

Dear Board,

below in this email, and attached at plain text document, a draft of minutes of our meeting in January. Please let me know if you have changes or addendums that should be included.

It was great to see all of you. Soon again - best - David

DRAFT

MINUTES OF SOA BOARD MEETING, January 17, 2004

Present: Sandra Bengtsson (Membership Secretary), Stephen Billias (Projects Manager), Connie Borden, David Franklin, H.F. Ito, Jennifer Peringer, Lee Seaman (NTC), Eva Thaddeus. Absent: Michael Thompson

#### 1. Budget summary:

Expenses have increased since SOA now hosts the on-line bookstore, not much change in income from dues. We should consolidate our accounts/assets all in one place. We should transfer the CD in East Coast account to Sandra's management. SOA is also taking on cost of hosting server (minimal -- about \$130 /yr).

Changes to budget:

- expense: regional grants \$750 (approved during last phone meeting).
- regional scholarships: \$250 to send people to regional gasshukus - still to be discussed.

Sandra will send a revised report once we consolidate accounts -- CD, publications and main account. Motion to approve consolidating accounts under Sandra's management approved.

Action item: David will check when to close the CD account at Citizens Bank and send a check to Sandra.

Discussion of SOA scholarships:

Do we need money set aside for SOA scholarships to send people to gasshuku?  
Stephen: We have a lot of money. Seed money idea approved already.  
Advocates for scholarships as well.  
Some people were not comfortable approving money for scholarships until we discuss and approve clear criteria.  
This item tabled for further discussion.

Budget approved (minus scholarship \$250 proposal).

#### 2. NTC members attending gasshuku at cost:

David proposed a policy that gasshuku managers allow NTC members who travel to attend gasshuku in other regions be allowed to attend at cost (they would just pay their own room and board expense).

This would be a perk for NTC members and would encourage more communication among NTC members and inter-regional travel and exchange, without putting any financial burden on the host group.

Proposal approved. Need to work out the mechanics of how it will be presented and implemented. Sandra, Lee and David should discuss.

### 3. Board slate to be presented to members:

Proposals for slate: Stephen nominated. All other current members remain. Sandra suggests that in the future the membership secretary also be a voting member -- this would encourage more investment in the organization. However, it would require a change of bylaws (making Board six people).

Ito suggests if there are too many people, be aware it's harder to get everyone together. Maybe an even number isn't so good.

Telling people who's on the slate, and voting on it:

Some discussion of making it more transparent, more open, encourage people to participate. Right now people are nominated to the Board through back-room negotiation. However, it would feel strange if a new member who hadn't put a lot of work into the organization nominated themselves.

Ito: keeping an odd number is good. If we add Stephen, and Sandra, then we could add the NTC chair as a voting Board member. (2 + 5 + 2).

Presentation of slate and voting by email advocated. How democratic do we need to be? Discussion.

Action item: Sandra and Rob will present the slate and tally the voting by email.

Action item: Connie will initiate further discussion of how the process should evolve.

### 4. Website:

SOA website is now hosted on a new server (thanks Rob Kedoin), and will now be able to host regional sites. Will enable more email communication etc. Rob did lots of work.

### 5. Report from group leaders' discussion (Jennifer Peringer):

How to increase communication between NTC and group leaders -- NTC will email with instructors (Rob will set up a listserve).

### 6. NTC update (Lee):

Much work done in 2003.

- clarified Advanced Student evaluation, and created menu of techniques that can be covered.
- clarified procedure for SOA members who take exams outside the U.S. (if either Ito or Michael are examiners).
- Improved communication w. NTC and SOA Board with a liason position (Eva). NTC is a body that you test into by taking an exam (not volunteer, elected or appointed).
- NTC very non-heirarchical (no senpai). Most decisions made by consensus.

### Unresolved:

- discussion w. SOA board about NTC responsibilities
- inform instructors of what NTC has accomplished
- Rob will set up a link on the website to contact the NTC (for instructors only to ask questions, not for general members to bypass their instructors).
- ongoing discussion about improving exam feedback process. Lee handed out a draft of statement for potential examinees. Should

become part of gasshuku manual (to be given to potential examinees at gasshuku registration).

- some newer NTC members starting to serve as examiners, with some mentoring from Jim, Ito etc about how to do it. One system is most feedback by specialists, with some overall comments from Ito and Michael.

- exam results discussion also includes curriculum discussion.

Outcomes:

- Advanced Workshop issue will need further discussion: is it a carrot or a stick? What defines an Advanced Workshop?

- NTC agreed SOA membership dues collection is SOA function. And who gets listed on website is SOA, based on dues. Credentialing issues might be NTC question, but this was tabled for later.

Action item: Lee and Eva will discuss writing a Body Dialogue article about what the NTC accomplished.

Eva: we need to re-evaluate the discussion we had last year about the NTC's job description. Some results from the Body Dialogue article about what is an active instructor, and what other options there are. Examples: Faith would like there to be a way to gracefully retire. An explicit process. Bela is interested in sabbatical (has anyone ever taken advantage of this option?).

Stephen: inactive status should be made available. And make it possible for them to come back (= same as sabbatical, at general membership dues level). Original proposal was they should pay back dues at general membership level (that was last year's proposal that was already approved and now stands as the current regulation).

Jennifer P.: I didn't buy into the organization at first when I came back to U.S., but then I was able to slide back in easily with no roadblock. This encouraged me to join and start teaching.

Ito: if an instructor is continuously active for 5 years, you get some honor or recognition (to encourage people). And only "active" instructors appear on website.

Membership form should have instructor sabbatical / inactive option on it.

Discussion question for future: what is an active instructor?

7. Communication with ISF? (Connie):

Not much happening. Stephen suggests conference call, to allow Ula and Gilles to participate.

The ISF Board is Ula Chambers, Gilles Eskanazy, Bill Burtis, Connie, Taro Aoki, Tomoko Katsuno.

SOA board authorized Connie to discuss how to offer high-level exams, given Aoki-sensei's travel limitations. Is video conferencing a possible solution?

SOA is one of the few national organizations that is fulfilling the original ISF concept.

Ito raised discussion of whether Taro is the proper person to be the ISF secretary. Perhaps we should encourage Taro take English conversation classes to improve his English communication skills. It

will be hard to resolve in May '04, because ISF meeting will only be Connie, Taro, Tomoko, and Aoki-sensei.

Lee: does ISF even want a strong international presence? If so, they need to be willing to deal with some discomfort. All parties need more cultural communication skills.

Ito: to re-establish ISF, there should be an interim board (and sacrifice all the other ISF meeting agenda items). Ooi regards Lee as sitting in head instructor position (our NTC system with rotating chairperson is hard for the Japanese to understand).

Action item: Lee and Connie will draft proposal, ask Ito to review it.

## 8. Publications:

### Volunteer positions:

Shin has volunteered to help Rob Kedoin with website.

Other positions for which we are seeking help:

BD editor (possibly Lee Ordeman)

BD design / layout / printing

BD supplement / PacShin Newsletter -- Stephen has been doing it, and is leaving the PacShin area. The Supplement began as a hybrid of the PacShin Newsletter and BodyDialogue, distributed nationally. Could unlink them, or consider changing BD production schedule.

Jennifer P: two issues of BD per year is enough, but wants two publications:

1) For PR for the public, but informative. Profile of faculty and student. Not fluff, but all positive.

2) For insiders. Lower production value, for faculty to share information with each other.

She doesn't currently feel comfortable including BD in mailings sent to unknown people -- not good for PR.

Eva suggests BD 4 x per year, 2 major and 2 minor issues. Minor issues have fixed template (this is what we have now). But make the minor issues the more public ones?

Ito: BD is gaining a respected reputation like the NYT all over the world. The most-read English-language Shintaido publication. Many people worldwide want to read BD. Fits what Ito uses it for.

Jennifer P: not appropriate for PR if lead articles are too specific and sometimes critical of Shintaido.

Proposal: new brochure, an introduction to Shintaido (Stephen is already designing it), which will supplant the old Student Handbook and possibly serve the PR purpose.

Continue to produce BD 2 x per year (full issue) with transition to new staff. Direct editor to include at least one lead article of general interest presenting Shintaido in a positive light. Continue some way to produce BD supplement.

Eva suggests Jennifer P, Eva, David, Stephen continue this discussion. Maintain 3-4 issues of something per year.

Motion approved.

Ito suggests the handbook Stephen is working on be designed in a way useful for PR purposes, and money be allocated for it.

Ito publications update:

No financial report at this time -- it will be forthcoming soon.  
About \$6000 in account.

Some projects:

French are interested in reprinting Shintaido textbook, which originally was given by license from SOA (we would get \$1000 copyright).

John Farquarr is willing to make DVDs from any Shintaido video that is popular. Ito asked him to make kata and kumite video. Also kenko taiso. This would require updating of webstore. Also should be pending publications review, which David and Jennifer P have begun -- they have designed a survey to evaluate each publication according to criteria such as: quality of presentation; relevance of content; accuracy of content; usefulness for publicity and promotion; and usefulness for instructional purposes. They still need to determine how and to whom to distribute the survey.

Physical inventory of Publications is moving to Jennifer Peringer's house. SOA could pay insurance.

Agreed: to transfer Publications account to Sandra's oversight.

PO Box: Ito would like to keep it, and find a new PO Box for Publications, or use Jennifer P.'s home address.

A \$10,000 grant from the Kaiser Family Foundation is supposed to be used for writing about caregivers workshops. Originally it would be administered by Hospice by the Bay, but since Connie is no longer there, Ito proposes: finish the video and documentation, not fold that part of the money into SOA.

We are seeking a Publications Director.

9. Unfinished business:

NTC job description.

Need to update SOA Policy Manual.

Publications review and survey.

Review status of grant applications and timeline.

Discuss scholarships.

Meeting adjourned.

Respectfully submitted,

David Franklin

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<<http://www.shintaido-ne.org>>  
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