

SOA Board Meeting Notes, Approved 3/18/2012

Saturday, Feb 25, 2012

Skype Phone Meeting

Present: Bill Burtis (President), Haruyoshi Ito, Michael Thompson, Shin Aoki (NTC Chair), Sandra Bengtsson (Treasurer), Rob Gaston, Rob Kedoin, Byron Russell, Cheryl Williams (International Gasshuku Manager)

Not Present: Mary Coe Foran, David Franklin

1) Topic: International Shintaido Gasshuku Update. Cheryl Williams reported that 74 people are registered for the ISF Gasshuku, with a reminder that the event is budgeted for a minimum of 80 attendees. Eight countries are represented and all ISTC members except one have registered for the event. The extended early registration deadline is 2/29/12; so, Cheryl is expecting additional registrations this week. She requested that everyone participate in encouraging additional early registrations. There is a flyer on the website which can be printed for marketing purposes. The website will continue to be updated with new sections such as a participants list (showing all currently registered participants), exam information, travel and housing information.

Rob Kedoin read out the current list of registered participants. Bill Burtis will not be able to attend due to conflicts. **Action Item: Encourage additional registrations. Cheryl and Rob K will continue updating the website.**

2) Topic: Treasurer Report. Sandra Bengtsson has resumed duties as SOA Treasurer. She reported no update since her last email. Ito Sensei asked a question about the current state of obligatory financial filings for SOA. Sandra reported that Sales Tax and Non-Profit Tax Return filings are current.

**Action Item: Sandra will continue checking into filing status and get copies of all returns after the ISF Gasshuku. She will also look into collecting and placing online all organization documents for SOA as a non-profit organization.**

A question was asked about Storage payments for the Bookstore. We continue to pay for storage of bookstore items. Sandra reported that Cheryl is looking into changes on this and the possibility of reducing inventory. Direct video downloading was suggested. Changes on this will wait until after the ISF Gasshuku.

3) Topic: Bookstore conversion to PayPal. Sandra thanked Rob Kedoin, Byron Russell and Cheryl for making the conversion of the SOA Bookstore to PayPal. Rob K. reported that the conversion had been completed with substantial yearly savings to the organization through the cancellation of our Online Shopping Cart system and the monthly fees to the credit card processing company. Sandra was able to cancel the credit card processing membership during the meeting.

Currently, our only fees are for Web Hosting and transactional fees from PayPal.

4) Topic: NTC Travel Grant. Shin Aoki thanked the SOA Board for approving (by email vote) a \$500 travel grant for SOA NTC members. He reported that a few NTC members have applied for the grant and he will ask Sandra to cut checks for them once the process is complete. Sandra asked for clarification that the grant is open only to SOA members who are up-to-date on their membership dues. The board confirmed that being a current paid SOA member is a pre-requisite for receiving the travel grant.

5) Topic: SOA Membership Letter and SOA Board Election. Mary Coe Foran via email prior to the meeting reminded the board that a membership letter is due this spring (by March 31, 2012) when the current term of the board ends.

Resigning from the board at the end of this term: Mary Coe Foran, Bill Burtis. David Franklin's plans are unknown. **Action Item: Michael Thompson will talk to David Franklin within the week to determine his plans and report to the board via email.**

It was agreed to begin soliciting new board members during the next two weeks. Rob K. proposed Byron R. for President in the new term, which was accepted as a proposal for the election slate.

**Action Item: Bill Burtis will contact Michael Bogenschutz and Kesh Naryan as potential board members.**

**Action Item: Rob Kedoin will contact Margaret Guay about members of SNE interested in becoming board members.**

**Action Item: Byron Russell will send out a reminder email to board members and coordinate information about potential new boardmembers by Saturday March 10<sup>th</sup>.**

**Action Item: Rob Gaston as the Head of Membership will write the membership letter with a proposed slate of Board Members by March 31<sup>st</sup>.**

Shin A. asked for clarification on whether he as NTC head is a voting member of the board. It was confirmed that the NTC head is a voting member of the SOA board.

Current Board Officers are:

Bill Burtis, President; Sandra Bengtsson, Treasurer; Cheryl Williams Bookstore; Rob Gaston, Membership; Chris Ikeda-Nash, Financial Officer; Shin Aoki, NTC Chair, Stephen Billias, Newsletter.

6) Newsletter. Byron R. asked about the status of the newsletter and the budget for it. Bill B. reported that the budget is \$250 per issue for two issues a year. There remains a question about whether there are other options for delivering the newsletter more cheaply and effectively.

**Action Item: Byron R. will begin talking to Stephen Billias about his interest in looking into other publishing options for the newsletter and report back to the board.**

7) Video Preservation. Byron R. brought up the possibility of transferring VHS tapes to DVD format. He is experimenting with doing this, and asked about video collections. Bill Burtis reported having video footage which he is planning to transfer to the Shintaido Farm as a central location for storage. Sandra

reported having a collection of videos from workshops and gasshukus. **Action Item: Byron R will continue experimentation and discussion with the board about a future proposal to preserve these documents.**

8) Topic: Next Meeting. The next meeting will be Sunday, March 18<sup>th</sup>, 1PM PST (California) and 4PM on the East Coast. The meeting will be by Skype. **Action Item: Rob Kedoin will initiate the group Skype call.**

Respectfully submitted,

Byron J. Russell, February 25, 2012