

USA National Karate-do Federation
Board of Directors Meeting

January 28, 2010
Teleconference Meeting

Attendance:

Directors: John Dipasquale, President
Phil Hampel
Tokey Hill
Tim Howell
Roger Jarrett
Alex Miladi
Cheryl Murphy
Clay Morton
Doug Stein

Staff: Luke St. Onge, Chief Executive Officer
Jake Lease, Director of Member Services & Events

Attachments: Exhibit A – Revised Bylaw language for the Medical Committee
Exhibit B – Event Financial Control Policy

Meeting was called to order at 9:06am MST by Mr. John Dipasquale

Roll Call by Mr. Jake Lease, Quorum confirmed

Minutes from January 10, 2010 meeting were submitted for approval
MOTION from Mr. Roger Jarrett – To approve the minutes as submitted
APPROVED (unanimous)

Proposed Bylaw Revisions

Medical Committee

Mr. Stein led discussion regarding the merits of retaining a standing Medical Committee, but revising the Bylaws to give them more effective purpose

MOTION by Mr. Stein – Doug Stein will revise the language of the Bylaws concerning the Medical Committee. Said language will be distributed to the Board on January 28, and action regarding revision of the Bylaws will take place 30 days from January 28 as is required by the Bylaws. Date of action will occur on or after February 27, 2010. (Revised language is attached as Exhibit A)

APPROVED (unanimous)

Tournament Committee

Discussion was had regarding a proposal from Mr. St. Onge and Mr. Lease regarding the elimination of the Tournament Committee

MOTION by Mr. Phil Hampel – Eliminate the Tournament Committee as a standing committee under the Bylaws

APPROVED (unanimous)

Board of Director Term Limits

Topic was tabled to a later date

Mr. John Dipasquale appointed a task force to explore the term limits

(Mr. Alex Miladi, Mr. Hampel, Dr. Morton, Mr. St. Onge (staff liaison))

Financial Control Policy

A presentation was made on the new event financial control policy established by Mr. St. Onge & Mr. Lease (policy is attached as Exhibit B)

MOTION by Mr. Jarrett – The Board approves the Financial Control Policy as proposed by the staff

APPROVED (unanimous)

Approval of General Counsel

Mr. St. Onge requested the Board's approval on the appointment of Mr. Randolph Gordon as General Counsel for USA Karate

MOTION by Mr. Dipasquale – Mr. Gordon be approved by the Board of Directors as the General Counsel for USA Karate

APPROVED (unanimous)

Mr. St. Onge also requested a formal resolution thanking Mr. Gordon for his past and continued service to the organization

MOTION by Mr. Miladi – The Board of Directors on behalf of the entire USA-NKF membership wishes to thank Mr. Randolph Gordon for his long history of service and continued commitment to the USA-NKF, with special consideration to his service as General Counsel

APPROVED (unanimous)

USA-NKF Professional Group

Mr. Stein reported on his discussion with Mr. Gordon regarding the Professional Group

MOTION by Mr. Dipasquale – Mr. Stein will continue to act on the Board's behalf, gathering additional information and seeking a resolution regarding the Professional Group

APPROVED (by consensus)

Zone Championships

MOTION by Mr. Dipasquale – Zone Championships are approved and the Board and Staff will move forward with their development

APPROVED (unanimous)

New Business

Medical Committee

MOTION by Mr. Hampel – To accept the Medical Committee language as developed by Mr. Stein for approval by the Board on or after February 27

APPROVED (unanimous)

Technical Committee

Mr. Miladi made a proposal regarding the Technical Committee
Mr. Dipasquale will facilitate input from various committees regarding
recommendations

Athlete

Discussion was had regarding notifying athletes of upcoming events
The following actions will be taken:
Athlete notification will take place on website
Special section for US Team Events

Dr. Morton left the meeting at 11:49am MST

Mr. Stein left the meeting at 12:01pm MST

North American Cup

MOTION by Mr. Dipasquale – First place athletes and all staff will be reimbursed \$500
toward their airfare. USAK will have 60 days after the event to reimburse the athletes
APPROVED (unanimous – 7 members)

Referee Travel

MOTION by Mr. Dipasquale – a \$5/person fee will be added to Regional Referee
Seminars that will be earmarked toward International Referee Travel

Mr. Jarrett left the meeting at 12:15pm MST

AMMENDMENT to previous motion by Mr. Miladi – Funding will be awarded based
upon rank of officials

AMMENDMENT to previous motion by Mr. Dipasquale – a \$5/person fee will also be
added to the Coaching Seminars that will be earmarked toward International Coach
Travel

AMMENDED MOTION – a \$5/person fee will be added to all Referee and Coaching
Seminars that will be earmarked to fund international travel. Referee fees will go
toward referee travel and funding will be awarded based upon rank of the officials.
Coach fees will go toward coach travel and will be awarded based upon coaching staff
selections

APPROVED (unanimous – 6 members)

Adjournment

MOTION by Mr. Hampel – To adjourn this meeting at 12:25pm MST
APPROVED (unanimous – 6 members)

SUMMARY OF ACTION

The following actions were approved by the Board of Directors

- 1) Minutes from January 10 Meeting Approved
- 2) Mr. Stein will revise Bylaw language regarding the Medical Committee for action on or after Feb. 27
- 3) The Tournament Committee is eliminated as a standing committee of the Bylaws
- 4) Mr. Dipasquale appointed a task force to explore the Board term limits
- 5) USA-NKF will adopt the Financial Control Policy proposed by Mr. St. Onge and Mr. Lease
- 6) Randy Gordon approved as General Counsel
- 7) Resolution thanking Randy Gordon for his service passed
- 8) Mr. Stein will continue to gather information and seek a resolution regarding the Professional Group
- 9) USA-NKF will move forward with the Zone Championships
- 10) Mr. Stein's proposed language for the Medical Committee is accepted for action on or after Feb. 27
- 11) Mr. Dipasquale will reach out to various committees for input regarding their future
- 12) The website will be modified to allow for easier notification to the athletes regarding US Team events
- 13) Funding model was approved for the North American Cup
- 14) Funding model was approved for Coach and Referee International travel

Exhibit A

Revised Bylaw Language for the Medical Committee

Section 8.16 Medical Advisory Committee.

The Medical Advisory Committee shall be appointed and have responsibilities as follows:

- a. The President shall appoint the members of the Medical Advisory Committee and its chair, with approval of the Board of Directors.
- b. The Medical Advisory Committee shall:
 1. make recommendations regarding selection of national team medical personnel;
 2. as requested to do so by the Board of Directors, coordinate and arrange for the provision of medical services to national teams at international and domestic competitions;
 3. review current research data regarding medical issues, pharmaceuticals, and prevention and treatment of injuries and periodically report to the Board of Directors regarding that review;
 4. compile medical reports from national team medical personnel and periodically report to the Board of Directors regarding that compilation;
 5. develop educational programs whereby experts in the appropriate field will advise athletes, coaches and officials on: (a) the prevention and care of athletic injuries; (b) available medications, supplies, equipment, immunizations and other preventive health requirements; (c) proper nutrition and the use of supplements; and (d) the prevention of drug abuse in sports; and
 6. perform such other duties as assigned by the Board of Directors.

Exhibit B

Event Financial Control Policy

Airfare and Lodging Compensation Policy

Submitted By: Luke St. Onge, CEO
Jake Lease, Director of Events

Overview

Currently, USA Karate has no functional policy regarding compensation for airfare and lodging relative to our major events (National Championships, USA Open, etc.). After completing an internal review of previous years, we believe that by instituting a fair, functional policy that establishes procedure, checks, and balances, USAK can save between \$10,000 and \$15,000 at each event.

Although this is a major change from previous operating procedures, it will allow us to add a significant level of control to the events, reduce the stress of monitoring on site, and allow for a full, thorough, and fair review of the expenses.

Airfare Policy

USA Karate will reimburse airfare for the following:

- Referee Committee
- Event Organizing Staff (identified by Director of Events)
- International VIPs (Identified by CEO)

Referee Committee/Event Organizing Committee

USA Karate will reimburse airfare expenses up to \$400

Airfare reimbursement requests that exceed \$400 must be accompanied by an appropriate explanation and must be approved by the CEO prior to reimbursement

Each individual is responsible for booking and purchasing their own airfare. USA Karate will neither book nor purchase airfare directly.

Upon completion of airfare purchase, a reimbursement request should be sent to the Director of Events that includes the following:

1. Airfare receipt
2. Explanation of any amount over \$400
3. USA Karate will process the reimbursement within 30 days of the completion of the event, or 30 days of the receipt of the request, whichever is later (this is to insure attendance at the event prior to reimbursement)

International VIPs

USA Karate will be responsible for the booking and payment of airfare for all international VIPs.

With the exception of those international VIPs approved by the CEO, USA Karate will book airfare only for paid, full-time staff members.

Lodging Policy

USA Karate will reimburse lodging for the following:

- Referee Committee
- Technical Committee
- Coaching Seminar Instructors
- Guest Technical Instructors
- Event Staff (non-organizing) (identified by Director of Events)
- Event Organizing Staff (identified by Director of Events)
- International VIPs (identified by CEO)
- Other individuals approved by CEO

Each individual is responsible for booking and payment of their own lodging expenses. USA Karate will not make arrangements for billing to be placed on the master account

Lodging expenses will be reimbursed based upon the following criteria:

1. All rooms will be reimbursed based upon double occupancy
2. It is the individual's responsibility to locate a suitable roommate. USA Karate will provide assistance in this area upon request. If a suitable roommate is not found, the individual will be responsible for 50% of the rooming cost
3. USA Karate will reimburse only for necessary days that the individual must be on-site. In addition, USA Karate will reimburse one day prior to the scheduled starting day (if a seminar instructor teaches on Thursday, USA Karate will cover both Wednesday and Thursday)
4. USA Karate will clarify in advance what days are to be covered

Upon completion of the event, it will be the individual's responsibility to submit the following to the Director of Events within 30 days:

1. Expense form detailing the reimbursement request
2. Itemized hotel room receipt
3. Any additional documentation pertaining to the reimbursement request
4. USA Karate will process the reimbursement within 30 days of receipt of the request

International VIPs/Event Staff

USA Karate will be responsible for booking and payment of lodging for all international VIPs, and Event Staff

Exceptions

Individuals who will experience adverse financial hardship due to either of the above policies may contact the National Office to request special circumstances. Any such request will be handled privately and be approved directly by the CEO.