

Meeting Minutes  
for the  
Halifax Aikido Association  
Annual General Meeting – 2004-05  
(2005 Fiscal Year)



The Halifax Aikikai Association is a member of the Canadian Aikido Federation

Halifax Aikikai Association  
Annual General Meeting – FY 2005  
MEETING MINUTES

This document contains the Minutes for the Halifax Aikikai Association (HAA) Annual General Meeting (AGM) for the 2005 fiscal year (01 Oct 2004 to 30 Sep 2005) .

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**1.0 OPEN MEETING**

The current Chairman, Tom Hackmann, was not present. The current Vice-Chairman, Mike Nuschke, called the meeting to order at approximately 7:00 pm, 07 October 2005. He turned the meeting over to the Secretary, Patrick Sanford. The Annual General Meeting (AGM) of the Halifax Aikikai Association (HAA) was held on the mats at the Halifax Aikikai dojo – the Abby Lane Gym.

Patrick Sanford supplied copies of the current membership list to the members present. Members were to review their contact information and supply corrections on the additional page provided, or to scratch their names off the list to indicate their presence at the AGM

Patrick Sanford noted that as soon as the meeting had commenced, previous directors all retired from office, and new directors would take office following the close of the meeting.

1.1 Attendees

The following is a list of attendees for the 2004 AGM:

Carson, Mar	Jarrett, David	Nuschke, Michael
Cho, Michelle	Lackie, Jeffrey	Sanford, Geoff
Eblaghi, Husayn	Lushpay, Peter	Sanford, Pat
Fraser, Graham	MacLean, Garrett	Stepanczak, Mike
Friis, Bruce	McAuley, Peter	Stevens, Bryan
Gesser, Margo	Michaud, Marc	Tokarczyk Richard
Hume, Brandon	Milley, Court	

**2.0 ORDINARY BUSINESS**

Ordinary Business encompasses those activities described in the Society's By-laws. This statement was explained to the members present.

2.1 Summarise Previous Minutes

Using a copy of the previous minutes, Patrick Sanford briefly glossed over the Ordinary Business elements of the previous minutes, then provided some details concerning Special Business elements of the previous minutes.

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2.2            Summarise Annual Report

There was no previous annual report; all relevant information for the annual report can be summarised from the material submitted to the Registry of Joint Stock Companies (RJSC) and the previous minutes, which include a copy of the financial statement for the club. This fact was explained to the members present, as well as directing them to the binder in the Aikido locker which contains copies of the by-laws, minutes and other society-related material.

2.3            Summarise Finances

The financial statement for the 2004-2005 fiscal year was briefly presented. It was noted that the club took in approximately \$1500 more than expenses, due partly in fact that there was no seminar in the FY 2005. It was further explained that seminars normally cost more than the fees that they generate, and that Halifax Aikikai, as the largest club in the province, usually makes up any shortfall.

No issues requiring discussion arose from the presentation of finances.

2.4            Elect Directors

Patrick Sanford provided a brief overview of directors from the point of view of the Societies act and our By-laws, noting that Directors can be held financially liable for the club's finances (i.e.: going bankrupt and still owing money or being sued) and that the HAA does not carry Director's Liability insurance. He also noted that the HAA directors are somewhat protected against lawsuits by our waiver and the CAF insurance, and that while there is a legal possibility that a Director can be sued, it has never happened in NS and it is a **very** remote possibility.

Patrick Sanford reminded members that after the AGM commences, all directors have retired from office. It was noted that our by-laws require a minimum of three and maximum of 15 directors.

Volunteers were requested for Directors. Tom Hackmann had indicated to Patrick Sanford that he wished to volunteer in absentia (he knew in advance that he would be unable to attend the AGM). Those volunteering were Tom Hackmann, Marc Michaud, Geoff Sanford, Dave Jarrett, Graham Fraser, Michael Nuschke, and Patrick Sanford. The members were asked if they wished to vote the volunteers to become directors of the HAA; all members responded affirmatively.

<p>The members present voted unanimously for the following persons as directors of the HAA: Tom Hackmann, Marc Michaud, Geoff Sanford, Dave Jarrett, Graham Fraser, Michael Nuschke, and Patrick Sanford.</p>
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2.5            Elect Officers

Patrick Sanford explained to the members present that there are four possible positions that must be filled: Chairman, Vice-Chairman, Secretary and Treasurer. He also noted that usually the Secretary and Treasurer positions are combined because they are so inter-related.

Mike Nuschke asked if Officers needed to be Directors. Patrick Sanford replied that Officers did not need to be Directors; it was just more usual for Officers to be elected from the ranks of Directors, and that electing a Director to an officer's position reduced some paperwork for the RJSC.

Patrick Sanford noted that Tom Hackmann had asked to be nominated in absentia for the position of Chairman. The members were asked if anyone wished to run for the office of Chairman; all members declined. The members were asked to vote if they wished Tom Hackmann to be elected to the Office of Chairman. The vote was unanimous in favour.

Patrick Sanford nominated Mike Nuschke to the Office of Vice-Chairman and then asked for other volunteers for the position; there were none. The members were asked to vote if they wished Mike Nuschke to be elected to the Office of Vice-Chairman. The vote was unanimous in favour.

Patrick Sanford volunteered to continue the duties of Secretary/Treasurer and then asked for other volunteers for the position; there were none. Graham Fraser noted that no one else would want the job and several others agreed. The members were asked to vote if they wished Patrick Sanford to be elected to the Office of Secretary/Treasurer. The vote was unanimous in favour.

The members present voted unanimously for the following officers:

Tom Hackmann – Chairman  
Michael Nuschke – Vice-Chairman  
Patrick Sanford – Secretary/Treasurer

2.6            Appoint Auditor

Patrick Sanford noted that the HAA did not have, nor has ever had, an auditor nor a need for one. He mentioned that should one be necessary (an audit requested by the RJSC), Robin Sanford could probably find a Chartered Accountant (CA) from among her contacts, who would be willing to do the task for free or minimal charge.

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**3.0 SPECIAL BUSINESS**

Special Business includes anything not included in Ordinary Business, and any/all issues discussed at an Extraordinary Meeting (not the AGM). This statement was explained to the members present.

3.1 Dues

Patrick Sanford noted his attempts to bring the dues up to date by chasing those who have outstanding balances. He noted that while there have been a few instances where obtaining dues was difficult, he has managed to get all required dues by the end of each of the previous two terms.

Mike Nuschke noted that the current dues structure was \$30 per month regular and \$20 per month for students. Patrick Sanford noted that the current fee structure allowed for a balance in the finances; the amount being taken in equal to the current and expected expenses.

Discussion was requested about the amount of fees. Mar Carson noted that compared to Karate and Ottawa, the fees were extremely reasonable. This was generally echoed by the members.

3.2 Drop-In Fees

Patrick Sanford noted that he had been approached by member(s) requesting a drop-in fee. A/Some member(s) felt that paying for a term was not reasonable if a person could only attend for one or two classes, making the cost per class very high.

Graham Fraser noted that he and other instructors do not receive benefit for teaching when they would rather be learning/practicing, but have requested no compensation. Patrick Sanford noted that there would be a significant effort involved in such a fee and that the class fees were as much for the opportunity to practice (rent, mats) as for each individual class. Mike Stepanczak noted that if everyone only paid for the classes that they attended, there would not be enough money to pay the rent. Margo Gesser noted that when she was a visitor to other dojos, as long as she requested permission to practice in advance, there were never any drop-in fees. Patrick Sanford noted that the requested drop-in fees were not meant so much for visitors as for members that could not attend regularly, and agreed that visitors always have been welcome for free and should continue to be so welcomed.

Dave Jarrett noted that Aikido is a commitment and the payment of fees is an aspect of that commitment. Geoff Sanford noted that there may not be anyone around to collect such fees. Patrick Sanford agreed with these points and expanded upon the problems with writing receipts every class and other administrative efforts involved.

The members were asked if anyone supported a drop-in fee; no member supported such a fee.

A drop-in fee was officially rejected as a mode of payment.
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Following that vote, Geoff Sanford asked if instructors should be compensated for teaching. Graham Fraser responded that even the instructors still feel that they are students of Aikido, and did not feel that any of the instructors needed to be compensated in that manner.

3.3            Waivers

Patrick Sanford noted that everyone at one time or another has filled out a waiver in order to practice Aikido. However, many of those waivers for long-time member are no longer present and he requested that everyone complete a new waiver, and that this be done on a more regular basis (once every two/three years). He gave the end of October as the end date for this “homework” that he was assigning.

3.4            Records Upkeep

Patrick Sanford discussed the recent attempts to update the members’ records, and that the effort was continuous. He asked if everyone had seen and/or modified the sheets with personal information that were passed around at the beginning of the meeting. He mentioned the importance of filling out the attendance sheet, how it could be used for calculating the number of hours practiced that are used to as a benchmark for testing, that he had created a master spreadsheet for all attendance since about 1997, explained how it could prove useful, and gave the recent example of Gillian as an example.

3.5            NSAF – Dojo Membership

Patrick Sanford explained the cost of belonging to the Nova Scotia Aikido Federation (NSAF). He also explained how the NSAF developed recently from the NSAA (A = Association); it was remiss in its dues to the RJSC by several years and would need to pay all back dues to have official status once more with the RJSC. Therefore it was decided by the NSAA/NSAF directors and officers to form a new society. The dues for the NSAF are \$5 per person registered in the dojo, but no dojo fee on top of that.

The requirement for a provincial federation was questioned. Patrick Sanford explained that the CAF required all member dojos of the CAF to have official representation in a provincial body, and had stressed this point during the summer CAF AGM.

3.6            CAF – Dojo Membership

Patrick Sanford quoted the CAF fees and \$25 for the dojo and \$15 per member of the dojo. It was asked if the club or the members paid the student fee. Patrick Sanford explained that in the past, the students had been responsible for the fee, but that the club had taken over the CAF and provincial fees about a year ago. Patrick also noted that he would be supplying the FY 2005/2006 CAF information and payment in the weeks following the AGM.

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3.7            CAF – Submission of Applications for Promotion

Patrick Sanford noted that there are currently several outstanding Kyu certificates that have been ordered from the CAF but not yet received. He noted that he keeps track of all certificates, test submissions, etc and that students will be informed when they are available. He also noted that when the certificates arrive, they still need to be signed by Tom before they can be presented.

3.8            Upcoming Events

Patrick Sanford indicated the following upcoming events:

Party at Pat's home, 15 October 2005, ~7:30 pm start.

Patrick Sanford provided some additional details

Seminar with Kawahara Sensei, Halifax, 22/23 October 2005.

Patrick Sanford indicated that there would be more discussion on this topic following presentation of the other upcoming events.

Seminar with Mary Heiny Sensei, Ottawa Aikikai, 29/30 October 2005.

Graham Fraser was asked to provide some background concerning Mary Heiny sensei. He noted that she had been a student of )-Sensei's for a short period of time and that everyone who has had instruction from her has told Graham that it was like "light bulbs going on" and there was much to be gained from partaking of a seminar with her.

Seminar with Shihan Yoshimitsu Yamada, Aikido Seishinkai, Toronto, 29/30 October 2005.

Seminar with Claude Berthiaume, Ottawa Aikikai, 25-27 November 2005.

Potential event: Seminar with Izumi Sensei, Halifax, Late January

Patrick Sanford identified Izumi Sensei ("Rocky") to the members and mentioned the idea of potentially getting him up to Halifax in late January. Patrick also noted that the request for such an instructor must come from Peter MacLean, as the head instructor for the province. This fact came as somewhat of a surprise to Graham Fraser and Mike Nuschke. Mike Nuschke suggested that we all go to Barbados instead of having Rocky come here; the counter-suggestion was that Mike pay for all air fare and accommodations.

Patrick Sanford then discussed the upcoming seminar. He described his efforts towards, and the status of, the following subjects: matching visitors to billets, organising materials, arranging for volunteers for tasks, and attempting to obtain additional mats. It was suggested that the Shambhala Centre on Gottingen Street may have mats that could be borrowed.

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3.9            Member Retention

Patrick Sanford noted that Scott MacMillan had presented two additional items to be discussed at the AGM, and that it was unfortunate that he was not here to present them to the membership. Patrick gave an introduction to the idea that member retention was an issue, but also noted that members who leave Halifax often leave to continue Aikido in other parts of the country. He also introduced the Strategic Plan that Scott had done in 1996. Patrick asked Graham Fraser to present the topic further.

Graham began discussing section 3.10, Member Development, which is intertwined with Member Retention, but is slightly different. All discussions for both these topics are recorded under this section.

Graham discussed the concepts of member development, goals, teaching methods, feedback (informal, oral, written and formal), how these concepts were addressed in the Strategic Plan, and provided parallels/contrasts to his own professional teaching. He put the question to the members present if there were things that could be done differently or if there were any ideas concerning member development.

Mike Nuschke suggested an email campaign that would ask the membership for ideas on this topic with specific questions, perhaps in a survey format. Patrick Sanford suggested that the questions need to be created in advance by more than one person; a committee was suggested.

Peter McAuley and Jeff Lackie both suggested that there be specific times of the year for testing. Graham Fraser also mentioned that testing is only one measure of a person's progression through Aikido.

The members voted to:

1.            Have a set of questions created and send them by email to the membership.
2.            Create a committee to:  
                 assist with the creation of the survey,  
                 assess the survey results,  
                 implement ideas, and  
                 address member development.

Such a committee will need to be officially created, meet regularly (with minutes taken) and report back to the club at the AGM and/or at other times when requested by the club Directors.

3.10            Member Development

All discussions on this topic were recorded in section 3.9, Member Retention.

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3.11           Mat Repair

Patrick Sanford thanked everyone who had assisted with the mat repair over the previous year. He noted some lessons learned, such as the Goop works well, but the silicone does not last, and that the smell is the most powerful disadvantage to the Goop. He noted that the corners had never been done and that it would soon be time to begin reviewing the mat situation and beginning repairs again.

The idea of mat purchase was presented and discussed. The members were asked approximately how many new mats would be good and the cost of \$200 per mat was noted. Patrick requested a vote on the purchase of eight (8) new mats.

The members present voted unanimously in favour of the purchase of eight (8) additional mats.
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This question will be brought back to the membership to amend the purchase from that of two additional rows (8 mats) to one additional column (9 mats).

3.12           Weapons

Patrick Sanford noted that 4 bokkens and three jos had been purchased, of which two jos were a gift to the Connecticut club that Tom Hackmann had attended for a year. Mike Nuschke questioned whether the second class on Friday evenings was still given to weapons training; it was noted that Tom Hackmann still attempted to keep that schedule.

Graham Fraser presented the opinion that the club shouldn't need to buy so many weapons, as when people stayed with Aikido, they should purchase their own weapons. Patrick noted that most of the weapons purchases were to replace those damaged through use in the past year or two.

3.13           Police Checks for Instructors

Patrick Sanford explained that as part of the CAF's insurance policy, all instructors must have police criminal checks conducted. He noted that not all certificates were yet received (but did not indicate who had not completed the check), but were in progress and as soon as they had been received they would be forwarded to the CAF. Graham Fraser stated that he had finally went to have the process done, but had not yet received the paperwork.

Graham questioned why these checks were required. Patrick Sanford replied that they were a necessity across Canada for any coach/instructor/teacher of any sporting event and that the potential benefits of protection against bad people probably outweighed a person's reluctance to have such a check done.

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3.14           Halifax Aikikai Alumni Club

Patrick Sanford presented the idea of an alumni club for the Halifax Aikikai, with the idea of keeping the club in touch with members who have left for other places and for those people who have left to keep in touch with the club. He presented ideas of email newsletters, postcard postings to the website, and requested other ideas from the members present.

Graham Fraser was asked his opinion of the idea in general and he stated that it was right on the edge between a good idea and a “hokey” idea; the method of implementation and the content would determine which way it would ultimately be viewed (good or hokey).

Mike Nuschke suggested a Yahoo chat site. Brandon Hume and Court Milley were asked if such a site could be hosted on the Halifax Aikikai; they noted that it should be possible. Patrick asked them if it could be setup with a password logon so that it wasn’t open to everyone on the internet; they replied that it is possible.

Dave Jarrett noted that he believed that the 30<sup>th</sup> anniversary of the club was approaching in 2006, and such an occasion would be a good time for some sort of alumni activity. Patrick noted that he did not have access to membership information that far back and that contacting past alumni for the past 30 years would be a massive undertaking, but that the idea still had merit.

3.15           Website

Patrick Sanford introduced Court Milley as the website master and thanked him for all his efforts; applause ensued. Patrick then asked people to use the website more and provided a brief presentation on the website’s content and information.

Brandon Hume noted that Robin Lyttle should be located, because the website domain name is registered in his name, and he has been paying bills for it for a few years. Patrick promised to address this issue.

Patrick Sanford will attempt to located Robin Lyttle and get ownership of the domain transferred to the Halifax Aikikai.
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3.16           Request ideas for training/social events members would like to hold/attend

Patrick Sanford noted that this was the part of the meeting in which, traditionally, people put forward ideas for training or social events they would like to see happen, then nothing happens (no one follows-through with the bulk of the ideas). He requested ideas from the members present; the following are the ideas that were presented and discussed.

3.16.1           Demos

Margo Gesser asked why there haven't been any demos for a long time. Patrick agreed that there haven't been any demos for a couple of years, but then suggested that demos did not really reinforce the membership of the club. He noted that the typical response to a demo was interest in the part of a few people at the demo, possibly one or two who try a class or two, but he was unaware of anyone that every developed a long term commitment after seeing a demo. Graham Fraser noted that he himself was the only person he ever knew who started Aikido after seeing a demo.

Bruce Friis noted that the Japanese New Year celebrations held at Saint Mary's University (SMU) had demonstrations of various Japanese martial arts and attracted crowds of up to 200. He suggested that such a high-profile venue, with much of the crowd being Japanese, may encourage some longer-term attendance.

3.16.2           Marketing Personnel

Mike Nuschke suggested that a marketing person volunteer or a committee be formed to deal with suggestions such as this and to organise any potentially resulting events. Patrick stated that he would send a broadcast email asking for marketing volunteers.

Patrick Sanford will draft and send an email to the club membership requesting volunteers for marketing.
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3.16.3           Community Service

Dave Jarrett raised the subject of community service. He noted that other clubs and sporting groups can get exposure by participating in community service activities and events. He requested feedback from the group. Patrick Sanford gave the opinion that it was a good/noble idea, but that he personally would not have the time to commit to such activities. No other members provided feedback.

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3.16.4 Advertising at a Special Event

Court Milley raised the possibility of using other, larger events as avenues for exposure, as opposed to trying to organise our own events/demos. He noted that there is a lot of effort involved in trying to organise and event, and that it is easier to offer to assist with an event, such as provide volunteers and get a table/booth in return, than it is to do all the work ourselves. He gave the example of a recent Hope Volleyball tournament, where some volunteer work would have allowed the Aikido club to set up a table and get wide-spread exposure.

3.16.5 Mini-Seminar

Geoff Sanford questioned whether or not there would be any more mini-seminars. Patrick Sanford explained to the members present that a mini-seminar had been held in August of 2004, and had entailed four or five hours of Aikido, taught by various instructors, followed by a BBQ, and that it had been very successful and highly enjoyable. Patrick noted that it was a good idea, and he would attempt to arrange such another seminar in-between other possible events.

**4.0 NEW BUSINESS**

New Business began with items topics that had been raised during other parts of the meeting, but were more appropriately listed under New Business. Following discussion of those three topics, Patrick Sanford asked the members to present any other new business.

4.1 Directors Meeting Quarterly

Mike Nuschke had brought up the suggestion that Directors meet quarterly, during the discussion of Member Retention and Development (sections 3.9 and 3.10). The suggestion was put the members present for a vote. The members voted unanimously in favour.

<p>The directors will meet quarterly. Specific issues to be discussed will include member retention and development, marketing and special events. Minutes of these meetings (called extraordinary meetings) will be required and must be presented at the next AGM</p>
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4.2 Mat Hygiene

Michelle Cho had brought up the issue of mat hygiene during the discussion of mat repair (section 3.11). She noted that while the mats do not appear dirty, they do not get cleaned regularly. Patrick Sanford noted that the club has cleaning supplies and that Tom Hackmann had, for awhile, been instituting a regular cleaning of the mats; he suggested that we return to a regular cleaning schedule. Richard Tokarczyk, suggested that one or two people be put in charge of cleaning. Patrick explained that, instead of it being the responsibility of one or two people, all people present at the class assist in cleaning the mats, and it goes fairly quickly. Marc Michaud expressed his opinion that the mat cleaning was also enjoyable.

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Patrick noted that it is planned that the mats be completely cleaned on the Wednesday and/or Friday just prior to the seminar. He also suggested that the facilities/locker rooms/showers be cleaned. This sparked concerns about facility maintenance.

4.3            Addressing of Facilities Concerns

While discussing the mat cleaning (section 4.2), the subject of cleaning the facilities arose. Michelle Cho and Margo Gesser both noted that the women's toilet in the locker room was currently clogged. Margo asked how to address concerns such as this. Patrick Sanford suggested that the commissionaires at the desk on the main floor be notified. Both Margo and Michelle noted that this had been tried in the past with zero results. Michelle stated that she had to actually call housekeeping on her own in a previous incident in order to get any satisfaction. Patrick asked that all future concerns be directed to him, and that he would forward such concerns to Andrew Ritcey, who is the coordinator for the facilities that we rent. Patrick promised to contact Andrew on Tuesday (Monday is a holiday) and ask for the facilities to be cleaned.

Patrick Sanford will contact Andrew Ritcey and arrange to have the current problem with the women's facilities corrected, and to arrange for cleaning prior to the seminar.
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4.4            New Aikido Locker

Dave Jarrett suggested that perhaps the Halifax Aikido club could use a new, additional locker, and that he would be willing to supply some older gis for storage/use. Patrick Sanford mentioned that there was insufficient room for another locker, but if one could be found to replace the existing locker with another that is larger, that might work. Patrick also noted that the cost of such lockers is not cheap (\$40 - \$80 range) from places like Ron's Army/Navy and discount/wholesale/used furniture warehouses. Jeff Lackie and Dave noted that they were sometimes in places such as that and would keep their eyes open.

Patrick also noted that it would be nice to have better storage for weapons and paperwork. Margo Gesser suggested a small filing cabinet, but Patrick felt that a filing cabinet would not be helpful overall.

Dave Jarrett and Jeff Lackie will inform the club when/if they find a locker that has the potential to increase club storage space.
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4.5            Membership/Access to Internet Material

Dave Jarrett mentioned that Tom Hackmann had discussed with him the inability to log onto certain websites that contain potentially useful Aikido material, such as videos. All details were not available for discussion. Dave was asked to investigate and provide more details to Patrick Sanford when available. Patrick asked the members present to authorise a provisional expenditure, for budgetary purposes, in the \$50 – \$100 range, for subscription/access to specific internet resources.

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4.6 DVD Purchases

Patrick Sanford brought up the subject of DVD purchases, then examined the notes from the previous AGM, which stated that the members had authorised an ANNUAL amount to be spent on the purchase of DVDs, so that no debate or discussion on this issue was required.

A later, more detailed, examination of the previous AGM (2004) minutes revealed that the subject of DVD purchases was supposed to be revisited/reviewed at the next AGM (2005), which did not happen. This matter will be referred to the next AGM.


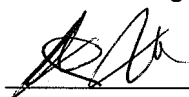
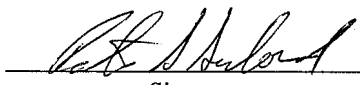

The subject of DVD purchases will be reviewed, and the annual budgetary provision for those purchases, will be discussed and reviewed at the next AGM.

**5.0 CLOSE MEETING**

Patrick Sanford introduced the newly elected Directors and Officers of the Halifax Aikikai. He then requested that Mike Nuschke close the meeting. Before Mike Nuschke closed the meeting, Patrick informed the member present that beer and food will follow at the Halifax Alehouse, and explained why that place was suggested instead of the Victory Arms. Mike Nuschke closed the meeting.

**6.0 SIGNATURES**

The following persons have read these Minutes of the 2005 AGM of the HAA, and verify this to be an accurate record of the HAA 2005 AGM:

<u>Graham Fraser</u> Name	<u>Director</u> Position	<u>4 Nov/05</u> Date	<u></u> Signature
<u>Michael Nuschke</u> Name	<u>Vice-Chairman</u> Position	<u>4 Nov/05</u> Date	<u></u> Signature
<u>Patrick Sanford</u> Name	<u>Secretary/Treasurer</u> Position	<u>24 Oct 2005</u> Date	<u></u> Signature
<u>Geoff Sanford</u> Name	<u>DIRECTOR</u> Position	<u>05-11-04</u> Date	<u></u> Signature

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Annex A, Financial Statement, 2004-05

The following is a scanned copy of the financial statement for the Halifax Aikikai Association for 2004-2005 (the 2005 fiscal year). It has been signed by two directors, as well as the Treasurer who prepared it.

**Financial statement available upon  
request.**

**Hard copy of Minutes, available in Dojo,  
contains financial statement.**