



UNITED STATES NAGINATA FEDERATION, INC.

United States Naginata Federation Board Meeting Minutes

July 24, 2008, San Jose, CA

Board Members in Attendance:

Executive Committee: Kurt Schmucker (President), Leslee Williams (Vice President)
Karen Schmucker (Executive Secretary), Bruce Mitchell (Treasurer); Andrea DeHerrera (Recording Secretary)

Regional Representatives: ECFN: Ray Sosnowski; GNYNF: Sachiko Prough, Cheuk Tang; NCFN: Miyako Tanaka Price, Malyne Hazard; PNNF: Lindy Snyder; SCNF: Helen Nakano, Rika Takenaka

Board Members not in Attendance:

RMNF: Diana Payne; SCNF: Paul Pocock

Non-Board Members in Attendance:

GNYNF: Ellery Engalla, Katie Roche, ECFN: Fran Vall; RMNF: Johanna Weber; SCNF: Antoni Rossi

President Kurt Schmucker opened the meeting at 2:10 p.m. He officially thanked the Nominating Committee for the election process and for their work on the election. He additionally thanked Miyako Tanaka Price and Malyne Hazard for their service to the USNF as outgoing President and Executive Secretary.

Regular Reports

1. Determination of Quorum

It was determined that with 13 members present, there were enough present to form a quorum.

2. Approval of the Minutes from March

The minutes were not taken at the last meeting. The Executive Secretary published notes taken by Malyne Hazard. Kurt Schmucker asked for any additional corrections to the minutes. Helen Nakano asked that Andrea's name be corrected to "DeHerrera". Karen Schmucker (Executive Secretary) reported that she had already made this change along with the other changes submitted via email prior to this meeting to the minutes.

MOTION: Bruce Mitchell moved to approve the March meeting minutes with the discussed changes. Malyne Hazard seconded the motion. All were in favor. The minutes were approved. Kurt Schmucker commented that unless there were objections, he wanted to go back to putting the minutes on the web so that all members can review them.

3. Treasurer's Report

Bruce Mitchell presented the treasurer's report (attachment 1). Currently the treasury balance is \$21,063.02. Seminars are usually our most costly expense, but this seminar will not be too costly. Rika Takenaka asked

for a clarification of the Office expenses. Bruce explained that the expenses reported include:

- cost of election
- copying cost for the meetings
- mailing and postage fees

The entry regarding the Pacific Northwest Naginata Federation (PNNF) Cherry Blossom as one of the reimbursement items was explained. Every year, PNNF performs a demonstration at the Seattle Cherry Blossom Festival and this year received an honorarium of \$100.00. However, the check was written to the USNF rather than PNNF. Bruce received the check and sent a check for \$100.00 to PNNF. Additional discussion on items included the \$75.00 insurance fee received from each of the Federations. This was listed separate from the Federation dues.

Bruce commented that it would be a mistake to evaluate the information provided in the [July] report as the bottom line, as there were a number of items not reflected in either the May report or here which will affect the final report. Two items in particular are the:

- Liability Insurance Premium due in October — \$4,000.00 encumbered
- Seminar costs — Usually the seminar costs are between \$5-8,000.00. We don't have the final costs for this seminar. If this seminar were a regular seminar rather than a Shinpan Seminar, the USNF would be in the red! Bruce commented that the USNF still does not charge enough to cover all of the seminar costs.

Bruce brought up a few additional items:

1. Wire transfer fees associated with sending menjo fees to Japan have become costly to the USNF.

To date Miyako Tanaka Price has been hand-carrying funds to Japan on her personal trips to visit family or attend a training session. To pay for menjo via bank wire costs \$80.00 each time whether it is for one menjo or more! Discussion followed on how to reduce this expense. We need to investigate lowering the AJNF fees for menjo by reducing the frequency of sending the request for certificates. Other options? The Executive Secretary will attempt to bundle requests for menjo to reduce wire costs. But the result is an extended period of time for students to receive their menjo.

2. Potential INF Dues Increase.

Our INF membership dues may be substantially increasing in the near future. The transition point is 200 members. This will substantially affect our budget.

3. USNF is losing money on the exchange rate of dollars to yen.

This is of special concern for the INF Dues and the menjo fees. Kurt will use exchange rate charts to convert the INF dues into US Dollars and get this information to Bruce.

4. Expense reports.

The USNF usually buys lunch for the Board for the March meeting, but Bruce needs a way to better document this expense and others that are sent to the USNF Office. A new form is needed for the categories of expenses. This new form has been put on the website for all to use. Please submit the new form with any request for reimbursement. Because of our non-profit status, Bruce needs to file a report every three years. One of the categories includes reimbursements.

5. DVD Sales.

The USNF has not sold any DVDs since the March meeting. The last one was sold in December 2007. There have been 69 videos sold to date.

MOTION: Malyne Hazard moved to accept the Treasurer's Report. Leslee Williams seconded the motion. All were in favor. The Treasurer's Report was approved.

4. Webmaster report

Kurt Schmucker reported that we were getting over several hundred visitors to the website each week. He provided handouts which show activity on the website, with an average of 300-400 hits on the website weekly. (Attachment 2) Kurt also reported recent updates to the website:

- Alyne Hazard has taken over administration of the Shingetsukai and the NCFN websites and has administrator rights to modify them.
- Application for Membership and Request for Kyu/Dan Testing Forms are now on the USNF Member's Page. The use of the web will allow the current forms to be available and eliminate confusion on information and fee requirements. In addition, forms for events will also be posted. Entry forms for teams and individuals for this weekend's competition are on the website. All forms should have an effective date at the bottom.
- Kurt had been hoping to be able to report that a PayPal account was up and running. However, it is not quite there yet. Kurt and Bruce have been working on establishing a PayPal Acct on the website. This functionality to make payments of annual dues, membership, tournaments, etc. should be available in a couple of months. The current fee is 1.5% for this service. Unless anyone has an objection Kurt will be moving forward on this. There was a short discussion of using a secure web page on the site for some of this, and Kurt stated that there is no page on the website currently that is password protected.
- A question arose regarding the status of the newsletter. Kurt mentioned that the newsletter was a great idea, but to make it really work it needs input from the membership. Karen mentioned that she had been the editor of the newsletter, but it had become solely her ideas, etc. and she didn't have the time to devote to managing the newsletter without help. It would be great if someone would volunteer to manage this and have the membership submit articles, pictures etc.
- A question arose regarding whether the Activity Report was still relevant and useful. If it no longer serves a purpose, could we eliminate this form? Discussion followed on the purpose of the Activity Form, whether it was useful for USNF or whether we needed to submit it to the INF. Miyako Tanaka Price clarified the original intent of the form was to assist the Regional Federations to track their activity and then fill out the End of Year Report that is submitted to the USNF. There seems to still be some confusion as to the role and importance of this form. Kurt will look into this and report his findings at the next meeting.

5. INF Report

Jean Yien, the Pan American Director, was not in attendance, so Kurt Schmucker gave a short report. There has not been an INF board meeting since the March USNF Board meeting. However, the voting had taken place for the INF Constitution. Kurt thanked everyone who read the draft for the INF Constitution and sending in their vote. The US as a whole voted no as well as did Canada, Brazil, & Netherlands. These are the only countries that he has heard of that voted no. Jean, as the Pan-American director, also voted no because all of the countries in her region voted no. As far as the end result, neither Kurt, Jean nor Helen Nakano (who is a Vice President for the INF) have heard anything yet. A conversation took place as to a situation that had involved a couple of countries that had voted no to the proposed INF Constitution.

6. Calendar

Any corrections to the Calendar should be addressed to the Executive Secretary, Karen Schmucker.

Karen Schmucker highlighted that the next Board Meeting will be March 14, 2009 in Seattle. The meeting location will be on Mercer Island which is approximately ½ hour cab ride from the airport and cab fare will be approximately \$50.00. Karen will be sending out information on hotel accommodations at a later date.

She mentioned that we need to think about the 2009 Annual Seminar event. We need a proposed venue and dates and it has been requested that proposals be submitted by the end of the year. The East Coast would be the preferred area since the last event was on the West Coast; however, anyone interested in holding the seminar was welcome to submit a proposal.

Old Business

1. 2008 Summer Event Final Details

Discussion of this weekend's Shimpan Seminar and Championship followed. It was mentioned that individuals who came for the tournament would be welcome to participate in the seminar on Friday afternoon to assist the Shimpan seminar as senshu.

Helen Nakano asked whether there would be an opportunity for youth events (Engi and Shiai) at the Championship event this weekend. Discussion followed regarding the current lack of criteria for youth senshu and the concern for mixing the very young with the older senshu for the events. Kurt Schmucker said that the best place for youth events was at regional level events but that at the next taikai we might be able to include youth events. Everyone acknowledged that youth should be encouraged to participate in the USNF annual event as there are 22 youths in the age group 17 and below as current USNF members. If we include youth events in next year's taikai we need to have standards established for this age group. It will be important that the Technical Committee meet to discuss this and give the USNF guidance on standards for youth events.

It was noted that the equipment check for the Championship Event this weekend will be from 5-6 PM. On the general issue of equipment a concern was brought up that USNF needs to look at the possibility of equipment being shipped to the seminar destination rather than carrying it as part of the luggage allowance. Airlines are beginning to crack down on allowing oversized containers on domestic air-flights. When they do allow it, the price is inordinately high; however the practice varies greatly both within the same airline as well as between airlines.

2. Requirements for promotion to Ikkyu

A concern was raised that a number of students were testing for Ikkyu on their first test. Kurt opened the discussion on this issue and solicited comments from the Board. Board members acknowledged that as an ongoing practice this would have an impact on our budget by reducing the revenue brought in by test fees and as such was a significant concern. They, however, also felt that there might be extenuating circumstances where a talented individual was worthy of this promotion. The discussion continued and it was noted that we do not currently know how many individuals fit into this category and how frequently this is happening in the regional federations. Kurt said that he would look into this and report back to the Board on the past practices. At this time, the Board thought that in general, it was preferable that candidates, if possible, go through the ranking ladder as established, but that if there is an exceptional candidate or an exceptional situation, the Regional Federation would provide a statement in support of the candidate's worthiness for the rank of Ikkyu. No official changes were implemented at this time.

New Business

1. Raising fees (Bruce Mitchell)

Bruce recommended leveling all of the kyu testing fees which would make cost accounting much easier for the regions and himself. Bruce recommended that the Kyu Rank test fees would be \$15.00 and the menjo fee would be \$20.00. He recommended that the effective date would be January 1, 2009.

MOTION: Increase the testing fee to \$15 and menjo fee to \$20 for all kyu levels effective January 1st, 2009. The motion was proposed by Bruce, and seconded by Miyako Tanaka Price. 11 were in favor; 1 abstained. The motion was approved. Additional discussion followed regarding a reduction in fees for full time students. The clarification was added that a fee reduction would apply only to SEMINAR fees and only for current USNF Members. The fee reduction would be set at 50% of the adult fee rate.

MOTION: Bruce's proposal is for full-time students who are members of USNF, to receive a 50% discount off the adult fee for USNF seminars effective January 1st, 2009. The motion was seconded by Malyne Hazard. 10 were in favor; 2 abstained. The motion was approved.

2. Examiner Criteria (Bruce Mitchell)

Bruce brought the issue to the floor and opened the discussion of development of a higher standard for USNF Examiners. Bruce suggested that a testing/evaluation process would be good and offered a list of test questions that everyone would have to take. The discussion opened as to who would review and evaluate the responses of those who would have to provide the written answers. It was pointed out that someone might be able to answer all of the questions, but still need guidance in the implementation of their duties. The discussion evolved into how to assist our examiners to become better at what they do; how do we develop our members. Discussion on how to set criteria followed. Karen Schmucker pointed out that we do not currently teach people how to be a good examiner. Discussion followed on Japan's system of establishing the 3 categories for shimpan. Miyako Tanaka Price brought out the point that we never have enough time to do the proper Shinpan training; it usually required a minimum of 5 days. Although no formal action was taken, it was hoped that the Technical/Shogo Committee would be providing guidance on the development of guidelines and training of our sandans and up.

3. Engi and Shiai for youth events (Helen Nakano)

Helen Nakano stated that she felt that the comments and discussion earlier in the meeting regarding youth events addressed her concerns. She made a motion to schedule youth events in all future tournaments whether or not there were enough participants. The Event could be cancelled if a minimum number of participants did not respond.

MOTION: Helen Nakano made a motion that all USNF taikai include a youth event (details pending). Bruce seconded the motion. All were in favor. The motion was approved.

3. Protocol in the event of the absence of the Recording Secretary (Karen Schmucker)

As a result of the confusion surrounding the Meeting Minutes from the March Board Meeting, Karen said that it was important that in the absence of the Recording Secretary, whoever takes the meeting notes is responsible for issuing the minutes to the Board.

4. Motion regarding audio taping of Board of Directors Meetings (Karen Schmucker)

The issue of audio taping the Board meetings was brought to the floor. Some members objected since audio recordings, in the past, were used to try to make someone look bad. Others mentioned that taping was essential to be an official record of the meeting and could assist the Recording Secretary in filling in any major gaps of the note taking process. After a lengthy discussion, a motion was made.

MOTION: Karen Schmucker made a motion that audio taping of the USNF Board Meetings must have full consent of the Board at the beginning of the meeting. Only the Recording Secretary may tape the meeting and can have the audio copy. Upon the final approval of the Minutes, the audio copy will be destroyed. Anyone can speak off of the Record and can call for a stop to the audio taping. Lindy Snyder seconded the motion. All were in favor. The motion was approved.

Matters from the Floor

1. Helen Nakano asked if Miyako Tanaka Price had been able to get a clarification from Funahara Sensei regarding any changes to Zen Nihon Naginata Kata. Miyako Tanaka Price reported that Funahara Sensei said that no changes had occurred.

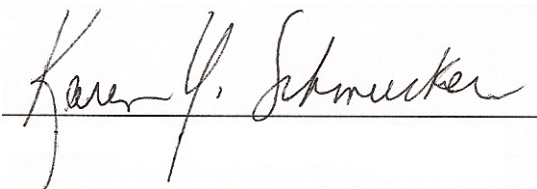
2. A discussion ensued concerning sanshu shinpan certifications received at the INF Championship in Brussels in 2007. It was rumored that AJNF would not recognize the individuals as having received sanshu shinpan. It was clarified that AJNF felt the INF referee training in Brussels had an insufficient number of training hours. Typically, sanshu shinpan candidates also complete a certain number of hours of training in their home country. The AJNF decided to ask that the individuals complete additional training before receiving official sanshu shinpan certification. There was also a concern that the Yondan promotions received in Brussels may not have been accepted. This last part turned out to be false. The Yondan ranks conferred at the Brussels test are recognized by AJNF and these candidates can qualify for Godan examination in the future.

3. Andrea DeHerrera asked for a clarification for the number of examiners needed for Sandan exam. The response was that 5 Examiners were needed: 3 Shogo and 2 Yondan and Higher.

4. Karen Schmucker presented the new logo for the Pacific Northwest Naginata Federation (PNNF) and mentioned that tenugui with the logo would be available for purchase at the championship.

MOTION: With no further business to conduct, Leslee Williams moved to adjourn. Malyne Hazard seconded the motion. All were in favor. The meeting adjourned at 4:30 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Karen Y. Schmucker". The signature is written in a cursive style and is positioned above a horizontal line.

Karen Y. Schmucker (Executive Secretary) for Andrea De Herrera (Recording Secretary)
United States Naginata Federation

attachments (distributed at meeting):

attachment 1, Treasurer's report

attachment 2, Webmaster's report

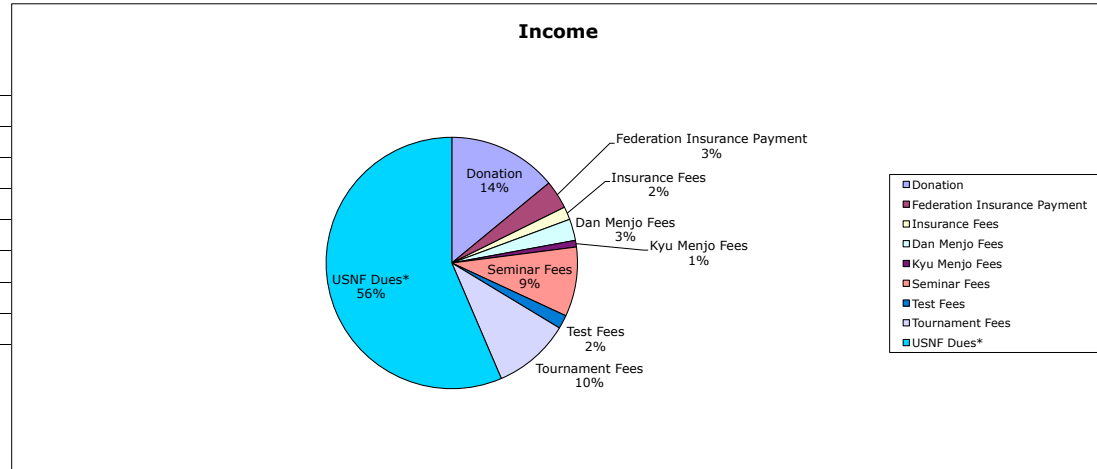


USNF Income Statement 2008

Income

Donation	\$1,728.00
Federation Insurance Payment	\$450.00
Insurance Fees	\$205.00
Dan Menjo Fees	\$340.00
Kyu Menjo Fees	\$105.00
Seminar Fees	\$1,100.00
Test Fees	\$215.00
Tournament Fees	\$1,220.00
USNF Dues*	\$6,950.00
Total Inflows	\$12,313.00

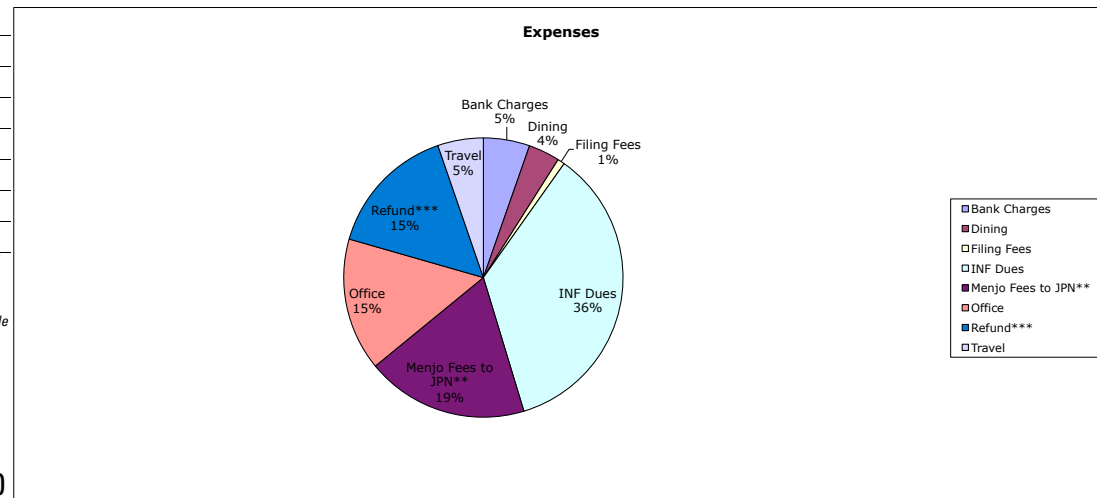
*includes \$270.00 overpayment by GNYNF



Expenses

Bank Charges	\$130.00
Dining	\$87.91
Filing Fees	\$20.00
INF Dues	\$860.00
Menjo Fees to JPN**	\$454.73
Office	\$372.43
Refund***	\$370.00
Travel	\$128.00
Total Outflows	\$2,423.07

**includes \$105 (3 X \$35) paid to INF to cover bank fees on their end. Remainder of discrepancy vs. dan menjo fees collected (\$9.73) due to exchange rate.
 ***Refund Detail: \$270.00 to GNYNF for overpayment of USNF dues; \$100.00 to PNNF for check from Seattle Cherry Blossom Festival, check accidentally made out to USNF.



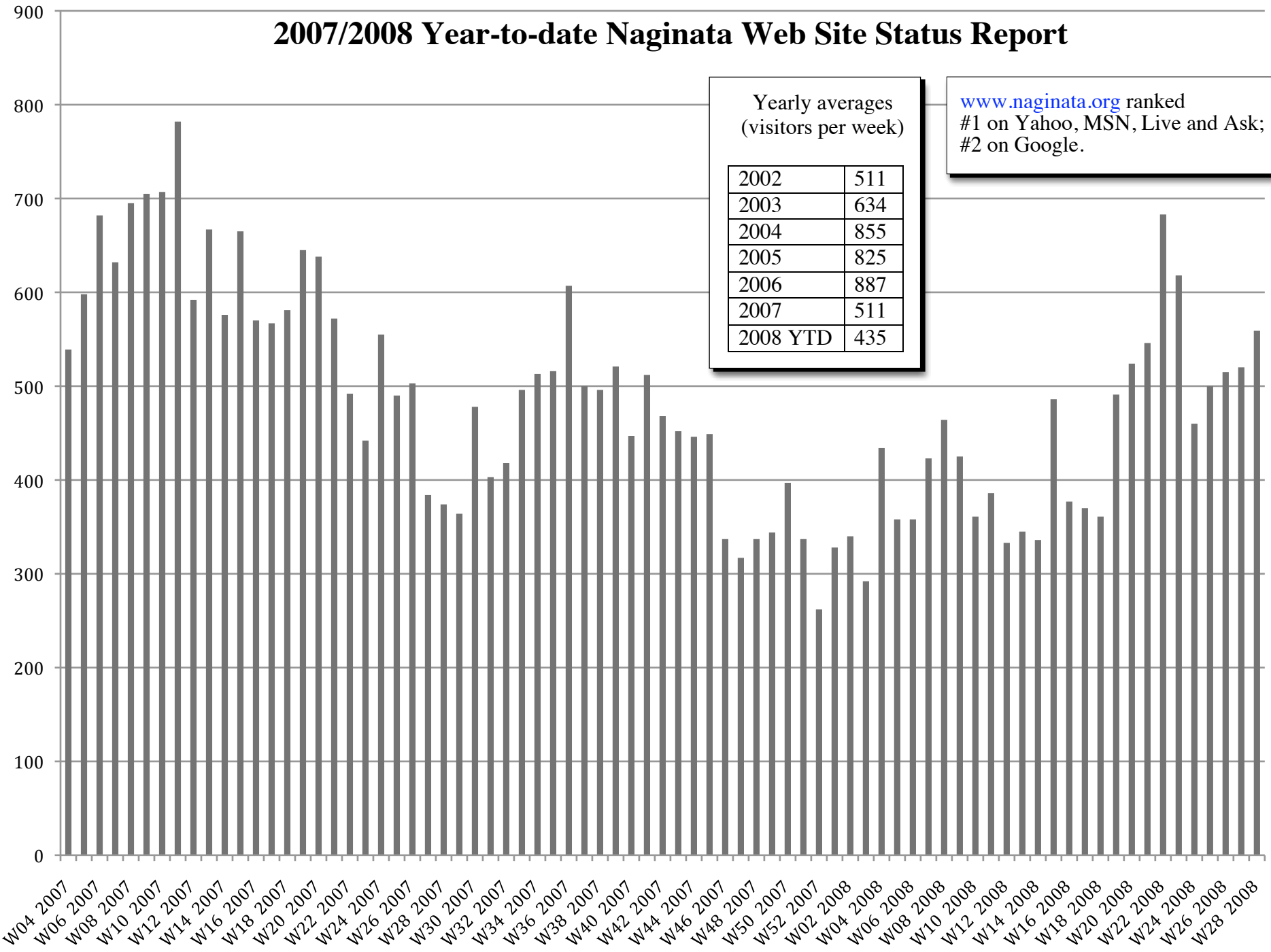
Total Income-Expenses \$ 9,889.93

Current Account Balance \$21,063.03
 Japanese Yen on Hand ¥4,122.00

USNF Membership:

Adult	156 X \$40.00=	\$6,240.00
Minors	22 X \$20.00=	\$440.00
Total	178	\$6,680.00

2007/2008 Year-to-date Naginata Web Site Status Report



Yearly averages
(visitors per week)

2002	511
2003	634
2004	855
2005	825
2006	887
2007	511
2008 YTD	435

www.naginata.org ranked
#1 on Yahoo, MSN, Live and Ask;
#2 on Google.