

**Minutes of the**  
**UNITED STATES JUDO ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**JIM BREGMAN, PRESIDENT**  
**October 11, 2001**  
**3pm**  
**Golden Nugget Hotel**  
**Las Vegas, Nevada**

**Submitted by George Weers, Secretary**

[gweers@theramp.net](mailto:gweers@theramp.net)

**A. Call To Order:**

President Jim Bregman called the meeting to order at 15:02 hours.

Roll Call of members present:

Jim Bregman  
Board Member and President  
Arlington, Virginia

Thomas A.  
Layon  
Board  
Member  
Corporate  
Counsel  
Tulsa,  
Oklahoma  
George

Tom Reiff  
Board Member  
Ladson, South Carolina

Jesse L. Jones  
Chief Operating Officer

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Steve Cunningham  
Board Member

and Board Member  
San Diego, California

Michael L. Szrejter  
Board Member and Vice-  
President  
Boynton Beach, Florida

George Weers  
Board Member and Secretary  
Canton, Illinois

James R. Webb  
Board Member and Treasurer  
Dallas, Texas

Edward N. Szrejter  
Executive Director and  
Ex-Officio Board Member  
Colorado Springs, Colorado

Harris  
Board  
Member  
Brick, New  
Jersey

Ron Hansen  
Board  
Member  
Fayetteville,  
North  
Carolina

Eugene S.  
Fodor  
Board  
Member  
Toledo, Ohio

Virgil J.  
Bowles  
Board  
Member  
Indianapolis,  
Indiana

Katrina Davis  
USJA Executive Office Manager  
Colorado Springs, Colorado

Ashford, Connecticut

Patrick E. Szrejter  
Board Member  
Mathews, North Carolina

Terry J. Kelly  
Board Member  
Santa Rosa, California

## Meeting attendees

Constance Halporn, Chairperson USJA Women's Taskforce  
James Colgan, Member USJA Promotion Board  
Mel Applebaum, Member USJA Promotion Board  
Pete Contardo, Member USJA Promotion Board  
Anthony Zimkowski, Chairperson USJA Standards and Ethics Committee  
Rick Celotto, Chairperson USJA Referee Certification Committee  
Marie Wick  
Jim Haynes

### **B. Review and approval of minutes from previous meeting of USJA Board of Directors:**

Move to approve minutes of July 25, 2001 USJA Board of Directors meeting, Mr. Thom Layon, second Mr. Jim Webb, minutes approved unanimously.

## **C. Officers' Reports**

### **1. President's Report:**

President Bregman's reported the USJA request to sanction a car raffle was rejected in Colorado due to the fact that a national raffle is outside the scope of authority of the state of Colorado. USJA Counsel Them Layon and Executive Office Director Katrina Davis will investigate further sanctioning options.

### **2. Vice President's Report:**

Vice President Szrejter delivered brief comments through which he expressed concerns over an apparent lack of follow-up on the part of the Board of Directors.

### **3. Secretary's Report:**

Use of recording device during USJA Board of Directors meetings -----

a) System is relatively inexpensive.

b) Equipment required;

1) Cassette recorder with multiple tapes ~ \$100

2) Omni-directional microphone < \$50

c) Concerns regarding legal obligation of retention;

1) Tape recordings are official records

a) For how long must these recording be retained?

i. Records regarding certain topics must be retained for, up to, 30 years!

ii. The Board of Directors would need to research applicable law and regulations and establish procedure in accordance with legal constraints.

- b) Who can gain access to tape recordings?
- c) Does freedom of information act apply?
  - d) Who will be responsible for copying tapes when necessary  
(I don't have necessary facilities and/or resources to copy six or eight hours of audio tape)
- 2) Who will maintain the tape recordings?  
(I don't have necessary facilities.)
- 3) Would the Board of Directors expect to see a transcript of the tape?
  - a) I do not have the skills or resources to produce a transcript.
  - b) Would we be legally obligated to produce a transcript?

USJA Counsel Thom Layon suggests that official documents, such as audio recordings of meetings of the Board of Directors should be maintained for not less than 5 years past applicable statute. Mr. Layon further offered assistance in storage of audio recordings. Purchase of audio recording equipment is deferred until improvement of the USJA financial situation.

### **3. Treasurer's Report:**

Mr. Jim Webb presented the Board with copies of the USJA financial statement ending 9/30/01. Mr. Webb noted that a bid is pending for the building and 27 N. Union Blvd. Bid details will be issued to members of the Board of Directors immediately upon receipt.

Move to accept the Treasurer's report by Mr. Gene Fodor, second by Mr. Mike Szrejter - Report accepted.

### **4. Executive Director's Report: Mr. Edward N. Szrejter**

July 2001 to present

CAMPS: Camp Tomodachi at Boynton Beach, FL was well staffed, with USJA President Jim Bregman as the featured guest. Many certifications were

accomplished. I also attended the YMCA Camp in New York, which drew good attendance. This camp will be celebrating its 30<sup>th</sup> anniversary in 2002, at which a gala evening is planned for Saturday evening after close of camp.

CLINICS: A clinic was conducted September 6 in Grand Junction, CO, a first at the club, which drew a large attendance. September 22 saw me conducting a weekend clinic in Grants Pass, OR. Lee Frakes and James Linn were the hosts, and it, too, was well attended.

October 18 through November 8, Mike Szrejter and I will make a 20-day swing to the East Coast and back, conducting clinics at 19 clubs. During this trip we will conduct a clinic in Brampton, Ontario, a suburb of Toronto.

USJA COACH MAGAZINE: We are experiencing problems with our camera, which produces plates for the printing equipment, and some of the photo work had to be out-sourced. Roger Godoy, our printer, says the camera is old and needs replacing. The magazine is now being collated and stapled and is being mailed out this week.

All past and present women judoka of note have been contacted and asked to submit a photo and short bio for inclusion in the next issue. Unfortunately, response to this request has been very disappointing. However, the information we have received will be edited and included in the Winter issue.

A while back, Bob White of Muskegon, MI, a retired editor/reporter/video program producer mentioned he could contribute material and possibly publish the magazine. In August, Norma sent him a letter with a few back issues so he could get an idea of size and content, but we have received no response. His resume was passed on to President Bregman (both Jim and I met him at the Ohio camp).

VIDEO - "CORE THROWING TECHNIQUES" (Steve Cunningham): We are receiving quite a few requests for the first video of the series. It seems as if the internet publicity for this series is doing what was expected; the ladies in the office have been taking orders and passing on the information to the publisher for drop shipping.

VIDEO PRODUCTION: Dave Wertheimer of Novi, MI (suburb of Detroit) is a professor at a community college which, among other things, specializes in the production of videos. He has offered to produce, free of charge, any Judo technical videos we would require. This was another contact made at the Ohio camp. Mark Tripp of Holly, MI, another suburb of Detroit, has offered to produce a children's video for the USJA which would include children's games. He and

Dave Wertheimer would collaborate on this project. Again, this video would be gratis.

GOOD WILL: Jim Bregman had occasion to attend a meeting at the Ohio camp which provided him with an opportunity to give a state of the USJA message, which was very well received. He also had the opportunity to meet the instructors and senior attendees, and some converts were made.

NTC BUILDING: Papers have been signed by Katrina and myself with Hoff and Leigh Realtors, (Charlie Madson) engaging them to sell the building. There have been quite a few people who have viewed the premises, but only one positive offer has been made. We are waiting for the offer in writing at this time.

COMPUTERS: We are unfortunately still experiencing problems. It is impossible to print a USJA summary which correctly reflects our number. The only way right now to attempt to ascertain that figure is to print out club rosters and hand count the members; the count never agrees with that reflected by the summary. We hope that in the near future it will be possible to give permission to have an experienced programmer rewrite the system.

MERCHANDISING: “Tiger Claw”, our judogi supplier, is asking the Board of Directors for permission to use the USJA logo on their products (see letter). This matter was brought to the attention of the Board during the July meeting. I believe they should receive our response one way or another. “Tiger Claw” has been our supplier for the past nine years, and when we were behind on our payments (which were considerable), they were willing to work with us.

STAFF: As usual, our small staff is always willing to go the extra mile if needed. It would mean a lot if when you telephoned or e-mailed them, you expressed appreciation for their service with a smile under conditions that are sometimes less than favorable.

Respectfully submitted,

Edward N. Szejter,

Executive Director

Move to accept the Executive Director’s report by Mr. Tom Reiff, second by Mr. Pat Szejter – Report accepted.

## **5. Litigation Report: Mr. Thom Layon**

There are no current litigation developments to report.

Move to accept the Litigation report by Mr. Mike Szrejter, second by Mr. Terry Kelly – Report accepted.

#### **6. Executive Office Manager's Report: Ms. Katrina Davis**

Ms. Davis expressed concern over our current financial situation.

Ms. Davis requested the Board of Directors to consider disposition of the USJA supply division. Her recommendations were to either limit or eliminate supplies.

Ms. Davis admonished the Board of Directors regarding a propensity towards inconsistency between decision and execution.

Move to accept the Executive Director's report by Mr. Gene Fodor, second by Mr. Steve Cunningham – Report accepted.

#### **7. Insurance Report: Mr. Jesse Jones**

Mr. Jones reported that the USJA has enjoyed a 10% decrease in insurance premiums due to a low volume of claims. He further stated that the Directors and Officers receive \$1 million coverage. Current liability coverage is based on corporate assets.

President Bregman requested Mr. Jones to perform a line item comparison between USJA and USJI insurance. Mr. Bregman also asked what the USOC criteria might be as regards insurance.

Move to accept the Executive Director's report by Mr. Tom Reiff, second by Mr. Gene Fodor – Report accepted.

### **D. Committee Reports**

#### **1. Standards and Ethics Committee; Dr. Anthony Zimkowski, Chairperson**

The Standards and Ethics Committee report was postponed in favor of a closed discussion.

#### **2. Electronic Member Services Committee: Mr. Thomas Reiff, Chairperson**

Mr. Reiff reported status regarding web-based credit card service.

Mr. Reiff also updated the meeting regarding a web based membership management system. President Bregman requested an estimated date of

completion for a membership system. Mr. Reiff promised results on or about December 1, 2001.

President Bregman urged Mr. Reiff to procure the necessary help, either volunteer or professional, to accomplish the objective of a web based membership management system. President Bregman explained a necessary interim strategy to maintain physical files until such time as our database has been repaired and is once again reliable as proven by audit.

Move to accept the ESC report by Mr. Thom Layon, second by Mr. George Harris – Report accepted.

### **3. Promotion Board: Mr. Ronald Hansen, Chairperson**

Mr. Hansen expressed concern that the USJA Promotion Board is not yet receiving all requested materials pertinent to the promotion process. Mr. Hansen and Ms. Davis reviewed Promotion Board requirements. Ms. Davis has indicated that all pertinent materials will be included in future.

Move to accept the Promotion Board report by Mr. Thom Layon, second by Mr. Jim Webb – Report accepted.

### **4. Publications Committee: Dr. Steve Cunningham, Chairperson**

Ms. Davis advised the Board of Directors that the publication of the latest issue of the 'USJA Coach' magazine was postponed due to equipment failure. President Bregman requested Dr. Cunningham to investigate modernization of our printing processes.

Dr. Cunningham reported he will undertake publication responsibilities for the USJA Coach not-later-than January 1, 2002. Dr. Cunningham is actively recruiting help for publishing the magazine. He is also investigating the possibility of publishing materials from the USJA National Symposium.

Move to accept the Publications Committee report by Mr. Terry Kelly, second by Mr. George Harris – Report accepted.

### **5. Coaching Education Committee: Dr. Chris Dewey, Chairperson**

Mr. Terry Kelly, Member USJA Board of Directors and Member USJA Coaching Education Committee presented a synopsis of Coaching Education Committee activities.

Mr. Gene Fodor circulated a design proposal for a USJA Coach badge. The members of the Board expressed support of the design. Mr. Fodor will share the design Dr. Dewey and the Coaching Education Committee for further action.

President Bregman reported that the new Level I course was 'beta tested' during Camp Tomodachi 2001.

Move to accept the Coaching Education report by Mr. Mike Szrejter, second by Mr. Thom Layon – Report accepted.

## **6. Ways and Means: Mr. Jim Bregman**

No formal Way and Means report was presented. Ways and Means information was interjected throughout the meeting as comments and reports from other areas.

## **7. USJA Women's Task Force: Ms. Constance Halporn, Chairperson**

USJA Women's Task Force  
[womenstaskforce@hotmail.com](mailto:womenstaskforce@hotmail.com)

The Women's Taskforce Questionnaire is now on the USJA website, available for downloading. Thank you to Katrina and the office staff for getting the mailing out. New questionnaire deadline is 11/15/01. Once the surveys are in, they will be sent to a professional to compile the results.

Initial returns as of 10/9/01:

- 1) 20 via email
- 2) 30 via US mail.

A quick perusal of them has shown that the average age group is between 20-50 yrs. They got into Judo for self-defense, exercise, and self confidence. All of them are mad about Judo.. Many of them are the only women in their dojos, or there are only two of them, or mostly kids. They all seem to want the National organizations to encourage women to participate in Judo. If they have taken time off or retired, (many because they had children), but even the ones who have stopped actively participating still love Judo. It was gratifying that they still took the time to fill out the form.

Update on other projects:

Coordinating with the USJI Sports Women Committee.  
Mentoring program is in full strength.

Barbara Shimizu - Charmaine Alsager: Athlete's representative  
Margaret Catt - Juniors  
Connie Halporn - USJA Women's Task Force liaison/Public Relations  
Corinne Shigemoto - Coaches  
Louise Mackey - USJF women's liaison

It appears that women have been approached and are not willing to be managers and/or coaches. This committee will be investigating why this is so. Is it because of work, family concerns, the financial burden of USJI not having the funds to send these women or are they being made to feel unwelcome as many have expressed in the past.

Poster: "Throw like a Girl"

First edition Bonnie Korte, taken by Charmaine Alsager! We are planning to sell them for \$15.00-20.00 each. Autographed copies \$ 25.00-30.00. The signed edition will be limited to 150 copies. Create a series of "Throw like a Girl" Go back as far as we can get usable photos, and go forward with as many as we can.

A group of Women Judoka in the Buffalo, New York area have created a Women's Judo T-shirt. I am making arrangements to expand the distribution of the shirts.

Oral history of Women's Judo spearheaded by President Bregman at the 2001 YMCA Judo camp. We need to get as many stories from as many women as we can. This should lead to the development of the 'real' history of Judo in the US. The Task Force will be writing up a request to place on the website shortly.

Still in development:

- a) Outreach to NWMAF (National Women's Martial Arts Federation)
- b) Children's book of Judo: "My Mommy, My Sensei"
- c) Hopefully Bonnie and Trish Korte will start to write it this year. We have an illustrator already on board and waiting for text to start drawing. This is not a textbook, but a children's book.

Move to accept the Coaching Education report by Mr. Jim Bregman, second by Mr. Terry Kelly – Report accepted.

## **8. USJA Camps and Clinics: Mr. Gary Monto, Chairperson**

Mr. Monto requested permission of the Board of Directors to issue a letter regarding responsibilities and participation to USJA Clinicians. Permission

was granted.

Though specific details were not at hand Mr. Mike Szejter synopsized participation in Camp Tomodachi as quite good. Mr. Tom Reiff echoed similar results for the 'All Carolina Camp'.

George Weers reported increased attendance of Camp Bushido over the last few years. Increased attendance can be attributed largely to World Champion Jimmy Pedro being Bushido Guest Coach. Bushido also hosted both a male and female National Champion from India. Bushido 2001 realized a profit of approximately \$6700.00.

Mr. Sid Kelly, Connecticut, submitted a bid to host the 2002 USJA National Team Championships.

Move accept Mr. Kelly's Mr. Gene Fodor, second Mr. Reiff, approved unanimously.

Mr. Gary Monto submitted a bid to host the 2005 USJA Junior Nationals on behalf of Mr. Russell Burke. Mr. Monto's submission was tabled until bids for the 2005 USJA Junior Nationals may be solicited in accordance with USJA policy.

Move to accept the Camps and Clinics report by Mr. Mike Szejter, second by Mr. Terry Kelly – Report accepted.

#### **9. USJA Awards Committee: Dr. Ronald Allen Charles, Chairperson**

All USJA annual awards for the year 2000 have been shipped. Reception of awards verified by members of USJA Board of Director who received year 2000 awards.

Report submitted by Mr. Tom Reiff, Member USJA Awards Committee

Move to accept the Awards report by Mr. Virgil Bolwes, second by Mr. Pat Szejter – Report accepted.

#### **10. Jujitsu Committee: Mr. Ben Bergwerf, Chairperson**

USJA Jujitsu Division – Special report for Oct. 2001 Board Meeting

Ben Bergwerf – Chair USJA Jujitsu Committee

1. Summary:

A. The Jujitsu Committee recommends that the following actions be taken by the B.O.D, relative to OMA (Other Martial Arts)

1. Jujitsu is continued and maintained within the Judo curriculum; testing and separate Jujitsu certificates are still required.
2. All other martial arts ranks, awarded by other groups or organizations are registered only, if so requested by USJA members. No USJA promotions or certifications are provided or supplied for these arts.
3. The AMA "Service organization" is transferred out of the USJA, and governed by its own officers.

B. Approval for Jujitsu manual actions:

1. The existing Jujitsu manual is updated to reflect recommendations for rank requirements above Sandan.
2. An additional manual for advanced techniques and other branches of Jujitsu is put together by the Jujitsu Committee.

2. Details of Jujitsu Manuals:

- a. Existing manual: Provide a set on insert-able pages which describe the requirements for ranks of Yodan through Shichidan, and provides details for promotions to the Hachidan through Kudan ranks.
- b. New Manual.
  - i. Add Renraku Waza Katas
  - ii. Add Taiho Jitsu chapter(s)
  - iii. Add Self Defense for Women
  - iv. Add Self defense chapters for children

v. Add chapters as determined after received inputs

3. Certification:

1. The AMA designation on Jujitsu certificates is deleted, and the original USJA Jujitsu certificate design is reinstated.
2. Certificates are signed by all the members of the Jujitsu Rank Examiners board, after proper processing. Separate documentation for the processing procedure to be provided.

The certificates are counter signed by the President of the USJA for ratification of the USJA Jujitsu Ranking Board.

Move to accept the Jujitsu Committee report by Mr. Mike Szejter, second by Mr. Thom Layon – Report accepted.

E. Old Business:

The following items have been extrapolated from the meeting minutes of April 25, 2001.

**1) Selection of host for the 2004 USJA Junior National Championships**

Mr. Jim Colgan presented a bid for the 2004 USJA Junior National Championships from a consortium of Chicago area Judo Leaders.

Mr. Lowell Slaven presented a bid to host the 2004 USJA Junior National Championships in Oklahoma City.

By a vote of 7 to 6 the USJA Board of Directors accepted the Chicago bid.

**2) Sale of the National Training Center building.**

We currently have one group interested in purchasing the building and are awaiting their proposal.

**3) Monthly operating statements to be issued to members of the Board of Directors. Ms. Katrina Davis accepted responsibility for execution of the request. Members of the Board of Directors are not yet receiving the requested report.**

Ms. Davis assured the members of the Board we will receive the requested

report on or about 12/1/01.

**4) Follow-up: Are members of the Standards and Ethics Committee now covered through the USJA insurance policy?**

Mr. Jones advised the Board of Directors that members of the Standards and Ethics Committee are indeed afforded coverage under the current policy provided that, at least, one member of the Board is on the committee. Availability and cost of increased limits of coverage will be investigated by Mr. Jones. The Standards and Ethics Committee and members of the Board of Directors will be kept apprised of developments.

**5) Review of Strategic Development and Funding, Inc. contract by President Bregman.**

A contract between the USJA and Strategic Development and Funding, Inc. is currently on hold due to concerns over contractual language regarding expenses.

**6) A list of addresses, contact persons and email addresses for IJF affiliated organizations should be obtained, regularly updated and made available to all members of the USJA.**

A link to the IJF affiliation listing has been placed on the USJA Official Documents page under **Links & References, IJF Affiliated Organizations**

**7) Follow-up regarding the creation of a permanent Life Membership endowment fund as approved by the USJA Board of Directors during the July 25, 2001 meeting.**

There has been no follow-up to date. Mr. Thom Layon pledged the first \$500.00 to open the account. Mr. Jim Webb will open an account for the purpose of a permanent Life Membership Endowment and draft a charter, with the able input of Counsel, for said endowment.

**8) Progress report regarding review of USJA Committee Structure;**

All Chairpersons of record have been contacted regarding committee activities. We have received responses eleven (11) Chairpersons, regarding the activities of twelve (12) committees. Chairpersons responding are as follows;

Coaching Education Committee, Dr Chris Dewey  
Electronic Services Committee, Mr. Tom Reiff  
Symposium Organization Committee, Ms. Hope Kennedy

Awards Committee, Dr. RA Charles  
Competitive Development Committee, Mr. Terry Kelly  
Jujitsu Committee, Mr. Ben Bergwerf  
Standards and Ethics Committee, Dr. Tony Zimkowski  
Women's Task Force, Ms. Connie Halporn  
Referee Certification Committee, Mr. Rick Celotto  
Kata Judge Certification, Dr. Joel Holloway  
Medical Committee, Dr. Joel Holloway  
Collegiate Committee, Mr. Phil Rasmussen

Specific responses of note:

Mr. Celotto noted that the Referee Certification Committee has been inactive for an extended period. He expressed a desire to revitalize the program and provided a plan of action to that end.

Dr. Holloway stated the Kata Judge Certification Committee had been disbanded upon accomplishment of established objectives. He also stated the Kata Judge Certification Committee should be decommissioned.

The Board of Directors discussed the possible decommission of the Kata Judge Certification Committee and decided there is distinct need for the program. Mr Gary Monto was nominated and selected as the new Kata Judge Certification Committee Chairperson by acclimation.

Dr. Holloway further stated that the Medical Committee has become a "committee of one" but expressed a desire to remain as Medical Advisor to the USJA Board of Directors.

Mr. Weers moved to decommission the Medical Committee but retain Dr. Holloway as Medical Advisor to the USJA Board of Directors, per Dr. Holloways request. Approved unanimously.

Mr. Phil Rasmussen noted that the Collegiate Committee has not been active for a significant period of time. Mr. Rasmussen expressed a desire to reinstate the Collegiate Committee but did not propose a plan toward the accomplishment of the objective.

Concern:

The USJA has, currently, three committees, which focus on the scholastic arena. Consolidation of committees, with strong leadership, would seem to be the

logical approach.

Submitted by George Weers, Secretary USJA Board of Directors

**F. New Business:**

**1) Solicitation of Application to the Position of USJA Executive Director (Jim Bregman)**

The Secretary of the USJA Board of Directors extend public solicitation through all available sources with the intent of recruiting applicants to the position of USJA Executive Director. The position description and expectations shall be advertised and distributed through all available media and possible postings. Applicants shall submit resumes not later than February 1, 2002 to the Secretary of the Corporation. Submission of application via electronic media is acceptable and encouraged. Selection, of the Executive Director, to be accomplished not later than March 1, 2002 with employment to begin April 1, 2002. Salary, benefits and duty station shall be negotiated.

Adoption of motion requested by Mr. Bregman, second by Mr. Kelly, motion passed with one dissenting vote. President Bregman directed Secretary to proceed with the solicitation process.

**Proposed Job Description and Interview Criteria of USJA Executive Director (Jim Bregman & George Weers)**

- Executive Director shall oversee and coordinate activities of first line Directors to ensure accomplishment of performance goals.
- The Executive Director shall be responsible for the financial and operational health of the organization.
- The Executive Director shall be required to meet specific performance objectives, which will include but not be limited to:
  - a) Develop and maintain a strategy to organization annual profitably. The strategy shall include but not be limited to:
    - Profitability metrics
    - Annual targets of improvement
    - Five year targets of improvement

- Ten year targets of improvement
- Projected path to five year, ten year and long term profitability
  - Develop and maintain management guidelines as regards national events
- Schedule of national events for a projected period of not less than five years
- Guidelines regarding required preparation periods
- Criteria as regards selection of hosts
- Tracking mechanism of bid and allocation host privileges of national events
  - Membership Growth
    - Develop and maintain metrics specifically designed to track membership
    - Develop and maintain metrics specifically designed to PROJECT membership growth metrics shall include but not be limited to;
      - Annual membership projections
      - Five year membership projections
      - Ten year membership projections
      - Projected path to five year, ten year and long term membership projections
- Membership Satisfaction

- Determine membership requirements, needs and desires through independent survey
- Develop and maintain metrics of membership satisfaction
- Develop and maintain mechanism of membership feedback to include but not be limited to timeline requirements as regards response, resolution and follow-up.

- Membership Participation

- Membership donations beyond current levels
- Develop and maintain programs to solicit and sustain membership participation in USJA programs and activities
- Develop and maintain mechanism for regarding membership needs as regards programs and activities

b) Development and management of a Corporate Donations program

c) Implementation of initiatives, directives and programs in accordance with actions of the USJA Board of Directors

d) Central Office Staff satisfaction

- Determine staff requirements, needs and desires through independent survey

- Develop and maintain metrics of staff satisfaction
- Develop and maintain mechanism of staff feedback to include but not be limited to timeline requirements as regards response, resolution and follow-up.

e) Central Office Staff Productivity and Efficiency

- Develop flow chart of Central Office activities and functions. The flow chart will include but not be limited to:
  - Inputs
  - Outputs
  - Feedback loops
  - Problem solving mechanisms as necessary
  - Determine staff requirements, needs and desires through independent survey
- Develop and maintain metrics regarding throughput efficiency of all central office functions, services and activities
- Develop and maintain operating procedures for all central office functions, services and activities. Operating procedures shall include but not be limited to;
  - Process flow chart specific to the activity
  - Timeline requirements
  - Metrics designed to specifically measure:
    - Efficiency of the activity
    - Defects/errors associated with the activity
    - Plans and procedures for reduction of defects/errors.

Requirements and requests of applicants for position of USJA Executive Director.

- Educational requirements
  - Not less than undergraduate degree in Business Management or demonstrated managerial experience in related fields
  - Successful completion of accredited college course in Time Management
  - Successful completion of accredited college course in Project Management
  - Successful completion of accredited college course in Problem Solving
- Data management experience to include but not be limited to;
  - Working knowledge of database structures
  - Practical experience with data management tools and software
- Project management experience to include but not be limited to;
  - Practical experience with project management tools and software
  - Examples of practical application of project management experience
- Submit outlines and/or proposals as applicable to the following areas:
  - Corporate sponsorship, specific to the USJA
  - Metrics of performance, defect/error tracking and improvement targeted towards a national sports organization
  - Utilization of USJA leadership experience
  - Organizational model of a national sports program
- Candidate should have experience in amateur sports management and/or competition
- Candidate should be able to demonstrate practical application of theories expounded by;
  - W. Edwards Demming
  - J. M. Juran
  - Sun Tzu ("The Art of War")

· Miyamoto Musashi ("The Book of Five Rings")

## **2) Moratorium on High Dan Promotions (Jim Bregman)**

The USJA Board of Directors impose a two (2) year moratorium on promotions to Rokudan and higher ranks so the USJA Promotion Board may establish appropriate procedures and common understanding regarding promotion to the higher ranks. The moratorium will also allow necessary electronic records to be created and processed.

Motion for moratorium withdrawn subsequent to discussion and proposed plan of action.

President Bregman posited the rhetorical question, "Why do we need a promotion board?". After lengthy discussion the Board of Directors came to the following conclusions.

- 1) A promotion moratorium will NOT be instituted.
- 2) The USJA Promotion Board is necessary to insure a uniform promotion standard
- 3) The USJA Promotion Board is necessary to insure quality control for the USJA Rank Examiner Process
- 4) The USJA Promotion Board needs to clearly define a business process
- 5) Once the business process is defined the USJA Promotion Board must adhere to the process
- 6) Definition of the promotion board process will begin with a process flow diagram. Mr. Jim Webb, Secretary of the USJA Promotion Board, accepted the responsibility to prepare an initial draft of a Promotion Board flow diagram. Mr. Webb will include quality control points in the process flow diagram.
- 7) The Promotion Board will discuss and define the concept of batsugun promotion for service to Judo.
- 8) Implementation of the Promotion Board guidelines, as outlined in Jim Bregman's email dated 7/28/01 and titled Promotion Board Procedures, will be postponed until the Promotion Board has been given the opportunity to present their newly defined process.

Approval of the, above enumerated, items was moved by President Bregman, second by Mr. Hansen and approved unanimously.

## **3) Proposal to offer Kyu Rank Certificates in Quantity (Dr. Chris Dewey)**

The USJA National Office begin selling kyu rank certificates in bulk to the local club coaches as reflected in the appended fee schedule.

=< 25 certificates @ \$5 each

26 - 50 certificates @ \$4 each

> 50 certificates @ \$3 each

- a) The local coach can charge whatever seems fair for his/her location and club status. This puts money in the hands of JA and the local club (if the club coach wants to make a profit or raise funds for travel etc.). The money to JA is not based upon the number of promotions issued, rather than the number of certificates sold to the coach.
- b) The local club coach can then administer all rankings directly in his/her dojo in the junior and senior programs up to and including Ikkyu. This demonstrates trust in our coaching corps. The senior and junior handbooks can then become a guide and not a bible to the local coaches.
- c) Since the ranking process now brings money directly to the local coach, there will be fewer people being held back in rank. You will establish an incentive-based ranking system for the coach.... He/She stands to raise funds for profit or use in the dojo if he/she ranks people on time.

Proposal was rejected due to financial considerations.

#### **4) Report of Progress; Camp Bushido 2002 (George Weers)**

##### Camp Headliners

Jason Morris

Celita Shutz

Jim Bregman

Class A Referee (probably Martin Bregman contingent on his schedule)

##### Organizational Details

Camp Dates: July 21 – 26, 2002

Camp will be conducted on the campus of the University of Colorado at Colorado Springs

Housing and meals are available on campus

No action required on this item.

**5) Report of Progress; YMCA Camp (Mr. George Harris)**

Camp Headliners will be Celita Shutz and Lilliko Ogasawara

Camp Dates: August 11 – 17, 2002

No action required on this item.

**6) Report of Progress; USJA National Symposium (Mike Szrejter)**

Symposium venue is the Crown Plaza, West Palm Beach, Fl., which is located at Palm Beach International Airport (PBI)

Symposium Dates: June 14 – 16, 2002

Symposium activities will take place on Friday from 5pm to 9pm and on Saturday from 9am to 5pm.

No action required on this item.

**7) Elimination of reference of Judo as a sport in USJA Bylaws (Steve Cunningham)**

Proposal withdrawn by Dr. Cunningham after brief discussion.

**8) Discussion regarding concerns over members not participating in on line E-mail voting, or opinions requested by the President. (Gene Fodor)**

Mr. Fodor expressed concern over apparent lack of participatory efforts from members of the Board of Directors in email discussion and votes. All members agree that participation in discussion is very important. No further action is required for this item.

**9) Follow-Up Report Regarding Recent Fund Raising Clinic (Virgil Bowles)**

Mr. Bowles presented a brief synopsis. No action was required on this item.

**10) Closed discussion regarding possible appointment of USJA Kodokan Representative (Jim Bregman)**

Item was withdrawn

**11) Proposal: USJA recognize the heroic, September 11, 2001, sacrifice of Jeremy Glick by promotion to the honorary rank of Judan. So moved by President Bregman. Passed by acclimation of the USJA Board of Directors.**

**G. Adjournment:** Move to adjourn to closed meeting by Mr. Thom Layon second by Mr. Mike Szrejter, meeting adjourned at 21:30 hours.

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