

Minutes SOA Board Meeting, Sunday March 20, 2016 from 2:30pm to 3pm via SKYPE

| Topic | Discussion | Action | Who/When |
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| Welcome: Brad, Shin, Michael and Connie | Ito and Nancy are traveling, David is off line | Connie will send minutes | March 20, 2016 |
| Financial report and Treasurer | \$12,012 in SOA bank Account. Brad and Connie have completed the necessary paperwork to become Treasurer with Connie as an alternate on West Coast. Sandra reports the bank will need a 'corporate' statement to verify Connie as SOA President and Brad as SOA Treasurer | Board agrees to request and to pass the corporate resolution for bank use to state Connie is SOA President and Brad is SOA Treasurer. | Sandra, Connie and Brad Target completion by May 1, 2016 |
| Status of Ito's book | Brad reports being within one week of having book completed – final review pending. Costs to date have been \$100. The book will be sold via Amazon with royalties being sent to Ito's bank account. Ito has requested 200 copies. Brad will finalize the number of copies available at \$5/each for the author. Proposal use the recent \$1000 | Unanimous approval of proposal for \$1000 be used from SOA donation to pay the expenses for 200 copies of Ito's book at \$5 each to be printed. SOA does not expect any reimbursement nor any income from sales of the book to be given to SOA. Royalties of book sales go to Ito. | Brad to give Ito 200 copies of his book once the final version is ready for printing. |

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| | <p>donation received as the funding source to print 200 copies at 45/each, with 200 copies to be given to Ito. SOA will not expect any reimbursement or income from sales of the book.</p> | | |
| <p>Status of transition of publications to online and ebooks.</p> | <p>Shin has gotten two price quotes on scanning, which has been only a few dollars for books up to 300 pages. Shin asked for clarification on use of online materials. Conclusion of board is for the booklets to be made into pdf's and be available free online. The Shintaido book would be ebook to be sold via Amazon. Brad volunteers to help once he has completed Ito's book. Connie will send Michael DeCampo's emails from work he did with ISC. Shin requests if anyone knows where the location of the original pictures, this would be useful.</p> | <p>Brad to work with Shin. Connie to give Michael DeCampo's prior emails</p> | <p>Status update next meeting. Summer of 2016</p> |

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| <p>Approval of risk management liability plan</p> | <p>Connie send via attachment the insurance liability risk management plan with recommendations from Stephen Billias that the board approve the plan, put it on the SOA website and distribute to SOA instructors. Connie reviewed that any instructor can get an “additional insured certificate” to be used when renting space at no additional cost. Most businesses require this liability coverage to rent space.</p> | <p>Board approved the Risk Management Plan and approved to have it on the SOA website and to be distributed to SOA instructors</p> | <p>Connie by April 1, 2016</p> |
| <p>Proposal to financially support SOA members to attend 2016</p> | <p>Connie proposed and Shin amended proposal to provide \$500 per person for SOA TC member to attend 2016. It is strongly encouraged that any recipient of this funding share the teachings, including travel to</p> | <p>Unanimous approval of funding \$500/per person for SOA TC member to attend 2016</p> | <p>Connie to inform Joe Z.</p> |

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| | West/East Coast. | | |
| Joint SOA Board and SOA TC SKYPE Call | Shin agrees in the value of a joint meeting and would believe a meeting before 2016 is valuable. | Shin proposed either May 1 or 15, 2pm on a Sunday. Agenda to be developed. | Connie to email to Board and TC |

NEXT MEETING: SUMMER 2016 final date to be arranged.