



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

Tax ID:  
20-4345998

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 May 15, 2007 at Price Chopper in Westgate.

**Present:** Maryanne Butler, Elizabeth Alexander, Kathy, Shawn Sorce, Michele Fields, Jerome Culler

**Late:** None

**Excused Absent:** Kriste White, Isabel Laboy, Sharon Jones

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### **A. Approval of Agenda**

Agenda for 5/15/07 was approved.

### **B. Approval of Minutes**

The minutes for 5/02/2007 were not completed at the present time. This was tabled until the next meeting and Michele said she would complete it for the next meeting.

### **C. Discussion Items:**

Newsletter:

Discussions: Isabel sent an email prior to the meeting to explain that she is still waiting for a picture from the March of Dimes walk to add to the newsletter. She is having trouble getting it sent to her and is looking for anyone who may be able to help. Once it is received, she will place the picture and send the newsletter out for final distribution.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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Finalize newsletter	Isabel	ASAP
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Nationals

Discussions: Jerome said he has spoken to the coaches to let them know what is expected of them and the potential costs involved. Jerome is also in charge of the bus. So far the parent captains are Steve, Audra, Gary and Cheryl. The parent meeting is scheduled for June 3 and we can get the finalized lists for competitors, bus list, health insurance information and emergency contact information. Michele said that we should set up a designated emergency person in our group so if parents are not available or are not traveling to Nationals that person will be responsible to take anyone injured to the hospital. She noted that last year there was an athlete traveling alone and was injured and brought to the emergency room. The hospital was concerned and did question the fact that the athlete was brought in by someone other than the parent. When the parent was called for the medical release, the parent was not familiar with

54 Edgecomb Street, Albany, New York 12209, Phone: 518-229-2266, Email: ACTKO@nycap.rr.com

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the person who brought her daughter to the hospital so athlete explained the situation. This could cause problems if an athlete was injured and was unable to speak or talk for themselves. Michele thought that parents should be aware of the emergency contact person so if they are contacted about their child they would know who they will be speaking with. Shawn will be taking pictures. Parents also should be told that if they are unable to make the meeting they should contact Shawn or Michele to make arrangements to get the athlete's picture and contact information to us.

○ Jackets and bags:

Discussions: Joe and Shihan will have to pick the new style of jackets as the Halloween jackets that we have been using are no longer available. The new jackets will be available to order sometime in the fall of 2007. The board discussed how we should handle used jacket sales. Michele and Shawn felt that we should not get involved in this as it could be very time consuming and cause some problems. Jerome stated that Joe and Shihan felt we should also not get involved. It was decided that the board would not get involved with helping parents sell their used jackets however, parents are more than welcome to post for sale signs on the ACTKO board notifying people that they have a jacket for sale.

□ Harple Family Fundraiser

Discussions: Shawn checked on the tickets for Circque De Soleil but found them to be very expensive. We discussed some other options. Mary Ann said that she thought Capital Rep tickets would be a good choice and we talked about doing a "night out in Albany" theme with a dinner gift certificate and the Capital Rep tickets. Michele thought maybe Dejohns/Justin's and it was agreed that this would be a good choice. Mary Ann said she would get the Capital Rep tickets and Michele said she would get the dinner gift certificate.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Purchase dinner gift certificate from Justin's/Dejohn's	Michele	ASAP
Purchase Capital Rep tickets	Mary Ann	ASAP

□ FAMILY FUN DAY- tabled until after the BBQ and National's.

□ ASH BBQ

Discussions: Michele and Shawn had the BBQ planning meeting on Friday, May 11. Shawn completed the donation list and posted it at the dojo and Michele put in the donation request letter to Sysco Foods. Shawn is working on flyers to be distributed. Another planning meeting will be scheduled about a week before the event (details to follow) Michele stated that she thought the board should get information out to parents as soon as possible with the exact information. She said that she has been approached by several parents with incorrect information about whether we will be

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having the BBQ and also the location of the BBQ. Parents told her that due to the new school rules ACTKO was planning a picnic in the park and would not be using the ASH kitchen and some parents were already looking into securing tents, picnic tables, and coolers for our event. Also, she found that individual parents were soliciting other parents to volunteer and donate to this event prior to any finalized decisions from the board. Michele said she spoke to a couple that was no longer involved with karate and they had made it clear that they no longer would be participating in our functions. This couple was solicited to volunteer and donate by another parent and they were very unhappy with this. Michele said she spoke with them at length and apologized. This is causing a lot of confusion with parents. Michele felt that we needed to get the correct information out to parents immediately and clear the air. Michele said that parents should be reminded that any and all information released should be coming directly from the board. Shawn said and she wanted it noted in the minutes that all board members should keep our discussions at board meetings private and confidential until the board is ready to release the information and that we must be aware of the information that is given to parents.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
Plan and announce next ASH BBQ kitchen meeting	Michele & Shawn	5/30/07

Waiver for Photos-

Discussions- Jerome stated that it is very expensive to get a secure site and Joe is checking into the legality issues of posting pictures on our website. More information to follow at future meetings.

CEO report- Joe was unable to attend this meeting. This was tabled to our next meeting.

**E. New Business:**

1. Golf outing- We are checking into this and will have more information for future meetings. Tabled until then.

Meeting was adjourned at 8:25 p.m. The next meeting is **May 30, 2007 at 7:00 p.m.** at Price Chopper in Westgate Plaza.

Minutes submitted by: Michele Fields

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