

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

- This sheet will have the names of all students and associate members who will tick their name at each training session.
- The date and the instructor who takes a class are to be noted on the sheet
- The voluntary 1euro training fee will be collected during sign in

Item 2.3: Up to date member list

Action :

- Make a list of current associate members (Ronan)
- Make a list of current student members [wait till new semester] (Maria)

Item 2.4: Incident Book/Report to SFC after accidents

Action :

- Purchase an incident book (Maria)
- Find out what SFC means! (Ronan)

Item 2.5: Health Check Form

Action :

- Ask students before training for the first time if they have any illness the instructor should be aware of (Maria)

Item 2.6: First Aid

Action :

- Maria is trained in first aid
- Get 2 more people trained up. Liaise with Lisa Muldowney (Ronan)

Item 2.7: Procedure for Inducting Novices

Action :

- Details for new members in welcome pack (Maria)

Item 3: Documentation/Administration

Item 3.1: Document how the club is run, concisely.

Action :

- Ongoing issue (Ronan)

Item 3.2: Constitution

Action : Create a brief constitution based on SU template (Ronan)

Item 3.3: Club Objectives

Action : State club objectives (Ronan)

- More student members (80+)

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	<ul style="list-style-type: none">• More classes in aerobics studio• More intervarsity competitions• More social events• More emails to keep members informed <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">• 15euro per license, renewed annually at 1st grading• Licenses provide a paper trail for Kawasoe• ISI gradings up to and including black belts <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">• Maria must full out one of these <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>Item 4: Budget</p> <p>Item 4.1: Review expenditure form last year</p> <ul style="list-style-type: none">• Noted 3rd party fraud on the accounts <p>Item 4.2: Requirements for next years budget</p> <p>Action : Prepare next years budget (Ronan & Kathleen)</p> <ul style="list-style-type: none">• Try to get SCC to cover grading fees (2 per year)• Try to get SCC to cover external training trips (2 per year)• Try to get SCC to cover external couch visiting DCU (1 per year)• Try to get SCC to cover extra small competitions (2 per year)• Insurance Cover ~ 600euro (T.B.C.)• Instructors fees to be worked out based on 2 instructors in semester 1, and 1 in semester 2• Provide for increased intervarsity fees from SCC <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">• Voluntary contribution of 1euro• Money will be used for social nights and equipment• Sign in sheet is to be signed when paying fees• Are instructors exempt? (please advise) <p>Item 4.4: Joining fees</p> <p>Action : Structure for joining fees (Kathleen)</p> <ul style="list-style-type: none">• 4 euro for students of DCU• 10 euro for associates (former DCU students)• 10 euro for students from other colleges (not-advertised)• 20 euro for outsiders (not-advertised)• Are instructors exempt? (please advise) <p>Item 4.5: Only DCU students to receive club discounts</p> <p>Item 4.6: Get a cash box (Kathleen/Ronan)</p> <p>Item 5: Freshers Day</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">• Mention health & safety issues• Cut & paste some content from our website• Ask Marshall arts shop for discount voucher for pack• Mention you will have a belt by XMAS• Look at Scottish karate site for inspiration (Liam has sent link around)• Photocopy the pages (Ronan) <p>Item 5.3: Promotion Material</p> <p>Action : All committee members to design posters (all committee)</p> <ul style="list-style-type: none">• Last years posters are on the website• Do up new posters based on last years template• Ask Brian if he can colour print some posters• Do up the KARATE CLUB in big writing for behind the stand <p>Item 6: Training</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">• Start DVD/Book library from club locker• List books/DVDs on website• Log all equipment on website (Maria/Ronan) <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">• Ronan will try to get funds for this. (Ronan)• Assess interest in going. (Maria) <p>Item 6.8: All members to arrive 10 minutes before training</p> <p>Item 7: Website</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 of 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>Item 8: Events</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">• Can we get sponsorship for this? (Maria)• Also have a night out early next month to welcome members <p>Item 8.3: Karate video night</p> <p>Item 9: Member Retention</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>Item 10: AOB</p> <p>Item 11: Next Meeting</p> <p>Item 11.1: Schedule next meeting</p> <p>Action :</p> <ul style="list-style-type: none">• Wednesday 28/09/05 at 9:30pm (30 mins max)
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