

**Karate Alberta Association
Board of Directors Meeting – Thurber Engineering
Minutes – Approved
Saturday, March 9, 2019**

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

Dave Maffitt – Secretary

Kristie Schafer – Director

Manuel deSa – Director

Tracy Macleod – Director*

Elaine Radulski – Director*

Sue Lindsay – Director*

Heather Fidyk – Vice President (later)

Regrets: Jasen Pratt – Executive Director

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

3. Reading and Approval of Agenda

Marc read the agenda. The agenda was approved by motion from Dave, seconded by Manuel.

4. Business Arising

4.1 Approval of October 21, 2018 Minutes

The minutes of the October 21, 2018 meeting were approved via a motion from Kristie, seconded by Manuel.

4.2 2019 Budget

Chris outlined the 2019 budget forecast of \$160,250 in revenue, \$155,991 in expenses and \$4,259 in profit. This assumes casino revenue of \$25,000 in Q2/Q3 and a profit of \$20,000 from KC Junior Nationals (based on a 50/50 split with KC including grants).

4.2.1 Tournament Committee

*Refer to Heather's report. The Provincial Championship is scheduled for October 20, 2019 in Blackfalds. Plan on \$10,000 in revenue, \$10,700 in expenses for a \$700 loss. There will be North vs. South Divisions to meet ASC requirements. Proposed budget \$5,000 for officials' expenses. Discussion on method of reimbursing expenses. TC to determine the number of officials required for a tournament and set budget for tournament. Settled on a \$4,000 budget for 2019 with any shortfalls coming out of the Officials budget. Manuel to speak to Pat about changes. Pat to provide a structure or formula for funding expenses.

Discussion on Tatami Manager role filled by a senior sensei who can request a review/discussion on reasons for why a point was given to help teach other sensei's.

In 2020, KA Open scheduled for May/June, KA Provincial Oct. 18/2020, Junior Nationals May 1-3 in Toronto.

4.2.2 Coaches Committee

There are 7 Senior Coaches. In the past, KA has spent \$ on sending coaches to US Open, etc. for experience. There is a Series A tournament in Montreal in June, which is open to anyone. There are NCCP seminars planned for Junior Nationals in Edmonton. Discussion on need for the Head Coach and Team Manager to provide an annual report for AGM summarizing activities, Learning Facilitator, Coach Evaluator.

Provincial teams' (Jr. & Sr. Nationals) set at \$29,438 (see Rose's spreadsheet). Funding allocation criteria is under review due to lack of transparency for athletes and parents. "Funding is a privilege". KA funds 60% of estimated \$1,035 cost for Tier 1 level athletes and 40% for Tier 2 & 3. Marc asked that

the CC provide information for a Senior Nationals email with names of athletes, funding and criteria for allocation.

Discussion on Head Coach budget. Possible use of a Regional Head Coach approach. Stipends for Assistant Coach positions (i.e. \$500 each?). Discussion on Head Coach expense \$7,500 in 2019 vs. \$5,000/year normally, due to splitting up Sr & Jr Nationals.

4.2.3 Officials Committee

Discussion on need for officials to attend and participate in team training sessions. Question regarding just funding Pat's travel expenses. Possibly limit official attendance to selection camps. Need for better reporting on where and what budgeted funds are being spent.

4.2.4 Membership Committee

Discussion on need for volunteer recognition. Expected revenues of \$60,000 from membership fees. Budget \$1,000 in expenses for KA Traditional Karate Symposium in Fall, 2019.

2019 BUDGET APPROVAL: Heather moved to approve the 2019 Budget as amended, seconded by Dean. Approved unanimously at 2:20 p.m.

Chris to distribute approved 2019 Budget to Board, Committee Chairs and KA Managers.

4.2.5 Junior Nationals

To be hosted at Expo Centre May 3-5 with 5 tatamis. Accommodations at Westin Hotel.

Kristie reported that 4 athlete prospects may not be in good standing with KA.

CIP Grant of \$5,000. KA pays for VIP bags (\$40 each), t-shirts for volunteers, tournament kits (equipment such as tablets, computers, monitors). Note on potential CIP Grant issue regarding tatami expense? KA will invest in new tablets for kata judging. KA will rent everything else, as expenses are split with KC.

Heather is heading up Event Planning Committee. VIP list includes KA Board members. KA Board encouraged to attend Opening Ceremonies and VIP Reception events.

KC will be instructing NCCP Comp Dev course on May 2.

Discussion on need for mats for warm up area. Mats can be rented from Heather's dojo (South Calgary Wado). Kristie moved that South Calgary mats be rented for a \$1,000 fee plus mileage, with cost to be split with KC. Dean seconded motion, which was approved unanimously. Heather conflicted for vote and abstained.

4.2.6 NCCP

Adam is training to become a Learning Facilitator. Kristie to send out emails to interested parties.

4.3 Bylaw & Policy Amendments

Tracy & Pat have made changes which Jasen is reviewing with Board. Finalization of changes by end of May to allow for enough time for members to review prior to AGM. Legal review to be done by Steve Indis.

4.4 VKALM (Volunteer Karate Alberta Logistics Manager)

No volunteer applicants have applied yet for the VKALM position. Heather's neighbour is currently handling duties for \$150/day plus mileage. Jasen & Chris suggested that a landscaping company might be a suitable alternative to handling it.

Heather has drafted a new tatami rental agreement template.

6. Correspondence

KA has added a new rider on insurance policy to cover trailer.

ASC paperwork on mats grant requires matching. Jasen to handle.

Heather's neighbour is providing free storage (storage-in-kind).

7. Officer, Director, Committee Reports

7.1 President

Marc commented on coach drinking at Nationals may be out of hand and needs to be controlled through changes to contract and/or code of conduct.

DASC to draft for Board using KC template, assistance from Jasen, etc. Provide "guidelines" for both coaches and officials.

Athlete contract may also need review and changes to address bullying and harassment. Recent incidents have resulted in warnings being issued and parties involved being contacted. Discussion on protocol (Karate Canada world precedent).

7.2 Treasurer

Chris advised that same auditor will be used to review 2018 financial statements.

The cash flow crunch in late 2018 was due to timing of payment to KC vs. collection of membership fees. Needed to cash a GIC to bridge funding gap.

7.3 Membership

Dean advised current membership is 1,484 within 56 clubs. Two clubs have dropped out. Some new applications under review. There are 56 senior instructors, of which only 8 need to update their police background checks.

Dean is stepping down as Membership Officer this year. Many admin duties are now being handled by Todd.

Marc suggested consideration of additional member benefits such as car dealer cost plus 1.5%.

Many clubs are only registering competitive athletes. Discussion on need to shift to a “competitive” association? Possible use of tiered system of membership, such as \$10 fee for non-comp members to get insurance coverage from KC and \$40 for competitive athlete members. Alberta Gymnastics uses similar tiered system. Look at implementation for 2020. Look at getting feedback from members through Doodle poll or at AGM. Dean & Heather to advise/consult with Tool Peet.

7.4 Bylaw Committee

Tracy & Pat sending out updated draft of new bylaws for review.

7.5 Technical Committee

N/A

7.6 Coaching Committee

Discussion on templates for minutes and reports. Access to minutes and reports via DropBox, available to everyone.

Discussion on athlete funding allocation. International competitors at 100%, National “A” or Tier 1 at 60%, Tier 2 (progressing), Tier 3 (1st year). Issues include handling of para-athletes, aging out, changes in weight or category. Tracking & transparency of system. Marc commented that CC needs to categorize athletes earlier in training & team selection process. Kristie and Dean to review criteria document for possible changes.

7.7 Tournament Committee

N/A

7.8 Officials Committee

N/A

7.9 Casino Committee

Keith looking for casino volunteers. Discussion that 18+ team members should be involved and parents of younger athletes as a “compulsory” part of funding allocation. Marc recommended that Team Manager email all Calgary members that \$0 funding if no casino participation. Need at least one (1) parent per family.

7.10 Executive Director

Refer to Jasen’s report.

8.0 New Business

8.1 Fall Traditional Karate Clinic & Seminar

Need to set dates, location, budget, instructors.

Possible instructors include Cam Stewart, John Hanratty, David Jones and Manuel DeSa.

8.2 AGM 2019

AGM will be held Saturday, June 15, 2019.

Todd to help Dave handle proxies at door.

New bylaws to be presented for approval.

9.0 Next Meeting – phone meeting at 6:00 p.m. April 14th.

10.0 Adjournment – Meeting adjourned at 3:59 p.m., per motion from Dean, seconded by Heather.