



*The Albany Council
of the
Traditional Karate-Do Organization
Executive Board Meeting*

Meeting Minutes

The regular meeting of The Albany Council of the Traditional Karate-Do Organization Board was called to order at approximately 6:40 p.m. on January 23, 2007 at the Price Chopper café by Jerome Culler.

Present: Jerome Culler, Elizabeth Alexander, Kriste White, Michele Fields, Isabel Laboy, Marianne Butler

Late: None

Absent: Shawn Sorce

Opening:

Jerome welcomed the Board to the meeting. This meeting was called by Shihan and Joe to discuss the new goals and objectives for 2007 and to define the responsibilities for the ACTKO board and for Pat at AIJK.

A. Discussion Items:

- ❑ Shihan and Joe expressed that they would like to see the board meeting more often as we are such a new board and there are many issues that need to be finalized.
- ❑ The board should be working on recruiting new parents to get involved and broaden out volunteer base. Also, we need to assign parent "captains" to create a hierarchy of communications and help get the word out to all parents.
- ❑ Shihan and Joe also expressed the importance of us all maintaining a level of professionalism regardless of whether that we like each other and that we all need to work together with each other and Pat in order to be successful. It was also expressed that all board members should be comfortable at and behind the desk and that the board members may use Shihan's office at anytime when needed to perform board related duties. They also want to ensure that what is said at board meetings stay at board meetings and that we should protect each other and strengthen our resolve to provide information to parents when it is announced to all parents.
- ❑ Shihan said he would be holding clinics for his instructors to be trained to give quality lessons.



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- ❑ Joe and Shihan are working to computerize the dojo and get scan cards for all the students to track class attendance.
- ❑ Board members expressed that they felt the need to have more board members to help things run more smoothly.
- ❑ **Pat's Responsibilities:**

Pat is the AAU representative and will be responsible for all AAU functions and activities. This includes the AAU membership fees, tournament applications (Mayor's Cup, Association, Regionals, & Nationals) and collecting any fees associated with those tournaments.

She will be responsible for collecting Dojo fees and monies for clinics/seminars/promotions, and keeping a current athlete list.

She will be responsible for keeping track of all timesheets and instructor payments.

She will order all the gear (helmets, hand and leg guards, etc.) for the students.

She will provide a monthly breakdown of AIJK debits & credits with a listing of expenses. ACTKO will financially help AIJK to keep things running.

- ❑ **Board Responsibilities:**

The board will be responsible for all fundraising, and merchandising (with the exception gear).

The board will provide tournament support. This includes staging, food, judge's tables, merchandising, registration and organizing all volunteers.

The board will do all team ordering (with the exception of gear).

The board will provide parents with a monthly newsletter,

The board will be responsible for organizing and holding quarterly parent meetings.



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B. New Business

- ❑ Black belt dinner: Marianne will finalize things with the Elks for March 10th. It was voted on that tickets will be \$8 for kids and \$16 for adults. The invitation presented by Isabel was approved and she will finalized the details and send these out to all. We will hold another meeting in the near future to discuss further details.
- ❑ Association Tournament: Cannot book Association tournament at Albany High this year due to conflicting events. No date or venue has been finalized as of yet. Was expressed that we needed to hold another clinic for table workers to be trained. Jerome said he would work with Pat to set up clinic. If date set by next meeting then all details will be worked on then.

Adjournment:

Meeting was adjourned at 8:10p.m. The next meeting is scheduled for January 31, 2007 at 7PM.

Minutes submitted by: Michele Fields

Approved by: _____