

Meeting Minutes  
for the  
Nova Scotia Aikido Federation  
Annual General Meeting – 2005



The Nova Scotia Aikido Federation is a member of the Canadian Aikido Federation.

Nova Scotia Aikido Federation  
Annual General Meeting – 2005  
MEETING MINUTES

This document contains the Minutes for the Nova Scotia Aikido Federation (NSAF) Annual General Meeting (AGM) for the 2005 fiscal year (01 Oct 2004 to 30 Sep 2005) .

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**1.0 OPEN MEETING**

Peter MacLean called the meeting to order at approximately 9:05 pm, 10 October 2005. The meeting was held in the temporary chalet lodgings of Peter and Paul MacLean on the Sir Wilfred Grenfell College, in Cornerbrook, Newfoundland. Peter noted that the Canadian Aikido Federation (CAF) Annual General Meeting (AGM) requires provincial Aikido associations to have official status, and that the Nova Scotia Aikido Association (NSAA) is currently in default of its registration with the Nova Scotia Registry of Joint Stock Companies (RJSC).

**While not discussed at the NSAA AGM, it was later decided by the members to not reinstate the NSAA, but to create the NSAF from scratch.**

1.1 Attendees

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

Fraser,	Graham	MacLean,	Paul	Ramsey,	Marc
Gesser,	Margo	MacLean,	Peter	Sanford,	Geoff
Hackmann,	Thomas	McAuley,	Peter	Sanford,	Pat
Humphreys,	Dave	Nuschke,	Michael	Stevermann,	Lea

**2.0 ORDINARY BUSINESS**

Ordinary Business encompasses those activities described in the Society's By-laws. The flow of this meeting did not follow the Ordinary Business / Special Business guidelines, as no agenda was prepared, the members present did not have access to the contents required, and the NSAF did not have current bylaws that would describe the required AGM contents.

2.1 Elect Directors

The members present voted unanimously for Tom Hackmann, Graham Fraser, Michael Nuschke, Michael Stepanczak and Patrick Sanford as directors of the HAA.

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2.2            Elect Officers

Patrick Sanford explained to the members present that there are three (minimum) positions that must be filled: Chairman, Vice-Chairman and Secretary/Treasurer. Michael Stepanczak noted that these positions were different from past titles of President and Vice-President; Patrick Sanford explained that the rules of the Registry of Joint Stock Companies (RJSC) for societies required a Chairman and Vice-Chairman as opposed to a President and Vice-President.

The newly elected directors were asked in general, and Tom Hackmann in particular, if anyone wanted to volunteer for the job of Chairman. Tom Hackmann accepted the appointment of Chairman, as none of the other directors wished the position. Michael Nuschke was asked if he would accept the position of Vice-Chairman, and he accepted. Tom Hackmann nominated Patrick Sanford to continue in the position of Secretary/Treasurer; he accepted.

<p>The members present voted unanimously for the following officers: Tom Hackmann – Chairman Michael Nuschke – Vice-Chairman Patrick Sanford – Secretary/Treasurer</p>
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It was also noted that the signing authorities would still be Tom Hackmann, Michael Nuschke, and Graham Fraser; after a small discussion, it was learned that Michael Stepanczak also has signing authority for the HAA.

2.3            Appoint Auditor

Patrick Sanford explained to the members present the following information learned from the RJSC concerning the requirement for an auditor. An auditor is not required unless an audit is part of our normal business or is requested by the Registrar (or other body). If no auditor is appointed, then financial statements require the signature of two or more directors.

If the event occurs that an auditor is required, either my wife (CMA) or my father-in-law (CA, retired) could act as such. The members present were informed that the club has no auditor at this time, and foresees no requirement for one in the near future.

Tom Hackmann agreed that our club is small and simple, and that there is no requirement for an auditor. The members agreed that there is no requirement for an auditor.

<p>The members present agreed unanimously that there is no current requirement for an auditor.</p>
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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. The amount of dues compared to the HAA's finances and expenses were discussed. Patrick Sanford recommended no change to current dues structure.

The members present agreed unanimously that the current dues structure should not be changed.
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#### **3.2 Records Upkeep**

Patrick Sanford discussed the recent attempts to update the members' records, and that the effort would be on-going and records would hopefully be updated monthly. The HAA members' details were passed around (at the opening of the AGM) and all members were asked to ensure they had reviewed the list and updated any missing or incorrect information.

Patrick Sanford also noted that sometimes people cease coming to Aikido, perhaps because of new jobs, school or moving away; he requested that if such an event occurs, please let the members know so that they can say goodbye and so that records can be kept up-to-date.

#### **3.3 CAF – Dojo Membership**

Patrick Sanford noted the CAF requirements for members' dues and dojo registration. It was explained that the fee of \$10 per person is now covered by the HAA, as opposed to previous years when each member was responsible for the \$10 fee. Patrick also noted that he would be supplying the FY 2004/2005 CAF information and payment following the AGM.

#### **3.4 Police Checks for Instructors**

Patrick Sanford and Tom Hackmann explained that the CAF carries insurance against injury and liability for all CAF dojos, and that the insurance carrier requires that police criminal checks be done on all regular instructors. For the HAA, that means Tom Hackmann, Michael Nuschke and Graham Fraser. Tom and Michael have both submitted theirs to Patrick Sanford for record keeping. The cost associated with the checks will be reimbursed to the members. As of the AGM, Graham had not completed his police criminal check.

Graham Fraser agreed to address the missing police background documentation.
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3.5            Recent Events

Patrick Sanford reminded the members present that there had recently been a seminar in Toronto, and that Gillian MacLeod had attended. Patrick also noted that Gillian had passed her first kyu test; the members applauded. Patrick asked Gillian to share a few words about the seminar. Michael Nuschke assisted by using questions to get information from Gillian in a succinct manner.

3.6            Upcoming Events

Patrick Sanford noted that there was a seminar to take place in Truro on the 23-24 of October, but that details had not yet been obtained from Andrew; Patrick was still waiting for Andrew to mail the information. Noting that the date of the seminar was fast approaching, Patrick volunteered to question Andrew by phone and use email and the HAA website to get the information to the members as quickly as possible.

Patrick mentioned that he had agreed to supply some mats for the Truro seminar and had discussed the possible rental of a van and associated costs with Andrew. Mike Stepanczak offered his van for the transportation of mats to and from Truro.

Patrick Sanford and Tom Hackmann both offered to provide transportation to any club members who required same.

Patrick also mentioned the dates for the Nfld Camp, with Kawahara Sensei, 08-12 August 2005, and pointed out that the information was posted on the gym bulletin board and HAA website. He also noted that he had already attempted to reserve a chalet for that week.

3.7            Request ideas for training/social events members would like to hold/attend

Patrick Sanford read the section from the previous AGM minutes dealing with potential social events, and of particular note was Michael Nuschke's suggestion to have a tour of the Shambhala Centre. Michael had no update on a potential date for that, nor what types of activities could potentially be involved.

Patrick Sanford requested any new ideas for social or training events from the members. Several ideas were brought forward and discussed. The discussions are presented below in complete topics.

1.            Gillian MacLeod presented the possibility of a sushi and karaoke evening. Some discussion of the merits of karaoke ensued, with several members providing dissenting feelings towards that activity. The idea was watered down to "food and fun", making it completely general, but more probable to occur.

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2. Patrick Sanford suggested the idea of an Xmas gathering, as mentioned in the notes for the November attendance sheet. Gillian MacLeod requested specifically that it not be held at Patrick's house, as it is difficult for her to get to Dartmouth. Graham Fraser noted that he might be able to handle that type of get-together. Patrick also suggested that the Xmas get-together might just be as simple as going to a special location following a Friday practice.
  
3. Tom Hackmann brought forward the suggestion that the club try to build a video/DVD library. This was accepted as a generally good idea by the members, with the only potential problems being keeping track of the library. Tom volunteered to take on that task. Patrick Sanford suggested that the originals could be kept and copies for borrowing purposes could be created., leaving the originals free from potential loss.  
Tom also presented some information about the cost of some of the DVDs, noting that he had already ordered some from the US for about \$100 US. After discussion about costs and money, the members agreed to allow \$400 annually for the acquisition of DVDs/videos for the club, with the amount to be reviewed next AGM.  

The members present voted for an annual expenditure of \$400 towards the building of a video/DVD library, to be reviewed next AGM.
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4. Graham Fraser noted a lack of seminars and associated training. The members agreed that having more seminars would be good. Graham also asked that the idea of asking instructors other than Kawahara to come and teach be explored. Graham expressed a desire to have some guest instructor for the February/March time frame.
  
5. At one point during the previous discussion, Gillian MacLeod noted that perhaps it would be more cost effective or efficient for the club to pay for a senior instructor to attend some of Kawahara's seminars and bring the knowledge back to the club. Tom Hackmann and Graham Fraser expressed potential problems with that idea, such as the fact that more people benefit from direct instruction and there is the possibility of favouritism (who gets selected to travel to the seminars). After input from several members, it was agreed that the club would not pay to send members/instructors to seminars. The discussion then returned to the previous topic of more seminars during the year.

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3.8            Mat Repair

Patrick Sanford thanked those that had participated in the repair of mats to date. Patrick presented the current total expenses for mat repair as approximately \$235. Patrick also noted that mat upkeep will be a continually occurring event; when problems with mats are noted, instructors should be informed and mat repair parties can be convened. Patrick presented the possibility of repairing several mats on a weekday and leaving them on the stage to dry. It was pointed out that there is no guarantee that the stage will not be used during the day. It was decided to stay with Friday evenings for multiple mat repair and to attempt to repair one mat after some classes, and leave it to dry atop the pile of mats. Patrick agreed to send a club email in advance of Fridays when multiple mats would be repaired.

**4.0            NEW BUSINESS**

Patrick Sanford explained what comprised New Business and asked the members to present any new business. He also noted that the previous ideas for new social events actually should have been presented under New Business. The members presented no new business.

**5.0            CLOSE MEETING**

Patrick Sanford noted that the person who officially opens the meeting (Tom Hackmann) should close it, and should introduce the new directors and officers. As time was running late, Tom declined to introduce anyone, but asked the members to vote to close the meeting. The members voted unanimously to close the meeting.

**6.0            SIGNATURES**

The following persons have read these Minutes of the 2004 AGM of the HAA, and verify this to be an accurate record of the HAA 2003 AGM:

<u>Tom Hackmann</u> Name	<u>Chairman</u> Position	_____	_____
		Date	Signature
<u>Michael Nuschke</u> Name	<u>Vice-Chairman</u> Position	_____	_____
		Date	Signature
<u>Patrick Sanford</u> Name	<u>Secretary/Treasurer</u> Position	_____	_____
		Date	Signature
_____	_____	_____	_____
Name	Position	Date	Signature