

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

Joseph A. Sorce  
Chief Executive Officer

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The regular meeting of The Albany Council of the Traditional Karate-Do Organization Board was called to order at approximately 7:15 p.m. on October 9, 2007 at Price Chopper in Westgate.

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

**Appearance:** None

**Late:** None

**Absent:** Sharan Jones-Lehman

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

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**A. Approval of Agenda**

Agenda for 10/9/07 was approved.

**B. Approval of Minutes**

The minutes of 9/26/07 were all approved.

**C. Discussion Items:**

Mayor's Cup

Discussions:

Joe advised that no date has been confirmed as of yet. They are still working on securing a date for the tournament. No flyer will be circulated, since there is an upcoming event flyer posted at the dojo indicating the tournament is coming soon. The City will be sponsoring the trophies and medals for the competitors as they have done in other years. The different posts of the tournament will be overseen by a Board Member, but with the Parent running the stations. The following posts will be overseen by said board member: Registration/Check-in: Isabel, Staging- Shawn, Coaching and Referees- Shihan (we will post sign up sheets), table workers will have a sign-up sheet, Jerome will talk to Janet to run the kitchen and to Pam to handle the medical station. Merchandising department is Shawn, as she has all information from previous tournaments. We discussed that we should sell T-shirts and back bags. The T-shirts should be the style of the black ones we sold last year, except we discussed maybe having different colors instead of just black ones, we could have red ones and white ones, as well. Everyone agreed that was a good selection to have for t-shirts to sell at the Mayor's Cup. Shawn should inquire about the t-shirts, price wise and have that information for us at the next meeting, so we are able to place an order and have them ready for tournament. Also as far as the bags are concerned, we believe there are 20

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bags left at the dojo. At this time, the board discussed not ordering anymore and just selling those at the tournament. Joe also advised that although the military had contacted him for Toys for Tot this year, he has not received the paperwork to get this drive started.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Confirm Mayor's Cup date with ASH	Joe/Shawn	ASAP
Estimate cost for new t-shirts for tournament (colored ones)	Shawn	ASAP
Follow up on Toys for Tot paperwork and box	Joe	ASAP

Nominations/Re-elections

Discussions: The board members discussed briefly the nominations. At the time of the meeting, no written nominations were submitted although some individuals inquired about the positions. We decided to announce the nomination and the deadline in an attempt to have people interested submit their nominations. If no one submits or if the seats are not filled, Joe advised that this could be an on going nomination for submissions until we can pick or receive a nomination from a candidate the board could welcome.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Announce deadline for nomination submission	ALL	ASAP

Public Meeting:

Discussions: The board discussed the Public Meeting. Liz advises that the 10/17/07 date is confirmed. Joe just needs to complete paperwork for formalities. Isabel will send out an email to all parents and have notices printed relative to the meeting date. We decided that the meeting will be held from 7:00 – 8:15 p.m. to allow parents who have their child in class at the dojo time to drop them off and pick them up. The Board will be arriving at the meeting location (SEFCU Building) at 6:45 a.m. to get things prepared. Joe will be running the meeting and he will be the speaker of the night. The board is there to support Joe or if needs our help. We outlined the events of the night for the meeting to include opening remarks by Shihan and for Joe to touch upon explaining the organization and duties, sponsorship, fundraising, allocation of funds, billing/dues, etiquette and maintenance in dojo, informational board/emails at the dojo and community events/involvement. Joe will present this information at the meeting in PowerPoint fashion to move things along more efficiently. There will be an answer and question session at the end for parents' input, questions, complaints, etc.....which we hope will be minimal. We do not want to overwhelm everyone at the first meeting, but these topics are the ones the board felt would cover some things parents or individuals ponder about, especially the fundraising funds. Shihan has announced that they will be P.O. Box 2365, Albany, New York 12220, Email: ACTKO@nycap.rr.com

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told how much the fundraisers have made to date. Joe will be working on that to state at the meeting the allocation of and the amounts of fundraising proceeds. Isabel will draft an agenda based on the outlined set forth above and present to the board for edits, review and finalization so we can hand out the outline to parents at the meeting.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Draft Public Meeting Agenda	Isabel	ASAP

**D. New Business/Ideas -**

- Mailings: Jerome said that this is a good idea. Isabel advised that we can send out a letter about our organization and what we do to local businesses quarterly or twice a year, so they know who we are. Even if at first no one bites, if we keep it fresh in their mind, they might want to sponsor us at some point. Joe advised that it was a good idea, but that is something that the marketing committee he will be putting together could be doing along with other solicitations for sponsorship.
- Equinox: Maryanne advised that she will be calling Equinox to secure a time slot for our kids to participate in this event this year as we did last year.

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

Meeting was adjourned at 8:15 p.m. The next meeting is **Wednesday, October 24, 2007 at 7:00 p.m.** at Price Chopper in Westgate Plaza.

Minutes submitted by: Isabel Laboy

Approved by: \_\_\_\_\_