



## NSWKA Annual General Meeting

Location:	Wollongong	Date:	11/08/2007
Chair:	Andrew Tan	Time:	11:50am – 1:00pm
Present:	NSWKA Members		
Apologies:	Bob Brown		
CC:	None		

Agenda Item	Agenda Item
1.	<b>Apologies</b>
2.	<b>2006 AGM Minutes</b> Kassandra Lo moved to accept the minutes of the 2006 AGM. Seconded by Kostadino Zafirakos. Carried.
3.	<b>President's Report</b> – presented by Andrew Tan <ul style="list-style-type: none"><li>• Clarified the roles of the NSWKA Executives</li><li>• Reported on the activities that have happened in the past year</li><li>• Emphasised the importance to bring the NSWKA membership up, so to maintain the strong state voting position at the national level.</li><li>• Presented the structure of insurance: -<ol style="list-style-type: none"><li>1. Anyone who is a NSWKA member is covered by insurance.</li><li>2. For beginners who just joined a NSWKA affiliated club. For the first four weeks, these beginners are also covered by insurance, under the graces of NSWKA, on the basis that the club keeps a logbook of who these people are. After the initial four weeks expire, these beginners must register with NSWKA to get the full insurance cover.</li><li>3. If an instructor (anyone taking the class, whether you are kyu or dan grades) fails to carry out duty of care or adhere to safety standards, this can prevent the insurance from working.</li></ol></li><li>• Performance Indicators NSWKA has identified performance indicators on key activities, such as, grading, competition, membership, club support, promotion / publicity, external representation (i.e. NSWKA to the public and AKR). NSWKA would like to improve on three key success factors, i.e., 1) planning; 2) communication and coordination; and 3) quality control.</li></ul>

# Meeting Minutes



**NEW SOUTH WALES KENDO  
ASSOCIATION INC.**

Agenda Item	Agenda Item
	<ul style="list-style-type: none"><li>• Annual NSW Kendo Camp Initiative have been proposed – beneficial to more members at a more cost-effective way compared to sending a few members to overseas competition.</li><li>• The reports from those members who have been sponsored to attend the 2007 Hong Kong Asian Kendo Open Championships have not been released to the general public as the reports contain some personal matters that may not be fit for release to the general public. In the future, however, criteria will be set up so that the participants will write a report that is fit for release to the public. NSWKA could potentially set up a member-only area on the NSWKA website for our members to view the reports. Further investigations on this matter are needed.</li><li>• The importance and need for active involvement between NSWKA and club delegates / members. NSWKA needs feedbacks from clubs to allow new initiatives to start successfully.</li><li>• New website – improves member services, allow promotion and greater publicity. The new website is done on a volunteer basis, so it will take some time to complete the new website. Members with web design skills are welcome to participate in the development of the new website.</li><li>• Four NSWKA members - Yuji Sano, Kirby Smith, Stuart Burke, and Vivian Yung – were selected to represent Australia in the 13<sup>th</sup> World Kendo Championships held in Taipei, Taiwan in December 2006.</li><li>• Michael Payne Sensei was awarded the Renshi title.</li><li>• Yuji Sano Sensei was awarded Kendo 6 Dan in March 2007</li><li>• Vivian Yung was awarded the John Butler's Spirit of Kendo Award for contribution to the Australian Kendo community in June 2007</li></ul>
4.	<p><b>Secretary's Report</b> – presented by Vivian Yung</p> <ul style="list-style-type: none"><li>• Reported on NSWKA administration matters.</li><li>• Reiterated the need for members to submit registrations (e.g., membership, grading, competition, etc) promptly to NSWKA.</li><li>• 2008 Australian Kendo Championships will be held in Sydney. Volunteers will be needed to run the event.</li></ul>
5.	<p><b>Treasurer's Report</b> – presented by Michael Chao</p> <ul style="list-style-type: none"><li>• Refer to Appendix</li><li>• There has been a drop in membership number of around 50 in 2006-07.</li><li>• Cash reserve will be used for hosting the 2008 Australian Kendo Championships, and the future annual State Kendo Camp.</li><li>• There is a need to prepare a budget forecast, so that members can prepare</li></ul>

# Meeting Minutes



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Agenda Item	Agenda Item
	their personal budgets to attend events.
6.	<p><b>NSW Kendo Board's Report</b> – presented by Takashi Itakura</p> <ul style="list-style-type: none"><li>• Presented the objectives of the NSW Kendo Board</li><li>• Presented report on activities overseen by the NSW Kendo Board, includes Founders Cup (August '06), NSW State Championships (November '06), Picton Weekend (February '07), FIK Asian Zone Shinpan Seminar (March '07), State Team selection program.</li><li>• Major events coming up in 2008 includes the Australian National Kendo Championships and NSW State Championships to be held in Sydney, which the NSW Kendo Board is looking forward to contribute actively in the preparation and running of the event.</li></ul>
7.	<p><b>NSW Dan &amp; Women Team's Report</b> – presented by Paul Rixon</p> <ul style="list-style-type: none"><li>• Report on the NSW Team performance in the 2007 Australian Kendo Championships.<ul style="list-style-type: none"><li>○ Dan Team: NSW - 1<sup>st</sup></li><li>○ Dan Individual: Kirby Smith – 2<sup>nd</sup>; Takashi Itakura – 3<sup>rd</sup></li><li>○ Fighting Spirit Awards – Michael Henstock, Elaine Chan</li></ul></li><li>• Future plans for the 2008 NSW Team selection program<ul style="list-style-type: none"><li>○ Team training will be run at different clubs around Sydney.</li><li>○ Saturday training will be incorporated in the 2007-08 state team selection program.</li><li>○ As NSW will be the host state in the next National Championships, there is usually a tendency of greater participation in the state team selection program. Therefore, it is likely that the NSW team position will be very competitive. As such, the team selection program will be starting earlier this year compared to the past. The training program will commence straight after the NSW State Championships finish.</li><li>○ A youth program will be set up in the coming years' training program to bring up players with good potentials and set ourselves up in a strong position for the next few years.</li></ul></li></ul>
8.	<p><b>NSW Kyu Team's Report</b> – presented by Ted Rixon</p> <ul style="list-style-type: none"><li>• The Kyu Team produced an outstanding performance in the Australian Kendo Championships to come 2nd.</li></ul>
9.	<p><b>NSW Iaido Board's Report</b> – presented by Dean Hawthorn</p>

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	<ul style="list-style-type: none"><li>• Continual increase in NSW laido membership</li><li>• Over 20 NSW laido members traveled to Hobart in January '07 for the Australian laido Championships, Seminar &amp; Grading.</li><li>• Commencement of a Kodono Sensei's Perpetual Trophy for NSW laido Championships.</li><li>• Several NSW laido members traveled to U.S. in early 2007 in a U.S. national competition and grading event. NSW members reported that Australia has a higher quality and more stringent grading system compared to the U.S. counterpart.</li></ul>



# APPENDIX



# **New South Wales Kendo Association**

## **Treasurer's Report**

### **Financial Year 2006 - 2007**

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## **Financial Report**

### **Income**

Total income for this year was \$40,648. The vast majority of this income is from membership fee (57%), grading fee (14%) and competitions and seminar entry fees (22%). It should be noted that most of the competition and seminar entry fees are passed straight on to the AKR and not retained by NSWKA. These include fees for the AKC and FIK Shinpan seminar.

As of 30 June 2007, the association has \$25,601 deposited in the bank account and \$440 cash on hand.

### **Expenses**

Total expense was \$28,563. As always, the major components of the expense are insurance costs (20%), AKR membership and grading fees (32%). The association also sponsored members to participate in the competition in Hong Kong. Sponsorship money totalled \$1,800 and accounts for 6% of expenditure.

NSWKA also incurred expenses for hosting the FIK Shinpan seminar but most of the costs were reimbursed by the AKR.

### **Net Profit**

The association made a net profit of \$12,085 for the financial year. It should be noted that this number does not include membership fees paid to AKR after 30 June 2007 of \$4509. Profit after taking into account this cost is \$7576.

## Statement of Financial Performance

For the year ending 30 June 2007

	FY 06/07
<b>Income</b>	
Grading Fee Income	5,830
Membership Fee Income	23,216
NSW Championships Income	1,840
FIK Shinpan Fee	1,600
FIK Shinpan - AKR Reimbursement	1,984
32 AKC fees income	5,578
ACTKR Insurance 2006-07	600
<b>Total Income</b>	<b>40,648</b>
<b>Expenses</b>	
Grading AKR reigstration	-3,515
Grading Refunds	-285
Grade Certificate printing	-85
Membership Paid to AKR	-5,607
HK Tournament Sponsorship	-1,800
NSW Championships Expenses	-510
FIK Shinpan - AKR Cost Equaliser	-1,600
FIK Shinpan Expenses	-2,661
31 AKC Subsidy	-200
32 AKC fees paid to AKR	-5,578
32AKC Trophy Shipping to VKR	-94
Insurance Expense	-5,730
AKR Meeting - Cost Equalisation	-145
NSW State Team Jersey	-288
Miscellaneous Expenses	-466
<b>Total Expenses</b>	<b>-28,563</b>
<b>Net Profit</b>	<b>12,085</b>

Note: Table above excludes membership fees payable to AKR of \$4,509

## Membership Report

Membership number has declined significantly this financial year, falling from 294 to 251. The table below displays the composition of members by clubs.

<b>Club</b>	<b>2006-2007</b>	<b>2005-2006</b>	<b>Change</b>
ANU	0	1	-1
Byron Bay	1	0	1
Central Coast	3	6	-3
Crookwell	1	1	0
Gilroy College	15	15	0
Han Rim Won	22	22	0
Hwa Rang Kwan	1	9	-8
Kingscliff	0	1	-1
Macquarie Uni	5	5	0
Milton	3	2	1
Moo Do Kwan	18	28	-10
Seidokan	1	2	-1
Shinbukan	19	21	-2
Suigetsu	7	7	0
Sydney	51	64	-13
Sydney Iaido Club	7	3	4
UNSW	48	46	2
USYD	18	17	1
UTS	2	2	0
Wollongong	29	42	-13
<b>Total</b>	<b>251</b>	<b>294</b>	<b>-43</b>



# New South Wales Kendo Association Performance Indicators

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## Key Success Factors

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<i>Communication</i>		
&		
<i>Planning</i>	<i>Coordination</i>	<i>Quality Control</i>

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### *Key Activities:*

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1. Education & Training
2. Competition
3. Membership Matters & Club Support
4. Promotion / Publicity
5. External Representation
6. Grading

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The idea is that performance can be measured by rating key activities against the key success factors (say a 1-to-5 scale, where 5 is “excellent”).

Note that these key success factors are broad-based. For example, “Planning” also includes sub-metrics such as “admin & finance”. “Quality Control” involves the monitoring and enforcement of quality-based objectives.