

# MEETING AGENDA

**NORWALK KENDO DOJO 50<sup>TH</sup> ANNIVERSARY PLANNING**

**Meeting No. 07**

**Meeting Date: October 16, 2015**

DISCUSSION	RESPONSIBLE PARTY	DUE
<b>Tournament Format: (JK, 5min.)</b> <ul style="list-style-type: none"> <li>• Tournament format: kachinuku and ko-haku shiai</li> <li>• Practice shiai to train tournament staff for Norwalk members then one for sister dojos (Covina, Costa Mesa, Gedatsu). <b>Discuss practice on 10/23</b></li> <li>• Day's overall schedule:               <ul style="list-style-type: none"> <li>• Tournament to start at noon (4 hours allotted for tournament)</li> <li>• Dinner to start at 5:30</li> <li>• Clean up done by 9:00</li> </ul> </li> <li>• Court duty: 3 options on how tournament brackets will be set based on court duty personnel. 1st uses non-competitors. 2nd uses 4 dan. 3rd uses competitors, adds 3 divisions.</li> <li>• Applications sent out, due 09/30/15.</li> <li>• Update on number of participants and divisions.</li> </ul>	JK	In Progress
<b>Tournament Set Up: (10 min., JK)</b> <ul style="list-style-type: none"> <li>• <b>Update</b></li> </ul>	BY/JK/TN	10/02
<b>Anniversary Booklet: (3 min., LF)</b> <ul style="list-style-type: none"> <li>• Deadlines               <ul style="list-style-type: none"> <li>• Ad designs by Korhan 10/07, layout 10/12</li> <li>• Kodama sensei see separate schedule</li> </ul> </li> <li>• Sending to print weekend of 10/17</li> <li>• Discuss who receives booklets . <b>Need head count from TN</b></li> </ul>	LF	In Progress
<b>Tenugui:</b> <ul style="list-style-type: none"> <li>• Kabuto design with brush stroke style generally agreed upon</li> <li>• Design is blue with white graphic.</li> <li>• Order placed (500) and to be received by end of October.</li> </ul>	JC	9/18
<b>Trophies: (5 min., AH)</b> <ul style="list-style-type: none"> <li>• Trophies need 4-5 weeks from order date</li> <li>• Tentatively 7 divisions x 4 trophies – 28 trophies</li> <li>• Need tournament divisions by 10/02 from tournament committee               <ul style="list-style-type: none"> <li>• Trophy count and breakdown (how many 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>)</li> <li>• Division names and title of tournament</li> </ul> </li> </ul>	AH	10/02
<b>Re-Union Committee: (5 min., TN)</b> <ul style="list-style-type: none"> <li>• <b>Update</b></li> </ul>	TN	09/18
<b>Tournament Invitations: (5 min., LF)</b> <ul style="list-style-type: none"> <li>• <b>Non-tournament participants</b> <ul style="list-style-type: none"> <li>• Former sensei's – need invite to send</li> <li>• Community members – Chamber of Commerce attending. SEJSCC representative?</li> <li>• Sponsors – Kubota?</li> <li>• Others – Linda</li> </ul> </li> </ul>	EVEYRONE	10/17

<p><b>Dinner/Food:</b></p> <ul style="list-style-type: none"> <li>Dinner to be catered with select items to be made ahead of time</li> <li>Dinner RSVP's included in tournament applications and invitations</li> </ul>	MD/KK/JH	In progress
<p><b>Gifts:</b></p> <ul style="list-style-type: none"> <li>All participants get Tenugui</li> <li>Need gifts for: <ul style="list-style-type: none"> <li>Norwalk Kenshi - nicer draw string bag</li> <li>Norwalk Senseis – roller bag</li> <li>Norwalk Parents -</li> <li>Reunion Members -</li> <li>Shinpan – nicer draw string bags</li> <li>Tournaments participants that do well in the kachinuki but don't place - tumblers</li> <li>Volunteers – draw string bags</li> </ul> </li> <li>Update on gift ideas and budget based on current membership and potential participants.</li> </ul>	EN/KK/JH	09/18
<p><b>Historical Exhibit:</b> To display objects from Hara sensei and more in hallway.</p> <ul style="list-style-type: none"> <li><b>LF to start after booklet is sent out</b></li> </ul>	JK/LF	10/23
<p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>Current dojo total account balance \$45,000</li> <li>Previous tournament budget: \$24.7K+expenses, \$13K donations, \$11K net costs. (Food: \$4.4K, Gifts (mugs): \$300, Recognition awards: \$10.4K (includes \$5K for tenugui), Trophies: \$2K (included secondary tournament gifts), Booklets: \$900)</li> <li>Budget update: <ul style="list-style-type: none"> <li>Food: \$3,575</li> <li>Gifts: \$6,100</li> <li>Booklets: \$2,000</li> <li>Tenugui: \$2,400</li> <li>Trophies: \$1,500</li> <li>Decorations: TBD</li> <li>Tournament supplies: TBD</li> <li>Historical exhibit: TBD</li> <li>Total: \$15,575 tentatively</li> </ul> </li> <li><b>Budget updates?</b></li> </ul>	BY	10/16
<p><b>Next Meeting:</b> Proposed Dojo meeting dates (does not include smaller committee planning meetings).</p> <ul style="list-style-type: none"> <li><b>October 30</b></li> </ul>	INFO	

Name Abbreviations

AH	Andy Hamamura	(Trophies)	JK	Jean Kodama	(Tournament)
BY	Brian Yoon	(Tourn./Budget)	KK	Kay Kim	(Dinner/Gifts)
EN	Emil Nguyen	(Gifts)	LF	Linda Fu	(Booklet/Meetings)
JH	Janet Hahn	(Dinner/Gifts)	MD	Megumi Domen	(Dinner)
JC	Jeffrey Chang	(Tenugui)	TN	Takeshi Nakagawa	(Reunion)