



Taekwondo Manitoba

Board Meeting
145 Pacific Ave., Winnipeg
Fri. April 15th, 2016

In Attendance: Master Jae Park, Mr. Toderash, Mrs. Debbie Lamont-Dreger, Mrs. Gail Cielen,
Mr. Darryl Elyk, Mrs. Jillian Golby Borsa

Regrets: Mrs. Evelyn Hoogerdijk

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1. Call to Order @ 5:47pm
 2. Roll Call & Establish Quorum
 3. Approval of Agenda: **MOTION** by Mrs. Golby Borsa, Second: Mrs. Cielen; **CARRIED**.
 4. Reports

President's Report

- **Update from Sport MB:** Funding forms due by month end.
- **Update on Taekwondo Canada:** TC is hiring for a High Performance Director and also an Executive Director.

Treasurer's Report

- **Financials:** Audited financials are expected in May.
- **Budget 2016-2017:** The next board meeting will be dedicated to this topic.
- **Task:** Mr. Toderash to send all financials to the auditor by April 22/16.
- **Task:** Mr. Toderash to send Master Dale Jameson an email to let him know that he does not need to review the financials, as discussed at last year's AGM, although he may if interested.
- **Task:** Mr. Elyk to email a year-end summary from the Sanctioning Committee to the Executive. Any expenses or revenues will be part of the audited financials.
- **Task:** Mrs. Cielen to email those clubs who have outstanding membership fees.
- **Task:** Mr. Toderash to close the UPS mailbox, arrange for 1 month of mail forwarding and notify The Companies Office and RBC, regarding the change of mailing address.
- **Task:** The Secretary to notify Sport MB, regarding the change of mailing address.

5. Other Business

Membership:

- 999 at April 1st, 2016
- The board clarified the wording of the membership information document, as there were questions from some members.
- **Task:** Mrs. Cielen to work with Master Park to clarify the membership note online, regarding membership fees and participation fees.

Sparring Event (Apr. 2, 2016):

- The event was attended by grassroots and high performance athletes, coaches and officials.
- Thank you to Master Park who led the training for the athletes.
- Thank you to Mrs. Golby Borsa for organizing the event.

- Communication to members will be a priority for the next development event and will be handled under the new communications strategy.

Event planning in 2016:

- Discussed tentative dates for the picnic, AGM, training day and Winter Classic. Notice for each event will be part of the Communications Strategy.
- **Task:** The Secretary to check with Sport MB on room availability for the AGM.

Equipment:

- **Task:** Master Park to email Jaclyn Pauls at Sport MB, with a list of items, value and location, to get a quote for insurance for the equipment.

Communications Strategy

- Mrs. Hoogerdijk will be in charge of creating and implementing the strategy, with the boards' help.
- Going forward, email notices will be sent out via Mail Chimp by Mrs. Hoogerdijk, letting members know to check the website for information updates when they are available. **Task:** Mr. Toderash to give Mrs. Hoogerdijk an orientation on Mail Chimp.
- A TM brochure will be created and will include info on: membership, insurance, benefits, the board, the website, sanctioning, pathways to coaching and more. **Task:** Mr. Toderash to send the content to a graphic design company within two weeks, including the list of TKD clubs who are registered with TM and TC.
- A quarterly one-page newsletter will be developed and emailed out, starting sometime this year. It will likely contain a President's message, upcoming events, athletes corner, coaches corner, officials corner, short bios, etc. TM will be able to determine readership statistics, which will be useful.

Record Management Strategy:

- **Task:** Mr. Elyk to set up a Drop Box account for the board to use.
- **Task:** All Board members are to add their files in Drop Box.

Web Updates

- **Task:** Mr. Toderash to add a donation button. He will also post a notice and job description online regarding the Treasurer's position that the board will be looking to fill in at the AGM.
- **Task:** The Secretary to post all positions that will be open for nominations.
- **Task:** Mr. Toderash to email members about the new insurance coverage.
- **Task:** The Secretary to email the insurance notice to the Webmaster to be posted, with documents.
- **Task:** Mr. Elyk to send the Webmaster a list of websites to be added to the list of upcoming sanctioned events.
- **Task:** The Secretary to put the Long Term Athlete Development document from TC online.

6. **Next meeting:** Tues. April 26th @ 5:30pm
(In camera meeting to discuss this next year's fiscal budget and proportional funding.)

7. **Adjourn @ 8:25pm**