



*The Albany Council
of the
Traditional Karate-Do Organization, Inc.*

Tax ID:
20-4345998

Joseph A. Sorce
Chief Executive Officer

The regular meeting of The Albany Council of the Traditional Karate-Do Organization Board was called to order at approximately 7:12 p.m. on January 31, 2007 at Price Chopper in Westgate by Jerome Culler.

Present: Jerome Culler, Maryanne Butler, Michelle Fields, Elizabeth Alexander, Shawn Sorce, Sensei Pat and Isabel Laboy

Late: None

Absent: Kriste White

Opening:

Jerome welcomed the Board to the meeting and for taking time out to attend. He also extended an extra thanks to Sensei Pat for joining the meeting.

A. Approval of Agenda

Agenda for 1/31/07 was approved.

B. Approval of Minutes

The minutes of the 1/23/07 meeting were not approved because the board needed clarification regarding whose responsibilities it is to order team equipment versus club equipment. An email will be sent to Joe to speak with Shihan and get clarification for the Board and Sensei Pat. Therefore, the minutes will up for approval at our next meeting.

C. Action Items: None.

D. Discussion Items:

Blackbelt Dinner:

Discussions: This topic was discussed to tidy up loose ends. The downpayment was provided to Maryann to be given to the Elks Lodge on 1/31/07. Isabel has a list started of the individuals who she has received payment for and will provide that to Liz.

Michelle was concerned about handling the cash without given people receipts for the same. Therefore, the Board agreed to purchase receipt books for the Board Members to have handy, so that we are able to give individuals paid receipts once they give us cash. The Board was also in agreement to keep on making announcements to all classes to keep it fresh in everyone's mind. Food selection for the buffet dinner was agreed to be Ziti, Sausage and peppers, chicken fingers and it comes with potato salad, toss salad, and a cold platter of cold cuts, there will also serve rolls and coffee. We will provide the drinks and dessert. As for decorations, we will have a vase with balloons and marble/pebbles and some confetti for each table as centerpieces and colors will be gold and black. Sensei Pat has some vases that she said she had

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purchased some time ago and we can use for the centerpieces, the rest of the decorations can be brought through the dollar store. The linens will be matched to the decorations as best as possible. Gifts for the blackbelt as well as for Shihan were discussed and we would like to get a small pin that the blackbelts can wear on their Gi's as for Shihan we can get him a special centerpiece that will be his gift. Certificates were discussed as well to be presented to the Honorees, but Sensei Pat said that some individuals have not submitted their reports and therefore they cannot get their certificate and those certificate need to be sent to Chicago for Sensei Mirza's signature before Shihan signs and they are given out. So certificates will most likely not be handed out to the Honorees at the dinner, unless Shihan wants them to be. Once we have a head count of which Honoree will be attending then we can set up a program for the reading of the reports.

Action items	Person responsible	Deadline
Make payment to the Elks Club	Maryanne	ASAP
Making announcements in classes	All members	ASAP
Monies collected to Liz	All members	
Gift information	Shawn	ASAP
Purchase receipt books	Isabel	ASAP
Line color selection at Elks	Maryanne	
Check on top of locker rooms for vases	Jerome/Joe	

□ Association Tournament:

Discussions: The Board and Sensei Pat discussed the tournament. Each board member will be overseeing the different stations for the tournament. Liz has staging, Michelle has concession, Jerome/Maryanne have tables, Isabel has check-in/registration, Shawn has merchandising, Sensei Pat will call Scott Bennett a prior parent of AIJK who is an EMT to see if he will be our medical personnel for the tournament, so that we can keep our coaches and not take away from that so they can be a medic for the day. Each board member is responsible for picking parents/individuals to run and work those stations. Michelle will meet re: concession and make up the sign-up list which should be specific, so that we do not have too much overflow. Jerome and Sensei Pat will hold a table session with proposed parents on March 18th to review and go over scoring as this is a AAU sanctioned tournament and everything must be correct. Sensei Pat also advised us that she has a cash register that we can use at the tournament for concession. Michelle will read the book to learn how to program the same along with Sensei Pat.

Action items	Person responsible	Deadline
Parent/individual participation in stations	All members	ASAP
EMT	Sensei Pat	ASAP

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Sign-up post for donations

Michelle

TBD

E. New Business

- 1) Albany River Rats – Shawn was contacted by Albany River Rats to do a family karate night for ACTKO. They gave us a date of 2/23/07, we think it is too close to everything else and will be asking for more money from families. Therefore, Shawn will try to see if we can get later dates in the season and keep it as an option to do then provided the dates are timed well.
- 2) Apparel - Shawn states that she has been approached for bags and jackets. We agreed to purchase 25 new bags and sell as we go along, but send an email and post a notice stating Jackets will be ordered at a certain time, so that we have a bulk quantity to order instead of doing individuals orders. Shawn will double check the pricing so we can agree on an date to have orders for jackets after the Association tournament and closer to Nationals.

Meeting was adjourned at 8:25p.m. The next meeting is _____, 2007 at ____ p.m. at the _____.

Minutes submitted by: Isabel Laboy

Approved by: _____