

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

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 7:10 p.m. on September 11, 2007 at Price Chopper in Westgate.

Present: Elizabeth Alexander, Maryanne Butler, Sharan Jones, Michelle Fields, Isabel Laboy, Jerome Culler

Appearance: *Shihan*

Late: Joe Sorce

Absent:

Excused Absence: *Kriste White: due to her schooling schedule, she is unable to attend the meeting.
Shawn Sorce: maternity
Kathy Brizzell: medical/surgery*

A. Approval of Agenda

Agenda for 9/4/07 was approved. The agenda dated 9/4/07 is the same agenda discussed at the meeting of September 11, 2007, as the meeting that was previously scheduled for September 4, 2007 was rescheduled due to conflicts with the commencement of school. Therefore, we moved the meeting to September 11, 2007 and used the same agenda.

B. Approval of Minutes

The minutes for 5/30/2007 were not distributed to the Board Members for review and therefore, will have to be approved at the next meeting.

C. Discussion Items:

Golf Tournament

Discussions:

The board discussed the status of the golf tournament. Jerome stated that he has not had a chance to get feedback. Liz advised that at least a couple of parents took the brochure, but stated that it was too expensive. Other members stated that they have not heard anything one way or another, that people just didn't seem interested. Joe advised that he was speaking to Shihan because it might be better to cancel the golf outing this year and rescheduled it to the Spring time, so that we have more time to schedule it and give the parents more time to sponsor it and participate in it. It is a fundraiser we do for the children and we do it every year. This year the timing was wrong and too short. Shihan advised that as a Board we need to know timing and when and how to do things. Shihan also advised that when we do fundraisers we need to motivate the parents to participate and get involved and the board lacks motivation. Shihan went on to say that people need to be motivated, as he motivates

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the kids to do what they need to do and without that nothing will be done. Basically, we will be wasting our time and everyone else's. The board needs to work on timing and motivation. Shihan also touched upon the fact that he needs people who are going to be committed to being on this board and working to achieve what we need to and if you, as a board member, are not up to it or cannot commit, then he/she should step down. Shihan advised that one thing that is going to happen is Joe will be assembling a marketing group together. Joe is going to be picking certain individuals to form this group and Shihan said that if he needs to he will be the head of this marketing group, because you have to motivated and sell the idea and that is the kind of people he needs. Jerome suggested that he had spoke to Joe and in lieu of having the golf tournament, we should cancel this one and have one in the Spring at cost to get new students in and then have the annual one as we always do. After these discussions, it was put to a vote whether to cancel this year's golf tournament and go forward with the Spring Golf Tournament instead, the Board voted and it was agreed by the members present that this year's golf tournament be cancelled and we work on having a Spring Golf Tournament in May of 2008. Isabel will send out an email to all parents and post a notice at the dojo.

Action items	Person responsible	Deadline
Send email to everyone canceling golf tournament	Isabel	ASAP

o Nationals 2008

Discussions:

The Board discussed Nationals happening in Albany in 2008. The dates and location have been confirmed for June 30 – July 6, 2008 at the SUNY Sefcu Arena. The dates have slightly changed from previous years and venues because we wanted to have everyone here for the 4th of July holiday. The board discussed what exactly are the duties we will be responsible for as the host city. Joe informed us that the majority of the work will be AAU, the City and I love NY. They will handle all marketing, activities, merchandising, festivaties, etc. We will be responsible for some work, such as setting up and disassembling and table workers for sure. We discussed posting sign-up sheets for table workers, as well as Coaches for parents to sign up for. We want to start holding clinics for both at once a month from now until June 2008, so everyone knows everything they need to know and are doing it the same accordingly to AAU rules and regulations. We will need to speak with Sensei Pat regarding clinics and who can teach them. We also need to pick dates every month to hold these classes. This will also give any coaches the opportunity to become technical or administrative coaches. Joe advised that he is working with SUNY regarding a concession package wherein, they do all the work, but we get a rebate from the proceeds. All local schools will be invited to compete and attend Nationals and Shihan is working on getting that together for us. Joe also stated that he is speaking with Jennifer from AAU to try and be able sell some of own merchandise. The board was advised that we have to make a pitch for opening ceremonies and that ideas need to start flowing. AAU will handle the photographer and most merchandising if not all, but Joe again will try to get permission to bring in some of own vendors. The City will work on getting something together to give to the spectators as a token of coming to our city for Nationals. Sensei P.O. Box 2365, Albany, New York 12220, Email: ACTKO@nycap.rr.com

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Pat will hand all AAU applications as she has done in the past. Joe advised that everything is coming along and things are still a work in progress. The board also agreed that we must start working on this now and not wait until May and try and complete everything. Our goal is to have everything completed in a timely fashion.

Action items	Person responsible	Deadline
Sign-up sheet for table workers and coaches	Isabel	ASAP
Speak with Sensei Pat regarding clinics for table workers	Board	ASAP

Parent Contact Information

Discussions: The board discussed having parents more informed. Isabel advised that although she put out a list for everyone to confirm or correct contact information, very few parents did the same. We discussed holding a parent meeting, but Joe advised that we can discuss the same at the Public Meetings that the board will begin to have, so parents can be more involved and see what the board is doing and will be doing, it will also give them a chance to ask questions or voice complaints. Board members discussed locations to hold the public meetings as the dojo will be too small and we cannot have it at Price Chopper. Liz will contact her location and see any dates available. Michelle suggested the theatre at the Hilton Arts Center, she will call and see their availability, as well. Jerome also suggested the Albany Library and Joe suggested Harriet Myers School. There should also be a hard copy of all emails that go out to parents posted at the Dojo. As far as sponsorship letters, Joe advised any parent that wants a sponsorship should be sent to him or we should advise him and he will get it them. Joe also stated that we can keep some sponsorship forms in a folder so that they are readily accessible. We though maybe about 15 or so to start.

Action items	Person responsible	Deadline
Sponsorship letters in Folder at dojo (15)	Joe	ASAP
Public Meeting locations	Michelle/Liz	ASAP

Nominations/Re-elections

Discussions: The board discussed upcoming re-elections. Joe advised that the procedure for holding elections is in our by-laws and that we should all refer to them for the same. First of all we need to determine who wants to remain on the board and who is going to step down from their seat. Michelle stated that she is conflicted because she does not want to step down but at the same token, she cannot be fully committed because of personal matters that are beyond her control. She states that she wants to stay on and help and doesn't want anyone to think otherwise. We advised Michelle that she has to make decision on her personal circumstances and if she decides to step down, this does not prohibit her from being involved or helping out at all. There is always room for help and involvement from parents. This lead to a discussion where we

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asked all board members to take the next two weeks to re-examine their commitment and come back at the next meeting with a decision one way or another. Once we can determine who staying or going, we can determine how many seats are up for elections and which seats will be re-elected. The board agreed that the next meeting we will complete the nomination/election proceeding.

Action items	Person responsible	Deadline
Board Members—determine position	Board members	ASAP

Mayor's Cup/ Association, ASH BBQ

Discussions: The board quickly discussed these events, as time was getting away from us. Letters for these events should be out shortly. The ASH date for the Mayor's Cup is already being worked on. Joe informed us that we probably will not be holding the ASH BBQ this year. Other members suggested that parents and kids look forward to that as we have been doing it for so long. Joe and Jerome advised they want to get away from the cooking aspect of it. Isabel suggested that we book the date anyway and if need to cancel we can. She also stated that we should let the parents decide whether they want to keep the ASH BBQ on. Joe suggested that at our Public Meeting that we bring it up and put it to a vote then and then we can determine whether to have it or not. Further discussions will be had at the next meeting on these matters.

Amendment to Agenda to add discussions for due increase memo – a formal request was not submitted, but discussions were had to resolve this immediate issue quickly:

Due Increase Memo:

Discussions: The board discussed the parents' concerns that occurred on Saturday, September 4, 2007 relative to the memo that was distributed regarding increase of fees. Parents were upset and concerned that it will not be affordable for them, as well as the fact that they thought an outside entity was taking over, to wit: ACTKO. We discussed that Shihan had a meeting with the parents that were there on Saturday to try and answer their questions and to let them know that the only big difference is that there will now be a charge for weapons class. The board discussed the affordability of families with more than 2 children or members in karate and how it can be affordable to them. Joe explained that the fees are the same across the board for karate and anyone taking weapons will pay the \$20.00 due for that class no matter where their original membership is from (i.e. after school, community center or honbu). The only difference is that community center members that come to the dojo for classes will not pay anything extra to take karate classes at the dojo, but must pay the \$20.00 a month per member for weapons class. Families that have more than 2 children will be as follows: 1st member full price, 2nd member discounted price and 3rd or more member will be free for karate, but again all will pay for the weapons class at the regular rate of \$20.00 per member. Any extreme circumstances shall be taken on a family need basis and fees, if necessary, will be discounted to that family so they are able to come. Shihan and/or the board will meet with these individuals and review their financial circumstances and come up with a resolution on that individual case. The board agreed to issue an Amendment

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to that prior memo to clarify and outline the misunderstandings or concerns the parents had on Saturday. The Addendum should be circulated ASAP.

Action items	Person responsible	Deadline
Prepare and distribute Addendum	Board members	ASAP

D. New Business/Ideas - This topic is being held over into the next meeting's agenda. We ran out of time.

E. CEO Report- Joe reported his report throughout the meeting. Joe advised about the Lottery tickets and Liz advised tickets should be prepared for a November drawing and a May 2008 drawing.

Meeting was adjourned at 8:38 p.m. The next meeting is **Wednesday, September 26, 2007 at 7:00 p.m.** at Price Chopper in Westgate Plaza.

**Meetings will be held every two weeks alternating between Tuesday and Wednesday. Therefore, everyone knows the schedule.

Minutes submitted by: Isabel Laboy and Michele Fields

Approved by: _____