

LSU Shotokan karate: Meeting 1 : 26/04/07

Minutes:

All jobs to be done are in bold type.

Present: Sam Aboudara, Alison Wright, Jason Haseldine, Carl Joseph, Nerijus Riauka, Steve Wilcock, Sensei Tom Martin.

Apologises: Mark Nicholls

- Unable to attend meeting and training due to work for course.
- Commented to Sam that he might not be the best candidate for social sec. due to his workload – this point is to be brought up at the next meeting.

Tom Sensei began meeting by talking Sam through chairing meetings for future meetings. Suggested that minutes taken by Alison Wright, Sam to depend upon an agenda prior to meetings and if possible to email prior to meeting to committee members.

Moving around the table each person explained what they thought their role in committee was and further input was given from Tom Sensei and Steve Wilcock.

1. Carl – Press and Publicity

- Advertise the club via websites.
 - Tom Sensei noted that certain rules must be adhered to when doing the Loughborough Students Union web page – **Steve Wilcock to send Carl rules on logo use**. Noted that there is a £10 fine per wrong use of logo of website. Examples of logos used in past presented to Carl by Tom Sensei.
 - Noted that the club must be called Loughborough Students Union Shotokan Karate – fine per member of club if wrong name used.
 - Page to be given to Loughborough club on DSKF website – less restricting than union website.
 - Must keep websites up to date.
- Freshers bizarre.
 - Noted as hardest event for Carl.
 - To begin making templates for flyers over summer, although to wait for final designs to make sure no new rules are given out by the AU.
 - Budget given for printing. Noted Tom Sensei can get some printing done through work.
- University magazines
 - Steve suggested getting more publicity for the club via Loughborough WOW and other magazines.
 - **Carl to get recent BUSA's advertised in magazine.**

Nerijus: Equipment Officer

- Club equipment
 - Keep hold of equipment as unable to keep in the dojo.
 - Keep an up to date list of equipment – current list passed to Nerijus from Steve.
 - Will be rung by Tom Sensei or Matt Sensei or Sam when equipment is required for a session – will be expected to ensure all equipment is returned.

- Booking rooms
 - Ensure rooms are booked - AU tends to overlook martial arts.
 - Responsible for booking alternative rooms if other events are on – noted that this must be done through the AU. If for students the room is free to book, if for external people might need to pay for use of the room.
 - Also noted that unavailable room is good opportunity for a social.
 - If there is a room problem then the AU will contact SAM.

Sam – Chair:

- Oversee committee members are doing there jobs.
- To chair meetings
- First point of call for the AU or for members of committee having problems – noted that if members of having problem getting things done due to time constraint to tell Sam as soon as possible.
- To distribute jobs to those considered best for them when given things from AU or other sources.
- To contact suppliers and AU
- Ensure paperwork for club is completed
- To talk to Tom Sensei if unsure with details

Alison – Secretary:

- To take register at every training session – ensure grading points are up to date
- Take minutes at meetings
- To email Jayne every week with attendance – **needs to get email address from Tom Sensei**
- When there are new members needs to get names and contact details
- Responsible for register in case of fire alarm.

Jason – Treasurer:

- To keep track of money in and out for the club – money for socials, equipment and events.
- **Needs to meet up with Dan to go through finances and applying for funding from the AU – to be arranged via Alison**
 - **Needs to reassign name and signature for club account**
 - **Needs to get cash pot – used when money raised via students to keep it from the AU to ensure full funding each year.**

Noted that Matt Sensei is out of pocket from previous years – **Tom Sensei to speak to Matt Sensei on the details of this**, Matt Sensei should be receiving money from the profit made from stash.

Marc W: Club Captain:

- Communicated between Sensei and committee – ‘nicer version’
- Make sure class runs well and that everyone is happy.
- Marc will be back in training in September '07 out on placement at the moment.

Other Business:

- Minimum members required for the club is 40. Need to make sure we hit this target. **Sam or Steve to find out if we are required to pay for this year as numbers weren't reached – Zakia and Martin need to be chased up to see if they've paid for membership.**
- If any courses are organised not to advertise them around campus as rules mean we have to pay for the room cutting into profit.
- **Steve needs to hand out travel forms for those that travelled to BUSA's.**
- Next meeting is to be held on Thursday 10th May.
- For next meeting people need to decide what input they would like in the club and (after speaking to Mark) what to do about a Social Secretary.
- Social being held on Monday 30th April.