



Alberta Taekwondo Association

Board of Directors Meeting #2, Minutes

Date: September 11, 2004

Location: Percy Page Centre, 11759 Groat Rd., Edmonton, AB

Time: 2:00 pm

Attendees: Master Jim Rennie, Master Simon Chung, Master James Lo, Mr. Len Tucker, Mr. David Zyluk, Mr. Jeremy Wilhelm, Dr. Terry DeFreitas, Master Linda Kwan, Master Yoon Ha, Master Paul Mollins
Absent: Master Robin Peterman, Master Sandy Bowman

1. Call Meeting To Order –Chairman

1.1- Additions to Agenda

Mr. David Zyluk motioned to have discussion regarding ATA banking added to the Agenda. This item was added.

2. Review Minutes Of Last Meeting

2.1- Acceptance/Changes of Minutes

2.2- Include coaching Director

Motion to accept minutes by Mr. Zyluk – seconded by Master Ha. **All in favor – none opposed.**

3. Old Business (From Previous Meeting Minutes)

Potential items include:

- ☞ Discussion on the determination of a concussion by a referee or non-medical trained personnel.

Dr. DeFreitas mentioned that she would like them to consider it, for times when there is not a medical personnel available. At these times, referees should at least have an index of suspicion whether the situation is safe or unsafe and error on the side of caution.

- ☞ 2005 Jr. Nationals have been awarded to the province of Alberta. Clarifications as to what this means and how this tournament is to be managed needs to be determined.

Master Rennie put forth Master Min's reasons for requesting he host the Junior Nationals in 2005. It was clarified that the CTA has awarded the contract to the ATA, not any one individual club, and that the proposal made to the CTA was made on behalf of the ATA. It was proposed that we put forth a request for host Schools, with tentative dates being looked at depending on available venues. It was suggested by Dr. DeFreitas that the ATA could work collectively on the Championship, but it was concluded by the majority of Directors that the ATA was not yet ready to work on a tournament of this magnitude. It was decided that ATA member schools would be asked to bid for the Junior Nationals tournament, including their percentage split as part of the proposal. Mr. Tucker motioned to open bids to all ATA schools – seconded by Master Mollins. **One member abstained – the rest in favor.** Bids would need to be in to the Secretary General (Mr. Tucker) by September 25th.

Master Kwan brought up the issue of possible medals already being purchased by Master Min for the Junior Championship and the invoice from the CTA to confirm the commitment of the ATA

to host the Championship. Master Rennie noted that the invoice from the CTA for \$3000.00 (dated at the end of April), needed to be dealt with immediately, regardless of who hosts the Championship. Master Mollins made a motion that the ATA pay the \$3000.00 confirmation fee – seconded by Master Chung. **All in favor – none opposed.**

Master Rennie will speak with Master Min regarding the medals (220 gold/silver, 310 bronze), which he ordered. He will find out what exactly is on the medals and whether they will be appropriate to use – if appropriate, and if the cost is reasonable, Master Rennie suggested that the ATA should use the same medals, and reimburse Master Min for the cost of such. Mr. Zyluk mentioned that this issue had been handled inappropriately, and that such snap decisions, made by individuals that put the ATA on the line, should not happen again. Master Rennie agreed that this was improperly handled, and that the current Board would strive to ensure this didn't happen again.

Master Kwan expressed concerns about the relay of correspondence from the CTA, or lack of it, in the past, especially with regard to time sensitive material that should be made available to all Board members, not just any one individual. Master Rennie assured the board that all correspondence will be forwarded to Directors.

☞ ATA Banking Information

Mr. Zyluk made the motion to open a banking account in Calgary at the Shaunessey branch for ATA use – seconded by Mr. Tucker. **All voted in favor – none opposed.**

Mr. Zyluk made the motion to make signing officers 2 out of 4 people – seconded by Master Rennie. **All voted in favor – none opposed.**

Mr. Zyluk made the motion to have Master Rennie, Master Ha, Mr. Tucker and himself as signing authorities – seconded by Master Rennie. **All voted in favor – none opposed.**

Mr. Zyluk further noted that he would like to have two cheque runs each month, with notice of cheques being e-mailed to Directors prior to release of funds. He noted that in future, it would be helpful to have a 'handbook' for Directors dealing with financial policies.

☞ Lay out roles and responsibilities of officials attending national events.

Master Rennie responded that this issue has already been dealt with by the CTA and that further information is available on the WTF Canada website.

☞ Discuss development of a method to reimburse athletes/officials attending national events.

Current method-there is no method. The intent of this is to have athletes/officials reimbursed as soon as possible, possibly at the national event.

Item covered in Athlete Director's report below.

☞ ATA Summer Camp.

Item left for future discussion.

☞ 2005 tracksuits – keep the same as we have had for the last 3-4 years or pick a new one.

Item left for future discussion. Master Rennie noted that any decision on new tracksuits would hinge on the future financial position of the ATA.

☞ Update on Vision Planning. Develop an "ATA Road Map" to assist on prioritization and direction.

Master Mollins stated that it is important to do vision planning for the future of the ATA. He noted that he would be willing to volunteer his time to develop this plan.

☞ AB zones – look into developing Taekwondo into the AB Winter/Summer Games.

It was agreed that it would be of benefit to have Taekwondo included in the AB Winter/Summer Games, with the possibility of increased government funding and visibility of Taekwondo within Alberta. Master Kwan volunteered to look into the process.

☞ ATA By-laws – Proposal is to set up a time for Directors to sit down to review the proposed by-laws. Group to pick date and place for the review.

Master Rennie noted that this issue has been dealt with. There was some concern with how voting was completed at the last AGM – this issue will be dealt with in the future.

☞ Discuss the purchase mats for use at ATA sanctioned events. Mats could be rented out to other tournaments. A deposit would need to be secured in case of damages or cleaning costs. Mats could be part of a tournament package that includes scoring systems, referees, tournament management, etc.

It was agreed that this issue would be shelved due to lack of financial resources and storage issues. Mr. Wilhelm suggested that mats purchased for the Junior National Championship might play into this issue in the future.

☞ AB Sport funding. Investigate the opportunity to gain more financial support from AB gov't. Master Komlenic will look into this.

In a meeting with Master Rennie and Mr. Tucker (July 29, 2004) Scott Fraser suggested that the Association would be eligible for a 10% increase in government funding. This increase would happen naturally with the submitted application, resulting in an additional \$1700.00 per year. Total government funding expected this year approximately \$19,000.00. Mr. Tucker mentioned that there are specific project grants available, but these need to be applied for separately by the society, with no guarantee of additional funding.

☞ Fund Raising. Master Rennie - present A.T.A. Calendar idea plus any other ideas may be presented at this time.

Master Rennie thanked Master Chung for initiating the first ATA fundraising event (Instructor's Seminar) under the new Board of Directors.

Master Rennie presented a calendar fundraiser project, showing examples of two calendars that can be customized for the ATA. Costs depend on quantity ordered (e.g. \$7.70/1000, \$6.85/2500, \$6.35/5000), with the ATA selling the calendar for around \$12-\$15 each. Master Rennie will fund the initial cost of the calendars (as a reimbursable expense by the ATA). Schools will be encouraged to send in photos for use on the Calendar. Mr. Wilhelm will e-mail association Black Belts & member schools for submissions. Mr. Tucker and Master Lo suggested that Master Rennie have creative control of the calendar project, with a limit of 500 calendars to be ordered. The calendars will include the caption 'ATA 2005 Collector's Calendar'. Master Chung suggested that selling price be determined after all expense costs are in. Master Mollins suggested that, in future, ordering at an earlier date from Korea might reduce costs.

4. Officers and Directors Reports

▪ Chairman

1. Clarify length of position of ethics director and also get update on all outstanding ethics matters.

It was agreed that the position of Ethics Director should be the same length as the Board of Directors term (2 years).

Master Ha gave the Ethics Committee Report from Master Bowman, which included three formal complaints and one complaint still being dealt with. Master Rennie thanked Master Bowman for all his work on the ethics committee (also consisting of Sean and Tammy Wright).

There was some concern over the responsibilities of the Ethics Committee and their scope as far as the ATA might legally be held responsible. Master Rennie responded that the ATA Ethics Committee has adopted ethics principles from the Red Cross and that the Director currently does represent the Board of Directors. Mr. Tucker suggested that if this were the case, perhaps the Ethics Committee should consist of members of the Board of Directors. Master Rennie suggested that perhaps 3 Directors would take this position in future. Mr. Zyluk pointed out that in cases of child abuse, it is the responsibility of the ATA to report it to Social Services, not just deal with it within the organization.

2. Possibility of adopting policies that Master Pellerin had presented at last meeting.

This issue has been dealt with by email and was handed out at the previous AGM.

3. Set date of Junior and Senior Provincials.

January 15th, 2005 was set as a tentative date for the Senior Provincials (allowing for 5 weeks prior to the Senior Nationals). Motion by Dr. DeFreitas for the ATA to collectively host the Senior Provincials on January 15th, pending venue availability. Seconded by Mr. Wilhelm. **All in favor – none opposed.**

May 14th, 2005 was set as a tentative date for Junior Provincials.

Master Chung will research venues for both provincial championships and designate responsibilities to each Board Director.

4. Clarify with Master Min hosting arrangements for the Jr. Nationals and set date, location, host hotels and tournament director to oversee.

Issue dealt with in previous discussion.

- **1st Vice Chairman**

Master Chung mentioned that the Instructor Seminar ATA Fundraiser went very well and that he hoped that the participating group enjoyed it. He mentioned that he likes the new direction of the ATA and congratulated Master Rennie on their progress thus far. Master Chung would like to offer another instructor seminar in December 2004.

- **2nd Vice Chairman**

Master Lo noted that he would like to participate in the next meeting with Scott Fraser.

- **Secretary-General**

Mr. Tucker asked for consensus that e-mail communication was okay with everyone, and asked for suggestions on alternate communication methods so that information would be timely and responded to.

The ATA mailing address will be changed to: 7619 – 104 Street, Edmonton, AB T6E 4C3.

Mr. Tucker made a motion to hire Cheryl Lezarre effective Oct. 1/04 as a ¼ time paid ATA position. After discussion it was agreed that Ms. Lezarre would be paid \$400.00 per month for her position with the ATA. Motioned by Mr. Tucker – seconded by Master Rennie – **all in favor, none opposed.**

- **Treasurer**

Issues dealt with previously under 'ATA Banking'.

- **Referee Director**

The Referee Director (Master Peterman) and Master Kwan (National Referee Chair) will coordinate a date for a referee seminar. Master Kwan would like to propose a course towards the end of October. Mr. Zyluk noted that he appreciated being able to take a course in the past in Calgary.

- **Technical Director**

Master Ha said that he hoped by year's end to have completed three seminars – one focusing on business and two instructor seminars.

- **Membership Director**

- Membership application deadline for schools/black belts
- Incentives to encourage payment of black belt membership fees
- Membership Renewal process

Master Kwan expressed frustration that Master Peterman has not transferred the current list of members despite numerous e-mail requests for that information. It was agreed that this information should be made available ASAP to Master Kwan so as not to duplicate efforts. Master Rennie will contact Master Peterman about this matter.

Master Kwan would like to change the renewal process from previous years. The deadline for memberships will be November 30, with a late fee penalty imposed if necessary.

Mr. Zyluk noted that membership cheques should be submitted as they are received, as in the past they were held for a long time, creating accounting problems for member schools.

Also discussed were increasing black belt membership fees and the viability of Dojang certificates.

- **Tournament Director**

1. Requirement for sanctioned tournaments.
2. Budget for tournaments.

Master Ha presented the report from Tournament Director Master Bowman. There is ongoing interest in the Alberta Cup, with numerous clubs committed to the 2004/2005 Alberta Cup year. He reiterated that this program is not an ATA program, but is open to clubs wanting to participate.

Juniors will also be involved this year, with funding being awarded to the top 10 athletes, whether they are Senior or Junior athletes. Master Rennie mentioned that this was a good initiative, but that this year the paid position should look after handling points, financial transactions, etc. Master Ha said that Master Bowman would be mailing out receipts for contributions to the Alberta Cup made in the 2003/2004 year.

- **Coaching Director**

Due to the limited time available to present his report, Master Mollins suggested that, in future, Director Reports be placed in the agenda prior to Old Business discussions.

Issues he had hoped to discuss included:

1. The deployment of programs with input from athletes and the technical director. May include projects from last year and new initiatives for this year.
2. Scheduling of a meeting prior to the September 25th Red Deer tournament, to discuss new program ideas and implementation.
3. Would like to include junior athletes in programs – **approved by Directors.**
4. Quarterly sparring clinics – out of province as well – with exposure to other Canadian athletes. Projected costs were distributed.
5. Baseline performance testing – only physical portion will be used in the future, no technical portion
6. Team training - athletes have to put in the training volume – needs checks and balances, so we know the program is being used and the athletes are getting benefits. Master Cha will help with seniors, but would like his travel costs covered. Master Mollins will work with juniors, but would like to be financially reimbursed for his time. The Athlete Development Program, covering above topics, is available on the Internet.

- **Athlete Director**

- Funding changes for athletes, and funding plans for the year 2004/2005.
- Changing the way the athlete rep is chosen

Mr. Wilhelm suggested changing the funding structure, so that athletes are receiving financial help prior to, and not after, major tournaments. He feels this would provide athletes with more opportunities, relieve athlete stress and allow the ATA to better control their money.

Master Mollins suggested that the Talent ID program helps with this, giving athletes more incentive to train and perform well at tournaments.

The method of choosing Athlete Director was discussed. Master Rennie noted that in the past Athlete Rep was chosen by the athletes. Master Chung noted that at the National level, athlete rep is chosen through a vote by the current medal holders. Currently, the bylaw allows for a 2-year term – a change would necessitate a change of the bylaws at the next AGM meeting.

- **Medical Director**

Dr. Terry DeFreitas requested that the bids from individual schools to host the 2005 Junior Nationals contain a plan for medical (e.g. who they wish to hire and payment for medical services).

Dr. DeFreitas also mentioned that she would like to put medical information on the website but is having trouble communicating with the current website manager. Master Rennie will talk to Master Peterman about who the new Webmaster is and improving communication between himself and the directors.

Dr. DeFreitas would also like to participate in any upcoming referee seminars to talk about concussions in athletes.

5. Adjournment

Motion to adjourn by Master Ha. Meeting adjourned at 4:50pm.