

SoA Board Minutes April 29th, 2007

In Attendance:

Shin, David, Michael, Sandra, Connie, Stephen, Eva, Ito

Approval of Minutes:

Accepted with Rob's email correction of April 11th.

2007 Budget:

Sandra listed largest expenses: Bookstore, Insurance (ongoing,) DB project (one-time expense)

No questions about existing budget.

ACTION TAKEN: Budget passed.

Connie sent an email about how to think about the budget. Sandra: "We are losing money every year, but we have \$18,000 in the bank. In other years, we would think of ourselves as doing well." Connie's idea is to think of operating budget versus ongoing projects. Work on fundraising for specific items. Things we want to support—grants, raise money for MT/Ito pensions, special projects.

Michael made a suggestion to send out a letter regarding membership to assistants, instructors. Create a general membership letter with a separate piece tailored to assistant and above.

ACTION ITEM: David volunteers to draft letter to assistants and above. Connie and Sandra will work on general membership letter.

Access database has been kept up to date. Suggestion to send out a hard copy letter rather than an email. May be included as an insert with the next *Body Dialogue*.

Three different audiences and mailings:

- Regular membership letter
- Higher-ranking people letter
- Special Fundraising letter

We have three sources of income currently:

- Membership dues
- Exam fees
- Bookstore sales

Fundraising is a fourth income stream.

Exam fees are a measure of health of the organization, but should not be used as a way to solicit revenue.

ACTION ITEM: Sandra to put together job description of Treasurer position in the next three months.

Status of DB:

Update by Rob from Dan. Will be done with DB project beginning of June, or maybe end of June. Work has taken a long time. Features have been slow in coming. Scheduling has been difficult. Rob asked Dan if he still wanted to finish the project. Dan said that he did. Upcoming features:
Ability to generate Invoices by mid-May
Ability Emails to members, end of May

We are paying Dan more than we have ever paid anyone, so even though Dan is “losing his shirt” we expect professional results. Rob suggests we give him till the end of June then take it over at whatever state it is in.

NOTE: See post-meeting emails from David and Rob.

ISF Update:

July 2008 ISF Board is meeting at the Italy event. Do we want Connie to continue as ISF Rep for SoA?

ACTION TAKEN: All vote Yes for Connie to continue as ISF Rep.

How to register. David F. will let everyone know how to register. We will include in next BD. Per Connie, attendees will have to be both SoA and ISF members to attend.

NOTE: See post-meeting email from David.

Video Productions:

Kenjutsu DVD. To be finished by summer. Planning to make 300 copies, with 100 to Henry’s friends and production people. Suggestion for 200 to be purchased by SoA at \$10 a copy. Concerns raised over the ability of SoA to sell that many copies through bookstore.

David suggests we do market research to see how many we can sell. Maybe able to sell to Europe and Japan. Concern over 100 free copies being made. These are for Henry’s friends, not necessarily the market we are selling into. We should find out how many we can sell before we commit to a number. We need a description of the DVD, two paragraphs, so we can promote it.

NOTE: See post-meeting emails from David.

Review of current visual productions:

ACTION ITEM: Jennifer and Sandra will work in July and August and reviewing our current DVD/Video offerings. Try to do this in time to change the BD listing of our offerings for next issue. Sandra will give us a review of Bookstore sales over a long period of time. David will also be involved. Rob may also help out.

Multi-Set- Shintaido DVD:

Start with Bojutsu translation project. Find out from Japan Kyokai if we can get permission to do this and how much it would cost. Shin will look into this for SoA. Can we make version with English subtitles? Copyright issue with Japan. What would they want to give us permission to make a version of the same material with subtitles in English.

This way we can have Kenjutsu and Bojutsu done and work on the Freehand and Karate curriculum. There is a DVD version of the Bojutsu curriculum.

Shin questions whether these would be profit making since we need to pay or Kenjutsu and pay for copyright from Japan.

Per Connie and David, let's find out.

ACTION ITEM: David offers to be lead on conversion project, and Shin agrees to find out the cost. Ito suggests Ito should find out who he should contact, and Shin should ask them to provide an English version. If no English version, then find out cost to buy printing rights, and dub the English. We will do the work ourselves. Printing license only, not translation from Japan.

ACTION TAKEN: Board moves and approves to try to get info from Japan on obtaining the copyrights to the Bojutsu DVD.

ACTION ITEM: Stephen agrees to arrange a meeting with Michael, Kermit, to discuss roles and activities on the DVD project.

Some discussion of how to arrange the shoot, with people, directors, etc. Shin cautioned that the Kenjutsu video took a lot of scheduling, and difficulties, and that he is concerned if directors are on East Coast and most actors are on West Coast, that scheduling would be difficult. A producer person or persons can make these decisions later.

Shin suggests less involvement rather than more from NTC. Vote not needed on curriculum. NTC best serves us by having NTC people give their skills, not looking for approval from NTC.

Role clarification NTC/SoA Senior Instructors:

Eva: “Is SoA asking something specific from people when they are trying to make that rank. Is NTC a requirement of being Senior Instructor? Those who took Senior Instructor and Sanden in past were not thinking about NTC role. Now that is the expectation.”

Per Shin, you don't have to participate in any event—can be inactive member. There is a variety of participation. Even to qualify you have to have contributed to local, regional, national gasshuku management. Who asks this at the exams? Forms went back to NTC chair, do you have information on their performance. Concretely, someone who takes SOA exam, have to have managed a national gasshuku.

Do people know about that requirement? Definition may have changed to “contributed at that level, not necessarily managed an event”. Connie saw people organizing exams in Japan going to Lee as NTC Chair to confirm that these people met the qualifications.

Eva suggests we continue this discussion by email. Up until this point, we haven't explicitly stated that we are expecting people to participate.

ITO Updates:

Date for International is decided. July 1-6 in northern Italy. International Advanced Workshop. Assistant and above. Aoki Sensei will be there. Location: Lago Maggiore.

July 13-14 Ito is offering Master class workshop for Sandan boh examinees. Weekend before European Technical Committee meeting at Minagawa's. MT will be there.

November 1-4 Euro Shintaido Forum. Test run for International. MT says it is possible to have 200 at that site.

NOTE: See post-meeting email from David.

Per David, site and specifics were chosen democratically by vote at the grassroots level in Europe.

Juliette is in hospital with heart problem. Radiation therapy has blocked an artery to her heart. She already has a stent. Has to get another stent. People can call her at the hospital at the number Ito provided. Ito's mother is also in the hospital in Japan and Ito is going there.

Ito proposes to provide free copies to Okada of unsold Shintaido materials. Jennifer,

ACTION ITEM: Sandra and Jennifer will look at our offerings and see if we have surplus we can send Okada.

SUMMARY OF SHINTAIDO KENJUTSU DVD

- 1) Began as discussion January 2004 with Deidre Crowley, Ito, and Henry Kaiser
- 2) Initial proposal submitted to SOA board March 2004 with budget estimate for 3 DVD set for \$12,000; however this proposal was tabled for further committee discussion
- 3) Proposal submitted September 2004 for \$500 from SOA to rent space for videotaping Kenjutsu DVD that would serve as a “provisional videotape” to
 - 1) allow Ito to refine his approach for videotaping the Kenjutsu program and 2) allow the production team to learn from producing and plan for the future for needs about space, light and time to shoot a videotape. Henry Kaiser offered to pay for camera man and sound technician. SOA approved the \$500 request October 2004.
- 4) Time line of video production:
 - February 2005 shooting indoors - done
 - August 2005 shoot for outdoors rescheduled
 - January 2006 shooting outdoors – done
 - August 2006 first editing session scheduled and cancelled
 - February 2007 second editing session scheduled and cancelled
 - April 2007 third editing session scheduled.

Publications for Visual Media materials sold on SOA website

Request by SOA board to have an analysis of visual productions currently sold on SOA website to determine 1) which items to keep in bookstore/website and which to archive and not sell, 2) determine which current VHS items need to be changed to DVD, 3) do an analysis of gaps in current materials with suggestions for corrections or additions.

Jennifer – NTC, Sr. Instructor	Sandra – SOA board, admin support
Provide an evaluation from a senior instructor’s perspective on current visual materials for technical and/or artistic merit for 1) retention or archiving of materials 2) conversion to DVD 3) identifying instructional gaps or change in curriculum on current materials	Provide administrative knowledge and skills about 1) sales volume of current visual materials 2) audience currently buying items 3) liaison with SOA board to develop plan for visual materials pmSPA website

Target date to plan analysis : begin after April 2007; target date for completion _____

Shintaido Curriculum Multi-set DVD

General Proposal (already approved in concept by SOA board; no funding approved; no individual selected to direct)

- 1) A set of DVD's to encompass the Shintaido curriculum of : Open Hand Shintaido, Bojutsu, and Karate. The Kenjutsu video can be included or be a separate item.

Other DVD menu choices within the framework of above 3 DVD's could be:

A short Promotional "This is Shintaido" section

"Scenes from Keiko" – Kermit Cole's idea to edit videos from spontaneous, unrehearsed moments from keiko filmed from around the USA. Small hand-held high-quality video cameras are now available with minimal expense to shoot lots of good quality video.

A Shintaido version done with music (like Life Burn)

- 2) Adoption of the Bojutsu DVD as suggested by David with David taking the led role to determine cost, editing etc.

Other items to be decided:

- 1) Selection of a Director for NEW DVD productions;
a) or selection of interim director/interim project director to organize the next steps within a larger framework so the board can make decisions incrementally.
Candidates: Kermit Cole, Michael Pope
- 2) Funding – none exists currently, sources need to be identified
- 3) Budget – none exists, with a director budget scenarios for different type of productions could begin
- 4) Director position is UNPAID, is a VOLUNTEER (do candidates understand and are they still interested?)
- 5) Ito-sensei would be a technical consultant
- 6) Shintaido Farm is one site that includes lodging, dojo, big nature, ability to do a set up and leave it from one day to the next, current 'director' candidates on the east coast.
- 7) The director would identify other needed roles

Role Clarification

SOA	NTC
Membership: collection of dues, national liability insurance; finance reports and annual filing of tax report	Quality assurance and improvements for teaching curriculum
Communication: Newsletter, website, West Coast and East coast annual membership meetings	Examination and certification/licensing of instructors
Resources: Videos, books, superkata, SOA policy manual	
Marketing: survey, pamphlet sample, support to local and regional groups	

SOA board members are elected by the SOA membership and may self nominate or be nominated by others to be a SOA board member. Qualities of board members are enthusiasm, & administrative skills.

NTC members are automatic members once that person becomes a senior instructor or 3rd Dan in Karate or Bojutsu. Qualities of NTC members are technical proficiency and as part of qualifying for Shintaido exams contributions at the local, regional, national or international level.