

**Minutes**  
**Board of Directors Meeting**  
**Alberta Taekwondo Association**  
**March 16, 2026 – Virtual**

**Attendance:**

- Joo-han Cha, Thai Le, Kevin Mejia, Cecilia Lee, Terry DeFreitas, Shelley Vettese-Baert, Se'era Anstruther, Kichul Nam, Cindy Richardson, Asad Chaudhary

**Regrets:**

- Jenny Min, Amanda Min

**1. Call to Order**

The meeting was called to order by Grandmaster Cha at 8:00pm.

**2. Additions to the Agenda**

- ATA Raffle at Sanctioned Events, Equipment Manager Position, IVR Equipment Purchase

**3. Approval of Minutes from Previous BOD Meetings**

***Motion by Master Anstruther that the Minutes from the February 10, 2026 Board of Director's Meeting be accepted by the Board of Directors. Seconded. Carried.***

4. Directors' Reports

**Treasurer's Report – Master Le**

- Master Thai presented financial updates, including membership growth statistics and revenue from the Alberta Open tournament, which generated \$32,294 in net revenue.
- ***Motion: Moved by Master Le that the ATA approve the formation of a Treasurer's Committee, consisting of the Treasurer, Secretary General, and two non-board members. Seconded. Carried.***

5. Alberta Open Recap

- Master Mejia noted that the current website software is inadequate for future events and recommended that the ATA explore alternative platforms.
- Master Anstruther advised that the RAMP program, currently utilized by Taekwondo Canada, will become mandatory for Provincial Associations. The ATA will review this platform for potential implementation in the next fiscal year.

6. Management Review

- The Program Administrator exited the meeting during the management review discussion.
- ***Motion: Moved by Grandmaster Nam that the Program Administrator's salary be increased to \$36,000 annually, retroactive to January 1, 2026. Details regarding a bonus structure will be determined at a later date. Seconded. Carried.***

## 7. Sanctioned Event Application

- Master Lee presented an application to host a sanctioned event, including recreational colour belts, recreational black belts, and high-performance poomsae divisions, in alignment with the Event Sanctioning Policy.
- ***Motion: Moved by Master Chaudhary to approve the Chan Lee sanctioned event. Seconded. Carried.***
- The Board acknowledged the need to revise the current sanctioning policy to better support grassroots events. It was suggested that an “ATA Event Support Policy” be developed to allow for a broader range of tournament formats.

## 8. Needs Assessment / ATA Membership Survey

- Master Anstruther proposed that the survey initially target Dojang owners, coaches, and parents.
- A draft survey will be presented at the next meeting.

## 9. SWAY App for Concussion Tracking

- The Board agreed to update the funding policy to include participation in the Sway concussion tracking program, with implementation planned for August 2026.
- Participation will be mandatory for black belts aged 12 and older in order to be eligible for funding.
- Communication will be provided to athletes and parents via email, Facebook, and the ATA website.
- Athletes will be required to complete baseline testing in August 2026.
- A formal funding policy agreement will be developed to support this requirement.
- A soft launch of the program will be introduced via Facebook in the coming weeks.

## 10. Grandmaster Society Funding Proposal

- As a formal request has not yet been submitted to the ATA, the Board will defer discussion until a formal proposal is received.

## 11. Poomsae Software Development and Request for Compensation

- ***Motion: Moved by Master Richardson that the ATA provide an honorarium and travel reimbursement equivalent to referee benefits for IT officials at future tournaments. Seconded. Carried.***

## 12. IVR Equipment, ATA Raffles at Sanctioned Events, Equipment Manager Position

- A requirement was identified for four IVR devices (iPads) and tripods for sanctioned events. Existing inventory will be reviewed, and additional purchases will be considered if necessary.
- Concerns were raised regarding an ATA raffle being conducted at a sanctioned event that also hosted its own raffle. The ATA will communicate with event hosts in advance to prevent future conflicts.
- It was noted that Master Shawn Arsenault has informally indicated he may step down as Equipment Manager. This will be formally confirmed. If required, a search for a replacement will begin immediately.

- The Board will also develop a plan for equipment storage and ensure that current responsibilities are documented to support a smooth transition.

### 13. Funding for Junior World Championships

- A decision regarding funding allocation will be made following the event in April and upon receipt of a formal submission of expenses from the athlete.

### 14. Next Meeting Date

- April 20th, 2026 at 8:00pm.

### 15. Adjournment

- Meeting adjourned at 10:10pm.