

**Meeting Minutes**  
**for the**  
**Halifax Aikikai Association (HAA)**  
**Annual General Meeting – 2007-08**  
**(2008 Fiscal Year)**



The Halifax Aikikai Association is a member of the Canadian Aikido Federation (CAF)  
and the Nova Scotia Aikido Federation (NSAF).

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

This document contains the Minutes for the Halifax Aikikai Association (HAA) Annual General Meeting (AGM) for the 2008 fiscal year (01 Oct 2007 to 30 Sep 2008), held on 17 October 2008.

**AGM DATE = 17 OCTOBER 2008**

**Table Of Contents**

<b><u>Section</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
<b>1.0</b>	<b>OPEN MEETING</b>	<b>1</b>
1.1	Attendees	1
<b>2.0</b>	<b>ORDINARY BUSINESS</b>	<b>1</b>
2.1	Summarise Previous Minutes	1
2.2	Summarise Annual Report	2
2.3	Summarise Finances	2
2.4	Elect Directors	3
2.5	Elect Officers	3
2.6	Appoint Auditor	4
<b>3.0</b>	<b>SPECIAL BUSINESS</b>	<b>4</b>
3.1	Dues	4
3.2	Waivers	5
3.3	Records	5
3.4	NSAF – Dojo Membership	6
3.5	CAF – Dojo Membership	6
3.6	Upcoming Events	6
3.7	Mat Repair	6
3.8	Weapons	7
3.9	Website, Halifax Aikikai Alumni Club	7
3.10	Authorised Purchases	7
3.11	Request ideas for training/social events members would like to hold/attend	7
3.12	New Shidoin System	8
3.13	New CAF Testing System	8
<b>4.0</b>	<b>NEW BUSINESS</b>	<b>8</b>
<b>5.0</b>	<b>CLOSE MEETING</b>	<b>8</b>
<b>6.0</b>	<b>SIGNATURES</b>	<b>9</b>
<b>Annex A</b>	<b>Financial Statement, 2007-08</b>	<b>A-1</b>

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

**1.0 OPEN MEETING**

The current Chairman, Tom Hackmann, called the meeting to order at approximately 7:10 pm, 17 October 2008. 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 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, and/or to circle scratch their names to indicate their presence at the AGM

Patrick 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 HAA 2008 AGM:

Celikkanat, Ali	Kieser, Katharina	Seviour, Joanne
Eblaghi, Husayn	McAuley, Peter	Stevens, Bryan
Hackmann, Thomas	Rogers, Craig	Vigerstad, Märta
Harding, Dave	Sanford, Patrick	

**2.0 ORDINARY BUSINESS**

Ordinary Business encompasses those activities described in the Society's By-laws.

2.1 Summarise Previous Minutes

Using a copy of the previous AGM minutes, Patrick Sanford briefly glossed over the Ordinary Business elements of the previous minutes, then provided details concerning Special Business elements of the previous AGM. The following list identifies the items and information discussed:

- |     |                 |   |
|-----|-----------------|---|
| 3.1 | Dues            | Rates increased, Official dues policy still in effect                           |
| 3.2 | Waivers         |   |
| 3.3 | Records Upkeep  |   |
| 3.4 | NSAF            | NC: Paid once per year, regardless of when people join                          |
| 3.5 | CAF             | NC: Paid once per year by dojo, new members pay on 2 <sup>nd</sup> month's dues |
| 3.6 | Upcoming Events |   |
| 3.7 | Mat Repair      | committee suggested to oversee/coordinate, Tom/Peter volunteered                |

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

- 3.8 Weapons none purchased by dojo, members should buy their own, dojo weapons need upkeep
  - 3.9 Website No congratulations marquee, more photos requested, title “Dr.” removed,  
Domain name transferred to club secretary
  - 3.10 HAA Alumni Club nothing new, still in contact with alumni, encourage members have contact with alumni
  - 3.11 Marketing Not market in paper, not target 16-18 yr-olds, suggested participation in Japanese New Year (never developed), link to be posted on Dal’s website (still not done, although attempted)
  - 3.12 Auth’z’d Purchases up to \$400 for DVDs, nothing for internet subscriptions
  - 3.13 Mbr Retntn/Dvlmnt Much discussed, no rehash of all. 90-min classes rejected, no aiming towards tests, testing in Apr ’08, for 5<sup>th</sup> kyu (not happen)
  - 3.14 Request ideas Fri beers & mini-seminars suggested, also X-mas sushi
  - 3.15 New Shidojn syst Introduced as ‘upcoming’ details sparse
  - 3.16 New CAF testing Introduced as ‘upcoming’ details sparse
- 4.0 NEW BUSINESS
- 4.1 Class Sched No 90-min class. Break in 2<sup>nd</sup> class for people to leave at 7:30.

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 2007-2008 fiscal year was presented. It was noted that during the previous fiscal years, the club had operated at a deficit, and that last year’s (fiscal year 2006-07) surplus was only due to monies repaid by the NSAF. It was further noted that the fiscal year 2007-08 had shown a surplus of approximately \$1000, due in large part to the increased fees.

The long-term goal of the club was explained: to afford a location which could be kept as a dojo, look like a dojo and not require the mats to be moved for each class. This goal was questioned and discussed as to the cost and Tom Hackmann provided a reference to a Calgary club which had found their own location and now has fees in excess of \$100/month. No decision was made to alter the long-term goal.

A copy of the financial statement presented at the AGM is attached to these minutes as Annex A.

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

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.

Members were reminded that after the AGM commences, all directors have retired from office, and that our by-laws require a minimum of three and maximum of 15 directors.

Volunteers and nominees were requested for Directors. Pat Sanford noted that Scott MacMillan had volunteered prior to the meeting, as he could not be present. Other volunteers were: Pat Sanford, Tom Hackmann and Peter McAuley. Pat strongly requested additional volunteers or nominees, but when none were forthcoming, Pat nominated Craig Rogers and Katharina Kieser (individually), who individually accepted their nominations.

For each volunteer or nominee, the members present were asked if they wished to vote that person to become directors of the HAA. The members responded affirmatively for each person.

The members present voted the following persons as directors of the HAA:

Scott MacMillan  
Tom Hackmann  
Peter McAuley  
Patrick Sanford  
Craig Rogers  
Katharina Kieser

2.5 Elect Officers

Patrick Sanford explained that there are four possible positions that must be filled: Chairman, Vice-Chairman, Secretary and Treasurer, and that the Secretary and Treasurer positions are usually combined because they are so inter-related. It was also explained that Officers did not need to be Directors; it was just more usual for Officers to be elected from the ranks of Directors.

Peter McAuley nominated Tom Hackmann for the position of Chairman and Pat Sanford seconded the nomination. The members were asked for other nominations or volunteers for this office; there were none. 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.

Tom Hackmann nominated Peter McAuley for the position of Vice Chairman, and Ali Celikkanat seconded the nomination. The members were asked for other nominations or volunteers for this office; there were none. The members were asked to vote if they wished Peter McAuley to be elected to the office of Vice-Chairman. The vote was unanimous in favour.

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

Tom Hackmann nominated Patrick Sanford for the office of Secretary/Treasurer, and Joanne Seviour seconded the nomination. The members were asked for other nominations or volunteers for this office; there were none. 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  
Peter McAuley – 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. It was also noted that Dave Humphreys, now living in Halifax, had a CA background.

## 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

Pat Sanford noted that complaints and debates about fees have virtually disappeared since the dues policy statement was written and posted to the website. Pat also recommended against any increase in the current fees.

The topic of mat fees was raised. Peter McAuley was in favour of a very high mat fee (~\$20 per class) that would allow HAA members to take advantage of a sporadic attendance schedule but would not be a monetarily attractive option for people who simply don't show up often. Pat noted that his objections were the same as in past years: lack of traceability/auditability, a large increase in workload and loss of revenue. Ali Celikkanat asked if there was really a number of club members who would take advantage of mat fees instead of paying regular dues, and Pat replied that there was a significant number. The talk of mat fees moved to visitor fees.

Tom Hackmann, Ali and Peter all made comments about visitors to the dojo, visiting other dojos themselves and other known practices. Ali noted that there have been people who have wanted to pay, and he does not know what to tell them. A visitor's mat fee was suggested of \$5 per class. The amount and mechanics of such a fee were discussed. It was suggested that some container for the money be provided as well as a small receipt book. A receipt would be written for ALL donations and/or mat fees, and Pat would collect the money as necessary.

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

It was also noted that this fee was specifically for visitors (NOT HAA club members). It was also noted that the fee should be waived for any member of any NS dojo (including Truro and Lunenburg dojos, so being a member of the NSAF could not be used as a defining criteria).

It was agreed that a \$5 visitor's fee would be added to the dues policy, and the mechanics for the collection, auditing and recording of that fee would be reflected in the dues policy. This visitor's fee would not apply to members of any NS Aikido dojo.

Ali also raised the topic of VISA and ATM cards for collection/payment of dues. Pat noted that the fees for using plastic would cost the club money, the costs of the equipment were prohibitive, and that the infrastructure and security requirements were onerous. After discussion, it was decided (again) to NOT pursue VISA or ATM cards for payment of fees. No formal vote was held as all members appeared to be in agreement.

The topic of CAF insurance, what it covered, why students needed to be enrolled in the CAF to be covered, what is the benefit to individual students, what happens with visitors. Pat provided a partial explanation that any member of the CAF covered by the insurance would be covered if they accidentally injured a class member or visitor, and that anyone could still sue the club and the offending member, regardless of waivers. If the member were not covered by the CAF insurance (required to be a current member of the CAF), both that person and the club could be liable to be sued. Pat was unsure of all the details and admitted that he also had some questions about the CAF insurance and volunteered to investigate and promulgate the results.

Pat Sanford will investigate the CAF insurance policy and how it relates to HAA members who are/are-not CAF members, and how it relates to visitors. He will then forward that information to the club members.

### 3.2 Waivers

Patrick Sanford noted that he has made the upkeep of the waivers and attempts to get new ones signed every few years a constant activity. Peter McAuley asked if they expired and Pat answered that he did not believe so, but that it was always better to have any legal document signed with a few years of it being used.

### 3.3 Records

Patrick Sanford discussed the continuous efforts to keep members' records up-to-date. He asked if everyone had had the opportunity to modify the attendance sheets with current members' information. He also stressed the importance of letting the club's directors/officers know of any changes in your personal information.

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

3.4 NSAF – Dojo Membership

Patrick Sanford stated that the NSAF are \$10 per club member per year, and are paid by the club in the fall of each year. NSAF fees are not paid at any other time in the year, regardless of the enrolment of new students. The NSAF dues have no link to any insurance issues, as do the CAF dues, so there is no need to update/pay them more than once per year. This information is all captured on the Dues Policy, available on the website.

3.5 CAF – Dojo Membership

Patrick Sanford quoted the CAF fees as \$25 for the dojo and \$15 per member of the dojo, annually. Patrick noted that CAF member fees needed to be updated monthly now, because the CAF insurance only applied to members of the CAF and only people who have paid their CAF dues have membership in the CAF. This information is all captured on the Dues Policy, available on the website. Pat reiterated that upon a new student's second month of classes, they are required to pay the CAF fee.

Pat also noted that dojo registration will be submitted in the next few weeks.

3.6 Upcoming Events

Pat Sanford noted the following upcoming events:

Seminar with Sensei Pierre Fortin, Halifax, 01-02 Nov '08.

Seminar with Sensei Collin Smith, Lunenburg, April/May '09.

Pat had little information to offer about either, but noted that additional mats will not be obtained for the Pierre Fortin seminar in Halifax.

3.7 Mat Repair

Patrick Sanford noted that last year the duties of coordinating mat repair had fallen to Tom Hackmann and Peter McAuley, and that mat repair had not been conducted as frequently as in past years. Tom noted that mat repair had been done as-necessary, and while the number of instances was not high, the number of mats done at each session was higher than in the past. Tom also noted that mats were beginning to show need of a new repair, and requested that the supply of Goop and glue-spray be increased.

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

3.8 Weapons

Patrick Sanford noted that there were no new weapons purchased this year for the club, and that members should be encouraged to purchase their own weapons. Patrick also noted that weapons upkeep should also be resumed, which consists mostly of oiling jos and bokkens, usually on a Friday. Pat also noted that he, personally, had purchased 3 or 4 jo and 3 bokken from Jukado at a fraction of the cost of Peter MacLean's weapons, and had donated them to the club.

3.9 Website, Halifax Aikikai Alumni Club

Pat Sanford identified that he was webmaster of the Halifax Aikikai and NS Aikido Federation websites. He noted that they were usually up-to-date and that members should really visit the site frequently to obtain useful information. Pat also noted the location of the hidden link to the Alumni page (near the bottom-left of the Admin page) and promised to send a club email to identify the link properly.

Pat noted that the Alumni page currently had mostly emails from Sarah in Japan, but that there was room for other Alumni or club travelers to contribute. He also supported the idea of club members remaining in contact with Alumni.

3.10 Authorised Purchases

Pat Sanford noted that the club had authorised an amount of \$400 for the purchase of DVDs, to be reviewed annually. Pat noted that he had already purchased copies of a recent DVD that Kawahara Shihan had authorized showing beginning students where to focus and showing instructors tips for teaching new students. Pat outlined a plan to purchase a number of these DVDs, to resell to students, with one remaining the club's library.

Pat moved that the members authorize \$400 for the purchase of DVDs over the next fiscal year. Tom Hackmann seconded the motion and the members present voted in favour of the motion.

The members voted to authorize purchases up to \$400 for DVDs for the club.
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3.11 Request ideas for training/social events members would like to hold/attend

Pat Sanford requested ideas for events that the members would like to hold or attend. Pat noted that past ideas had included mini-seminars and an X-mas sushi event. Pat suggested that mini-seminars should be held every two or three months, and should include Lunenburg and Truro. The previous Halifax mini-seminar and BBQ were mentioned and used as positive examples.

Tom Hackmann reminded the club of last year's Granite Brewery (last-minute) get-together for X-mas. Pat suggested putting more planning into any X-mas event for this year. Tom suggested the Granite Brewery again, and it was suggested by someone else that the event be on a Sunday; a class (perhaps 10-12) followed by brunch. This idea will be researched and reviewed informally in the coming month.

The Halifax Aikikai Association  
Annual General Meeting – 2008  
AGENDA

Joanne Seviour noted that she is a long-time member of the Army mess at Artillery park at the intersection of Sackville Street and Queen Street, and that the club's members would be welcome there, perhaps Friday after classes.

3.12 New Shidojin System

Pat Sanford (very) briefly described the Shidojin system and identified that its main purpose was to ensure consistent teaching of the Technical Director's techniques. The fact that this system required all test to be conducted with the provincial Shidojin present was discussed, and was not received positively by all present. Some felt that a student who has been training under one person should not be having someone who is not that student's 'master'/teacher officiate the testing.

Pat wanted to provide more details of the Shidojin system, but had not brought the reference material and could not remember the content of the documents that he had just reviewed that morning. Pat did note that a Shidojin page will be created on the CAF website in the near future.

3.13 New CAF Testing System

The topic of testing was intertwined with the discussion of the Shidojin system; refer to that section for details.

**4.0 NEW BUSINESS**

Members were asked if there were any topics that they wished to discuss and add to the AGM. There were no topics added for discussion.

**5.0 CLOSE MEETING**

Pat Sanford moved that the meeting be adjourned. Peter McAuley seconded the motion. All members present voted in favour; the meeting was adjourned.



The Halifax Aikikai Association  
Annual General Meeting – FY 2008  
MEETING MINUTES  
Annex A, Financial Statement, 2007-08

Annex A, page A-1, contains a scanned copy of the financial statement for the Halifax Aikikai Association for 2006-2007 (the 2007 fiscal year, which runs from 01 October to 30 September each year). It has been signed by two directors, as well as the Treasurer who prepared it.

To view the financial  
statement for the 2008  
HAA fiscal year  
(01 Oct 2007-30 Sep 2008),  
contact the HAA  
Secretary / Treasurer,  
Mr. P. Sanford  
(PatrickSanford01[at]eastlink.ca)