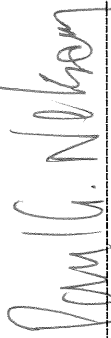




Minutes
Management Committee (Board) Meetings
held 6 February 2016 at South Brisbane and 7 February 2016 and Sports House Milton

Item	Details and Resolutions
Meeting of 6 February 2016 5th Brisbane Okuma Izakaya	<ul style="list-style-type: none"> - Commenced at 6.30pm / Closed 9.40pm. No conflicts of interest were declared
1. Attendees (Directors)	<ul style="list-style-type: none"> - Paul Nelson (President / Chair), Carl Conran (Vice President), Zel Goldman (Secretary, Executive Officer) Jim Stackpoole, Paul DeBrincat, By Invitation: Carolyn McCauley (State Administrator)
2. Apologies	<ul style="list-style-type: none"> - Garry West-Bail (Treasurer)
3. Purpose	<ul style="list-style-type: none"> - Deep discussion of judo membership issues - Understanding of others' perspectives among Board members
4. Discussion points	<ul style="list-style-type: none"> - Policy on referee selection for nomination to national or international events - Discussed marketing plan & production of collateral for use by affiliated clubs - Discussed schools judo & possible development officer options - Discussed working with and providing event for north QLD coaches - Discussed insurance, insurance cover and sanctioning of events involving Judo or the brand of Judo - Discussed IJF visit and associated event in Brisbane. Women's Judo? - Discussed hiring marketing and communications consultancy or advice or internship - Membership 'black books'? Including grading & competition points discussed - Grading records (database) discussed, idea to give a free grading cert to clubs for new members, graders to complete form & return to HQ for database load to become JFAQ accredited grade. Need to create grading procedure as Annexure to policy. Discussed need for copy of database of registered examiners held by M Mirabito. - Temporary membership discussion ref Women's self defence courses funded by BCC. - Discussion over update to changes on NCAS accreditation coming into effect in June. - Junior development programme required to define a pathway for teenagers in Judo <p>Re-Resolved that:</p> <ul style="list-style-type: none"> - Membership growth is our primary goal, firstly by signing up people currently doing Judo who are not members.

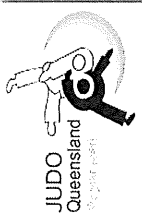

 Paul Nelson
 Chair – Fair record



Minutes

Management Committee (Board) Meetings held 6 February 2016 at South Brisbane and 7 February 2016 and Sports House Milton

<p>Meeting of 7 February 2016 Sports House Milton</p>	<p>– Commenced at 9.15 am / Closed 1pm. No conflicts of interest were declared</p>
<p>1. Attendees (Directors)</p>	<p>– Paul Nelson (President / Chair), Carl Conran (Vice President), Zel Goldman (Secretary, Executive Officer) Jim Stackpoole, Paul DeBrincat, Garry West-Bail (Treasurer) By Invitation: Carolyn McCauley (State Administrator). Apologies – None.</p>
<p>2. Membership</p>	<p>– 868 individual / 45 clubs at 31 December 2015</p> <p>– Resolved that all participants in the 12 JFAQ Women's Self Defence courses be granted temporary membership for the 6 week course duration.</p> <p>– Noted only 12 clubs had responded to the on-line survey</p> <p>– Resolved to admit new clubs:</p> <ol style="list-style-type: none"> 1. Swordsman Martial Arts – John Tysoe – Admitted subject to approval of its Risk Management Plan (RMP) 2. Dalby – Jeff Bouyer – Admitted subject to premises, RMP and Jeff's NCAS accreditation 3. Real Fighters United Lawnton Jason Miller / Adrian Treloar – Admitted <p>– Resolved to invite these club reps to the Isshindokan Competition</p> <p>– Discussion ensued on the need for a general meeting for alteration of membership fees and categories and for governance related rule changes. Agreed to current proposals did not require a GM as administrative in nature and the Board's ability to adjust for CPI with reference to an AGM had been resolved previously at AGM.</p> <p>– Noted that JQ membership fee income was about \$10,000 less than the 2013-14 year and partly attributed to abuse of the 3 month registration option. Anecdotally te 3 month option was not encouraging year round membership and participation.</p> <p>Membership Fees - Resolved that after 1 April 2016:</p> <ol style="list-style-type: none"> 1. The 3 month registration option can be discontinued 2. The administration fee of \$20 for first time members can be removed 3. Five years CPI adjustment at 3% be applied to Junior membership 4. Senior membership to remain at \$100 5. A 20% discount for family membership (3 persons in one transaction) to remain
<p>3. Finance</p>	<p>– Financial reports were circulated prior to the meeting for approval:</p> <ul style="list-style-type: none"> – Cash disbursements 1 July – 30 November 2015 and Cash disbursements 1– 31 December 2015 – P&L YTD 31 December showing \$17,809.87 income greater than expense (cash basis) – Balance sheet showing total members funds at \$160,072.04 <p>– Resolved:</p> <ol style="list-style-type: none"> 1. Cash disbursements would approved and payments as being a true and correct record 2. P & L and Balance Sheet - That the Board approves the December 2015 financial reports and is satisfied that the organisation is viable, has met its PAYG and SGC obligations and is able to meet its commitments when they fall due. 3. Carolyn McCauley to be a signatory and Suncorp bank signatory records to be amended to reflect this. <p>Treasurer procedures – for noting</p> <ul style="list-style-type: none"> – Treasurer to receive monthly reports from Staff (MYOB) – P & L, Balance Sheet and Cash Disbursements. These will be approved by the Treasurer. – Each month where possible the Treasurer will attend the office, site and sign off on the monthly payments – When payments need to be made via EFT the State Administrator will initiate the payment and the Treasurer to act as second signatory / signer – this would happen all the time. If the Treasurer is unavailable the President or Zel Goldman will be the second signatory.



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	<ul style="list-style-type: none"> - This process is required where payments exceed the Staff delegation otherwise Anna and Carolyn can sign routine expenses. - Other - A Delegation Table to be worked up by Carolyn based on JQ requirements - Carolyn to discuss with Suncorp whether they have a credit card that is a basic card low yearly cost that then can be used by the office to purchase stationary and other items up to a credit limit of \$1000 per month.
<p>4. Risk</p> <ul style="list-style-type: none"> - Tournament sanctioning - Coaching qualifications 	<ul style="list-style-type: none"> - ZG noted the JFA Inc had sought a statement that JQ was unaware of any liability or event making JQ uninsurable. After consultation this was provided. - The competition-event (tournament) sanctioning policy was discussed - JS noted that in regional Queensland access to an independent assessor to sanction events was an issue. Noted that the head referee and tournament director (not to be the same person) control the events. - Noted - Non sanctioned events are club activities and do not qualify for contest grading points - Noted the State Calendar needs to differentiate between sanctioned events and other club activities - Issue of a Friday night teams competition was raised and that the activity was being conducted with non members. - Board agreed to research the matter further through CC and if necessary write to the club seeking information. - CM noted an audit of the coach accreditation register was required and it was resolved to update and web-publish the register of Queensland Coaches - Resolved that during 2016 JQ will publish Membership and Event Sanctioning Policies and Procedures. Policies to included activities for which membership is mandatory, which activities are covered by insurance, waivers, sign-on sheets for training sessions in clubs,
<p>5. Board portfolios and Sub Committee memberships</p>	<p>Board Charter</p> <ul style="list-style-type: none"> - An updated table of Board reporting portfolios was tabled discussed and adopted (see attachments) <p>State Team Coaches and Managers – endorsed: Carl Conran Anna Rasmussen, Paul De Brincat Toshi Nakamura, Kevin Murphy, Catherine Atscott, Srijdan Andjelkovic, Yumiko Hayashi, Cathy Brain, Christopher Swallow, John Bennett</p> <p>Resolved:</p> <ul style="list-style-type: none"> - Budget to be prepared by CC for the State teams activities - Appointments register to be updated - Board members to provide CVs for the web <p>MPIO - Noted that Meladee Stackpoole as JFAQ MPIO had been assisting the JFA Inc as an independent resource</p> <p>Complaint Resolution Committee</p> <ul style="list-style-type: none"> - PN questioned if Daryl Keys was willing to continue as Chair after he relocated to Clifton. JS to act as a conduit until communication with DK was reliable.
<p>6. Upcoming events</p>	<p>Noted:</p> <ul style="list-style-type: none"> - IJF Tour 19 April as a significant publicity event for judo in Queensland - Queensland International Open 5-6 March with Camp 7-8 March at Talebudgera / \$6,500 grant fro Gold Coast City Council - State Championships hosted by Isshindokan - \$2,000 sponsorship from Moreton Bay Regional Council Immigration sponsorship - Resolved to sponsor Yumiko Hayashi's visa application, if JQ is not obligated to pay her a salary (other than casual work delivering the women's self defence course as per the \$17,000 grant application)

Paul Nelson

Paul Nelson / Chair – Fair record

