

## **Minutes of the 2020 Annual General Membership meeting of the International Shintaido Association.**

This meeting was held via Internet, in accordance with article 8.2.b of IS bylaws.

An agenda and a description of the modalities of this General Membership meeting was sent to all members on May 22, 2020 (May Newsletter).

The board did not receive any request to amend the agenda.

Discussions and voting took place using the online application 'Loomio'. All documents necessary for the discussions and votes have been made available through links in the Loomio application, at least one month before the vote.

Discussions took place during the first 3 weeks of July; voting took place during the last week of July.

Summary of the GMM:

Quorum: 52 members voted, out of 77 members having paid their dues at the time of vote. Even though some of the voting members did not vote on all resolutions, the quorum was also met on each of the resolutions submitted to members.

### **1 Do you approve the minutes of last year's GMM?**

- Votes: Yes 43, no 0, abstain 8: **APPROVED**

### **2 Do you approve ITEC's activity report for calendar year 2019 and mid-year 2020?**

- *Attachment 1: ITEC's activity report*
- Votes: Yes 37, no 2, abstain 6: **APPROVED**

### **3 Do you approve the board activity report?**

- *Attachment 2: Board activity report*
- Votes: Yes 40, no 0, abstain 3: **APPROVED**

### **4 Do you approve the financial report for the calendar year 2019?**

- *Attachment 3: Financial report for 2019*
- Votes: Yes 39, no 1, abstain 5: **APPROVED**

### **5 Do you approve ITEC planned activities and funding requests for 2020 and 2021?**

- *Attachment 1: ITEC planned activities and funding request*
- Votes: Yes 39, no 3, abstain 2: **APPROVED**

**6 Do you approve the International Shintaido budget submitted for 2020 and 2021?**

- *Attachment 4: IS budget for 2020 and 2021*
- Votes: Yes 36, no 1, abstain 4: **APPROVED**

**7 Membership fee for 2021**

- Votes: 30€ 16, 40€ 22, 50€ 11:
- **2021voted fee: 40€; any member that can not afford full-fee due to hardship may pay less.**

**8 Do you approve the code of ethics?**

- Votes: Yes 33, no 1, abstain 8: **APPROVED**

**9 The current board elected in February 2019 will remain in charge until the earliest of The next quadrennial Gashuku (hopefully 2021); or 4 years after the current board has been elected (2023).**

- Votes: Yes 42, no 0, abstain 2: **APPROVED.**

**10 Do you agree that our next GMM should take place during Biwako21 (Fall of 2021)?**

- Votes: Yes 43, no 1, abstain 3: **APPROVED**

**11 Do you agree to change the name of our organization from International Shintaido Project to International Shintaido?**

- Votes: Yes 41, no 2, Abstain 1: **APPROVED**

**12 Do you agree that an IS member needs to be a member of a local, regional or national organization, as applicable (article 5 of the bylaws)?**

- Votes: Yes 26, no 16, abstain 4: **REJECTED: A majority of  $\frac{2}{3}$  is required by the bylaws for changes to the bylaws.**

**13 Do you agree to remove the requirement that IS membership should be requested in writing? (Article 5 of the bylaws)**

- Votes: Yes: 36, no 2, abstain 5: **APPROVED**

**14 Do you agree to have only one category of board members? (Article 7 of the bylaws).**

- Votes: Yes 38, no 0, abstain 6: **APPROVED**

**15 Do you agree to changing the board members number, from a fixed 7 number, to a range of 5 to 7 (article 7 of the bylaws)?**

- Votes: Yes 46, no 1, abstain 0: **APPROVED**

**16 Your intentions to participate to Biwako 21?**

- Votes:
  - I am likely to participate: 24
  - I am unlikely to participate: 13
  - I have no idea at this time: 6

## **Attachment 1:**

### **ITEC activities report and budget requests**

#### **2019 ITEC Activities report**

ITEC members are General Instructors or YonDan, who are also members of their regional technical committees, who work vigorously with their national groups and teach local classes. Over the past 4 years since the inception of ITEC at the International Shintaido Gasshuku in Reims, they have been working on or contributed to a variety of projects which have been supported by their ongoing activities. Their daily keiko and national work has contributed to the development of Shintaido practice that benefits all members of IS.

Some examples of this work are:

**Karate project team:** Minagawa – sensei, Shin Aoki, David Franklin, and Gianni Rossi have been working together to research Shintaido Karate. They are currently researching Tenshingoso Arrangements and how to build a bridge between the core program of Shintaido and Shintaido Karate. They presented a report, introduced part of their programme during a keiko at the European Shintaido College event in REIMS November 2019.

**Bohjutsu Project team:** Alain Chevet and Giovanni Rossi created a Bohjutsu task force which had its inaugural event in Lyon in April 2019. This project invites instructors with an interest in Bohjutsu to cooperate, share, and work on bojutsu curriculum from basic techniques to advanced techniques. The event which included three keiko was well received and there are plans to have an annual Bohjutsu event in Lyon. Their report was given at REIMS November 2019.

**Shintaido for all:** Ula Chambers with members of ETC led a project group on which aims to help make Shintaido accessible to a wide audience. This group met in Blois in February 2019 and presented their report at REIMS in November 2019. Shintaido for all was theme at the ESC event in Reims 2019. Ula Chambers and Mieko Hirano led a Shintaido keiko with a contribution from the karate project team.

**Kenjutsu project team:** With the presentation of the Kenjutsu Ni-dan curriculum the development phase is taking place via IS instructors all over the world. Pierre Quettier lead for the project submitted a report to ESC members at Reims November 2019. He led one kenjutsu keiko at REIMS November 2019. Ito sensei and Minagawa sensei continue to provide oversight and have been the main examiners. The examination of the Kenjutsu curriculum will be passed to ITEC members following the next Shintaido international event.

Jim Sterling has been ITEC chair from January 2018 to December 2019 contributing to the development of ITEC policies and procedure.

Connie Borden was ITEC representative to IS board meetings from January 2018 to June 2020, and has contributed to a variety of research projects through her participation in meetings in Europe.

### **Others Completed**

1. Code of Ethics - a joint ITEC and IS board activity completed July 2019
2. Shintaido Kenjutsu exam criteria
3. Clarification of language for exam venue
4. Established new examiner qualifications for KENJUTSU only. One qualified Master Instructor may be the only examiner for Graduate and Instructor or Sho Dan and Ni Dan Kenjutsu exams if qualified lower level instructors are not available.

### **Others Postponed**

1. Establishing the agenda for the BIWAKO meeting
2. Discussion on ITEC managing exam criteria for Shodan/Graduate and above

### **2020 ITEC Activities report (mid-year report)**

1. SKYPE and email correspondence to look deeply at "Who is ITEC;"; "How does ITEC function"; "What roles are needed within ITEC".
2. The Chair of ITEC is in transition and pending decisions related to item#1, ITEC will decide about roles and the future chair
3. Given the decision to postpone the international until 2021, ITEC has reappointed HF Ito as Technical Director for this event
4. As information is given about when and where 2021 will be held, then planning for

high level exams will proceed.

5. ITEC decided to offer high level exams in person in 2021 and not by using video in the fall of 2020.

### **2020 and 2021 Projected activities**

1. Planning high level exams for in person in 2021
2. Discussion on ITEC managing exam criteria for Shodan/Graduate and above

### **Budget requests for 2020 and 2021 for ITEC**

ITEC 2020 No  
budget requests

ITEC 2021 ITEC requests the appropriate budget for 2021 for in person attendance at BIWAKO 2021.

## Attachment 2:

### Report on 2019 activities as conducted by the Board of Directors of International Shintaido

- Prepared and held **online 2019 GMM** using online application 'Electionbuddy'. 70% of IS members participated to this online GMM. Results of the votes were communicated to members in a Newsletter dated March 25, 2019. We also surveyed membership about the effectiveness of this online GMM. Feedback was positive, although the lack of facility for active discussion was highlighted. We took this into account for the 2020 GMM.
- **Membership:** IS ended the year 2019 with 82 members versus 64 at the end of 2018. This is the result of a significant effort by the regional and local Shintaido organizations. In most countries, 100% or close to 100% of local members are now members of IS.
- **Preparation of International Gasshuku Biwako 2020:**
  - **Jan. to Oct 19 :** The gasshuku schedule was confirmed and the budget was established by discussions between the Board and the organizing team. The web site has been completed and the gasshuku staffs are identified.
  - **Aug. 19 :** Decision to open the gasshuku to non IS members (assistant or below) provided that the recommendation of an attending IS member is obtained.
  - **Nov. 19 :** Pierre Quettier and Mieko visited the venue during their vacation to Japan and met with the organizing committee to share their experience.
  - **Feb 20 :** Announcement and registration started : deposits accepted.
  - **March 20 :** Pandemic situation forced to postpone the Gasshuku. Currently, 2021 gasshuku at the same site and with similar schedule is being considered but the details are to be discussed.

#### **SUMMARY :**

- Significant amount of Board time in 2019 was devoted to reviewing gasshuku location, budget, amenities, schedules, registration process, refund policy, payment methods, and in general, preparing for a successful International event.
- In light of Covid-19 pandemic, significant Board time was devoted to deciding whether to postpone the event, and looking at alternatives to postponing, or canceling.
- Communication with outside groups
  - A letter to NPO Tenshintaido was prepared and emailed announcing the International Gasshuku Biwako 2020 for members of IS (closed to non-IS members)

- **Code of Ethics:**
  - The International Shintaido Code of Ethics is the result of a significant joint effort between the Board and ITEC. We were mandated by the Bylaws of International Shintaido to establish such Code. We all spent quite a bit of time working on it until we reached a clear majority on the version which was sent to the membership in the July 2019 Newsletter, explaining the background of this Code of Ethics, and asking for comments. This Code of Ethics is submitted to the GMM for final approval as we received no comment.
  - [Link to Code of Ethics](#)
  
- **Communication with members: Newsletters:**
  - 4 Newsletters were published in 2019, in English, French and Japanese.
  - These Newsletters dealt with the following topics:
    - Preparation of the online GMM
    - Results of the GMM, election of new Board
    - Survey on the efficiency of the GMM
    - New International Shintaido Website
    - Request for dues and payment instructions
    - Code of Ethics
    - Biwako 2020 preparation and information (in several issues)
    - International Shintaido Archive project
    - Change of name from International Shintaido Project to International Shintaido
    - Upcoming events
    - Article by Connie Borden on Reasons to attend an International Gasshuku
    - Message from Doshu H.F. Ito about what to expect at Biwako 2020
  
- **Strategic plan for International Shintaido:**
  - The board discussed whether we should formally establish a Strategic Plan for International Shintaido.
  - As a result of this discussion and referring to the Bylaws, we established a check-list for the use of the board, to make sure that we were addressing or had on our to do list all subjects missioned to us by the bylaws. This checklist has both activities for which the Board is in charge, and recommended activities for which ITEC would be in charge. Have a look!
  - [Link to check list](#)
  
- **IT (Information technology)**
  - A separate detailed report by Pierre Quettier summarizing IT actions taken/to be taken for Domain names, Web sites, Archives and Grades registration, may be seen [following this link.](#)



- **Closing of ISC California**
  - As mentioned in the February 2020 Newsletter, the old International Shintaido College organization registered in California was legally dissolved at the end of 2019. Remaining funds were transferred to International Shintaido and this is reflected in the 2019 accounts.
  
- **IS Sponsors**
  - The concept of sponsorship as an additional source of revenue to offset event expenses and/or relieve IS member dues was introduced. In concept, additional revenue could add to the sustainability of IS, however, the idea presents challenges. Discussion was left open due to the pandemic.
  
- **Archive project**
  - Pierre Quettier, Mark Bannon, and Georg met in person in Reims, FR 11/2019 to discuss the archive project, purpose and use, audience, scope of work to develop, etc. See also separate IT report above.
  
- **Annual filings and obligations**
  - The only regular filing obligation for International Shintaido is to give each year a copy of the GMM minutes to our bank. This was done for the 2019 GMM.
  - No other government or tax filing is required given our NPO status. Our accounting records however may be audited by the tax authorities at any time.
  
- **Chair of the board:** Mark Bannon is Acting Chair since December 1st as Jean-Louis de Gandt had to step down due to health concerns.

## Attachment 3:

### Financial report for 2019

<b>Financial summary 2019</b>			
<b>REVENUES</b>			
<i>Dues</i>			4 100,00 €
<i>Interest income</i>			16,08 €
<i>Donation from dissolved entity ISC</i>			3 295,92 €
		<b>TOTAL</b>	7 412,00 €
<b>EXPENSES</b>			
<i>Internet/ web</i>			-84,60 €
<i>Insurance</i>			-199,09 €
<i>Paypal fees</i>			-96,80 €
<i>Bank fees</i>			-72,76 €
<i>Fee Ito sensei for Kenjutsu R&amp;D 2018</i>			-1 500,00 €
<i>Fee Minagawa sensei for Kenjutsu R&amp;D 2018</i>			-1 500,00 €
		<b>TOTAL</b>	-3 453,25 €
<b>Accounting balance for the year</b>			3 958,75 €

<b>ISP assets and liabilities December 31, 2019</b>			
<b>CURRENT ASSETS:</b>			
<b>Current account Credit Mutuel</b>			<b>3 144,24€</b>
<b>Savings account Credit Mutuel</b>			<b>6 216,08€</b>
<b>Paypal</b>			<b>7,05€</b>
<b>Prepaid insurance 2020</b>			<b>196,77€</b>
		<b>Total:</b>	<b>9 564,14€</b>
<b>LIABILITIES</b>			
<b>Dues 2020 received in 2019</b>			<b>50,00€</b>
<b>Net surplus 2018:</b>		<b>5555,39</b>	
<b>Net surplus 2019:</b>		<b>3958,75</b>	
<b>Cumulative surplus as of December 31, 2019</b>			<b>9 514,14€</b>
		<b>Total:</b>	<b>9 564,14€</b>

<b>BANK RECONCILIATION</b>			
<b>No pending debit or credit as of December 31, 2019.</b>			

## Attachment 4: IS budget for 2020 and 2021

International Shintaido			
<b>PROPOSED ESTIMATED BUDGET FOR THE YEARS 2020</b>			
<b>INCOME:</b>			
Dues 2020	3750,00 €	75 members estimate, 50€ yearly dues	
Net asset as of December 31, 2019	9396,03€		
	<b>TOTAL</b>	<b>13146,03 €</b>	
<b>EXPENSES:</b>			
Legal	0,00 €		
Bank/paypal fees	160,00 €	Paypal 90	Bank fees 70
Insurance	200,00 €		
IT	85,00 €	Infomaniak 70, Domain name 15,	
ITEC Activities 2020	0,00 €		
ITEC meeting	0,00 €		
Loomio application	82,00 €		
	0,00 €		
	0,00 €		
	<b>TOTAL</b>	<b>527,00 €</b>	
Estimated balance at year end 2020:		12619,03 €	
<b>PROPOSED ESTIMATED BUDGET FOR THE YEARS 2021</b>			
<b>INCOME:</b>			
Dues 2021	3000,00 €	75 members estimate, 40€ yearly dues	
Net asset as of December 31, 2020	12619,03 €		
	<b>TOTAL</b>	<b>15619,03 €</b>	
<b>EXPENSES:</b>			
Legal	44,00 €	Name change	
Bank/paypal fees	160,00 €	Paypal 90, Bank fees 70	
Insurance	200,00 €		
IT	345,00 €	Infomaniak 70, Domain name 15, grade recording tool 260	
Loomio	82,00 €		
ITEC meeting in Japan before Gasshuku 2021	2960,00 €	R&B 1262, Helpers 126, Tuition fee 466, Share Transport Doshu 860, Conf room 250	
Exam cost 2021?	800,00 €	Excess cost assuming B examinee,	
Other 2020 International Gasshuku ISP expenses	350,00 €	Conf room for GMM 165, other expenses 185	
ISP Board meeting before Gasshuku in 2021	1000,00 €	R&B 750, Conf room 250,	
	<b>TOTAL</b>	<b>5947,00 €</b>	
Estimated balance at year end 2021:		<b>9672,03 €</b>	