

*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 7:10 p.m. on September 26, 2007 at Price Chopper in Westgate.

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

Appearance: *Shihan*

Late: Joe Sorce

Absent: *None*

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

A. Approval of Agenda

Agenda for 9/26/07 was approved.

B. Approval of Minutes

The minutes of 5/30/07, 6/12/07 and 9/11/07 a/k/a 9/4/07 were all approved.

C. Discussion Items:

- Nationals 2008 Competition

Discussions:

This topic was tabled because Joe was not present at the meeting at this time to give us an update. Shihan did advise that Jennifer and Nina did come to see the venue and they have the contract.

- Mayor's Cup

Discussions:

Shihan advised that Shawn had two dates pending for the Mayor's Cup one in November (11/17) and one in December (12/1). We also informed Shihan that Dances in Woods is the first weekend in December and that would clash with the tournament. Shihan did not want to put it off to far the sooner the better. Other discussions were table as Shawn was not present to discuss the process and status of the same.

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Action items	Person responsible	Deadline
Confirm Mayor's Cup date with ASH	Shawn	ASAP

Nominations/Re-elections

Discussions: The board members submitted their positions and it was determined that 2 seats are empty and up for elections. Joe informed us that besides those 2 seats we have 3 at large seats available for people of the community to serve as. Shihan wanted to include and have board members that have experience with running a board and moving it forward in a big direction. He wants a person with background corporate history or professional people. He wants to have members with resources or the right people who know what resources or contacts can be touched upon. As Shihan puts it "it is who you know" Even though our parents are an important aspect to this organization, we need individuals with corporate experience who know how to get that corporate sponsorship or where to look. He is working on a couple of parents who he would like on the board as these "at large" seats, ie: Todd and Karen (Abby's parents), etc. Joe asked the board if we were confident with the 7 remaining board members or if we wanted to fill the 2 extra seats to bring the board back to 9 members and leave the 3 "at large" seats for a later time and to find people that Shihan has set a criteria for. The board voted and we want the 2 seats filled to help us in this upcoming busy year. We picked a deadline date of October 12, 2007 to hold nominations and then we will choose from the submissions relative to the 2 empty seats. These 2 seats do not hold a title but will be included in all decision making process. A notice will go out to everyone so they know the procedure in how to be nominated or nominate themselves and the deadline in which to complete the same.

Action items	Person responsible	Deadline
Notice of nomination submission	Isabel	ASAP

Association /ASH BBQ

Discussions: The board briefly discussed these two events. Shihan advised that maybe we should do Association in February this year, again the sooner the better. Joe will secure the date for Association and get back to us. The ASH BBQ, although some members want to get away from doing the BBQ, some parents look forward to this event and although it is hard work it is a big fundraiser for us. It was again agreed that this topic will be held at the public meeting for decision by parents at that time.

Action items	Person responsible	Deadline
Secure Association date	Joe	ASAP

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Work Schedule for Dojo Desk

Discussions: Shihan advised that who ever is behind the desk should know what to do and how the dojo is being run. That person should have the knowledge to answer questions and be able to entice people to join. They should know the proper paperwork to fill out, if necessary, and the proper etiquette to deal with people. Shihan advised that there is a company that for a fee teaches staff how to run a business and market themselves. Now that ACTKO will be running the financial aspect of AIJK, the board will be running the desk until we get someone permanent. It was mentioned that although Kathy is medical leave, she does want to continue to work the desk at the dojo. We believe she is coming back in February. The Board discussed a schedule and also assigned certain days to certain members so everyone takes a turn. ACTKO is the financial management now and AIJK exists as the Club for reputation and recognition of Shihan and his school/ ACTKO is not taking over AIJK , they are merging so that ACTKO can manage the financial part of AIJK and so Shihan is free to teach and not have to deal with the business portion. Starting October 1, 2007, ACTKO will begin a clean slate for AIJK finances. Everything financially prior to October 1, 2007 still remains under AIJK prior financial management. ACTKO will be responsible for any finances commencing on and after October 1, 2007. Billing information is essential for the new billing system to work. We need to be on top of obtaining everyone's billing information. Part of running the finances of AIJK, inventory will need to be assessed and addressed. A meeting was also schedule for all members to attend on October 14th at 11:30 a.m. so we can discuss the desk and also take inventory of everything at the dojo. October is a new month for us and we are starting fresh, so we need to know what we are starting with and how much of it, so we all have knowledge of the procedure.

Action items	Person responsible	Deadline
Post schedule calendar at dojo	Isabel	ASAP
Calendar inventory date for all board members 10/14/07 @ 11:30 a.m.	ALL	ALL

Election Bake Sale:

Discussions: The board discussed the election bake sale and took a vote and this year will pass on this fundraiser as to many things are happening simultaneously and this is one thing we can pass on. Shawn was also not present to detail the event. The request to hold the election bake sale was denied.

Public Meeting:

Discussions: The board discussed public meeting. Liz informed us that we need to pick dates so she can bring back to her person to reserve the room for our meeting. Shihan preferred a Wednesday night has he has coverage on the floor for classes.

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Shihan wants to invite all parents including his new parents of his students that recently joined this year to attend. We decided to go with October 24th not to far out but enough time for us to put something together. Liz will reconfirm with the board once the date has been confirm. Notices will be handed out so everyone knows in a timely fashion. We will discuss the topics to hold at the public meeting at our next meeting.

Action items	Person responsible	Deadline
Confirm public meeting date	Liz	ASAP

D. New Business/Ideas - Joe received call from Toys For Tot, they are sending him paperwork. Joe will complete and we will hold Toys for Tot up until the Mayor's Cup (depending on final date) as we did last year. Other topic is being held over into the next meeting's agenda.

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

Meeting was adjourned at 8:28 p.m. The next meeting is **Tuesday, October 9, 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

Approved by: _____