

## **Minutes SOA Board meeting Sunday 2 December 2018 at 2pm West Coast time via SKYPE**

Present: Connie, Michael Thompson, HF Ito, Shin, Nancy, Brad and David

Excused: Rob K., Webmaster

### **I. Welcome and review of agenda**

Connie welcomed everyone, reviewed the agenda, there were no additional items.

### **II. Updates from SOA Website**

Connie presented the written report as submitted by Rob Kedoin, Webmaster.

Rob completed the items of bringing member resources to the new website; adding the scholarship information, adding a method to sign up for MailChimp; and improving the events page. Connie presented the report that we only had one article published this past quarter of the year with a resulting decline in visitors to the website. There was a decline by 43% of unique page views, although the mobile and tablet usage were up over the desktop device. Action items:

- a) Connie encouraged the board to look at the event's page and share thoughts with Rob K.
- b) Nancy suggested SOA have a calendar of writers for the SOA website. With volunteers, the list now is: Dec – Connie and Shin on recap of Italy 2018; Jan/Feb – Shin and Derk's recap of Kangeiko 2019; March – Brad's recap of Gianni's keiko for Joe Z.; April – Nancy's article about her book and how this connects with Shintaido practice; May – David F. topic to be announced.
- c) Nancy and Brad to speak further on announcements of distribution of Joe Z's items.

### **III. Updates on January Kangeiko**

Shin reports there are 8 people registered for Kangeiko January 2019 by PacShin. The first event will be 12 & 13 January for an advanced workshop with 3 keiko for Shodan/Graduate and above. The focus will be Kenjutsu curriculum. Kangeiko will be 19 – 21 January also with Minagawa as instructor. The theme is "Sword that gives life". There will be 4 keiko and exams up to Nidan and in all 4 disciplines.

### **IV. Partial Scholarships**

Connie announced that the reviewers have approved 2 people for the \$200 partial scholarship's – congratulations to Brad Larson and David Franklin! Both were appreciative. Connie offered the use of the day street dojo as informal lodging. The \$200 will be paid by check in person when the person arrives at Kangeiko. Connie reports Margaret Guay chose to not apply, and Nancy believes Margaret will attend while in SF for work related activities.

### **V. Financial report for 2018**

Connie presented the 2018 income/expense report along with the proposed budgets for 2019 and 2020. Membership grew to 40 in 2018 from 17 in 2017. SOA had income of \$820 in donations and \$300 in exam/diploma fees. Expenses are: liability insurance, Kenjutsu consultant, NTC, ISP dues for MT and Ito and PO mailbox. Connie asked Brad to submit the invoice for the PO mailbox to get the reimbursement check. This gives a profit of \$2,041 for 2018. Projected budget for 2019 is based on 35 members and no income from donations or exam/diplomas. Budget for 2020 is based on 40 members. Overall it is projected that SOA would have \$11,000 in its checking account (which is up from the \$9,000 at start of 2018). It

was proposed, seconded and unanimously approved to accept the report and projected budget for 2019 and 2020.

**VI. PayPal updates and Financial structure**

Brad reports he is committing to change the PayPal from being in the name of Byron Russell to a generic account in the name of the SOA treasurer. Brad sets the date to be completed by 31 December 2018. Brad to discuss further with Rob K. on having an email for the treasurer at SOA as well as confirming the bookstore link will have the updated URL. Brad discussed enhancing the check and balances in SOA financial structure. Currently there is separation of the person who does deposits (Brad) and the person who writes checks (Connie) and this separation is a good thing. Brad wants to also have a means for another person to be aware of transfer of money from PayPal to the bank account. Connie suggested Chris Ikeda-Nash as our CPA for Chris to serve in the 'audit' role in addition to be the person to submit our tax returns.

**VII. ISP updates**

Connie reports that ISP has selected Japan as the site for the international to be held on 4 November to 8 November 2020. Ito sensei has agreed to be Technical Director with responsibilities of planning the keiko and appointing instructors for the keiko. Ito states that he has spoken further with Jean-Louis, chair of the ISP board to separate the roles of administration from the teaching responsibilities. Ito reports the location is east of Kyoto at Lake Biwa (on the west side of the lake). Appreciation of Ito sensei being Technical Director for 2020 was extended by the SOA board.

Connie reports there are 63 members of ISP. ISP has approved the document of Code of Ethics and now there is an appendix on how to process a complaint/concern. David asked Nancy to share her expertise on ethics. Nancy agrees to review the documents. Connie to send the documents to the full SOA board and thanks Nancy for her review, comments and suggestions.

**VIII. Future dates and activities for SOA Board**

SOA Board dates: 3 March 2019 and 2 June 2019 at 2pm West Coast time

SOA membership drive: July 2019

Election of SOA board members: August 2019

SOA Board dates: 22 September and 8 December

SOA and NTC joint informational meetings: 23 June and 15 Dec at 11am West Coast time.

*Respectively submitted by*

*Connie Borden*

*12/2/18*