



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

Committee Meeting MINUTES

**Venue: Maroochydore Dojo, 2/14 Depot St, Maroochydore, Qld, 4558
16th February 2013.**

Attendance: Helen O'Grady, Martin Phillips, Tracy Darin, Leona Ryan, Debbie Strazzari, Jodie Marriott, Adam Amos, Rod Jones, Bronwyn Farrell, Sharon Saunders, Jane Graham.

Apologies: Wendy Boman

Meeting Opened: 9:00am

Item	Action	Who
Minutes of previous Meeting	The minutes of the last meeting were reviewed and accepted. Moved: Martin Phillips Seconded: Jodie Marriott	Helen O'Grady
Treasurer's Report	Financial Report for 13/12/12 to 12/01/13 Account Balance \$14890.43 Liabilities: Soke Cup: \$5907.32 Tournament points champion \$350 Equipment: \$1000.00 (depreciation) Scholarship: \$800.00 Available balance as of 12/02/13: \$6548.26 Scholarship funds have been amended so funds have been allocated from the date of first suggesting idea in June 2012 bringing total to \$800. Treasurer items pending <ul style="list-style-type: none"> • Audit pending • Accounting Software Programs 	Tracy Darin
Secretary's Report	AGM Minutes and January Minutes were uploaded to website. Newsletter draft presented and accepted for print.	Leona Ryan
Instructor's Report	Update on Bogu equipment. There has been a delay in the progress of the bogu head gear due to supplier delays in China. The head gear samples are expected to arrive in the next 4-6wks. If they meet Martin's specifications then orders will be made and we are hopeful for delivery in May. Martin to follow up on gloves as they were expected to have been delivered.	Martin Phillips
Correspondence		
Correspondence In	Associations Incorporation Form 12-1 Annual return of association has been presented. Financial documents are to be prepared by Tracy and sent to Leona to complete form and post. Cost \$45.	Leona
Correspondence Out	NIL	
Business arising from previous Minutes		
Welcome letter	It is noted that the presidents welcome letter to new members has been completed and a copy is recorded in the secretaries records.	Helen

<p>Annual Scholarship</p>	<p>This years' Scholarship Trip to Japan has been awarded to Jodie Marriott. The applicants were assessed on their commitment to training and their ability to communicate their experiences to members through various methods and media. Congratulations Jodie.</p> <p>The date of the trip will be 21st March to 7th April at an approx cost of flights at \$1400 ea for Student and Sensei. Martin to book flights.</p>	<p>Martin</p>
<p>QLD Camp 2013</p>	<p>Confirmed date and venue for QLD Camp is Curramundi Active Recreation Centre on 26-28th April. Deposit has been made. Early bird fees are due by 22nd February. So far the response has been good with more members expected to confirm their attendance this week.</p>	<p>Martin</p>
<p>Grading Day BBQ</p>	<p>Debbie and John Strazzari to coordinate BBQ for Grading Day on 23rd February. Debbie/Leona to purchase supplies. 2kg sausages, onions, 3 loaves bread.</p>	<p>Debbie</p>
<p>Committee Raffle</p>	<p>Raffle tickets have been distributed. Response so far has been low and feedback indicates that the price is too high. Vouchers from those who donated prizes need to be collected. A copy of the vouchers will be printed and displayed at the dojo entrance to help increase ticket sales.</p>	<p>Leona</p>
<p>Electronic scoreboards for tournaments</p>	<p>Martin presented a draft of the score screen shots for the electronic scoreboards for tournaments. Next step is to build the software and purchase the monitors. It was suggested and agreed to have training prior the tournament so volunteers feel confident in their duties. <i>Training date will be Sat 18th May at 9:00am at the dojo.</i> Jodie to recruit volunteers. Approx 12 to 20 officials are required depending on the number of rings in use for the tournament (usually 2 for local events and 3 for nationals).</p>	<p>Martin Jodie</p>
<p>Tournament Update</p>	<p>Venue for SC Tournament in May is confirmed at Millwell Rd. Nationals in July are booked at Pacific Paradise School Hall. October tournament booked at Millwell Rd.</p> <p>Jodie has a tournament planner to follow and has recruited volunteers for the various positions. See Jodie for details.</p> <p>Adam Sensei has suggested a family rate discount of fees for the tournaments. It was discussed and all agreed: Local tournaments are currently \$30 p/p, family rate will be \$80 p/fam. National tournaments are currently \$40 p/p, family rate will be \$100 p/fam.</p> <p>Canteen menu was discussed and it was suggested to survey applicants on the tournament registration forms for the food they would like to see at the tournaments. It is noted that the canteen menu is not adequate however wastage of food and profit is a high concern. Martin to add to the May tournament registration forms to indicate what members are looking for so we can provide it.</p> <p>Bronwyn to look into if the Lions Club Coffee Van is available for the May tournament and if they would donate any takings to us for the opportunity.</p>	

Agenda Items/General Business		
Soke Cup Funding Raising	<p>Sharon suggested to approach Maroochy RSL Community Grants for funding. Details of what the funds will be used for might be required, ie, flights, entry fees, uniforms, accommodation. Sponsorship signage might be requested in the form of a banner, advertising in our media releases, badge or print on uniforms. Sharon to enquire.</p> <p>Martin suggested sponsorship levels for advertising. SCK would be prepared to have corporate signs placed in the dojo for the duration of the sponsorship or up until the event that is being sponsored. For example if Maroochy RSL sponsored our Soke Cup members, a large company sign would be placed on the dojo wall up until the Soke Cup.</p> <p>Tracy to approach Bendigo Bank for sponsorship with the same advertising idea as above.</p> <p>Helen suggested a fight-a-thon for individual Soke Cup members to raise funds. Senseis' to discuss with members during classes to gain interest.</p> <p>Rod suggested a dojo garage sale to raise funds. All agreed to hold event. It will be open to the public, Rod has confirmed no council permissions are required. Club members will be invited to donate items and Soke Cup squad members are to man the stalls and sell items. Rod to develop plan of details for the sale. Jane, Debbie, Sharon and Helen to communicate with each other also and coordinate event. A BBQ will also run at the time. <i>Date confirmed for 13th April at 6am.</i></p>	Martin
Easter Family Picnic	Easter Family Picnic has been confirmed for Sun 24th March at Cotton Tree Park. Martin to print flyers and distribute and display in dojo. Catering will be discussed at next meeting.	
First Aid Policies and Procedures	Adam has brought the need for documented First Aid Policies and Procedures specifically for tournaments to the Committee's attention. Adam will draft information required and Leona to create formal documentation for records. Martin confirmed the ICKFA insurance policy covers first aid officers and directors at tournaments.	
Date of Next Meeting	Next Meeting 16th March at 9am at Sunshine Coast Karate, Maroochydore Dojo.	
Meeting Finished	10:40am	

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