

*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 7:20 p.m. on May 30, 2007 at Price Chopper in Westgate.

Present: Elizabeth Alexander, Kathy Brizzell, Shawn Sorce, Michele Fields, Jerome Culler, Joe Sorce, Sharon Jones

Late: Isabel Laboy

Absent: Maryanne Butler

Excused Absence: *Kriste White: due to her schooling schedule, she is unable to attend the meeting.*

A. Approval of Agenda

Agenda for 5/30/07 was approved.

B. Approval of Minutes

The minutes for 5/02/2007 were approved.

C. Discussion Items:

Newsletter:

Discussions: Discussions were tabled, Isabel was late to the meeting. Unfortunately, topic was not brought up again for discussion at this meeting.

Action items	Person responsible	Deadline
Finalize newsletter	Isabel	ASAP

Nationals

Discussions:

The board talked about what we would like to discuss for the parent nationals informational meeting scheduled for June 3,2007. Joe will email us a list of all the competitors that have signed up so far. Michele will create an agenda for the meeting with the following topics-travel, coaching, parent captains, application deadlines, emergency contact information and what athletes need to be prepared for the competition (correct belt color, correct sized gi, all fighting gear, etc).

The Board discussed having parents provide us with a copy of each child's insurance card to have on file for medical emergencies. Since the card has no personal

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information on it anymore, we felt that asking for this will not cause a problem for parents and will we have them on hand if needed in the child's profile(s). Discussions were also had about obtaining a medical form for each child, especially for those traveling without a parent. We would need emergency contact information for the child, as well as a release or permission form signed by the parent to allow the individual caring for the child to make medical decisions on their behalf, if the parent is not available immediately. We also discussed that there should be one central person to take charge in making any necessary medical phone calls and helping in this situation, should it arise, so information is not misunderstood or relayed. The Board discussed Pamela Young, she travels with the team and is a medical personnel. Pam is a P.A. and we believe she should act as that liaison in those situations. We need to come up with some sort of form/release to get them completed and signed, preferably notarized, so there are not any problems. Isabel is a notary and volunteered to notarize the forms, as long as everyone has proper ID. This should be done ASAP for the children attending Nationals this year, especially the ones that are traveling alone, if any.

○ ASH BBQ:

Discussions: The sign-up sheet has almost completely full. There have been a lot of sign-ups for the BBQ. Michelle advised that some parents at ASH have advised her that they would like to donate, as well. Michelle will take the sign-up sheet to ASH to let those parents look at it and sign-up for what they want to donate to the BBQ. We submitted a letter to Sysco for donations for chicken, burgers, hotdogs and potatoes. Michelle has advised that Sysco donated everything except the chicken. The Board discussed purchasing the chicken quarters and breasts for the BBQ (as we did last year). Sysco has them for \$.69/pound and we believe that is the cheapest price we are going to get. The Board will purchase the chicken and Michele's husband will bring them back to us the morning of June 8th, so we do not have to freeze them overnight. The Board wanted donations to be brought in prior to Friday if possible and since there is no afterschool on June 7th, we discussed having donations brought in either Wednesday night at the ASH or Thursday to dojo, so that we have everything for Friday, except the hot dishes which will need to be brought in on Friday. Shawn spoke with the Food Service Manager, Mike, from the Albany School District. She said that he cut us a deal. They will give us one person from 3:00 p.m. to 6:00 p.m. for a flat fee of \$48.00. This person will supervise the equipment in the kitchen, warmers, fridges, etc. Shawn advised that we will be grilling outdoors and that is okay with them. So the chickens will be steamed in the morning and the sodas/juices/waters will be stored in the fridges in the morning. Joe asked Michele to set up a pre and post kitchen inspection sheet for the ASH kitchen as we did for the last association tournament. The Board also discussed about the PTA paying a percentage of the flat fee for the supervisor. The PTA had previously offered to pay half of the cost for the supervisor from their funds. Michelle and Shawn are having a meeting on June 1, 2007 to finalize details with their helpers.

Further Discussions: Shihan joined our meeting and discussed the variety show karate acts. Shawn advised that there will be two slots for the karate kids. Shihan said one will be for the small kids the other slot will be for the older more advanced kids. There will be kata and kobudo. There were discussions about whom or how many kids

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should be involved. At first it was stated that it should be 12 kids per group, but after more discussions it was set up that on Friday an announcement will be made for those kids who want to participate in the ASH show in the karate acts the only exception is that if you are already in an act in the show you will not be able to participate in the karate acts (this is a PTA rule). PTA is also requiring that parents sign a permission slip for the students to participate. Michele will be there to take down names of the kids who are interested and hand out the permission slips for those participating. Shihan will then see the list and put them in the group he wants them for the show. Dress rehearsal for the show is Wednesday. We also asked Shihan about the classes the night of the BBQ. VI class will be held on ASH and the black belt class will be canceled.

Action items	Person responsible	Deadline
Final meeting	Michele/Shawn	6/1/07
Organize karate Acts for show	Michele/Shihan	6/1/07

Waiver of Photos

Discussions: Joe advised that he does have waivers already and he will bring them to Sunday's parent meeting/child profile, so each parent can sign the waiver. Eventually we will have one in each child's file so their photos can be posted or released.

Action items	Person responsible	Deadline
Waiver releases for parents	Joe	6/3/07

Harple Family Fundraiser

Discussions: Michelle advised that the fundraiser went well. We donated a night out theme, tickets to Capital Rep (for any show or event) and a dinner gift certificate to Justins/DeJohns to be raffled off at the fundraiser.

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

E. New Business:

- 1) Golf outing- Joe will confirm with Shihan if Deb Sanderson will be handling the Golf outing and get back to the Board ASAP. Depending on what is told to Joe will determine if the Board will take over and handle or if we will just help Deb out. Tabled until then next meeting when Joe will have an answer for us._

Action items	Person responsible	Deadline
Confirm Golf Outing Organizer	Joe	ASAP

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Meeting was adjourned at 8:19 p.m. The next meeting is **June 12, 2007 at 7:00 p.m.** at Price Chopper in Westgate Plaza.

Minutes submitted by: Isabel Laboy and Michele Fields

Approved by: _____