



**USA Karate
Board of Directors Meeting
February 7, 2015
Chicago, IL**

A meeting of the Board of Directors of USA Karate was held on February 7, 2015 in Chicago, IL during the 2015 Pan Am Games Second Chance Qualifier Team Trial.

Directors Present

Mr. John DiPasquale
Mr. Doug Stein
Mr. Alex Miladi
Mr. Terrance Hill
Mr. Brian Mertel
Mr. Roger Jarrett
Mrs. Cheryl Murphy
Mr. Matthew Ralph

Also Present Were:

Mr. Phil Hampel
Ms. Jessica Luna

February 7, 2015

Call to Order

Board President, Mr. John DiPasquale, called the meeting to order at 9:15 AM and Jessica Luna recorded the minutes. A quorum of directors was present and the meeting, having been duly convened, was ready to proceed with business.

CEO update

At Large Director Update

Mr. Hampel informed the board that the Nominating and Governing committee has been seated and the At Large Position should be filled by the end of March.

2014 key financials

Mr. Hampel reviewed the 2014 financials and addressed questions raised by the board. The 2014 books are in the process of being closed and the final books will be

sent to the board once closed. The federation is carrying credit card debt and a payable to Mr. DiPasquale for the Tournament Mats.

Cash flow is the primary challenge. It costs the federation approximately \$20,000/month to operate and we will need to build a reserve in order to cover the cash needs until revenue comes in from the US Open.

As of 2015, club memberships will be based on the calendar year like the individual memberships. We will start to encourage members to purchase their memberships in January to increase cash flow in the beginning of the year.

The federation needs to actively pursue last year's members to renew their membership. It is also important to notify the members what the benefits of a membership are. Most membership income is generated in July right before the nationals. Mr. Hampel further discussed our membership benefits from Hertz, United Airlines, and DeVry University.

We are currently putting together the club membership packet. This packet will include membership benefits, a club certificate and event sanction rules.

The board discussed approaches to get more in depth reports on member clubs sanctioned events. We need to develop processes to make sure that participants of sanctioned events have memberships or have purchased a day membership. This would be implemented in 2016.

2015 budget

We must end the year with 85,000-90,000 to be able to have operating income for beginning 2016 and to reduce debt.

Legal fees significantly increased due to existing grievance legal and defense support.

Funding priority- National Office, athletes, coaches then referees.

We will be cutting the \$14,000 that had previously been budgeted for international referees due to the need to increase our allocation towards legal fees due to defending a grievance.

We have allocated a budget for Pan Am support as well as general athlete development.

Motion: Mr. DiPasquale moved to accept preliminary draft budget to the board

Second: Mr. Stein

Approved: Mr DiPasquale, Mr Stein, Mr Ralph, Mr Jarrett, Mr Hill , Ms Murphy, Mr Mertel

Rejected: Mr Miladi

Safe Sport Update

USOC has created a United States Center of Safe Sport. This will be funded by the NGB's our contribution looks like it will be 5-10k. This will handle adjudication of some or all of the claims the model is being worked out. This is to go live in 2015. There will also be a parent training and a recertification training that we will need to factor into our program.

Concussion Policy Update

Our insurance carrier is mandating that we have a concussion policy. We are currently working on a draft with Steadman Hawkins to adapt University of North Carolina's to meet our needs. This will need to handle the non-elite athletes. This draft will go to the medical committee for review. Ideally we would like to have it in place for the US Open. Mr. Stein recommended we also have our legal review of the policy.

UFC

Mr. Hampel discussed that we are currently the only combat sport who is still not in partnership with the UFC. Currently USA Taekwondo, USA Wrestling, USA Judo, and USA Boxing are participating. The UFC is offering to market our brand. They will do so by putting signage at select UFC events and presence on the UFC website. In return we will promote their events through our online channels. They would also like us to participate in their fight week in Las Vegas. Which is the week of 4th of July.

Mr. DiPasquale stated that this may not be a market for our athletes. He is also concerned that it is projecting an image that we are not concerned about athletes well being.

Mr. Miladi thinks it is important to definitely look into this partnership.

Mr. Hill would also like to look into what we can get out of this partnership.

We will continue to evaluate participation

Future Nationals

2015 Nationals

Fort Lauderdale.- all contracts are signed for the venue and hotels. We will meet with the CVB next week.

2016/2017

Mr Hampel discussed the bids we have from Pittsburgh/Virginia, Greenville, Salt Lake City. Mr Jarrett brought a bid from Charleston West Virginia

Motion: Mr. DiPasquale moved to have Mr. Hampel further look into these cities.
Second Mr. Stein.

Approved: unanimous

Lunch Break 12:00

Strategic Plan

Tactical –

- Raising the level of customer service is in progress and very important to the federation.
- The new phone system is in place.
- Staff is focused on customer experience. There is still work to be done.
- We have adjusted the accounting process and we have been using QuickBooks more effectively and efficiently.
- Data integrity and quality is still a work in progress but is being cleaned up.
- Coach and referee data is being tracked in the CRM. We are also updating the website weekly with referee and coach certifications.
- We are working on creating operating procedures
- The national volunteer core is in play and we plan to continue to grow and adapt the program.
- We have implemented Safe Sport as a condition of membership.
- We are still working on capturing our diversity data to report to the USOC.

Longer term

- We are actively working to have a great customer experience. Mr. Hampel explained that we would like to shift the idea of an eMagazine to other models of member communications.
- We have begun sending membership cards and club membership packages again in 2015. We are looking to improve our CRM to increase data and reports.

Coaches report

We are trying to motivate the coaches and offer them more coach's education. It is important that the coaches step up in a leadership role. We won 9 of 11 video protests at the World Championships. We need to focus on getting online coaches courses up and running.

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4 coaches took the WKF course and all 4 of them passed. Akira Fukuda also got his kata and kumite license.

Coach Hill suggested that we look into using dartfish to communicate with coaches from home.

There are 10 divisions for the Pan American Games we have already qualified 5 athletes.

We are exploring the opportunity to have camps before the Pan American Games. These camps will offer two training hubs. We are looking into using Coach Hill's training center in Ohio and the Madani's facility in Colorado. The national coaches will be working with the athletes, not the local hosts.

Ms. Murphy suggested that we offer something between now and the qualifier. The time frame is too short to organize an event.

Coach Hill stated that our team selection procedures need to be redone. The Selection Committee is actively working on putting new procedures together.

Coach Hill stepped down as the coach's committee chair because it is a conflict of interest with him being on the board. He has suggested that Ms. Muccini take his position. Mr. DiPasquale suggested that we give her a 1 year trial in the position.

Mr. D moved that we accept Coach Hill's resignation from the coaches committee chair and appoint Christina Muccini for the remainder of the term.

Second: Doug Stein:

Approved Unanimously

Past Meeting Minutes

Motion: Mr. DiPasquale moved to approve meeting minutes from the April and July meetings.

Second: Cheryl Murphy

Approved: Unanimous

Athlete report

The board discussed that money allocated towards the team should be allocated towards the spot not the specific athlete. Therefore if the first seed athlete gets injured then we will pay for the alternate instead. This will be reviewed.

We are discussing alternate financial models to support athletes who are serious about training.

Referee report

2014 was a great year for the referees. We had many referees pass their WKF certification. We are #1 in PKF and WKF and are a very respected group of referees. This success is not on accident it is from many years of hard work.

Rules Changes:

New Rule: removed the restriction that prohibited advanced divisions from using head gear.

New Rule: Allow for a reduction in the time an event runs and the number of points that constitute win.

Motion John DiPasquale: accept in principal what Mr Miladi had presented with modifications to the Rules of Competition by the referee committee.

Second: Doug Stein

Approved: Unanimous

Mr. Miladi suggested that we shorten periods during signature events so the referee's don't have such long days at the events. It was then suggested that a committee is formed to discuss this matter.

Michael McKenzie is going to help Mr. Miladi with administrative duties of the Referee committee.

The RC has been selling passports at the clinics. There are concerns how the financial model is working, Sale of Passports should be driven from the National Office and a process will need to be determined.

Motion: Passport books need to be sold by the national office

Second: Doug Stein

Approved: Unanimous

New business

Mr. Jarrett would like to invite Mr. Kurihara to the US Open and we cover his expenses in the country, an invitation will be extended

Executive Session – Legal discussion

Meeting adjourned

Motion: Brian Mertel

Second: Doug Stein

Approved: unanimous

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