

SOA Board Meeting
October 11, 2008; Saturday
10am Pacific time; 1pm East Coast time
Conference Call

Present: Stephen B., Rob K., Shin A., Connie B. (by phone), David F., Michael T.,
Mary F. Absent: Byron R.

Convened: 1:05 pm

- I. Assignment of Roles: recorder of minutes – Mary C.; timekeeper - Connie B.; facilitator – Stephen B.
- II. Concern that the international phone operator that helped Stephen to set up the conference call are not translating the time difference correctly therefore Ito was unable to access the conference call. Stephen will investigate.
- III. Proposal by Connie for board members to use the phrases, “I believe” or “I hear you say” , that every person has a chance to speak and that everyone identify themselves before speaking. Board approved this proposal.
- IV. Proposal by Stephen to table discussion regarding financial review. Seconded by Rob. Discussion included a proposal by Connie to amend the original proposal in order to establish a subcommittee that would gather financial information. This proposal was not passed. Final proposal, put forth by Stephen, was to postpone discussion until the January meeting which would have more time built into the agenda for financial matters. In addition, discussion can continue via email. Rob seconded. All in favor. Passed.

V. Reports

A. Purpose and Content of Instructors Page on SoA website

Rob’s document will go to the president, National Technical Council (NTC) chair, and webmaster. No further discussion needed at this time.

B. SOA Membership update – Connie

Connie provided a membership update via email. SoA is up one membership from 2007. Michael thanked Connie for a good job on membership. David thanked her for keeping up with membership reminders.

C. Database Update – Rob and Stephen

The database is almost “ready to go”. A quick reference guide has been written. Rob is reviewing it. Stephen indicated that each region has a volunteer to do updates. Robin H for PacShin, Lee will ask for a volunteer for NW, Michelle G for NE, and Carole B for Canada. Mary suggested that each volunteer be asked to treat the information as confidential as a matter of board protocol. Stephen indicated that social security numbers or other highly confidential is not included on the database at this time; however, Stephen agreed to put into writing those who have access should treat the information as confidential.

Currently the database does not track membership payments. This would be phase two of the database project. No timeline established.

D. Bojutsu DVD update – Shin

David has confirmed that the technical side of what SoA wanted to do is possible. He expects the master tape to arrive by post and will start learning about the software process. He also sent a detailed email to Shin and Tomoko that outlined the work to be done.

Shin confirmed that Tomoko has agreed to help out with this project. Tomoko is currently busy but will be back in the USA in January. The board agreed that this time frame is fine. Tomoko and Shin are delegating between themselves as to who will do which part of the two step translation process.

David proposed a timeline: end of June, beginning of July for the rough draft from David to BAB. The board approved this timeline.

Shin and David provided further details as follows:

- a) Shin: Before production, BAB wants to see David's rough draft via DVD.
- b) Shin: If BAB says they accept it, then the process is likely to go quickly from that point
- c) Shin: If BAB requires some changes, then there is uncertainty as to the schedule.
- d) David added that he doesn't foresee that any further changes would take very much time. BAB is a very big company but their timing is unknown.
- e) David: suggestion that we inquire as to BAB estimate of timing of final after draft submittal has been accepted.

Ito noted via email that the DVD should be an international version, not "Region 1".

E. Discussion regarding replacement for Sandra as treasurer

Stephen asked Mary if she had an opportunity to talk to Sandra about the position. Mary expressed some reservations about the position in terms of a) location of the account (could it remain based out of CA) b) understanding the financial plans of SoA for the next few years c) liability issues related to treasurer. Connie indicated that if a person acts honestly in their role as a board member, that they are not liable for monies owed by SoA. Connie offered to send the wording to the board via email. She indicated that there are many nonprofit rules and regulations and that the board might want to consider learning more about them. In addition, Connie indicated that the

board could keep the person who deposits funds separate from the person who writes the checks off of the funds.

As an alternative to Mary's consideration of the treasurer position, she suggested that Annelie Wilde be asked to consider the position and in turn Mary would pick up the membership piece.

Action Items:

- 1) Stephen will confirm with Sandra that the bank account can stay in CA
- 2) Stephen will ask Sandra if she would be willing to continue making deposits into the fund.
- 3) David or Stephen will contact Annelie to see if she is interested in being the treasurer if #1 and #2 above are confirmed and if Mary picks up the membership piece.

F. Other

David proposed using the remaining 10 minutes to brainstorm financial ideas. A vote was taken and Connie, Rob, Shin, Mary said yes. Stephen said no. Michael abstained.

- 1) Discussion about SoA newsletter costs and possible ideas to cut costs.
 - a. David made a motion to distribute a hard copy of Body Dialogue only to SOA members. Michael and Rob seconded the motion. All in favor.
 - b. David confirmed that Body Dialogue is available to everyone on the SoA website and can be printed off the PDF format.
 - c. Michael indicated that often extra copies are printed for Ito. David proposed that the printing be limited to the number of members plus the number requested by instructors (with a reasonable cap). Ito, for example, would be asked how many he needs. Mary seconded. Unanimous approval.
- 2) Discussion about how to replenish the Founders Fund (labeled pension in budget). Two years ago the fund was established (\$12,000); currently \$7,200 or three years is left in the fund. Questions and thoughts included:
 - a. Do we view this as its own separate fund or as an expense? For example, Connie indicated that if we look at expenses and income without this fund (keeping it separate), then SoA is in the positive.
 - b. Four areas contain the major pieces of the SoA budget:
 - i. Membership
 - ii. Special projects
 - iii. Publication sales
 - iv. Pension

Conference call adjourned 2:00 pm

Next meeting Friday January 16th at 12:00 noon, 3pm on East Coast.