

# Meeting Minutes

## 1. Club AGM - 21/09/2005

<i>Date</i>	Wednesday 21st September 2005
<i>Minutes:</i>	<p>Attendees</p> <ul style="list-style-type: none"><li>• Bryan - President</li><li>• Ronan - Chairman/Webmaster</li><li>• Kathleen - Treasurer</li><li>• Thomas - Ordinary Committee Member</li><li>• Carla, Maria, Liam</li></ul> <p><b>Item 1: Committee Organisation</b></p> <p>Item 1.1: Committee Positions</p> <p>Action : Clarified positions &amp; appointed two new committee members</p> <ul style="list-style-type: none"><li>• Ronan - Chairman/Webmaster</li><li>• Kathleen - Treasurer</li><li>• Carla &amp; Thomas - Joint Secretary</li><li>• Maria - Public Relations Officer, Equipment Officer, Safety Officer and Club Captain</li></ul> <p>Item 1.2: Clarification of Roles</p> <p>Action : A detailed description of roles to be done and stored on website (Ronan)</p> <p><b>Item 2: Health &amp; Safety</b></p> <p>Item 2.1: Insurance</p> <p>Action :</p> <ul style="list-style-type: none"><li>• See if students are covered by DCU insurance (Ronan)</li><li>• Get quotes for associate member insurance (Ronan)</li><li>• Are postgrads covered by DCU insurance (Ronan)</li><li>• Will external insurance cover intervarsities (Ronan)</li><li>• Is insurance instructor specific (Ronan)</li></ul> <p>Item 2.2: Sign in Sheets</p> <p>Action : A spreadsheet is to be done up (Maria)</p>

	<ul style="list-style-type: none"><li>• This sheet will have the names of all students and associate members who will tick their name at each training session.</li><li>• The date and the instructor who takes a class are to be noted on the sheet</li><li>• The voluntary 1euro training fee will be collected during sign in</li></ul> <p>Item 2.3: Up to date member list</p> <p>Action :</p> <ul style="list-style-type: none"><li>• Make a list of current associate members (Ronan)</li><li>• Make a list of current student members [wait till new semester] (Maria)</li></ul> <p>Item 2.4: Incident Book/Report to SFC after accidents</p> <p>Action :</p> <ul style="list-style-type: none"><li>• Purchase an incident book (Maria)</li><li>• Find out what SFC means! (Ronan)</li></ul> <p>Item 2.5: Health Check Form</p> <p>Action :</p> <ul style="list-style-type: none"><li>• Ask students before training for the first time if they have any illness the instructor should be aware of (Maria)</li></ul> <p>Item 2.6: First Aid</p> <p>Action :</p> <ul style="list-style-type: none"><li>• Maria is trained in first aid</li><li>• Get 2 more people trained up. Liaise with Lisa Muldowney (Ronan)</li></ul> <p>Item 2.7: Procedure for Inducting Novices</p> <p>Action :</p> <ul style="list-style-type: none"><li>• Details for new members in welcome pack (Maria)</li></ul> <p><b>Item 3: Documentation/Administration</b></p> <p>Item 3.1: Document how the club is run, concisely.</p> <p>Action :</p> <ul style="list-style-type: none"><li>• Ongoing issue (Ronan)</li></ul> <p>Item 3.2: Constitution</p> <p>Action : Create a brief constitution based on SU template (Ronan)</p> <p>Item 3.3: Club Objectives</p> <p>Action : State club objectives (Ronan)</p> <ul style="list-style-type: none"><li>• More student members (80+)</li></ul>
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	<ul style="list-style-type: none"><li>• More classes in aerobics studio</li><li>• More intervarsity competitions</li><li>• More social events</li><li>• More emails to keep members informed</li></ul> <p>Item 3.4: Clarification of committee responsibilities</p> <p>Action : State job responsibilities on website (Ronan)</p> <p>Item 3.5: Licenses/Affiliation</p> <p>Action : Clarify requirements (Ronan)</p> <ul style="list-style-type: none"><li>• 15euro per license, renewed annually at 1st grading</li><li>• Licenses provide a paper trail for Kawasoe</li><li>• ISI gradings up to and including black belts</li></ul> <p>Item 3.6: Coach/Instructor forms</p> <p>Action : New coaches must fill and return forms to SU (Maria)</p> <ul style="list-style-type: none"><li>• Maria must full out one of these</li></ul> <p>Item 3.7: Identify new club rep</p> <p>Action : Paul Conroy paul.conroy3@mail.dcu.ie (Maria)</p> <p>Item 3.8: ONAKAI</p> <p>Action : See if ONAKAI offer any benefits of affiliation (Ronan)</p> <p><b>Item 4: Budget</b></p> <p>Item 4.1: Review expenditure form last year</p> <ul style="list-style-type: none"><li>• Noted 3rd party fraud on the accounts</li></ul> <p>Item 4.2: Requirements for next years budget</p> <p>Action : Prepare next years budget (Ronan &amp; Kathleen)</p> <ul style="list-style-type: none"><li>• Try to get SCC to cover grading fees (2 per year)</li><li>• Try to get SCC to cover external training trips (2 per year)</li><li>• Try to get SCC to cover external couch visiting DCU (1 per year)</li><li>• Try to get SCC to cover extra small competitions (2 per year)</li><li>• Insurance Cover ~ 600euro (T.B.C.)</li><li>• Instructors fees to be worked out based on 2 instructors in semester 1, and 1 in semester 2</li><li>• Provide for increased intervarsity fees from SCC</li></ul> <p>Item 4.3: Mat fees</p> <p>Action : Reintroduction of mat fees (Kathleen)</p>
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	<ul style="list-style-type: none"><li>• Voluntary contribution of 1euro</li><li>• Money will be used for social nights and equipment</li><li>• Sign in sheet is to be signed when paying fees</li><li>• Are instructors exempt? (please advise)</li></ul> <p>Item 4.4: Joining fees</p> <p>Action : Structure for joining fees (Kathleen)</p> <ul style="list-style-type: none"><li>• 4 euro for students of DCU</li><li>• 10 euro for associates (former DCU students)</li><li>• 10 euro for students from other colleges (not-advertised)</li><li>• 20 euro for outsiders (not-advertised)</li><li>• Are instructors exempt? (please advise)</li></ul> <p>Item 4.5: Only DCU students to receive club discounts</p> <p>Item 4.6: Get a cash box (Kathleen/Ronan)</p> <p><b>Item 5: Freshers Day</b></p> <p>Item 5.1: Rota</p> <p>Action : Rota for freshers day to be done up (Thomas/Carla)</p> <p>Item 5.2: Welcome pack</p> <p>Action : Contents to be done up and printed (Maria)</p> <ul style="list-style-type: none"><li>• Mention health &amp; safety issues</li><li>• Cut &amp; paste some content from our website</li><li>• Ask Marshall arts shop for discount voucher for pack</li><li>• Mention you will have a belt by XMAS</li><li>• Look at Scottish karate site for inspiration (Liam has sent link around)</li><li>• Photocopy the pages (Ronan)</li></ul> <p>Item 5.3: Promotion Material</p> <p>Action : All committee members to design posters (all committee)</p> <ul style="list-style-type: none"><li>• Last years posters are on the website</li><li>• Do up new posters based on last years template</li><li>• Ask Brian if he can colour print some posters</li><li>• Do up the KARATE CLUB in big writing for behind the stand</li></ul> <p><b>Item 6: Training</b></p> <p>Item 6.1: New training times</p> <p>Action : Post new times to website and email</p>
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	<p>members (Ronan)</p> <p>Item 6.2: Extra Bookings</p> <p>Action : All extra booking must go through Yvonne O'Connor in the SU</p> <p>Item 6.3: New equipment</p> <p>Action : Discuss the new equipment we have purchased</p> <ul style="list-style-type: none"><li>• Start DVD/Book library from club locker</li><li>• List books/DVDs on website</li><li>• Log all equipment on website (Maria/Ronan)</li></ul> <p>Item 6.4: Structure to beginners training</p> <p>Action : Create a syllabus for beginners (Liam/Joe)</p> <p>Item 6.5: Discuss who will teach beginners this year</p> <p>Action : Junior black belt instructors will do these classes</p> <p>Item 6.6: Instructor Rota for senior instructors</p> <p>Action : If no senior instructor is available for a class they must notify a committee member before the class so alternative arrangements can be made.</p> <p>Item 6.7: Competitions</p> <p>Action : Liam mentioned organising a trip to Sligo in November for a small competition.</p> <ul style="list-style-type: none"><li>• Ronan will try to get funds for this. (Ronan)</li><li>• Assess interest in going. (Maria)</li></ul> <p>Item 6.8: All members to arrive 10 minutes before training</p> <p><b>Item 7: Website</b></p> <p>Item 7.1: Welcome message for new members (Ronan)</p> <p>Action : Content will be from welcome pack (Maria)</p> <p>Item 7.2: Section for beginners (Ronan)</p> <p>Action : Content will be from welcome pack (Maria)</p> <p>Item 7.3: Photos</p> <p>Action : On-going, please think if ideas for keeping site interesting (All)</p> <p>Item 7.4: Archive of club material</p>
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	<p>Action : On-going, all of the clubs electronic content will be on the website from now on (Ronan)</p> <p>Item 7.5: Photos</p> <p>Action : Make archive photos look like intervarsity photos (Ronan)</p> <p>Remove bad intervarsity pictures</p> <p>Item 7.6: Kamakaziweb Link</p> <p>Action : Join affiliates program for discount (Ronan)</p> <p>Item 7.7: New domain name</p> <p>Action : Register dcukarate.com (Ronan)</p> <p><b>Item 8: Events</b></p> <p>Item 8.1: Training weekends in Bangor</p> <p>Action : Assess interest and try to get funding (Maria/Ronan)</p> <p>Item 8.2: Social nights</p> <p>Action : Last Wednesday of every month is social night</p> <ul style="list-style-type: none"> <li>• Can we get sponsorship for this? (Maria)</li> <li>• Also have a night out early next month to welcome members</li> </ul> <p>Item 8.3: Karate video night</p> <p><b>Item 9: Member Retention</b></p> <p>Item 9.1: Introduce yourself to new members early on</p> <p>Item 9.2: Social night in first few weeks</p> <p>Item 9.3: Club will buy belts for every grading session</p> <p><b>Item 10: AOB</b></p> <p><b>Item 11: Next Meeting</b></p> <p>Item 11.1: Schedule next meeting</p> <p>Action :</p> <ul style="list-style-type: none"> <li>• Wednesday 28/09/05 at 9:30pm (30 mins max)</li> </ul>
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