

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

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 October 24, 2007 at Price Chopper in Westgate.

Present: Elizabeth Alexander, Maryanne Butler, Jerome Culler, Isabel Laboy, Joe Sorce, Sharan Lehman

Appearance: *Shihan*

Visitors: Linda Thomas, Stacy Jermain, Sonya Emery

Excused Absence: *Shawn Sorce: maternity
Kathy Brizzell: medical/surgery*

A. Approval of Agenda

Agenda for 10/24/07 was approved.

B. Approval of Minutes

The minutes of 10/9/07 were approved.

C. Discussion Items:

Mayor's Cup

Discussions:

Joe advised that the Mayor's Cup will be held on December 8, 2007. Shihan approved that date. Joe further advised that Arnelle advised that basketball games were being held on both dates we previously requested. Arnelle had requested that the basketball coach give up one of the dates, but they never got back to her with an answer. December 8th was open, so we took that date. An informational flyer will be distributed to everyone as has been done in the past years. Board members reiterated their posts at certain stations to oversee at the tournament. Jerome will reconfirm with Janet to see if she can still run the kitchen since it is the same day as "Dances with Woods" and we were unsure that she can still help us out. Joe advised that the board will still make up the menu and price list for the kitchen sign up. He further advised that although we have parent who will be working the designated areas the board is running the areas. Joe also advised that we will have access to the coolers and warmers in the kitchen at ash for a small fee. Jerome will be talking to Pat relative to the applications and getting a copy so that we can distribute them as soon as possible. . Shawn was not present, but she will be emailing us the breakdown of last year's merchandising and kitchen inventory, so that we know what sold, what is left and what we need. Jerome will also confirm that November 11 and 18 are good dates for Sensai Pat and Sempie Joyce to hold and teach the table worker class for the Mayor's Cup. Liz will be

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handling future dates for the table worker classes, so that it commences in January 2008 up until nationals for everyone interested in working tables and becoming coaches or being a coach.

Action items	Person responsible	Deadline
Get applications	Jerome	ASAP
Get dates for table workers for Jan. 2008 – June 2008	Liz	ASAP
Breakdown of last year's Mayor's Cup	Shawn	ASAP
Confirm that 11/11 and 11/18 are good dates to hold tableworker clinic	Jerome	

Lottery Fundraiser

Discussions: Liz advised that we had sold \$500.00 worth of tickets thus far. Board members are to continue to making announcements to push the remaining tickets left to be sold. Money and ticket stubs should be returned by Friday, October 26, 2007, but with an extension date of Tuesday, October 31, 2007, if needed. Board members should be announcing the deadlines, as well.

Action items	Person responsible	Deadline
Announce deadline for lottery	ALL	ASAP

Confirmation of Dates:

Discussions: Joe advised that he has not received the necessary paperwork for Toys for Tot yet, he said he will follow up with them to try and get the paperwork, so we can start announcing the drive for donations. Maryanne advised that she has spoken to Equinox and advised that she would like the same slot as last year, November 18th which is a Sunday and will be completing the paperwork for the same. Once she receives confirmation from Equinox we will post a sign-up sheet and make announcements. Equinox is mainly for the teenagers as they do not accept anyone younger than 12. We still have not confirmed a date for Association. We would like Association to happen fairly early next year maybe February. Shihan advised that we will also be hosting Regionals as Sensai Mirza has split the regional division between Shihan and Matt Dorsey, so each receive half of the region. There will also be a special qualifier for all our kids to make sure all qualify to participate in Nationals this year. So we are looking at about 4 tournaments we will be hosting between this year and next year and timing is crucial for all of them. We are also going to need locations for each of these tournaments as Albany HS probably will not be big enough to host Regionals. Suggestions were made for HVCC, La Salle, St. Rose, Sienna. Shihan said he will speak to Mike at HVCC to see if that is a possibility. Jerome advised that the golf season does not start till April and he will be calling then to schedule the Spring outing.

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We advised that would be too late since we want to hold it in May 2008. Jerome will call them now and see if he can book a date within May 2008 for our Spring Golf Tournament.

Action items	Person responsible	Deadline
Confirm date for Golf Tournament	Jerome	ASAP
Follow up with Toys for Tot	Joe	ASAP
Confirm with Equinox	Maryanne	ASAP

□ Nationals:

Discussions: Board discussed creating committees to help in various ways for the upcoming Nationals. One committee will be "Opening Ceremonies". It was discussed that this committee will be creating a proposal to submit for what we would like to see as an opening ceremony. The committee will consists of 10 members and a sign-up sheet will be posted for sign-ups.

Action items	Person responsible	Deadline
Post sign-up sheet for opening ceremony committee	Isabel	ASAP

D. New Business/Ideas -

- Desk: Joe advised that we need to start having parents keep away from the desk area. It is a fire hazard, it very congested when classes are in transition and there is also no privacy. There is a need to have the desk free from chaos. A memo will be prepared to this affect advising parents and visitors of the need to keep that area free and clear so that in case of an emergency everyone has access. It was also discussed that it needs to be conveyed in a manner to parents that they know where we are coming from. That this is not to inconvenience them, but a need that needs to be implemented. Shihan also wants any new parents that come into the dojo to be able to talk to or discuss things in private and by keeping this area clear, people will be more incline to do so knowing there is privacy.
- Marketing Committee: Shihan spoke briefly about the committee he and Joe are putting together for marketing/corporate sponsorship. He advised that it consists of 7 individuals, which at this time consisted of Karen Hunter and Sharan Lehman. He advised that he has other people in mind which he will be contacting to join him. Shihan will be running this committee himself. He wants dedicated and serious individuals who have some experience or contacts for marketing purposes. He wants to be put our kids and schools on the

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map and wants to do this by including and incorporating local and national businesses. Shihan will hold a small brief meeting with certain parents to advised them about the marketing committee and there participation therein.

- Nominations: Linda Thomas, Stacy Jermain and Sonya Emery all submitted nominations to the board for the two open seats available. The 3 nominees sat in on our meeting this date to observe. They were individually asked questions and based on their answers the Board will take a vote and determine, if any, whether the seats will be filled. A decision will be in shortly.

E. CEO Report- Joe reported his report throughout the meeting.

Meeting was adjourned at 8:25 p.m. The next meeting is **Tuesday, November 6, 2007 at 7:00 p.m.** at Price Chopper in Westgate Plaza.

Minutes submitted by: Isabel Laboy

Approved by: _____