

Present: Michael Thompson, Shin Aoki (NTC Chair), Linda Foss (Treasurer), Mary Coe Foran, David, Franklin, Robert Gaston, Byron Russell

Not Present: Bill Burtis (President), Haruyoshi Ito, Rob Kedoin

Proposal for next meeting date: September 11, 2010 via conference call. Confirmation of date and time will be forthcoming.

1. Topic: Communication channels and requests for information. It was suggested that officers be added to both the email circulation of minutes and to the email notifications regarding upcoming meetings so that they are aware of requests for information well ahead of time. The board unanimously agreed with the proposal. Linda Foss, SOA Treasurer, has been added to both email lists.

Action Item: SOA Board review of any additional people who should be added to our email and upcoming meetings notification list.

2. Topic: Budget savings and communication. Bill arranged for the conference call by locating a free service. This will result in cost savings for the organization.

Note: After investigation, it was determined that Skype has a limit on the number of people that can be part of a Skype computer to computer conference call, so that option has been eliminated. Once conference calling was determined to be the best option an issue came up because Michael and Mary didn't have to a phone, although they did have access to the internet. David suggested placing a low rate Skype phone call (computer to phone line) to the conference call number. This additional option provides the SOA Board with multiple ways to connect for either free or greatly reduced costs.

Action Item: Bill Burtis will determine if the suggested date for the next board meeting will be adopted and will make arrangements for a conference call.

3. Topic: By-Laws Revisions and Board Composition. As a follow up to the May, 2010 meeting – there are questions about what constitutes the SOA By-Laws. Are the by-laws simply what is posted on the SOA website, or is there a separate document? This issue arose when Mary emailed the SOA Board a state-of-the-state report to board members in May based on information on the website. The focus of the report was twofold. First, to demonstrate that there are multiple changes that the board needs to address in terms of the information on the website (relating to the structure of the organization for example). Second, to provide a centralized update of board actions taken in each website category. It was decided that this update was for internal use only. In addition, this report was distributed to board members and guest NTC members the May meeting. However, since that time there has been an open question as to whether the information on the website specifically acts as the organization's by-laws and/or policy guide.

Action Item: Mary will assist Bill in determining the location of our organizational by-laws. Contact will be made with Stephen Billias and Connie Borden (past presidents).

In addition, it was suggested that SOA by-laws, policies, website information should be written as to be the minimum necessary. This prompted a discussion of our institutional memory and how SOA keeps track of the organizational history. Mary mentioned that the SOA website has some past minutes posted.

Action Item: Mary will send minutes for the past two years to Rob Kedoin for posting.

Action Item: Board members, who submit minutes for consideration, will send them to Rob K. for posting once the minutes have been accepted by the board. David F. will follow up with support as needed.

Action Item: The Board will address updates to SOA by-laws, policies, website information on an ongoing basis in the upcoming months. Bill will determine if this is best accomplished via email or as part of board meeting agendas.

4. Topic: Update on 2012 International Gasshuku. Postponed until the next board meeting.

Action Item: Bill will determine per #1 of these minutes, if Cheryl Williams, 2010 Gasshuku Manager be added to the circulation lists (SOA minutes and meeting announcements) or if she prefers to work through a board contact person.

5. Topic: Potential savings in bookstore management. \$1,000 possible?. It was suggested that one of the best areas for cost savings might be in eliminating the fee that we pay in order for the bookstore to accept credit cards. It was confirmed that the bookstore is the vehicle used for online membership for SOA.

Action item: Byron will investigate alternatives to the current credit card system (less expensive or free services) and/or the pros and cons to the organization if a PayPal only system is adopted.

Action item: Linda will provide Byron with financial numbers on the costs SOA incurs for bookstore credit card option.

6. Topic: Membership. Rob G., Membership Chair, asked for clarification of the recent discussions regarding increasing membership. He asked if the efforts to increase membership are to raise revenue or to get more practicing members. General discussion confirmed that both aspects are important. Membership revenue will never fully financially support SOA; however, it is an important source of income. In addition, decreases in membership may reflect a decrease in people practicing Shintaido, therefore it can be seen as one measure of the organization's ability to grow and if steps taken to encourage the practice of Shintaido are effective. There was a question as to if the 2008 membership numbers were higher than usual because of the international event that year, or if there may be some other determining factor. Mary suggested we compare, name to name, the membership lists from 2008 to 2010 in order to get a feel for

who is new, who has kept membership, and who has not renewed. Perhaps an additional renewal effort could be made depending on the findings.

Action Item: Rob G. will send Mary the 2008 and 2010 membership lists. Mary will compare the two lists and will report findings to the board.

7. Topic: Multiple membership lists. It was confirmed that the membership list kept by Rob G. are independent of the database that is being developed by Rob K.

Action Item: Rob G will contact Rob K to discuss and report back to the board on their suggestions for providing as accurate and comprehensive mailing list as possible to event managers.

8. Topic: Follow up on May, 2010 discussion of support for instructors. Byron suggested sending a card to instructors and teachers from the SOA Board. The card would be sent to recent graduates, for example. Shin asked if the letter would be more of a welcome greeting or an offer to provide assistance.

Action Item: Shin and Byron will draft a standard letter for review by the board. Byron offered to pay for the card printing; Mary offered to assist.

Follow up to SOA Action Items from May, 2010 minutes:

- 1) Action Item: Bill Burtis will send out a proposed revision of the By-Laws.

Update: #3 above.

- 2) Action Item: Bill Burtis will ask Sandra Bengtsson for a detailed balance sheet for 2009.

Update: TBD.

- 3) Action Item: Ask Rob Gaston to present a membership report at the next meeting.

Update: addendum of yearly numbers was attached to the approved May, 2010 minutes.

- 4) Action Item: Bill Burtis will email Connie Borden Sheets a confirmation of SOA's offer to host the 2012 IG.

Update: Bill's email was received and accepted by the International Shintaido Federation.

Question: What are the terms of this agreement both organizationally and financially? 50/50?

Update: see #4 above.

- 5) Action Item: Mary Coe Foran will set up a Skype Network prior to the meeting.

Update: #2 above.

Respectfully submitted,

Mary C. Foran 8/10/10

