

Minutes of the
UNITED STATES JUDO ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING

JIM BREGMAN, PRESIDENT

July 26, 2001

4pm

Radisson Hotel

101 North Summit Street

Toledo, Ohio

Submitted by George Weers
Secretary, USJA Board of Directors

gweers@theramp.net

Marketing Firm Presentation

Prior to calling the meeting to order the Strategic Development and Funding, Inc. (SD&F) presented a proposal to work with the USJA in fund raising and marketing efforts. SD&F works for nine (9) percent commission based on funds raised. President Bregman requested a copy of the standard SD&F contract for review.

A. Call To Order

President Jim Bregman called the meeting to order 14:35 hours July 26, 2001. The roll

was called and reflected that the following members of the Board of Directors and guests were in attendance:

Jim Bregman Board Member and President Arlington, Virginia	Ernest R. Smith Board Member Barstow, California	Steve Cunningham Board Member Ashford, Connecticut
Michael L. Szejter Board Member and Vice- President Boynton Beach, Florida	Patrick E. Szejter Board Member Mathews, North Carolina	Edward N. Szejter Executive Director and Ex-Officio Board Member Colorado Springs, Colorado
George Weers Board Member and Secretary Canton, Illinois	Eugene S. Fodor Board Member Toledo, Ohio	Katrina Davis USJA Executive Office Manager Colorado Springs, Colorado
Virgil J. Bowles Board Member Indianapolis, Indiana		

Absentee Notifications -----

Jim Webb, Terry Kelly, George Harris, Thom Layon, Tom Reiff

Meeting attendees

Chris Dewey, Chairperson USJA Coaching Education and Certification Program
Anthony Zimkowski, Chairperson USJA Standards and Ethics Committee
Pete Contardo, Member USJA Standards and Ethics Committee
Gary Monto, Chairperson USJA Clinics and Camps Committee
Irwin Cohen, Illinois
Jamie Livergood, Ohio
Jim Haynes, Texas
Lowell Slaven, Indiana
Mindy Szejter, Florida
Henny Hennrisen, Ohio

B. Officers' Reports

1. President's Report:

1) TO EXPAND THE MEMBERSHIP OF THE ASSOCIATION:

We are requesting club leaders to recruit vigorously.

We are recruiting at camps and clinics.

We have developed a Public Relations “kit” on our web site.

We are enhancing the USJA web site.

We are developing a modern Membership and Club Management Information System, which will be web based.

2) TO RAISE FUNDS FOR PROGRAMS:

We have completed a successful life membership drive, which raised \$84,400

We are selling the National Training Center building.

We are submitting grant proposals.

We are developing a raffle.

We have a product marketing site, the USJA MALL.

We are working with judo gi manufactures to become resellers.

We are running USJA camps, which have generated approximately \$17,000 to date, in 2001.

We are developing a web based order entry system where products that are USJA related can be ordered with a credit card.

3) TO EXPAND PROGRAMS FOR NON-COMPETITORS:

We are restructuring the USJA Coaching Certification Program.

We have established a Scholastic Committee to develop ways and means of getting judo into the school systems at all levels.

President Bregman will contact Bruce Baumgartner, Olympic Champion and President of USA Wrestling, to discuss possible interaction between the USJA and USA Wrestling.

We are encouraging outreach programs to all groups in our population.

We are encouraging clubs to offer self-defense and jujitsu courses.

4) TO STRENGTHEN PROGRAMS FOR WOMEN AND JUNIORS.

We have established a Womens' Task Force.

We are running women and junior programs at camps.

We are recruiting women and juniors into club programs both competitive and non-competitive.

5) TO COMMUNICATE MORE EFFECTIVELY WITH MEMBERSHIP:

We are publishing and enhancing the USJA Coach Magazine.

We are developing an on line news release and an e-mail registration systems to receive the news release.

We are exploring a publication for the general membership which will be both e-mailed and snail-mailed and encouraging members to receive it via e-mail.

We are publishing a wide variety of information on our web site.

We are distributing the President's Messages and Addressed via e-mail and in our publications.

We are recruiting Olympians and World Team members to appear at camps and clinics and recruit for the association.

We are holding “town meetings” with local leadership and general membership to inform them of our programs. The President, Executive Director, and BOD members are participating.

We are developing a new videotape series for the membership.

We have committed to cooperate and distribute a free video on “How to start a High School judo program”.

2. Vice President's Report:

Vice President Szejter, reported on the activities of Camp Bushido 2001 and the progress of the sale of the NTC building at 27 N. Union Blvd., Colorado Springs, Colorado

3. Secretary's Report:

An 'Official Documents' page has been created and posted to the USJA web site. The page may be reviewed at <http://www.csprings.com/usja/Docs/officialDocs.htm>. Page contents currently include;

- a) Current Bylaws of the USJA
- b) Archive of USJA Board of Directors meeting minutes
- c) Agenda of upcoming meeting of USJA Board of Directors
- d) USJA Operating Procedures and Guidelines

3. Treasurer's Report:

In the absence of Mr. Webb, President Bregman synopsisized the Treasurer’s report by stating the USJA is currently experiencing a positive cash flow and we should be ‘in the black’ by the end of the third quarter of 2001.

4. Executive Director's Report:

April 2001 to present

CLINICS: Those scheduled in Indiana during May fell through, a disappointing number of Coaches having responded to our request to conduct clinics at their clubs.

The USJA SYMPOSIUM was held in Houston, May 26-27, and was well attended. Some interesting discussion was held on a variety of topics, some of which we will put

on the agenda at the next Symposium, to be held in June 2002, Boynton Beach, FL, Mike Szrejter to host.

CAMPS: The ALL CAROLINA JUDO CAMP in June (Catawba College, Salisbury, NC) was very successful, with over 100 participants. After expenses, the USJA realized a little more than \$5,000 for the camp fund.

The SPIRIT OF THE EAGLE CAMP at Bluffton College, Bluffton, OH in June, was also very successful, with 140 attendees and staff. While the camp is very well run, and participants mostly USJA members, the only revenue realized by the USJA is from promotions, certifications and the sale of merchandise.

CAMP BUSHIDO this month featured World Champion Jimmy Pedro, and Sid Kelly, former British Champion. Attendance was up considerably from last year. Leland Roth, of the Wisconsin Judo Club, Milwaukee, conducted a course in Sports First Aid and CPR. Since the USJI is requiring First Aid/CPR for Coaching certification, it might be wise if the Chairman and Coaching Committee follow up and include same in our Coaching syllabus. I will advise each Camp Director to include the course during their events.

We had two young adults who flew in from New Delhi, India, (male and female, National champions) to attend Camp Bushido. They arrived in Colorado Springs on the Thursday night, and not being able to reach anyone, slept on the floor at the airport. Airport Security called us Friday morning and Dee Dee Moore picked up the two understandably exhausted travelers and brought them to the office. University accommodations/food service/transportation were as yet unavailable, so Norma Fogel took them under her wing. All day Friday and Saturday she entertained these visitors (restaurants, shopping, sightseeing, and time at her home), until other campers arrived. Thanks go to Norma for this above-and-beyond gesture.

CAMP BUSHIDO will be held in Colorado Springs next year. It is my intention to contact UCCS (University of Colorado, Colorado Springs) to request a time frame with gymnasium space, board and lodging for 2002. Many of our attendees took advantage of the University's low room-and-board rate.

NTC BUILDING: June brought Bruce Toups to Colorado Springs to conduct a study on demographics and the feasibility of selling the building. He will report his findings to the Board. The building's roof swamp coolers needed replacement parts, which were installed July 17 in time for Camp Bushido. They cooled the building considerably in the 90+ degree heat that week.

TOURNAMENTS: The USJA INTERNATIONAL CUP went well. However, it is young (n its second year) and Tournament Co-Directors Gary Monto and Gene Fodor

feel it will take a total of five years to make it a recognized event. The International Cup will be held in Toledo, OH for the next three years.

FUND RAISING: The special Life Membership fund raising campaign was a great success, with the USJA gaining 844 new Life Members.

PUBLICATIONS: Rick Celotto, Committee Chairman of USJA Referee Certification, and Ron Egnor, Coach of the New London Judo Club, CT, have collaborated on a pamphlet - "CONTEST JUDO; A TIMEKEEPERS' AND RECORDERS' INSTRUCTION MANUAL", which they have graciously provided to the USJA for publication. It is now being proof-read and will be published in the near future.

The Summer 2001 issue of USJA COACH is now complete with the exception of proof-reading. Steve Cunningham was advised of its content and his input is appreciated. The issue will go to press the first week of August.

Since President Bregman has formed a Women's Task Force Committee, it was decided to feature women of Judo, past and present, in the next (Fall/Winter) issue of USJA COACH. Over 100 letters were sent out by Norma to all known female judoka of note, explaining the task force and inviting them to submit short bios and head-shots. However, many have moved and we are seeing much returned mail. We are endeavoring to find these lady judoka.

POSTER: Our new poster - UNCLE SAM WANTS YOU (Uncle Sam, in his classic pointing pose, dressed in a judogi bearing the USJA emblem) is now ready for sale and distribution. This is our second recruiting poster.

PRINT SHOP: The new printer we engaged - Roger Godoy - is very reliable and efficient.

COMPUTERS: The situation is improving with the help of Gene Lucas, an outside consultant. However, he is not a programmer and we are still awaiting a programmer to rewrite our FOXPRO system into access.

STAFF: The ladies of the USJA national office worked particularly hard during Camp Bushido, taking care of their usual duties and at the same time catering to the requests of campers. Many compliments were forthcoming about the friendly and efficient way in which they discharged their duties, and the "thank you" to them individually from George Weers at the awards presentation was very well earned. We are to be proud of our staff.

5. Litigation Report:

Due to the absence of Mr. Thom Layon, USJA Council, no Litigation report was presented.

6. Executive Office Manager's Report:

Ms. Katrina Davis, USJA Executive Office Manger,

- a) Synopsized current debt status to various attorneys
- b) Issued copies of the Financial statement for the period ended June 30, 2001
- c) Issued copies of a request from “Tiger Claw” to be considered as the “exclusive licensed distributor and manufacturer of products under the USJA symbol”. No action was taken on this proposal during the meeting of the Board of Directors consideration of the proposal has been deferred to discussion by members of the Board of Directors via email.
- d) Issued copies of a proposal from CoWest Insurance Associates, LLC. No action was taken on this proposal during the meeting of the Board of Directors. Mr. Bregman, Ms. Davis and Executive Director Szrejter will review the proposal and other insurance issues at the earliest possible convenience.
- e) Dr. Chris Dewey offered the name of Muria & Frick as a potential alternative to our current insurance provider. Dr. Dewey and Ms. Davis will work together regarding contact information. Ms. Davis will investigate as necessary.

D. Committee Reports

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

- a) Activities of the USJA Standards and Ethics Committee have been suspended until such time as the members of the committee receive liability insurance coverage under the USJA insurance policy
- b) Dr. Zimkowski issued copies of the “Procedure for Processing an Ethics Complaint”. Dr. Zimkowski requested the procedure to be placed on the USJA Official Documents web page Dr. Zimkowski will provide an electronic copy of the procedure to George Weers and George will post the procedure.
- c) The membership ‘standards and ethics’ cards have been printed but problems exist with the initial printing. Cards will be reprinted and issued. Dr. Zimkowski and President Bregman requested the USJA logo be included on the next issue. Executive Director Szrejter assured the group the logo would be included.
- d) Use of USJA letterhead in Standards and Ethics Committee business was

approved and will be executed at an administrative level.

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

After reviewing my newly acquired copy of the membership database, I have several findings that are seriously affecting the performance of this system.

- a) The FoxPro on the system is a DOS-based version (Ver2.6), not the windows based version (Ver 2.5), like I thought it was. This explains several problems.
- b) NT is not good at executing DOS programs, as a rule.
- c) Dos programs are slowed by large number of files in a directory.
- d) Windows-based programs are much more efficient at this.
- e) Dos programs are restricted in the way they utilize memory.
- f) Again, Windows-based programs are much more efficient at handling memory resources.
- g) The number of files in the USJA database directory is over 6,000.
- h) Some of these (approximately 15%) are copy/backups of current files and not needed.

- i) The program and data files are together in the same directory, and should have been set up in separate directories at installation.
- j) Most if the setup information (.inf) files contain mapping to drives that do not exist. This makes the program to stop and go to search mode to find files and configuration information, causing delays in program execution.
- k) The good news is that the programmer for the database reports documented well.

Plan of action:

- a) get the database up and running in my lab
- b) take snapshots of the report screens for reproduction in Access,
- c) get the database running in dual mode (FoxPro and Access together) (Access has this capability),
- d) create the screen displays for Access to replace the FoxPro screens,
- e) shift the programmatic operation of the database over fully to Access,
- f) create accounts for internet access to club membership information,
- g) thoroughly test the system with the assistance from other ESC members and volunteers,
- h) download the latest database,

- i) shut the HQ system down,
- j) upload the new Access system,
- k) test, train the staff

The ESC committee reports on the following areas of involvement:

The USJA Headquarters network capability:

The USJA HQ now has DSL (high data rate line) access installed.

The USJA server now has a fixed IP address for access by web services.

The USJA server can now be accessed through the DSL line using PcAnywhere, enabling remote management of the database and other network maintenance procedures.

All workstations appear to be up and running, thanks to the help of Gene Lucas, contractor for LAN services.

The USJA Membership Database:

Corrections to the USJA membership summary program have made and implemented, allowing correct membership numbers to be identified.

The USJA membership database has been cleaned up of temporary files, reducing the total number of files in the database directory from over 7,000 to about 900, and size from over 450M to 190M. This greatly increases the processing performance.

Program errors involving incorrect mapping to non-existent drives have been corrected.

The USJA Web Site:

The web site has approximately 75,000 hits since 3/23/00. The average number of hits per day is about 200/weekday and 150 on the weekends. (see attached Hit Log Page)

The guest book remains an active feature, allowing members and interested visitors to leave comments. Three non-appropriate comments have been removed within the last 6 months.

The Events page is still not as up-to-date as it should be. The current

manner for updates involves the HQ staff faxing sanction applications to the web administrator, who has to hand-type them into the web page. Future upgrades to the USJA web site will include on-line registration, making this easier.

The web site now has an Official Documents Page, supported by the Secretary of the Board of Directors.

The Purchase-On-Line capability for the Web Site is waiting on the go-ahead from the Office Manager. This capability will automate the credit card purchases, and can be expanded to handling sanctions, new membership registrations, etc. It is the opinion of the ESC Chairman that this is a critical step on providing on-line member services.

Maintained the USJA web site as indicated in the Record of Changes (attached).

New Things to Come:

Gene Lucas is finishing a high capacity server, running Windows 2000S, SSL and web services (IIS 4.0). This will be the heart of the new system and provide secure web services.

The membership database will remain on FoxPro for the near future, and will dump roster data to the new web server running MS Access. The USJA coaches will be able to download (User name/Password protected) their club rosters from the USJA Web Site. This measure is being taken to ensure hackers cannot reach the main database, and the roster database will not contain personal data (credit card #, etc) in case the web server is hacked. The main membership database will be updated later.

The USJA Web site should be set up for on-line credit card purchases as soon as a decision is made on whether to use an existing on-line credit card processing company. It is my recommendation we do this immediately. Merchandise purchases and memberships applications can be processed, with our account credited immediately. This feature is needed for the new HSU Gi merchandise line to be implemented soon on the web site.

3. Promotion Board: Mr. Ronald Hansen, Chairperson

Due the fact that Promotion Board Chairperson Ron Hansen was absent, no report was offered.

4. USJA Women's Taskforce: Ms. Connie Halporn, Chairperson

No report offered.

5. USJA Clinics and Camps: Mr. Gary Monto, Chairperson

Chairperson Gary Monto offered the following items

- 1) Revenues from 2001 camps totals approximately \$16,000 to date
- 2) The USJA Symposium realized a profit of \$437
- 3) Mr. Monto reports that clinicians are not providing reports of activity. Discussion revealed that clinicians, in attendance of the meeting, were not aware of the procedure to which Mr. Monto referred. Mr. Monto and George Weers will work together to post the procedure to be followed by clinicians on the Official Documents page.

6. USJA National Symposium: Ms. Hope Kennedy, Chairperson

USJA Symposium 2002 is planned for June 14-15, 2002. Mike Szejter has graciously volunteered to host the event, and he is looking at venues in Orlando and the Palm Beach/Fort Lauderdale area. He will make a recommendation to the committee based on his findings.

The theme for the Symposium will be Marketing Judo. This is a topic of vital importance. If we are going to get more people on the mat, we must find better ways to draw them in.

I have sent out a call for ideas from the standing members of the committee, Dr. Chris Dewey, Thom Layon, Terry Kelly, George Weers, Dr. Gary Berliner, and Mike Szejter. I also plan to communicate with the Women's Task Force and the newly created Scholastic Committee, since women and students are groups we especially need to target.

I have already asked Dr. Gary Berliner to do his presentation on tournament rules, to help our participants keep up with the ever-changing rules.

I am confident that we will develop an agenda that will provide solid, useful information for the attendees.

I have received numerous requests for copies of the handouts from Symposium 2001. To save postage (and the wear and tear on my office copier!), I am in the process of developing a website where the handouts can be posted for downloading. I have requested electronic copies from the presenters, if they are willing to have them posted. The website will be a useful tool in promoting the Symposium. I would also like to see it used as a forum for coaches, instructors, and players to exchange ideas and information. I anticipate having the website on line by the end of August.

7. USJA Awards Committee: Dr. Ronald Allen Charles, Chairperson *No report offered.*

8. Publications Committee: Dr. Steve Cunningham, Chairperson

Dr. Cunningham offered the following items

- 1) Dr. Cunningham's objective is to accept responsibility of edit the "USJA Coach" magazine not later than January 2002.
- 2) He is considering methods of developing a publication, which will be distributed to all USJA members.
- 3) He also requested input, regarding magazine articles and content, from the Coaching Education Committee. Dr.'s Cunningham and Dewey will discuss a collaborative effort.
- 4) Dr. Cunningham suggested the possibility of providing email accounts as a USJA membership benefit. He will investigate further and report to the Board of Directors.

9. Competitive Development Committee: Mr. Terry Kelly, Chairperson - *No report offered.*

10. Coaching Education Committee: Dr. Chris Dewey, Chairperson

Dr. Dewey provided an illustrated presentation which covered the following points;

- a) Current status of the new course manuals
- b) Government regulations which impact the USJA
- c) Status of Coaching Certification recognition reciprocity between USJI and USJI
- d) Efforts to earn accreditation for the USJA Coaching Education

and Certification Program

- e) Insurance issues associated with coaching certification
- f) Development and implementation of a database specific to the USJA Coaching Education and Certification Program
- g) Control of the certification process. Review of records has revealed irregularities in issuance of certification. Dr. Dewey requested that future issuance of Coaching Certification be restricted to authorized program instructors. The request was unanimously approved by members of the Board of Directors.
- h) Development and maintenance of web based materials

11. Kata Certification Committee: Mr. Gregory Fernandez, Chairperson - No report offered.

12. Examiner Certification Committee: Mr. Charles Robinson, Chairperson - No report offered.

13. Referee Certification Committee: Mr. Rick Celotto - No report offered.

14. Kata Judge Certification Committee: Dr. Joel E. Holloway - No report offered.

17. High School Committee: Mr. Lee Wheeler, Chairperson - No report offered.

18. Collegiate Judo Committee: Mr. Philip M. Rasmussen, Chairperson - No report offered.

19. Club Accreditation Committee: Mr. Raymond Conte, Chairperson - No report offered.

20. Law Enforcement Committee: Mr. Richard Fike, Chairperson - No report offered.

21. Jujitsu Committee: Mr. Ben Bergwerf, Chairperson

There are two major issues; (A) Revision of the current Jujitsu manual and (B) options of affiliation with the USJJF, primarily useful for the Jujitsu.

(A) Several suggestions for improvement of the present Jujitsu manual have been made. The most valid ones being the need to incorporate additional guidelines or requirements for 5th, 6th and 7th Dan ranks, and to add Renraku (combination) Waza Katas and Taiho Jitsu chapter.

(B) The USJJF is a fast growing NGB (National Governing Board) for USA Jujitsu, with tremendous support and International recognition. There would be great synergy if USJA and USJJF were affiliated, with each organization focused on Judo or Jujitsu respectively. Major problem is “Rank Recognition Fees.”

Jujitsu Manual Issues/Suggestions:

1) Revisions; Delete some of the “Boy Scout” rhetoric material.

2) Additions

1) Add Renraku Waza Katas

2) Add Taiho Jitsu chapter(s)

3) Add Video and/or CD for “Jujitsu in motion”

USJJF Affiliation

a. Rank recognition – Problem with “\$100 per Dan grade” fees, which are severely limiting the desire of USJA Jujitsuka to enter into dual membership.

b. Problems with “Porterized Jujitsu Ranks” – Many USJA Judoka were forced (by Porter, - to gather fees) to accept Jujitsu rank equivalent to their Judo rank, without actually having been (formally) trained in Jujitsu. Many Jujitsu Ryu (legitimately, but open to debate) do not recognize Judo’s somewhat limited Jujitsu curriculum for valid rank equivalency. This does not apply to those USJA Judoka who all along have belonged to, and worked with, legitimate Jujitsu Ryu.

c. Other large (e.g, Danzan Ryu etc.) Jujitsu organizations have no desire to belong to their NGB, or do not recognize them. Conversely, other than individual for Judo, they have never made overtures to affiliate their Jujitsu with USJA Jujitsu either.

Miscellaneous

a. Certificates:

i. Certificate quality has deteriorated, compared with what we originally started out with.

ii. AMA designation on non-Judo certificates – We are shying away from calling the Jujitsu certificates as issued by the USJA directly. Comment: Jujitsu is an integral part of Judo, whereas e.g. Tae-KwonDo and Aikido

can be argued to be supported by their own NGB's. Open to debate, see following

iii. Conflict with other NGB's? USJA has changed the certification process from "USJA recognized" to "AMA service organization.

Ref.: This may have been to circumnavigate the issue that under the rules of the USOC, a member of the USOC may not get involved in a sport other than which they represent within the USOC.

Tae-Kwondo is represented on the USOC. Karate is represented on the USOC. Soon Jujitsu will be represented on the USOC via the USJJF/IJJF alliance. Not sure about Aikido or Sombo/Sambo.

USJI draws all of its Judo authority from the IJF. The USJA derives its authority from the USJI. To my knowledge, neither the IJF, USJI, nor USOC have empowered the USJA to engage in any activity beyond the sport of Judo? Jujitsu IS part of Judo, (though not Sport!) if so, only USJA Jujitsu certificates can/should be issued?

b. Seminars, clinics and camps.

i. Specific primarily Jujitsu weekend seminars have been suggested to have Jujitsu specialists gather and disseminate techniques and information. This could include other participants for training and testing etc.

ii. Travel costs and location are stumbling blocks to our ability to gather adequate numbers. Even though we have over 1,100 Shodan and higher Jujitsuka within the USJA, their geographic locations are widely dispersed. We simply do not make the numbers.

iii. A more practical adjunct to the Jujitsu segment of the various Judo camps has been suggested to be local clinics and bring in a specialist clinician to that venue. This would minimize travel cost from participants to a \$35 - \$50 investment and would/should cover the cost of the clinician to travel there. Portions of the fees (inclusive of the sanction fee) would transfer to the USJA. i.e. a "portion of something," versus "all of nothing."

22. Tournament Committee: Mr. Jesse Jones, Chairperson - No report offered.

23. Medical Committee: Dr. Joel E. Holloway, Chairperson - No report offered.

24. NTC Program: Ms. Elaine Meyer, Chairperson - No report offered.

25. Ways and Means Committee:

Vice President Szrejter reported that we are currently awaiting a permit before we may proceed with fund raising raffle.

26. Currently Inactive Committees:

Finance Committee
National Standards Committee
National Coaching Staff
National Board of Examiners

E. Old Business:

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

- 1) President Bregman requested monthly operating statements to be issued to members of the Board of Directors. Ms. Katrina Davis accepted responsibility for execution of the request.

Request has been accomplished, item closed.

- 2) Mr. Zimkowski asked if the members of the Standards and Ethics Committee are covered through the USJA insurance policy. George Weers is working with Mr. Bill Horve to research the answer to Mr. Zimkowski's question.

This issue remains in process.

- 3) Mr. Zimkowski requested funds for printing and distribution of materials pertaining to Standards and Ethics. The Executive Committee will address the request after receiving a monetary estimate.

Request has been accomplished, item closed.

- 4) 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 will be added from the USJA web page to the International Judo Federation web site, which lists the requested information. George Weers will work with Tom Reiff in creating the necessary link.

- 5) Connie Halporn related concerns regarding potential liabilities where a person is denied event sanction from one group and then seeks, and receives, sanction from

another group. Mr. Zimkowski accepted responsibility to investigate the situation.

Although Dr. Zimkowski shares the concerns expressed by Ms. Halporn, there appears to be no course to rectification at this time. The problem lies in the fact that sanctioning bodies are autonomous and not obligated to cooperate with the other sanctioning bodies.

- 6) Follow-up regarding a requested change to USJA forms to include an area for a member's email address.

Request has been accomplished, item closed.

F. New Business:

1) Life Membership: (Jim Bregman)

- a) Expectations of benefits, service and rights as a Life Member of the United States Judo Association Inc.
- b) Current practices regarding Life membership funds
- c) Future practices regarding Life membership funds
- d) To what use will life membership donations be placed and under what rules?

Discussion lead to a motion, from President Bregman to create a permanent Life Membership endowment fund the mechanics and legalities of which will be established at a later time. Motion seconded by Mr. Virgil Bowles. Motion passed unanimously.

2) Circumstances and Concerns Regarding July, 2001 USJA Promotion Board Meeting (Gene Fodor)

Topics of discussion

- a. Policy and procedure regarding meeting cancellation
- b. Promotion Board composition
- c. Policy regarding attendance of promotion board meetings

Motion from Mike Szejter to conduct a Promotion Board meeting with members of the Promotion Board who are present, seconded by Pat Szejter. Motion carried with Virgil Bowles opposed.

Motion from Jim Bregman to move the promotion process to an on line procedure,

second by Steve Cunningham, approved unanimously. Mechanics of the on line process will be identified at a later date.

3) High Dan Promotion Proposal: (Jim Bregman, Thom Layon)

The current practices and procedures of the USJA Promotion Board were discussed. The Board approved nine (9) specific changes or additions to the USJA promotional system as follows;

- a) The USJA Promotional Board shall meet not less than annually, at the USJA Junior Nationals Championships.
- b) Upon receipt of request of promotion the Central Office will review documentation for satisfaction of administrative requirements.
- c) Copies of applications for promotion, with all pertinent documentation, will be forwarded to the members of the USJA Promotion Board within 10 business days.
- d) Promotion Board Members will discuss and review candidate requests for promotions within (20) business days via e-mail.
- e) All e-mail traffic;
 - 1) Shall be copied to members of the USJA Board of Directors.
 - 2) Shall be archived by the Secretary of The Promotion Board.
- f) Results and completed documentation shall be returned to the USJA Central Office at the conclusion of the review.
- g) All requests for promotion that have been denied by the Promotion Board shall be forwarded to the B.O.D, e-mail, with a narrative explanation.
- h) Candidates, for promotion, shall be notified of results by the Promotion Board immediately on conclusion of the review process.
- i) Promotion reviews not concluded within 20 business days, due to the failure of the Promotion Board to act in a timely manner, shall be granted to the candidate without further review.

4) Interactive Club Management System: (Jim Bregman)

Requested report - A fast track to development and implementation of an on-line, interactive, web based, membership-processing and club management system. - Mr. Reiff

President Bregman will contact Mr. Reiff to discuss this issue and report to the Board of Directors at a later date.

5) Insurance Issues: (Jim Bregman)

- a) Requested report - Insurance from a budgetary point of view – Mr. Webb and Mr. Jones
- b) Place both Liability and Medical coverage with Bollinger Insurance - Ms. Katrina Davis

Topics were covered during reports from the Presidents and Executive Office Manager.

6) Development of a USJA Strategic Plan and Tactical Implementation Program (Jim Bregman)

Topics were covered during reports from the Presidents and Executive Office Manager.

7) Life Membership Funds Proposal (Virgil Bowles)

The Monies received for the current Life Membership drive be set aside for deposit into an endowment.

Motion withdrawn due to result of item #1 above.

8) Bowing Policy of the USJA for Persons with Conscientious and/or Religious Objections (Jim Webb)

- a) Persons with a conscientious or religious objection to bowing at the edge of the contest area must file a formal request for exclusion from the contest edge bow, with the tournament director, prior to the Objectors first contest.
- b) The Objector shall not be asked to justify his, or her rationale of objection. Exclusion from the contest edge bow shall be granted without prejudice or challenge upon request.
- c) It shall be incumbent on the Tournament Director or his/her designated representative to inform all Referees of the Objectors

exclusion from the 'mat side bow', prior to the Objector's first contest.

- d) Although excused from bowing at the edge of the contest area, as the act of bowing to an opponent is the same as shaking hands, Objectors shall be required to bow to their opponent at the beginning and end of contests.

Motion to accept the 'Bowing Policy' as written, by Pat Szrejter, seconded by Mike Szrejter, and approved subject to review by legal counsel. The proposal will be forwarded to USJA Counsel Thom Layon for review prior to adoption and publication.

9) Procedure of Bid to Host USJA National Events (Steve Cunningham & George Weers)

- 1) Nomination, review and approval of national events shall be the responsibility of the USJA Board of Directors acting on the advice of its Event Committee.
- 2) All national events shall be opened to bid for hosts not more than 5 years and not less than 3 years in advance of the projected event.
- 3) Review of the schedule of national events shall occur during the first Board of Directors' meeting each calendar year.
- 4) The list of USJA national events shall be updated not later than 30 calendar days after approval by the USJA Board of Directors.
- 5) The USJA Board of Directors shall formally open the bidding process with a public announcement, which shall utilize all available media, and make available to all interested parties a Request for Bid (RFB) package.
 - a. The RFB package will be put together by the USJA Event Committee and must be approved by the Board of Directors.
 - b. The RFB shall specify the closing date and any particulars regarding bids for that particular event, including any specific intent that the USJA has for that event, its location, inclusion of activities, size, venue, etc.
 - c. The RFB shall give specific, real calendar dates for all deadlines, decision dates, and all other elements of the bid process timeline.
 - d. The RFB shall require that financial breakouts of expenses and/or profits to the USJA be provided. At the bidder's discretion, this may be done in the form of a pro forma income statement.
 - e. The RFB shall require a event operations proposal (EOP)

including information regarding the proposed venue, mat areas, access, arrangements for necessary event support personnel, i.e. referees and officials, etc.

f. The RFB shall require a technical qualifications package ("qual pack") providing:

1. Evidence of the bidder's experience in hosting such events,
2. The bidder's Judo and business background, including resumes of the principals involved and the nature of their participation in hosting the event, and
3. A demonstration of adequate financial resources.

g. The RFB shall require (a) representative(s) of the bidding organization to make a formal presentation to the USJA Board of Directors at a scheduled Board meeting.

h. The RFB shall outline specific criteria upon which the board will make its decision.

i. The RFB shall also specify cancellation or withdrawal terms for each party.

j. The RFB shall be published via all available media until such time as an event is closed to bid for hosts.

k. The RFB shall clearly state that at its discretion the USJA Board of Directors reserves the right to withdraw its RFB or re-open the bid process (for example, in the event of a lack of competitive bids).

6) Bids must be presented in writing and conform to the requirements set forth in the RFB.

7) The bidding process shall be designed to be completed not less than two years prior to the targeted date for the event.

8) The Board may, at its discretion, withdraw its RFB or re-open the bid process (for example, in the event of a lack of competitive bids).

Tabled for further discussion via email.

10) Review of Current USJA Programs and Committee Structure (Tom Reiff & George Weers)

Plan of Action:

I. Compile list of all USJA programs and committees, and chairpersons thereof, of current record

II. Contact each Chairperson with the following questions;

- 1) Who are the current members of your program/committee?
- 2) When did your program/committee members most recently meet?
- 3) What are the objectives of your program/committee?
- 4) What is your current status toward fulfillment of your objectives?
- 5) What is your plan of action toward fulfillment of your program/committee objectives? The plan of action should include but not be limited to;
 - a) time line in accomplishment of objectives
 - b) method of measurement used to evaluate progress toward objectives

III. Review current activity levels of each program/committee

IV. Recommend actions, as necessary, regarding each program/committee

- a) Continue in current capacity
- b) Consolidate program/committee where logical
- c) Terminate program/committee

V. Final Report: Findings of Review Regarding USJA Committee/Program Organizational Structure

No action required on this item

11) Scholastic Judo Committee (Jim Bregman & Mike Szejter)

Establishment of an USJA Scholastic Committee for the development and inclusion of Judo in local school systems and appointment of membership thereto. Current committee volunteers include;

Mr. Sid Kelly

Mr. Tim Redden

Mr. Jeff Miller

Ms. Hope Kennedy

Mr. Chris Ulcah

Mr. Frank Gerlitz

President Bregman proposed inviting Dr. Milledge Murphy to join the Scholastic Committee. Vice President Szejter also suggested inclusion of Mr. Ron McDowell. No follow-up was assigned.

12) Posting of Form 990 on the USJA Official Documents page (Jim Bregman)

Motion seconded by Mike Szejter, carried unanimously. Forms will be supplied by Katrina Davis and posted by George Weers.

13) Communication System Design and Development (Jim Bregman et al)

- a) "News of the Week" listing events and news such as;
 - 1) Promotions
 - 2) Certifications
 - 3) National Award winners
 - 4) Tournament announcements (sorted as local or national events)
 - 5) Camp/Clinic/Symposium announcements (sorted as local or national events)
 - 6) Announcements from the USJA HQ/BoD/Committees of interest
 - 7) Links to new significant postings (I.E. BoD minutes, Committee reports)
- b) Selection/solicitation of an Editor and editorial staff for electronic news publication
- c) Development of an action plan to include but not be limited to;
 - 1) More people to assist in web maintenance and support
 - 2) Upgraded NIC cards and Hub to go from 10 base T to 100 base T

- 3) A more powerful server
- 4) A permanent IP address at a modest monthly fee
- 5) An online USJA Club Management System which functionality should include but not be limited to;
 - a) allow clubs to enter memberships
 - b) allow clubs to record promotions
 - c) generate comprehensive reports
- 6) An email subscription list for all interested parties
- 7) All USJA related, critical data, should be stored on the USJA central office systems and backed-up off site at one or more locations.

Topic was discussed during the President's report.

14) USJA Periodic Publication (Jim Bregman & Steve Cunningham)

- a) Points of discussion
 - 1) Frequency of publication
 - 2) e-mail vs. hardcopy
- b) We have been asked by Jason Morris and Jimmy Pedro, editors of "Real Judo" to coordinate a USJA publication with "Real Judo".
 - 1) USJA will be given four (4) pages per issue
 - 2) USJA page content is at the sole discretion of the USJA. If USJA uses our pages for commercial purpose, i.e. selling advertisements, the advertising monies go to the USJA.
 - 3) "Real Judo" with USJA content will be distributed IAW USJA instructions. Limit one (1) magazine per household. (George Weers proposes to include all ACTIVE USJA members in distribution list)
 - 4) Cost to USJA: \$4 - \$6 per year, per subscription contingent on

size of distribution

c) Comments from Mr. Cunningham

1) Problems regarding email pubs:

- a) email addresses
- b) routing of materials
- c) email newsletters aren't enough by themselves

2) Problems with hard-copy pubs:

- a) cost
- b) coordination with Central Office
- c) routing of materials
- d) handling layout and production long-distance

3) Proposed solutions:

- a) to move production and layout to wherever the editor is
- b) this will cost money (although not necessarily a lot)
- c) once this is done, route all incoming materials directly to the editor
- d) get on a regular production schedule

4) That said, I am still interested in operating as editor, but we need to make some changes to make that possible.

Topic discussed briefly and then tabled for further discussion via email.

15) Review and discussion of marketing agreement pertaining to technical videotapes prepared by Steve Cunningham (Jim Bregman)

Topic discussed briefly and then tabled for further discussion via email.

16) Budget Resolution: Review and Approval of Proposed Budget (Jim Bregman)

Due to the absence of Treasurer Webb, the topic was not discussed. Copies of the budget will be distributed and discussed via email.

17) Proposal of Operating Procedure and Guidelines for Filling USJA Leadership Vacancies: (George Weers)

I. On recognition of imminent vacancy in positions of USJA Leadership and where the USJA Board of Directors intends to fill such vacancies, the USJA Board of Directors shall notify the membership and general public, through all available media, of the imminent vacancy and the intention to fill said vacancy.

II. Notification of vacancy shall serve as a request for candidates and include, but not be limited to;

- 1) A Job Description of the imminently vacant position
- 2) Requisite qualifications to fill the position
- 3) Expectations of the USJA Board of Directors as regards performance in the vacant leadership position

III. Candidate Search:

- 1) Notification of vacancy shall occur not less than six (6) months prior to selection of appointee.
- 2) In special cases, the minimum six (6) month candidate search may be shortened by supermajority (2/3) vote of the USJA Board of Directors.
- 3) The candidate search may be extended as necessary through majority vote of the USJA Board of Directors.
- 4) Where no candidates seek to accept responsibilities of the vacant leadership position the USJA Board of Directors shall evaluate the need for the position and act in accordance with majority decision.

IV. Candidates must submit a résumé which shall include but not be limited to;

- 1) Specific address of personal experience or qualifications which fulfill the stated requirements of the vacancy
- 2) Plan of action to fulfill the requirements of the USJA Leadership role being sought
- 3) Plan of transition between outgoing and incoming leaders

V. Candidates must interview with the USJA Board of Directors, or designated Ad Hoc delegates, selected for such purpose as to nominate candidates to the vacant USJA leadership position.

VI. Where discussion of candidate qualifications is deemed necessary, the USJA Board of Directors shall conduct such discussion in closed session. The Board of Directors shall allow input from interested parties.

VII. Appointees shall be selected by majority vote of the USJA Board of Directors.

VIII. All candidates shall be notified of the outcome of the selection process in person and in writing.

IX. It shall be the responsibility of the incoming and outgoing leaders to execute transition with minimum disruption of service.

Motion to accept the proposed operating procedure, as written, by Mr. Pat Szejter, second by Dr. Steve Cunningham, approved unanimously. George Weers to post the procedure to the Official Documents page.

18) Definition of Executive Committee: (George Weers)

The Executive Committee shall be comprised of the Officers of the Corporation. Executive Committee decisions shall be made in accordance with majority opinion.

Motion to adopt above definition by Steve Cunningham, second by Mike Szejter, approved unanimously. George Weers to amend Bylaws accordingly.

19) Amend USJA Bylaws regarding request for special meetings: (George Weers)

From: Special meetings of the Board of Directors may be convened by the President and shall be ordered by the President if requested by five (5) members of the Board.

To: Special meetings of the Board of Directors may be convened by the President and shall be ordered by the President if requested by a majority of the members of the Board.

Motion withdrawn

20) Flat Rate Time Grade and Promotion Points: (Mike Szejter)

Mike Szejter proposed elimination of the minimum and maximum times in grade and promotion point requirement in favor of a 'flat rate' time in grade and promotion point requirement. All time in grade requirements to be changed to the current minimum time

in grade requirement. All promotion point requirements changed to the average between the current minimum time grade, promotion points requirement and the 'normal' time in grade, promotion points requirement. i.e. 200 promotion points required for minimum time in grade and 100 promotion points required for 'normal' time in grade = flat rate of 150 promotion points required for promotion.

Second by Mr. Pat Szejter, motion carried, Steve Cunningham and Virgil Bowles opposed.

21) Ethical Questions: (Jim Bregman)

- 1) What should our position be regarding USJA Board of Directors and/or Committee holding formal office in the USJF or USJI, such as Yudanshakai Officers, Committee or Board positions?
- 2) In order to avoid the appearance of conflict of interest, should sitting members of the USJA Board of Directors and/or Promotion Board Members and/or Employees, forego consideration for promotion until terms of office have expired and the person no longer holds an official position?

Topic tabled for discussion during special meeting.

G. Adjournment: 2150 hours July 26, 2001

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