 was supplied and this was compared with a local restaurant takeaway service in nearby Burwood Road precinct. Further enquiries will be made in order to obtain the best value, in terms of service and price.

**Decision:** On going enquiries in order to obtain the best value for money food quality and service.

### **Workshops:**

James talked about the event's format for the day and proposed three Workshops of 60 minutes each, followed by lunch and a Masters demonstration in the afternoon. Sam R proposed extending the day by going to a local restaurant in Burwood for dinner.

In relation to a Masters demonstration, it was proposed to have about 10 people with varying Styles, including Yang and Chen.

### **Decision and Action:**

- James in consultation with Sam R and Cyril will be contacting potential candidates for the Masters demonstration event.

### **T-Shirts and bags:**

In view of the donation, Members thought that the printing of a Souvenir T-Shirt and bag would be appropriate and add value to the Celebration. The design and markings on the T-Shirt will be explored further.

### **Decision and Action:**

- James will be contacting the T-Shirts supplier and designer that was used for the Taiwan event in 2023.

### **Further Decisions made and Approved:**

- It is proposed that the events of the day will be packaged under \$100 which will comprise of Workshops attendance, Lunch and Master demonstration and a T-Shirt and bag.
- All State Reps and other committee members will be exempt from the packaged fee, however, regrettably, will have to bear own cost of air travel and any accommodation.

## **8. Report from Competition Sub-Committee. Steve and James**

**Competition Sub-Committee (Taolu)**- organising national competition (taolu) and any related matters. Led by Steve Heard.

- (i) TCAA forthcoming competition on 15 March 2025.
- (ii) Any other important matters/issues of interests, including booking of venue and purchase of items.

MC noted the recent email invite from the Convenor, Steve Heard, of the TCAA forthcoming competition on 15 March 2025. Stephen Lin provided some information regarding the cost and source of the Judges' uniforms. He said that the price of the uniforms (top and bottom) is getting more expensive with the top alone costing approximately \$100 (list price + GST + shipping fee). Due to increasing cost of the uniforms, logistics in sourcing and ordering, it is suggested that these uniforms be requested to be returned for use by any other nominated referee/s.

### **For Noting only**

**Competition Sub-Committee (Push hands)**- organising national competition (push hands) and any related matters. Led by James Gao.

James advised that he would be planning to hold a push hands competition in around August or September 2025. In the meantime, he would be looking at sponsorship possibility and contacting relevant Tai Chi schools to gauge their interests.

### **For Noting Only.**

## **9. Report from Publication and Webmaster Sub-Committee. Jon Zhou**

**Publication and Webmaster Sub-Committee**- Management and co-ordination of all social media, including, Website, Newsletter, WeChat, WhatsApp, Facebook, as well as newsletters.

At the last meeting, Jon Z was appointed as the TCAA social media administrator responsible for all forms of social media.

Peter and Cyril praised Jon for the work done by Jon in recent months as they relate to the publication and posting of articles and recent workshop papers.

Jon provided the following updates:

- Planned release of the next newsletter: late January 2025.
- Keep strict rules for TCAA group chats to prevent misleading advertising posts from group members.
- Proposed WordPress as a potential new platform for the TCAA website.

**Noting/Result/Action:**

- Schedule a meeting with Quentin to discuss the platform and technology options for the new TCAA website.
- Propose a plan for new website by January 2025.

**10. Report from Health Sub-Committee. Cyril**

**Health Sub-committee-** Research, summarise and share research findings with members and relevant organisations on the health benefits of Tai Chi for chronic medical conditions.

Since 1999, the Federal government undertook a *review of natural therapies for private health insurance rebates*, and TCAA ongoing participation at stakeholders' meetings.

Cyril advised that the TCAA has been notified of the 14<sup>th</sup> stakeholders update conference scheduled on Thursday 30 January 2025 at 10:30am. Either Brian Corless or himself or both will attend the meeting.

**For Noting Only**

**11. Learning and Development Sub-Committee- organising on-line and face-to-face seminars and workshops. Jon Zhou, Sam R and James**

At the last meeting, the following seminars were approved for 2025.

- (i) Tai Chi and Traditional Chinese Medicine.
- (ii) Tai Chi and Qi.
- (iii) Tai Chi and Therapeutic
- (iv) Tai Chi and Healthcare.

Jon reported that the joint TCAA/Western Sydney University workshop titled: *Tai Chi for Health and Wellbeing*, conducted on 2 November 2024 was successful. About 50 people attended the workshops which generated income well above expenses for the TCAA. This was an example quoted by the Treasurer for any organised future events.

Following the success of the joint TCAA/WSU, Jon also reported a proposal for a similar collaboration workshop with the CMASA Victoria during the first half of 2025. The event will be called "Tai Chi and Chinese Medicine Health Forum".

**Noting/Result/Action:**

- Continue collaboration with WSU-NICM and plan a joint workshop for June 2025.
- Finalise the details of TCAA and CMASA Victoria Joint Academic Forum by February 2025.

## **12. Engagement Sub-Committee. James and Cyril**

**Engagement Sub-Committee-** liaising with other national and international counterparts relating to Tai Chi cultural events with a view to participate and establish a calendar of events for members. Led by James and Cyril.

At the last meeting, MC approved the participation of the TCAA at the forthcoming Yang Style Taiji cultural event in Xian on 11-13 April 2025. Since then, the following action have been taken:

- (i) TCAA members have been notified of the event and invitation sent.
- (ii) A flyer and package tour have been published for wider promotion.
- (iii) Similar guidelines to previous TCAA participation in Taiwan (Oct 23) and Japan (June 24) with a budget of up to \$1,000 to cover members' registration fees.

Cyril reported on the publication of a flyer and a packaged tour for wider promotion of the event. To-date, about 10 people have expressed an interest to join the tour. Sam R reported on the venue change of the cultural event in Xian due to higher level of delegates expected, both domestically and from overseas.

**For Noting Only.**

## **13. Report from Resource Development Sub-Committee.**

**Resource Development Sub-Committee-** Explore and implement methods to raise funds (cash or in kind), including sponsorships and grants, for TCAA. Led by Sam Miller and Cyril.

Sam M reported a donation of \$8k from ACE Recycling. This is intended to be principally used for the TCAA 25<sup>th</sup> anniversary celebration souvenir magazine, T-shirts and a portion for the forthcoming Xian trip in April 2025, with hopefully some left over for reserve. None of the other 5 companies approached for sponsorship of TCAA's 25<sup>th</sup> birthday anniversary celebration was successful.

**For Noting Only.**

## **14. TCAA Tai Chi/Qigong Accreditation & Instructor Certificate**

At the last meeting, Peter reported on AUSactive (formerly Fitness Australia), setting up a registration system for Tai Chi professional Instructors course. The matters that raised concerns and considerations included: whether existing Tai Chi instructors could be grandfathered and whether the AUSactive Tai chi instructor registration will have an impact on the Tai Chi industry and its current *modus operandi*.

Based on further enquiries made, concerns were raised in relation to the following:

- (i) AUSactive accreditation requires only 20 hours of Tai Chi related training, following a Certificate III in Fitness.
- (ii) Possible adverse implications to the Tai Chi industry generally, if AUSactive Certificate of Tai Chi Instructor is to become the main acceptable requirement by Government organisations and corporate sectors.

- (iii) AUSactive is a peak fitness industry and has no knowledge and technical knowhow about Tai Chi and Qigong practice.

Peter has prepared a draft framework (as per attachment) for the accreditation of Tai Chi Instructors for the MC's urgent consideration. It is to be noted that the proposed Accreditation has the following characteristics:

- Proposal to set up a dedicated sub-committee of the TCAA to approve any application to become a TCAA Accredited Tai Chi Instructor.
- Mandatory requirements, including qualifications and/or experience in Training, including other relevant Certificates of compliance.
- Minimum Resources from the TCAA with State Representative/s involved in vetting process where an application is originated from that State/Territory.
- Onus placed on the applicant to produce evidenciary documents and a statutory declaration.
- A TCAA Accreditation/Certification system that is robust, quality and sets the standard for the Tai Chi industry as a whole.

It was the MC view that with its 25 years of experience representing and promoting all styles of Tai Chi at the national level, the TCAA is well placed to take up this important and challenging role to ensure that the standard, integrity and values of Tai Chi is maintained in Australia.

#### **Decision and Action:**

- MC endorsed in principle the proposal for the TCAA to provide an Accreditation of Tai Chi Instructor at the national level, to commence in mid 2025.
- A sub-committee comprising of Peter Eves; Jon Zhou; Elisa Palazzo; James Gao and Tara Brayshaw, is to be established and provide final document at the next MC meeting scheduled on Monday 24 February 2025, for ratification.
- Sub-committee is to commence scope of work, including an accreditation framework, vetting process and timelines.

#### **14. Any other Business.**

In the absence of any other business, the meeting ended at 9:25pm.

#### **Forthcoming MC meetings:**

Monday 24 February 2025, from 7:30-9:30pm

Monday 26 May 2025, from 7:30-9:30pm