

**Karate Alberta Association
Board of Directors Meeting – Thurber Engineering, Calgary
Minutes – Approved
May 19, 2018**

1. Call to Order

President Marc Ward called the meeting to order at 12:06 p.m.

2. Roll Call and Quorum Verification

Attending (* via Skype):

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

Regrets: Heather Fidyk – Vice President

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

3. Reading and Approval of Agenda

Marc read the agenda.

One (1) item added under New Business; 5.1 Donation of \$400

Item 4.2.4 (KC Nationals . Other) was deleted.

Two (2) items added under Coaching Committee; 6.6.3 . Ervin Tong . Coach & 6.6.4 . Rose Buckie . Coaching Committee Member

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

4. Business Arising

4.1 Approval of Jan. 27, 2018 Minutes . Marc asked that item 6.5 Technical Committee either be removed or adjusted to ~~%under review+~~ vs. disbanded. The minutes were reviewed and approved via a motion from Dean, seconded by Chris. Discussion took place on whether it was necessary to post unapproved minutes on KA website. Bylaw says ~~%distributed promptly & distributed to all clubs via email+~~ but unclear on approved vs unapproved. Consensus was only approved minutes will be distributed and posted going forward.

4.1.1 Dave to contact Todd to facilitate distribution.

4.2 KC Nationals

4.2.1 Athlete Allowance Policy . KA has a limited budget for athlete allowances. Discussion on need to set up a sub-committee to look at allocation methodology using a points system that takes into account level of participation. Possibly include a base amount for everyone. Consensus agreement on fixing the budget for allowances for athletes, officials and coaches. Kristie pointed out that Adam has provided input on such a system. Jasen to contact Adam to discuss further.

4.2.2 Travel Grants . Tracy reported that Edmonton provides municipal travel grant of \$150, while St. Albert provides a \$750 grant. Nothing similar is available in Calgary. Grants require some post-event reporting within 60 days. Supporting documents, receipts, etc. required.

4.2.3 Coach & Athlete Breach of Code of Conduct - General discussion about time frame of alleged breach of code of conduct during KC Nationals. Consensus that there is not a proper process in place to handle this kind of incident. Discussion on differences in handling an athlete vs coach disciplinary situation and on difference between ~~%Discipline+~~ (i.e. immediate response ~~%stop that+~~) and ~~%Disciplinary Action+~~ (i.e. terms of suspension). Also need for an appeals process. Consensus to have a standing Discipline Committee formed including an objective coach, KA board member and a non-team member parent, with 2-3 people available for each role in case of conflict of interest. Provide templates, rules, etc to be used, interpreted and applied by Committee. Action plan agreed to was to form a sub-committee of Dean, Manuel and Dave to adopt interim terms of reference, deal with current issue and formulate formal & permanent terms of reference to be vetted by all parties and voted on by Board.

4.3 Police Checks

4.3.1 CAC Membership & PC System Access . KC does not have a system in place. Marc to follow up with CAC and report back at next meeting.

4.3.2 KA PC Policy & Template . Dean has drafted & circulated a proposal for a PIC policy. Martial Member system does have an automatic PIC follow up

system. Now 67% have PICs vs 50% previously. Dave to put new PIC policy in KAs Dropbox.

4.4 Membership Officer Transition

4.4.1 . Dean has decided to stay in Membership Officer role.

4.4.2 . Club membership application form to be changed to KC from NKA. Also, remove need for black belts to fill in KC application form. Discussion around optional collection of self-identifying as aboriginal/indigenous and/or disabled to help track diversity of membership for reporting to ASC and government agencies. Chris pointed out KCs request for info on membership for billing purposes. Martial Member has option to provide data to KC automatically. Todd to turn on functionality.

4.5 Budget

4.5.1 . ASC Meeting on Tier 2 Funding . Discussion on who was part of Tier 3 funding with KA, includes netball and baton twirling. KA gets \$26,090 now, which will increase to \$28,211 in 2018/2019, \$31,156 in 2019/2020 and \$34,534 in 2020/2021. Moving up to Tier 2 may potentially result in less funding due to limited pool for each tier. Criteria for Tier 2 rating includes # of zones, tier, % change in membership, programming/participation, coach training, LTAD/NCCP, underrepresented groups (i.e. females), sports finance diversity and level of staffing. KA scored well in # of zones, % change in membership, underrepresented groups and finance diversity. Will be a topic for a future planning session. Discussion on lack of ability to track Zone ID in Martial Member, Red Deer dojos are missing.

4.5.2 . Budget . Chris reviewed history of changes to 2018 budget. GST rebate of \$8k cuts loss for 2017 to \$45k. Audited 2017 financials due next week. YTD 2018 Revenue of \$110,792, Net Loss of \$9,938. Current Assets of \$151,881. Marc approved ½ of Heather's expenses at US Open be reimbursed as she met with Craig Vokey of KC while in Las Vegas. To be charged to Board Travel Budget. New 2018 Budget shows \$9,500 profit vs \$40k loss due to increase in grant revenue. Dean moved, Kristie seconded that 2018 budget be approved as presented. Passed unanimously.

4.6 Board Representation . Staggered Elections & Length of Service . want to move to 3 year rotation.

4.7 Bylaw & Policy Amendments

4.7.1 Staggered terms best practices - Article 4 of bylaws, will show Year 1: President, Secretary & Director at large, Year 2: Vice President, Treasurer & Director, Year 3: 2 Directors.

4.7.2 . Collection of all other required changes . Heather/Marc/Jasen

4.7.3 . Finalize & present/adopt at AGM - Discussion on timing of revised bylaws, effective date, need approval of government. Consensus to have a Special Meeting in Fall, 2018 to change bylaws, which will require at least 75% of membership via proxies. Jasen to contact Steve Indig and pay him to review draft bylaws to ensure compliance with Societies Act.

4.8 AGM Preparations . see Jasen's draft agenda. No scrutineers required this year since no elections taking place. Send additional agenda items and reports to Jasen or Marc by June 1st. Jasen to notify all parties in Word or PDF, PowerPoint formats.

5.0 Correspondence

5.1 Teresa Graup made a \$400 donation. Jasen to send formal KA thank you letter.

6.0 Officer, Director, Committee Reports

6.1 President . N/A

6.2 Treasurer . N/A

6.3 Membership Officer . Dean reported that Heather has been granted access rights to Martial Member. Tool Peet insurance of \$11,725. Fees increasing to \$40/member in 2019, need to communicate increase in fees over summer, collect in fall. Current membership 54 clubs, 1,595 members.

6.4 Bylaw Committee . N/A

6.5 Technical Committee . N/A

6.6 Coaching Committee

6.6.1 Chaperone Section Criteria . resend to Kristie for next meeting

6.6.2 Team Cost Recovery . resend to Kristie for next meeting

6.6.3 Ervin Tong . has been an assistant kata coach. Recommended by Coaching Committee to add him to committee. Approved by Board.

6.6.4 Rose Buckie . has been team manager. Recommended by Coaching Committee to add her to committee. Approved by Board.

6.7 Tournament

6.7.1 Tatami Mat Rental . Discussion on how to handle mat rental requests from members and non-members. Manuel to call Andreas about fees (\$100). Discussion on fees for non-members & no fees for members and fees for small dojo private/closed tournament vs open tournament. Will not apply to scoreboards, due to sensitive nature of equipment.

6.8 Officials . N/A

6.9 Casino . Paperwork required. Given to Kristie by Marc. Need Board info & financial info. Deadline by AGM.

6.10 Executive Director Report . see Jasens report.

6.10.1 Updated Board Contact List . in progress.

6.10.2 ASC 2020 Games Core Sport Criteria

7.0 New Business . none

8.0 Next Meeting – TBA.

9.0 Adjournment – Meeting adjourned at 3:19, per motion from Tracy, seconded by Kristie.