



## Taekwondo Manitoba

Board Meeting

Sat. Mar. 21, 2015

599 Portage Ave., Winnipeg, MB

**In Attendance:** Master Jae Park, Mrs. Jillian Golby Borsa, Master Robert Quon, Mr. Mark Chornley, Mrs. Gail Cielen, Ms. Evelyn Hoogerdijk, Mr. Darryl Elyk

**Regrets:** Mr. Scott Toderash

**Chair & Recording Secretary:** Mrs. Golby Borsa

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(TM = Taekwondo Manitoba)

1. **Call to order:** 1:08pm
2. **Roll Call and establish Quorum**
3. **Approval of Agenda**
  - **MOTION** by Mrs. Golby Borsa; Seconded by Gail; Motion **CARRIED** by majority vote.
4. **Adoption of Previous Minutes**
  - **E-MOTION** on Mar. 2/15 by Mrs. Golby Borsa to approve the minutes from Feb6/14; Seconded by Mrs. Cielen; motion **CARRIED** by majority vote on Mar. 6/15.
5. **Reports:**
  - President's Report**
    - **National update:** Discussed.
    - **Sport Manitoba update:**
      - No update on recognition status. Consultation with the Province of Manitoba & Sport Manitoba is ongoing.
    - **Fundraising**
      - Sport MB has given us 4 bingos (worth \$12K) in the next 3 months. Dates are Apr. 13, May 7, Jun. 2 & 26. The one \$3K cheque from Sport MB has been mailed to TM.
    - **TM clothing & business cards**
      - TM board members should get business cards, lanyards and possibly jackets for when they are representing TM at meetings, events and TM-sanctioned tournaments, now that there is funding to cover these kinds of expenses. This is also related to marketing or advertising and communications.
      - **Task:** Mr. Elyk will look into the cost of jackets.
  - Vice President & Treasurer's Report (by Mrs. Golby Borsa)**
    - **Audit**
      - Will take place in May likely for the last fiscal year, as all financials must first be reconciled and the latest bank statements received. The Secretary has been in touch with Master Dale Jameson recently, as he is the auditor for this last fiscal year.
    - **Financials**
      - \$4,494.63 balance at Feb. 15/15
      - **Task:** The Secretary will check with Mr. Toderash regarding the quick books monthly fee.

- Paypal has now been set up. The first payment was processed recently
- **Awards**
  - None owing at this time. (Only national events qualify.)
- **Budget requests:**
  - Board members to send 'needs' and 'wants' list to the Treasurer.
- **Task:** Master Park to get quote from Advance for a projector that will be used for board business and at events (tournaments, seminars, the AGM, etc.)

### **Tournament Sanctioning Committee Update**

- Tournament Sanctioning Policy
  - Any edits should be sent to the Chair of the Committee via [sanctioning@taekwondomanitoba.ca](mailto:sanctioning@taekwondomanitoba.ca).
- Banners are required. **Task:** Master Quon to get a quote for 2 banners.
- Applications will be sent to the Chair.
- **Task:** Safety template to be created by the Chair.
- The honorarium for the safety and service liaison has yet to be determined. This person will be like a customer service rep that would be available throughout the day at a tournament with the goal of providing excellent customer service and help to solve any safety concerns. This person would wear their TM jacket (if a board member) so they would be easily identifiable.
- Discussed the idea of presenting a plaque to the sanctioned tournament club from TKD MB – one that would be updated each year with a new date plate.
- The Committee will be holding a meeting in the near future.
- Discussed the sanctioning of GTF & ITF tournaments (same standards for safety, certification of officials, minimum safety equipment, etc.).
- **Task:** Mr. Chornley to send a draft a letter to the President for signature, addressed to Walmart, to determine if they might donate TV screens to TM for tournaments.

## **6. New & Other Business**

### **Policies**

- **Respect in Sport**
  - New. This policy is required by Sport Manitoba for recognition.
  - **Task:** The policy will be re-sent to the board by the Secretary and voted on via email. The program link is now online.
- **Code of Conduct**
  - No changes, only board approval date required. Since the original date does not appear online, the board will approve it again.
- **Confidentiality Agreement**
  - All board members to sign. Signed (and witnessed) copies must be submitted to the Secretary.
- **Travel**
  - A draft policy and forms (pre-authorization form & expense claim form) was submitted by the Secretary for review. Per diems and/or honorariums still need to be established.

### **Directors' and Officers' Insurance**

- Mrs. Cielen supplied a hard copy of the policy to the board and confirmed with the broker and with Taekwondo Canada. We are covered as board members for the PSO boards 'in good standing'.

### **Membership**

- Membership numbers (approximately 110)
- **Task:** Master Park to get a quote for a membership card printer.
- Mrs. Cielen will now handle & track provincial membership.
- Membership numbers will correspond with passport numbers.
- **Task:** Mrs. Golby Borsa to give the sport passports to Mrs. Cielen at the next board meeting so she may issue new members a passport when individuals register.
- **Task:** Master Quon to send the excel spread sheet(s) to Mrs. Cielen.

### **Referee Seminar**

- Membership will be required to attend the Referee Seminar, March 28/15 at the River Osborne Community Centre
- A room rental cheque has been issued for the River Osborne Community Club.  
**Task:** The Secretary will hand it over at the seminar.

### **(Spring) Training Event**

- The Secretary will look into the possibility of booking at a hotel for the event (ie. Victoria Inn, Canad Inns, Holiday Inn) on a Saturday in May.

### **Equipment**

- **Task:** The President to obtain a quote for KP&P.

### **AGM**

- It may be held in Sept. this year, as TM has a maximum of 15 months to hold it from the last AGM (June 2014).

### **Web updates**

- The TM home page should have a message that reflects that we are a service-oriented organization. (ie. Welcome! How can we help you?)
- **Task:** The President to devise a message.
- The medal results from Manitoban athletes at the Canada Open and the U.S. Open earlier this year still need to be posted online.

### **Other:**

- Discussed the idea of an awards dinner.
- Discussed the idea of hosting a WTF World Taekwondo Championships viewing party at some time during May 15-18 at a community club in the city.

7. **Next Meeting:** To be determined at a later date.

8. **Adjournment:** **MOTION** by Mrs. Golby; Seconded by Master Park; **CARRIED** by majority vote @ 3:30pm.