

**International Chito-Ryu Karate Federation of Australia
(Sunshine Coast Branch) Inc.**



Committee Meeting MINUTES

Venue: Maroochydore Dojo, 2/14 Depot St, Maroochydore, Qld, 4558
15th September, 2012.

Attendance: Helen O'Grady, Martin Phillips, Leona Ryan, Debbie Strazzari, Rod Jones.
Apologies: Claire and Paul Flynn, Tracy Darin.

Meeting Opened: 9:40am.

Item	Action	Who
Minutes of previous Meeting	The minutes of the last meeting were reviewed and accepted. Moved: Martin Phillips Seconded: Debbie Strazzari	Helen O'Grady
Treasurer's Report	Account Balance \$13591.39 Liabilities: Soke Cup: \$5657.32 \$300 tournament points champion Equipment: \$1000.00 (depreciation) Available balance as of 12/08/12: \$2708.44 Treasurer items <ul style="list-style-type: none"> • Accounting statement presented, confirmed and signed by president and secretary to be retained with secretary records. • Resident Withhold Tax and audit still pending. • Trivia night profit \$239. 	Helen O'Grady on behalf of Tracy Darin (Treasurer)
Secretary's Report	Leona to upload minutes and newsletter to the website.	Leona Ryan (Secretary)
Instructor's Report	Bogu equipment finalised, ordered and waiting on delivery. Registration forms for Nationals to be distributed early October. Noonan Sensei visiting Dojo on Friday 28 th September.	Martin Phillips (Instructor)
Correspondence		
Correspondence In	Annual return of Association form – QLD Govt.	
Correspondence Out	NIL	
Business arising from previous Minutes		
Welcome letter	Helen completed draft of welcome letter for new members' kits.	Helen

<p>Newsletter content</p>	<p>August 2012 Newsletter printed and distributed. Next newsletter scheduled for early November. Begin promotion for advertising opportunities. Content to be included: Soke Sensei's visit to the Dojo; Upcoming AGM and Christmas Party; Advertising opportunities for members; Scholarship; Hamilton Island raffle as detailed below.</p>	<p>Leona</p>
<p>Tournament Review</p>	<p>Key roles were implemented for the first time at the July tournament and they proved successful, however, there still need to be developed more. The goal is to have volunteers be able to step in and have the systems in place so the roles are still managed efficiently. It was also noted that the 100 draw and raffle could have been promoted better.</p>	
<p>Trivia Night Fundraiser Report</p>	<p>Trivia night was successful and positive feedback was received showing an interest for running another Trivia Night for next year. More organisation next year is required. Although we made a reasonable profit, with more committee organisation and promotion this event could have generated much more funds.</p>	
<p>BBQs for Grading July 2012</p>	<p>The BBQ for Grading in July was successful and it was agreed to continue running these. There was no BBQ for September Grading because we did not have committee meeting in between and no communication or organisation was made to run the BBQ. Email communication between events where there is no committee meeting is necessary so we don't miss an event or opportunity.</p>	
<p>Perpetual Trophies</p>	<p>Perpetual trophies were ordered and will be delivered shortly. Total cost was \$179.09 for the three trophies of which Gold Coast Dojo will pay half.</p>	
<p>Annual Scholarship</p>	<p>Martin has drafted a letter outlining details and requirements of the proposed committee Scholarship (attached). Details are still to be confirmed, however, at this stage students who qualify for the event will be 5th kyu and above and invitations will be given at the end of 2012. The scholarship winner will have the opportunity to travel with either Sensei Martin or Sensei Sandra for two weeks and train with Soke Sensei. The committee will pay for the airfares for the teacher and student. All other costs will be at student's expense. Martin to make further enquiries to confirm details. All members agreed this is an excellent opportunity and support idea.</p>	
<p>Sub Committee for Events</p>	<p>As an alternative to establishing a subcommittee for events it was suggested to have an event planner to complete for each event. Leona submitted a draft of the planner which outlines what jobs, tasks and equipment is required and who is responsible for these. The purpose of the planner is to make sure events are organised well, promoted effectively and to take the stress off those organising them. All agreed.</p>	
<p>Agenda Items/General Business</p>		
<p>Newsletter advertising</p>	<p>The committee agreed it will charge \$20 per year for advertising in the newsletter for a 6x6cm (approx) space. Also included in the price is cross promotion on the ICKFA (SC) website and facebook page. There are currently three positions available. As the newsletter grows more positions will become available.</p>	

Trailer for transporting mats	<p>A suggestion for the purchase of a trailer to transport mats for tournaments was discussed and all agreed the cost to purchase and maintain the running costs would be too high. An alternative would be to hire a trailer/van at the time of tournaments for a more affordable cost.</p>	
Financial updates & payments	<p>Tracy confirmed all invoices where up to date. Martin to contact Tracy with further receipts and invoices to be addressed.</p>	
QLD Camp	<p>Martin suggested QCCC in Mapleton for the venue for QLD camp next year. Approx date is late April 2013 (TBC). Deposit of \$400 is required to secure the booking. All agreed. Martin to follow up.</p>	
Committee Printing	<p>Costs for committee printing from newsletter and events are increasing. At present the printing is being done through the club and an alternative needs to be found. Rod Jones offered to do the printing at his work place at no cost. This is a temporary offer and may change in the future.</p>	
2013 Nationals	<p>Sunshine Coast is hosting the Nationals next year. Approx date is 8th July (TBC). A suitable venue is required as this is a large event. Suggestions are Kuluin School Hall (first preference) and Pacific Paradise School Hall. Martin to look into this. Early promotion is necessary when dates and venue are confirmed.</p>	
AGM & CHRISTMAS PARTY	<p>Date confirmed for AGM and Christmas Party is Sat 9th December at Cotton Tree park. Committee to provide free sausage sizzle and lollies from Santa. BYO food and drinks. Leaders will be asked to organise games for the day. Santa to be organised. Early promotion is required through newsletter and flyer dojo noticeboard. Final arrangements to be discussed at next meeting.</p>	
Hamilton Island voucher	<p>Rod Jones has kindly organised the donation of a Hamilton Island Gift Voucher offering 2 people, 3 nights' accommodation at the Reef View Hotel. The voucher will be kept in the secretary records until needed. The intention for the voucher is to use it in a raffle with the funds raised going to a resource/opportunity or benefit to be decided by the committee. Approx date of draw is early in 2013. The price of tickets will be \$10 each with a maximum of 500 tickets for sale.</p> <p>Also in order to run a raffle that is expected to generate a potentially high amount, the committee needs to investigate its legal responsibilities. Martin to enquire at the Office of Fair Trading regarding the legalities and regulations of running a raffle of this nature. Further details to be discussed at the next meeting.</p> <p>We thank Rod for organising this generous gift.</p>	
Grants	<p>During discussions of the club's upcoming events, Rod Jones suggested looking into applying for a grant to assist in funding for running local events which aim to promote community involvement. Tourism QLD offer the grants, Martin to investigate options for us and if we may be eligible to apply.</p>	

Cont. Committee Meeting MINUTES 15th September 2012.

Date of Next Meeting	Saturday 20th October at 9:30am at SCK Dojo, Maroochydore.	
Meeting Finished	11:10am	

_____ President ___/___/___

Cont. Committee Meeting MINUTES 15th September 2012.

Draft of scholarship information:

Dear Member,

Our local association has decided to offer a special training scholarship for one student to train with Soke Sensei and other master instructors in Japan at the Sohonbu Dojo (International Chito-Ryu headquarters) for a period of 2 weeks around Easter 2013. The exact dates will be confirmed a little closer to departure, subject to Soke Sensei's other international teaching commitments.

Eligibility: Any current Sunshine Coast Karate member who is 5th kyu or higher as at 31 Dec 2012.

About the scholarship: The person who is awarded the scholarship will have their airfares paid in full from Brisbane to Fukuoka (return). The scholarship recipient will be accompanied by either Sensei Martin or Sensei Sandra and together they will live in students at the Sohonbu for the duration of the visit.

Please note, all other costs will be the responsibility of the scholarship recipient, including:

- Lodgings @ 3,000 Yen per day (approx \$40)
- Tuition @ 1,000 Yen per lesson (approx \$13)
- Food – cost of living is very similar to Australia

As an estimate, total cost of covering the basics should be \$1500-2000, please note this does not include the airfare which will be paid by the association.

The selection process: The selection will be based on 2 key elements: your commitment to training and your ability to communicate your experiences through your choice of digital media and share with members.

Your commitment to training will be judged based on your ongoing efforts plus a two week training intensive to be held early in the new year. Throughout the 2 week intensive, all applicants will take part in early morning and extended evening training to replicate the regular training schedule you might expect to do whilst in Japan.

Your ability to communicate your experiences will be judged based on your ability to communicate your experiences while doing the 2 week intensive, with photos and/or videos and/or written reports. In addition, you will also be interviewed (and filmed), and given two communication tasks to complete through this period based around a specific topic related to your training journey so far. All applicants will have access a number of mini communication workshops to help educate them about the possible ways that digital media may be used.

We wish you all the best and hope that you will consider applying for this scholarship.

Kind Regards,

Martin Phillips