

Newfoundland and Labrador Amateur Taekwondo Union Limited

Minutes – Meeting

September 19th, 2018

| ATTENDANCE (X denotes presence) | | |
|------------------------------------|---------------------------------|------------------|
| Executive | Other Representatives | Advisory Council |
| Mark Mercer – Pres. X | Lisa Young –West Rep X | |
| Leona Landry – Treas. X | Martin Byrne– Northerm X | |
| Jeff Green – Sec X | Kim Crane–East Rep X | |
| Brad Landry – VP X | Shelley Smith–D@L X | |
| | | |

Agenda

Agenda
Call to Order
Approval of Agenda
Approval of Minutes
Review of Last Minutes

-Insurance
-Budget
-Review of Strategic Plan
-Provincials Location
-Proposed bylaw changes

1. ROLL CALL

See above attendance list. Mark call to order at approximately 9:40.

2. APPROVAL OF AGENDA

Shelley wanted to add a discussion about the Budget.
Jeff motioned to accept, Leona seconded, all in favor.

3. APPROVAL OF MINUTES

Correction to the minutes for September 5th meeting: it said “Master Lawrence was having a tournament called fight the rock” this is wrong. Updated wording to say Mr. Bartlett.

Shelley motioned to approve the minutes with the above change incorporated, all were in favor.

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4. **INSURANCE**

Insurance is already renewed for this year but next year we can save almost \$1500 if we change insurance companies. We are paying \$5285 now and the new rate would be approximately \$3800 through sport NL provider and it has the same coverage plus more. All the liabilities are higher. One thing to note for next year is that we need to make sure the new policy has errors and omissions coverage.

5. **BUGET**

We have \$6,000 approximately left over from last year. We are looking at adding to our KP&P equipment. Full details in appendix A

Lisa joined at this point.

Mark walked us all through the proposed Budget (See appendix). Brad motioned to accept the budget as it stands. Shelley seconded it and all were in favor.

6. **AGM / SUMMIT**

We want the sparring and the poomsae training at the same time throughout the day. We will see if there are any barriers at CONA to divide the gym. Leona will look into this.

Cost per student are \$60 for Saturday and \$90 for both days. Shelley motioned to accept this and Kim seconded it. All were in favor.

Regarding the canteen for the day, the parent group who did it at the last event can handle it again.

7. **STRATEGIC PLAN**

Full copy of the strategic plan attached in Appendix B.

Not enough board members had read the document to conduct a vote on it. It was suggested that we should make it official at the strategic planning session after the upcoming AGM

8. **FALL SUMMIT PREPARATIONS**

It was discussed that we need to do a board governance course this year.

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Mark also announced that as of the upcoming AGM, he will be stepping down as President. He will be missed and the board is very grateful for his service so far.

It was proposed to have Brad appointed to the position until the next election.

9. LOCATION FOR PROVINCIALS

Since the last three provincials have been in St. John's and Master Bennett has offered to help us with set up from his end it was proposed we should hold it in Corner Brook this year. April 27th was the suggested date for it in order to avoid other conflicts with grad ceremonies, other tournaments, etc.

Lisa made the motion for the above date and location. Leona seconded it. All were in agreement.

10. BYLAW CHANGE

Mark proposed several bylaw changes (please see attached appendix C) and Kim offered to review with her coworker who has governance training and advise any suggestions or changes.

11. CLOSING

Mark motioned to adjourn the meeting at 11:15, Lisa seconded it, all were in agreement

See Attached Appendix

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Appendix A

Budget

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| Income | | | |
|-------------------------------------------------------------|--------------------|-------------------|-----|
| Projected Membership Fees | \$26,530.00 | Projected Members | 682 |
| Government Annual Operating Grant | \$5,985.00 | Current Members | 0 |
| Equipment Grant for Scoring System | \$0.00 | Dojangs | 9 |
| Provincials Registration Fees | \$3,000.00 | | |
| Surplus Forwarded from 2017 (estimated) | \$6,174.00 | | |
| Total Funds | \$41,689.00 | | |
| Expenses | | | |
| Annual Recurring | | | |
| Insurance | \$5,285.00 | | |
| Financial Statements | \$1,200.00 | | |
| Sport NL Membership & AGM | \$310.00 | | |
| Conference calls | \$400.00 | | |
| Office/clerical expenses (mail box fee, paper, postage) | \$260.00 | | |
| Website Hosting | \$275.00 | | |
| Bank Fees | \$130.00 | | |
| Storage Unit Rental | \$1,200.00 | | |
| Fluctuating | | | |
| Taekwondo Canada Membership | \$1,364.00 | | |
| TC AGM (Travel) | \$0.00 | | |
| AGM venue | \$0.00 | | |
| Provincials Costs (venue, honorariums, medals, shirts, etc) | \$3,000.00 | | |
| Equipment | | | |
| KP&P Upgrades/Expansion | \$4,000.00 | | |
| Club Equipment Grants (\$200) | \$1,800.00 | | |
| Other | | | |
| Planned Surplus | \$865.00 | | |
| Sport Development/Athlete Funding | \$21,600.00 | | |
| Kyorugi Funding | \$2,160.00 | 10.00% | |
| ---Athlete Seminars | \$2,160.00 | | |
| ---?? | \$0.00 | | |
| Poomsae Funding | \$2,160.00 | 10.00% | |
| ---Athlete Seminars | \$2,160.00 | | |
| ---Facilitator Training Subsidy | \$0.00 | | |

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|------------------------------------------------------|--------------------|--------|--|--|
| Athlete Travel Subsidy | \$10,800.00 | 50.00% | | |
| ---Per Dojang | \$1,200.00 | | | |
| Grassroots Development | \$1,728.00 | 8.00% | | |
| ---ParaTaekwondo Program Development | \$1,400.00 | | | |
| ---Kids Expo handouts / promo materials | \$328.00 | | | |
| Referee Development | \$3,240.00 | 15.00% | | |
| ---PR Seminars | \$2,240.00 | | | |
| ---NR Education Grant | \$1,000.00 | | | |
| Coaching Development | \$1,512.00 | 7.00% | | |
| ---AI & DC Course Subsidy (facilitator/co expenses) | \$1,512.00 | | | |
| ---PC & HPC Course Subsidy (facilitator/co expenses) | \$0.00 | | | |
| ---Learning Facilitator Training Subsidy | \$0.00 | | | |

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Appendix B
Strategic Plan

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Newfoundland and Labrador Amateur Taekwondo Union Inc. Strategic Plan 2018-2023

Historical Background

Taekwondo has been part of the Newfoundland and Labrador landscape since 1974. Since that time, there has been a great deal of work to develop Taekwondo. There have been many success stories. However there are still many dojangs who are not members of the NLATU. This has impacted every aspect of our sport development; participation, media access, athlete development, volunteer involvement, team development, officials development, technical / skill development and access to funding from both public and private sector. The objective of the NLATU is to break down barriers and unite WTF Taekwondo schools under the NLATU banner.

Mandate

The mandate of the Newfoundland & Labrador Amateur Taekwondo Association is to act as the provincial sport governing body for the sport of World Taekwondo (WT) Taekwondo in Newfoundland & Labrador, and to represent our province as a voting member of our NSO (Taekwondo Canada). The NLATU is responsible for providing leadership in promotion and development of WT Taekwondo in the province as well as ensuring all provincially Taekwondo activities meet appropriate standards and embody the spirit of the sport.

Article I. Mission and Value Statement

The NLATU is a volunteer driven, incorporated not for profit organization dedicated to the pursuit of excellence in the development of the sport and martial art of WT Taekwondo in the Province of Newfoundland and Labrador.

The NLATU is a value based organization, governed by the Tenets of Taekwondo (courtesy, integrity, self-control, perseverance and indomitable spirit), respect and fairness as well as the TRUE SPORT principles of sport.

Goals and objectives

1. To promote the martial art, sport and philosophy of World Taekwondo (WT) Taekwondo throughout Newfoundland and Labrador;
2. To train and develop coaches, athletes and referees to represent Newfoundland and Labrador.
3. To research, study, promote and teach the competition rules of the World Taekwondo (WT).
4. To unite all dojangs practicing WT style Taekwondo in NL, whose goals and objectives are congruent to that of the NLATU, under the NLATU.
5. To assist athletes in realizing and fulfilling the Olympic dream by assisting them in succeeding at national and international competitions.
6. To promote and develop a greater understanding of Long Term Athlete Development (LTAD).

Demographics

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1. The NLATU represents over 700 individual members, with over 100 black belts, 9 certified masters (5th Dan and above) and the highest ranking (8th Dan) grandmaster Kukkiwon black belt in the province. All NLATU black belts are officially certified by the World Taekwondo Headquarters, Kukkiwon
2. 9 Dojangs with locations in Stephenville, Shearstown, St. John's, Corner Brook, Pasadena, Blaketown, Paradise, Topsail, Spaniards Bay and Labrador City. This includes the province's longest standing TKD clubs as well as the most established and biggest Taekwondo clubs in NL.

Environmental Scan: SWOT Analysis Overview:

Strengths:

1. Member organization with Taekwondo Canada
2. PSO Status
3. Majority of WT Taekwondo practitioners in NL under NLATU.
4. Access to expertise: several masters, qualified coaches, referees, national level competitors.
5. Our passion to improve the sport
6. Have a base model to develop grass roots Taekwondo
7. New governance model and policies ensure there is no conflict of interest and that the sport is placed in the hands of the members and not Dojang owners / head instructors.

Weaknesses:

1. Geography both within the province and externally.
2. Divisiveness within clubs may impact progress and may be difficult to overcome.
3. Young organization must allow a period of adaptation.
4. No subject matter experts on the Board (masters etc).
5. Lack of interest, complacency, apathy. Many members may not want to do the necessary work to move forward.
6. Lack of willingness to participate due to history, personality, ego, personal agendas etc.
7. Lack of understanding of LTAD methods.
8. Lack of expertise to run high level tournaments: Event organizing, refereeing, judging,

Opportunities:

1. To forge ahead with a new, modern approach to sport management that truly focuses on the development of its athletes, coaches and officials in a positive, non-threatening environment.
2. To further grow our connections with the rest of Taekwondo in Canada and use them as role models.
3. Grow and expand membership base to included dojangs who are not currently affiliated with NLATU.
4. Develop athletes eligible for national and international competitions.
5. To establish an athlete centered organization to pool resources to support athletes and coaches of all levels
6. To develop a Long Term Athlete Development Model based on Canada's Sport for Life.

Threats:

1. Members losing faith in the board's ability to lead the organization.
2. Dojang owners letting personality conflicts get in the way of forward motion
3. Other sports / activities challenging for members

● **Strategic Priorities**

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1) Planning and Development

There is currently a plan to develop the sport of Taekwondo. The board has allocated a large portion of its yearly revenue to subsidizing sport development on a number of fronts. The details of which are outline in the Sport Development Policy. However that funding should be coupled tightly to **this** strategic plan and all stakeholders should be actively involved in maintaining this plan on an annual basis.

It is recommended that all Dojang instructors participate in planning sessions at least annually in order to keep the organization aligned with Taekwondo Canada, and Canada's Sport for Life model.

2) Competitions

Provincial Competition Policy: The NLATU shall develop a provincial competition policy that all dojangs / tournament hosts shall follow as the standard for NLATU sanctioned events.

Local Tournaments

We must change the way we think about competitions. We need to make them more focused on Development. More fights per tournament, less focus on winning medals. Experience is worth more than reward.

Multi-Province Tournaments

In order to host tournaments that attract competitors from outside the province we must:

- Have qualified and experienced referees available
- Be able to offer competitors properly matched divisions
- Have the proper equipment to run a large tournament
- Be able to keep registrants organized and finalize divisions well in advance

3) Instructor / Coach Development

The development of Taekwondo in NL is first and foremost the responsibility of those who teach it. Every master, instructor and coach has the responsibility to maintain a suitable standard of certification in order to maintain their status in the NLATU. It is the organisation's duty to ensure this standard is met and to support instructors in obtaining certification.

For this reason, the Association has to develop specific guidelines and qualifications for coaches and referees and adhere to them. For example, a Provincial Team Coach be in possession of NCCP Multisport A&B, Making Ethical Decisions module, Dojang Certified (Trained and Evaluated) and has participated in a National or Provincial Referee course.

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4) Referee Development

A solid core of qualified referees is essential to the development of the sport of Taekwondo. For this reason, the NLATU must:

- 1) Ensure referees are respected and appreciated (not criticized and taken for granted)
- 2) Ensure referees are fairly compensated for the service they provide
- 3) Develop a referee certification program
- 4) Create and maintain provincial referee committee one rep in each region to oversee activities in their region.
- 5) Allocate equal amounts of money to officials development in each region.
- 6) Recruit referees for local, provincial and national competitions.

5) Elite Athlete Development

Currently development of elite Taekwondo athletes is the responsibility of individual coaches. Due to limited numbers of athletes, geography, competitive tournaments, cost etc the majority of our athletes who aspire to become champions do not get the exposure or experience to obtain their goal.

Recommendations:

- Provide a travel subsidy for athletes willing to compete outside the province so that they can get the experiences they need.
- Instructors should encourage their competitive students to compete outside the province and to avail of the travel subsidy for doing so.
- Establish a sense of team by providing team NL jackets etc.
- Help athletes access corporate sponsorship
- Bring competitors in to Newfoundland and Labrador from other provinces to compete with our athletes.

6) Procurement of Capital Assets

In order to organize tournaments, the NLATU has to acquire and maintain the necessary assets.

Currently needed:

- Matted floor (2 Octagonal rings)
- Additional electronic scoring system components to increase capacity

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7) Communication

In order to facilitate the growth and develop of Taekwondo, the NLATU has to develop and maintain an effective means of communication. It is important that the BOD, Masters, Instructors, athletes, coaches, referees and parents be aware of what's going on in our sport.

This can be done by:

- BOD / Club owners / Masters meeting. To be annually and the beginning of the fiscal year to discuss scheduling of events, annual goals, etc.
- Developing an Advisory Committee of subject matter experts to advise the bod on:
 - Hi Performance
 - Poomsae
 - Grassroots
 - Events
- Website: must be revamped, kept current and display annual calendar, results, success stories, etc.
- Develop a mailing list of members so that instructors are not burdened with distribution of information

In order to gain maximum participation and to avoid conflicts, it is imperative that the NLATU develop an annual schedule. These would include important events such as:

- Tournaments (local, provincial, national)
- AGM
- Courses and training sessions

8) Funding Sources

At present, funds are primarily generated through memberships and through grants. In order to properly lead the organization, alternate sources have to be explored, such as 1) fundraising and 2) corporate sponsorship. It is recommended that the NLATU Association Finance committee be responsible to seek out and obtain alternate sources of funding. It is also recommended the committee create a sponsorship package to entice potential corporate involvement.

9) NLATU Expansion

There are several WTF style dojangs in NL who are not members of the NLATU. The goal is to contact and increase NLATU membership by involving these dojangs.

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Performance Indicators:

| Strategic Priority 1: Planning | | | |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------------------|
| Objectives | 2019 | 2020 | 2021 |
| a) Establishment of LTAD Committee | Develop plan | Revise plan | Maintain plan |
| Strategic Priority 2: Competitions | | | |
| Objectives: | | | |
| a) Tournament Policies | Develop tournament policy | Maintain and revise if necessary | Maintain and revise if necessary |
| b) Determine competition host and schedule | Provincials Chong Lee Cup Host Atlantic | Provincials Chong Lee Cup Host Nationals | Provincials Chong Lee Cup Host an Atlantic Tourney Annually |
| Strategic Priority 3) Instructor Coach Development | | | |
| Objectives: | | | |
| a) Dojang head coaches | NCCP Multisport A/B Making Ethical Decisions TC Assistant Instructor Trained First Aid Referee course 2 AI Courses | All previous certification AI Certified 2 AI Courses | All previous certification Dojang course |
| b) Assistant Instructors | NCCP Multisport A/B | All AI Trained | All AI certified |
| c) Head instructors | All DC Trained | All DC Cert. | |
| d) Learning Facilitator | 1 Learning Facilitator | 1 LF | 1 Evaluator |
| Strategic Priority 4) Referee Development | | | |
| Objectives: | | | |
| a) Referee Committee | Committee chair and committee established Policies developed Program developed | Maintain / revise | Maintain / revise |
| b) Provincial Course | 2 annually (50 participants) | 2 annually (50 participants) | 2 annually (50 participants) |
| c) National Course | | 1 annually or in conjunction with National course | 1 annually or in conjunction with National course |
| d) National Referees | | 1 referee at Nationals | 2 referee at Nationals |
| Strategic Priority 5) Elite Athlete Development | | | |
| Objectives: | | | |
| a) Commitment to develop Elite athletes | Review | Maintain / revise | Maintain / revise |
| b) Policies and funding process | Review | Maintain / revise | Maintain / revise |
| c) Tournament Schedule | annually | annually | annually |
| e) Results in National Competitive divisions | Participate | medal | 1 NL on National Team |
| Strategic Priority 6) Procurement of Capital Assets | | | |
| Objectives: | | | |
| Purchase capital assets to maintain and further develop Taekwondo in NL | Purchase additional mats and/or scoring system components | Expand remaining systems and hardware | Expand for all competitions |
| Strategic Priority 7) Communication | | | |
| Objectives: | | | |
| Enhance communication with members | Maintain website on regular basis maintain Facebook page | Maintain | Maintain |

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|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------|
| | Twitter account | | |
| Strategic Priority 8) Funding Development | | | |
| Objectives: | | | |
| a) Establish NLATU funding development committee | Develop policies | Maintain | maintain |
| b) Minimum fund development targets | 20 % of budget from Non NLATU sources | 30 % of budget from Non NLATU sources | 50% of budget from non NLATU sources |
| Strategic Priority 9) NLATU Expansion | | | |
| Objectives: | | | |
| Grow NLATU Dojangs and membership | 9 clubs 700 members | 10 clubs 750 members | 11 clubs 800 members |
| Strategic Priority 10) Governance Review | | | |
| Objectives: | | | |
| To review and align current governance structure with industry best practice and Government mandated procedures | Benchmark other provincial Taekwondo associations for best practice Adapt so bylaws best serve the NLATU membership | Adopt new / revised bylaws Ensure smooth transition / succession planning Policy review | Assess and revise as necessary. |

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Appendix C

Proposed Bylaw Changes 2018

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Proposed Bylaw Changes

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 14.1 Election of the Board of Directors will be conducted at the AGM on calendar years ending in 1, 3, 5, 7 or 9. | 14.1 An election of a Director of the Board will be conducted at the AGM for each position that is vacant or is filled by a director who has completed a term. | This way not all directors leave the board at once and there is always an overlap period for knowledge to pass from old board to new. |
| 14.2 With each election all positions on the Board of Directors shall be automatically vacated | 14.2 The term of a Director of the Board shall end at the AGM during the calendar year of two years following the date they were elected. | Redefinition of term to go along with 14.1 |
| 14.3 Board members shall have a term limit of 3 consecutive terms regardless of position served. | 14.3 Board members shall have a term limit of 6 consecutive years regardless of position served. | Disambiguation because with previous rules and some board members started in the middle of a term it is not clear when their limit is up. |
| 12.1 The NLATU Board of Directors shall remove any Director who: | No change | Here for context |
| 12.1.3. Breach of Code of Conduct / Discipline Policy | 12.1.3. Breaches the Code of Conduct / Discipline Policy | Typos / grammer |
| 12.1.6 Has become financially unsound and unreliable. | 12.1.6 Has become financially unsound or unreliable. | Typos / grammer |
| 12.2 Due to the inherent responsibility as a trustee of the NLATU, any Director charged with a criminal offense must disclose this to the Board immediately. In all circumstances, the Director must take a leave of absence until the matter is resolved. Failure to disclose criminal charges will result in immediate removal of from the Board of Directors without recourse. | 12.2 Due to the inherent responsibility as a trustee of the NLATU, any Director charged with a criminal offense must disclose this to the Board immediately. In all circumstances, the Director must take a leave of absence until the matter is resolved. Failure to disclose criminal charges will result in immediate removal from the Board of Directors without recourse. | Typos / grammer Delete the word "of" |

Leona wants to add that those being elected must be at the AGM