

Karate Alberta Association
Board of Directors Meeting – Thurber Engineering, Calgary
Minutes - Approved
January 27, 2018

1. Call to Order

President Marc Ward called the meeting to order at 12:00 p.m.

2. Roll Call and Quorum Verification

Attending (* via Skype):

Marc Ward – President
Chris Workman – Treasurer
Dean Tucker – Membership Officer
Heather Fidyk – Vice President
Dave Maffitt – Secretary
Kristie Schafer – Director*
Tracy Macleod – Director*
Elaine Radulski – Director*
Sue Lindsay – Director*
Jasen Pratt – Executive Director

Regrets: Manuel deSa

Quorum Verification: Quorum was verified and the meeting properly constituted.

3. Reading and Approval of Agenda

Marc read the agenda. Three (3) items were added under New Business:

8.1 KA Non-Profit Letter

8.2 KA Documents

8.3 Team Cost Recovery

The agenda as amended was approved via a motion from Dean, seconded by Kristie.

4. Business Arising

4.1 Approval of Oct. 21, 2017 Minutes . Elaine asked if the minutes were distributed and shared. Kristie said yes, but will resend again to the Board. Chris has posted them on KA website. The minutes were reviewed and approved via a motion from Chris, seconded by Kristie.

4.2 Police Checks . Dean outlined that there had been internal discussions on PC\$ over the past few months. Todd (admin for Martial Member) confirmed that they can be added to system and automatic renewal emails can be sent out to the heads of the clubs. KA requires the originals of all PC\$. Dean is looking for Board approval for a new PC every 3 years, with a voluntary self-disclosure form to be completed and signed annually (for any change in status). Discussion around responsibility and location to store these documents. Jasen explained how the swimming community uses Coaching Association of Canada guidelines and online PC\$, but noted that KA is not on the CAC website, which is automated. Marc to talk to Karate Canada about joining and allow PSO\$ access to CAC system. Discussion around logistics with heads of dojos to decide who must have a PC. Head instructors should, along with all provincial team coaches, managers, chaperones, officials, heads of Coach and Officials Subcommittees, etc. Dean to write up final recommendations and circulate to Board members after Marc has a discussion with KC on CAC membership.

4.3 Membership Officer Transition . Dean wishes to transition out of this role in June and into another role as a Director to focus on Special Projects. He would like to focus his time on moving KA up to a Tier 2 organization with Alberta Sport Connection. He has cleaned up and streamlined this position over past 3 years by setting up Martial Member system. Time requirement down to about 20% of before, just dealing with applications & questions for new memberships & clubs. Dean believes a part-time volunteer can handle this now. Discussion around contracting Todd Gillette to do part-time admin for \$100/month, as he currently manages website, has membership officer experience and strong ties to KA, rather than forwarding all inquiries to others on the Board. Having another staff position helps KA with its application to move up to Tier 2. Heather would like to see a written job description and an annual review and evaluation process for this role. Dean will draft a Terms of Reference document and circulate to Board. Motion by Dean: %KA engage Todd Gillette as Administrative Support for \$100/month with his roles and responsibilities to be determined and approved by the Board of Directors.+Seconded by Heather. All in favour, motion was passed. Still need a replacement for Dean as of June AGM, preferably an existing Board member. If no takers, then KA will have to recruit a new Membership Officer and Todd will handle on an interim basis. Heather pointed out a typo on membership form still referencing %National Karate Association+, which should be changed to Karate Canada.

4.4 Budget 2018 . Chris outlined that at last meeting, the preliminary 2018 budget had a projected \$40,000 loss, which was not acceptable to the Board. It was sent back to the committees for revisions, but there were no meetings or feedback by end of November. Chris has reworked the budget and reduced project loss to \$16,808, assuming a \$1,000 contribution from each Nationals competitor. There may be some additional grants not included yet, as well as GST rebates. Membership down to 1,400-1,500 vs. 1,700 previously. Discussions around costs in each

category, assumptions, treatment of casino revenue, website, Martial Member & Drop Box expenses. Marc & Heather (possibly Dean) are meeting with Alberta Sport Connection on Feb. 7th, which may help clarify additional funding as a Tier 2 organization. Dues will go up with Karate Canada this year again. Approval of 2018 Budget was tabled.

- 4.5 KC Nationals . Preparations going well and everything is on track. Discussion around setting a maximum allowance for KA support (i.e. \$800 each) in 2019, with balance to be paid by the competitors. Tracy asked about process for selecting chaperones, was it advertised and offered on an equal opportunity basis? Heather suggested that Dave send a note to the Coaching Committee to draft a Term of Reference for Team Managers and Chaperones. Invite all parents to apply, advise all parents, develop a manual, etc. Discussion on City of Edmonton Travel Support Grant. St. Albert provides \$750 grants, but Edmonton is different. Tracy to follow up and advise Board.
- 4.6 Board Representation . Staggered Elections . Length of Service . Discussion on need for revisions to bylaws to allow staggered elections. Jasen will research best practices.
- 4.7 Bylaws & Policy Amendments - Heather pointed out need to revise other bylaws. Karate Canada is also doing changes to their bylaws. Consensus to gather up all proposed changes to bylaws by end of April and adopt at June's AGM.

5. Correspondence:

- 5.1 Heather advised that Todd had received an inquiry from a club wanting to rent the tatami mats for an event. Marc feels that it should be free as a benefit to members. Heather feels that there should be a charge to cover wear & tear, as well as a policy and a form. Refer to Tournament Committee to handle (Dave to send note).
- 5.2 Marc advised that Jasen has been receiving letters regarding grants. Alberta Sport requires a fixed mailing address for KA. Consensus to change everything over to Chris's address (i.e. insurance, Martial Member, AGLC, etc.).

6. Officer, Director, Committee Reports

- 6.1 President . Marc reported he is very happy with how the new team is functioning, committees in good shape. Copy Marc on all correspondence.
- 6.2 Treasurer . Chris presented preliminary unaudited financial statements. He has applied for a \$7k GST refund. KA has \$67k in casino account & \$47k in bank account, which \$41k more than last year. Balance in GIC account is \$58K, down from \$141k last year. Nationals in 2017 more expensive than expected, grants were lower than expected. Treatment of casino revenue which looks lower than expected likely due to error in coding it as a 12 month vs. over 18 months. Marc recommended fixed maximum amount of KA funding for Nationals, with balance to be paid by competitors. Dues revenue scheduled to increase by \$10/member (\$45 from \$35 in 2018) next year or \$15k/year. Dean uncertain about how much of an increase in funding from moving up to Tier 2. Jasen has been told that funding is limited, so increase may be only 20% from current level (i.e. \$26k now, could go

to \$31k), but is a function of other organizations moving down to Tier 3. New criteria being developed by ASC, so reliance on this funding increasing should not be counted on. Cost for Nationals should go down over next 3 years, especially with it being in Calgary in 2020. Need to look at other sources of revenue and cost cutting, especially if casinos are discontinued in 6-7 years.

- 6.3 Membership Officer . Dean reported Jan. 31st is registration deadline. Currently, there are 34 clubs registered, 2 in progress and 18 to be followed up on. Should end up with 53-54 clubs and 1,400 and 1,500 members. Dean to give Heather access to Martial Member so she can get list of member clubs to use in tournament packages for setting tournament fees. Deadline for membership will be one month prior to date of tournament. Dean needs list of team members, will contact Pat & Rose (team managers) and refer to website list. Use Dean's karate email address which is jdtkarate@gmail.com. Insurance renewal is June 12, 2018. Jasen to update and distribute Board contact list. Membership fee is prorated to \$10 for Sept-Dec period as required for new members signed during that period.
- 6.4 Bylaw Committee . There is no Bylaw Committee right now.
- 6.5 Technical Committee . No update from the Technical Committee at this time.
- 6.6 Coaching Committee . Review of email from Coach Gary Sabean. There are 44 team members this year. Team spirit to be emphasized. Rank of priorities is mission, followed by team, followed by individual's own goals. Kristie reported that NCCP certification of some coaches is in the works. Sue asked about the number of team members from Edmonton vs. Calgary. There are about 40 from Calgary and 4 from Edmonton. Kristie reported that there were 3 NCCP clinics in Calgary in 2017. There will be a Comp Development in Edmonton after Nationals.
- 6.7 Tournament Committee . Calgary tournament on April 29th. There are plans from other groups to do 3 other events in April/May timeframe (Manuel, Juan, etc.). Discussion on adding EFT and/or website merchant account for payment of tournament fees to streamline registration process. Jasen to talk to Todd about merchant account approach addition to website. No June/July tournament planned for this year.
- 6.8 Officials Committee . See email from committee chair. Discussion on need to limit the number of officials attending events and getting funding. Funding should be a function of commitment, level of activity, etc.
- 6.9 Casino Committee . Kristie reported that Keith has paperwork for next casino in the works. Change address to Chris's address. Jasen to handle with AGLC.
- 6.10 Executive Director . see written report provided by Jasen. Lower than expected CIP grant may reduce number of new tatami mats purchased (i.e. 550 vs. 660). Jasen to handle getting KC Nationals photographer accreditation for social media purposes. Jasen also advised that CRA receipting is possible if donations to KA are routed through Alberta Sport Connection. ASC has changed rules for adding new sports, so karate will not be in 2020 games, but will apply for 2022. Jasen to follow up on Core Sport criteria for PSO's.

7. New Business

- 7.1 KA Non-Profit Letter . Discussion regarding need for a pro forma template letter on KA letterhead regarding need for police checks to facilitate reduced fees for police checks. Jasen and Dean to handle.
 - 7.2 KA Documents . Chris reported that John, a previous President, has numerous boxes of KA materials in storage at his home. Discussion on what to do with these old records. Elaine offered to help John go through boxes and look for stuff to keep like old photos, etc and dispose/shred remainder.
 - 7.3 Team Cost Recovery . Refer to Manuel deSa email. Marc read email from Manuel regarding cost of participating in team training sessions for members that do not make the team. Old system was \$350 for kumite and \$200 for kata. Now charging \$50 per session. Travel costs for out-of-towners is an issue and consideration should be given? Discussion regarding value proposition for non-team members. Kristie to gather information from Coach Gary Sabean on team training fees this year (upfront payment vs pay monthly).
8. **Next Meeting – TBA, to be in mid to late April.**
 9. **Adjournment – Meeting adjourned at 3:15, per motion from Heather, seconded by Chris.**