



Email: info@petermortonjudo.org.au

PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

www.petermortonjudo.org.au

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Extraordinary Meeting of Chief Instructors Minutes - 1 October 2006

Attendees

| | | | |
|---------|------------|------------|-------------|
| D Burow | R Patrick | I Scamp | M Tomasich |
| G Darby | D Rowley | C Swingler | D Tuckfield |
| M Cowey | E Scharrer | S Teys | P Wilson |

Apologies

Meeting held during the Annual National Seminar at Birrigai Educational Centre ACT

Meeting opened at 10.15

This non-scheduled meeting was held to address concerns by some chief instructors about the future direction of the Academy and the role of Chief Instructors in the running of the Academy.

- C Swingler chaired the meeting as a non-voting adviser

This Meeting – Proposed Academy Administration Restructure

The proposal is to restructure the top two administrative tiers into a board of directors.

1. The current multiple tiered structure:

- Board of Directors – Principal, Deputy Principal, State Representatives and national administration
- Chief Instructors of branches
- Dan belts
- Purple belts
- Students

2. The proposed restructure:

- The Principal, Deputy Principal and Chief Instructors from every branch. This membership will have voting rights. Assisting the board will be national administration office bearers and advisers; this membership will have non-voting rights.
- Dan belts
- Purple belts
- Students

3. The proposed new board's terms of reference is concerned with:

- Administration
- Accounting (budget and finance)
- Academy direction and growth
- Seminar and Event co-ordination
- Insurance
- Marketing
- Policies (SOGAP manual).

4. The traditional, educational, technical and quality control aspects of the martial arts taught by the Academy will remain wholly with the Principal, Dep. Principal and their selected assistants. Their role and responsibility has been, and will be, with the education, traditions and training of the syllabus to chief instructors and their students.
5. Motion put to adopt the new structure - passed unanimously.
6. The proposed new board of directors positions holding voting rights are:
 - D Rowley - Principal, National CI and CI Radcliff
 - E Scharrer - Dep. Principal, National CI and CI St Edmunds
 - P Wilson - CI Kaleen
 - D Tuckfield - CI Hughes
 - R Patrick - CI Batemans Bay
 - B Innes - CI Durras
 - M Cowey - CI Isabella Plains
 - S Teys - CI Queanbeyan
 - M Tomasich - CI Sunshine Coast
 - G Darby - CI Evatt
 - D Burgemeister - CI Erindale
 - D Burow - CI Brisbane
 - D Woods - CI Charnwood
 - T Atterton - CI Golden Grove
 - D Clayton - CI Walkerville
 - J Sumsion - CI Scotland UK

Advisers – non-voting

- National Secretary - P Wilson
 - National Treasurer - A Maconachie
 - Web Site Coordinator - A Maconachie
 - Adviser - C Swingler.
7. The meeting resolved to invite the incumbents of the non-voting national positions of Secretary, Treasurer and Web Site Coordinator to board meetings to expedite communication between the board and its administrators.
 8. Nomination called from the floor for the position of Chair of the board of directors.

Scott Teys and Graham Darby offered their services for this position.

Scott Teys received 10 votes, Graham Darby received 1 vote.

Scott Teys duly elected as Chair of the board and Graham Darby as assistant.
 9. The proposed board Chair will have the following roles:
 - Responsible for the running of meetings, utilising technology i.e. telephone hook up
 - Set meeting times and agenda
 - Responsible for coordinating communications to all board members, advisors and office bearers (see membership in clause 6) to ensure all information is presented at meetings to enable effective decisions to be made
 - Follow up on action items and project tasks
 - Meetings to occur once every 2 months
 - Position appointment for 12 months with a 2-years option. 3 years maximum appointment.

10. Roles and responsibilities:

- If a chief instructor is unable to attend a board of directors meeting, then that chief instructor must delegate a representative to act as proxy for their branch
- Chief instructors must be given the opportunity to respond to any decision made by the board of directors
- Non-board of directors Academy members from Kyu belts to Dan belts must go through their chief instructor to bring issues to the board of directors
- Communication from the board of directors is conveyed through a branch chief instructor to non-board of directors Academy members from Kyu belts to Dan belts.

11. Any branch or district conducting a meeting is encouraged to have the minutes of that meeting posted on the Academy web site.

12. Any issues raised at a branch or district meeting level that are of national importance or have national implications must be brought to the attention of the Chair of the board of directors for discussion at the next board meeting.

13. Financial report presented to the meeting through the Chair (see attachment).

14. P Wilson expressed his desire to stand down, effective immediately, from the position of National Secretary. (E Scharrer, as minute taker for this meeting, has taken the liberty to add the need to find a new National Secretary for the Academy as a project).

Projects Undertaken for Completion

| Item no. | Item and action agreed | By whom | By when |
|----------|---|---|-----------------------|
| 1 | Strategic plan Strategic plan for the Academy for each branch to draw upon. Matrix to be sent out to board members to fill in title. | M Tomasich | Next two months |
| 2 | Marketing plan Marketing plan for the Academy for each branch to draw upon. Promotion for Academy both locally and nationally. | M Tomasich | Next two months |
| 3 | National Secretary Election of a person to temporarily fill the vacant office of National Secretary until position filled by vote at the next AGM. | Board | Next two months |
| 4 | Dan promotion certificates Need to decide who pays for dan promotion certificates – the recipient, the branch or the national fund. | Board | Board at next meeting |
| 5 | Branch visits Each chief instructor to propose a number of dates for visits to their branch by the Principal and Deputy Principal over the next 12-months. A time table to be devised. | Chief Instructors D Rowley E Scharrer | Next two months |
| 6 | Shodan grading Dan belts to be contacted to determine who will be attending the next Shodan grading in November 2006 | G Darby | Next two months |
| 7 | Contact details Names and contact details of Board of Directors members to be updated in contact list and sent to all board members. | M Cowey | Next two months |
| 8 | Visits Visits proposed between 11 October and 25 November to Canberra and South Coast branches. | E Scharrer | Next two months |
| 9 | Junior seminar Batemans Bay Junior Seminar 28 Oct 2006 9am – 4pm and 20th Anniversary celebrations from 5pm same day. All branches invited. | R Patrick | Next two months |
| 10 | DVD DVD of techniques to be produced for Academy use only. | D Rowley E Scharrer Cast & crew | Next two months |

Meeting closed at 11.45



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Profit & Loss Statement 01/07/2005 through 30/06/2006

Income

| | |
|---------------------|--------------------|
| Membership fees | \$7,285.00 |
| Insurance fees | \$7,260.00 |
| Bank interest | \$50.06 |
| Donations | \$38.39 |
| Fundraising | \$486.40 |
| Certificates | \$165.00 |
| Total Income | \$15,285.35 |

Expenses

| | |
|-----------------------|--------------------|
| Advertising | \$1,994.50 |
| Bank fees & charges | \$0.55 |
| Certificates | \$165.00 |
| Executive expenses | \$2,321.40 |
| Insurance | \$6,534.55 |
| Total Expenses | \$11,016.00 |
| Net Profit/(Loss) | \$4,269.35 |

As at 30 June 2006 the Peter Morton Academy of Self Defence Incorporated has no assets or liabilities.