

Minutes SOA Board meeting via SKYPE February 26, 2017 1pm PST

Present: Connie, Brad, Nancy, David, Shin, Michael T.

I. SOA Website

Brad presented that SNE has been successful in having their website be on Wordpress for the past several months. The website is SNE.shintaido.org. Nancy and Shin verified that the website looks good on their phone. Brad reports that 50% of the public uses their mobile phones to look at websites. SOA board agree to move ahead with a transition to Wordpress. Brad suggests uses SNE as the model for SOA. Next steps: Brad to speak with Rob Kedoin on a timeline and action items to make the transition. Follow up at May meeting.

II. SOA PO Box

Connie presented that Sandra has closed the Northern California SOA mailbox. Brad reports he can have a postal box at his mail center for \$125/year. Brad checks his mail center currently twice a week and can also check the SOA PO box. SOA board approves the expenditure of \$125 and the establishment of the PO Box. Next steps: Brad to give the new address to Stephen for inclusion in the Body Dialogue.

III. SOA Membership

Connie presented that the SOA board agreed to a standard \$60/yr. membership for all SOA members; however, collecting membership dues has been limited by an accurate mailing list and central collection system. Brad presented using MailChimp list as the method for members to join a mailing list. David confirmed MailChimp provides an easy method for a person to join and also remove themselves from the list serve without having a central administrator, it also free. David suggested the SOA website also have a 'button' to join the SOA MailChimp list. The SOA board agreed to using MailChimp.

Brad discussed PayPal and the board agreed to using PayPal. Next steps: Brad and Nancy to complete an email invite to join MailChimp. Brad and Rob to update SOA website to \$60 membership fees and Brad to re-establish a PayPal account with linkages into the SOA website. Brad to send draft of membership letter to SOA board and SOA board members to be listed as signers on letter. To be presented at Joint SOA board and TC meeting.

IV. Sales Tax Account

Connie presented the recommendation from Christ Ikeda-Nash to close the account that involves a filing of sales taxes collected as SOA has not reported any sales taxes collected in the past year. Shin reports 1-2 sales of a book or DVD per year. SOA board agrees with recommendation to close the SOA sales tax account.

V. SOA Tax Return

Connie reports Chris Ikeda-Nash has been requested to file the 2016 SOA tax report and sent an email on Feb 4<sup>th</sup> to request gross receipts and a profit and Loss statement. Next steps: Brad to work with Chris to provide what is needed. Brad to set a new chart of accounts.

VI. SOA 2017 Budget

Connie presented the estimate of starting 2016 at \$13,000 and ending at \$9,500. Expenses are the liability insurance and Kenjutsu R&D efforts. Expenses for 2017 will be about the same. SOA board agree goal should be to keep revenue neutral and thus collecting membership dues would be important. An estimate of 50 members at \$60 would provide

\$3000 of income. SOA board agree to \$500 for the SOA TC to allocate as they determine for 2017.

The board discussed the liability insurance and the importance to instructors and members. Connie to ask Stephen to give an outline of coverage and the process so that the SOA board can have this information. Michael suggested this coverage be included in the membership letter.

VII. Next meeting

Connie reviewed March 26<sup>th</sup> as the next Joint SOA board and TC meeting. Proposed agenda items are: SOA website, SOA membership letter, SOA TC update on Kenjustu, for Joe to present any further discussions on a SOA workshop in the north east and for Jim to give an update on ITEC and the bylaws.

Next SOA board meeting

May 21, 2017 1pm Pacific time

Agenda: Status of transition to WordPress for website, status of membership letter and PayPal access

Minutes respectfully submitted by Connie Borden, SOA board chairperson.