

Cambridge University Karate Club

Meeting Minutes

March 27, 2021

Opening

The regular meeting of the Committee of the Cambridge University Karate Club (CUKC) was opened by Danielle Ball and Alex Russell at 1.00 PM (London time) and took place online via Zoom.

Present

Danielle Ball, President, former Women's Captain

Alex Russell, former President

Tom Xu, Men's Captain

Chris Hamilton, former Men's Captain

Millie Johal, Women's Captain

Sam Hill, Vice President

Abby Wheeler, Welfare and Safety Officer, former Vice-President

Fizz McNally, Social Secretary

Maeve Brittle, former Social Secretary, present Publicity Officer

Fei Yuan, Webmaster

Daoyuan Qian, former Webmaster

Millie Morgan, former Welfare and Safety Officer

Eleanor Lee, former Publicity Officer

Christoph Hess, former and present Secretary

Axel Boerrigter, Treasurer

Olivia Lavigne, former Treasurer

Agenda

The President suggested six topics for discussion, in the following order:

1. Confirmation of previous meeting minutes
2. Handover
3. Modernisation of the website
4. Training
5. Varsity
6. Annual Dinner
7. Informal walking groups
8. Resource Allocation Application

The order was approved by the Committee.

Ad 1) Approval of January Committee meeting minutes

Decision: The minutes were approved.

Ad 2) Handover

Discussion: Alex briefly went through the handover document by screensharing it with the meeting participants. According to the 'Annual Timeline', the tasks to be addressed by the incoming committee now are, among others, making sure that they have access to crucial pieces of digital infrastructure, such as the mailing list, the Google Drive, the Cambridge SU website,

the Blues Committee Moodle, the Sports Service Moodle. The new treasurer, Axel, will have to work with the outgoing treasurer, Olivia, to get access to the bank accounts. Presidents and Captains will need to be added to the KUGB Instructors group chat and the KUGB be updated about the new committee. New pictures are needed for the website, so the new committee members were asked to supply a photo of themselves to the webmaster in due course. The Oxford Karate Club has been updated on the new committee.

All members of the new committee confirmed that they had met with their predecessors and were happy with the handover.

Alex recommended to reinstate the membership fee structure based on the work done by Olivia and him during the previous year. The new committee will need to reach an agreement with Sensei Richard with respect to gradings and in-person training sessions attached to these gradings.

The Committee further unanimously agreed that, as by the election of Danielle Ball as Club President and Axel Boerrigter as Junior Treasurer on 13 March 2021, all rights and responsibilities pertaining to the management of the Club's bank account had passed from Alex Russell and Olivia Lavigne to Danielle Ball and Axel Boerrigter. Specifically, the account signatories from now on are Danielle Ball and Axel Boerrigter.

Decisions: Alex asked if it would be appropriate to have three signatures on the annual accounts, which is more standard among societies, e.g. by the President, Vice-President and the Treasurer. The Committee approved of this decision. Olivia will take the lead on the account transfer and hand over to Axel after having finished the accounts until the end of March.

Ad 3) Modernising the website

Discussion: Tom and Fei brought up the topic, suggesting that the website should be made fit for display on mobile devices. Fei suggested further to integrate a booking system and payment system into the website and screenshared his plan for such a booking system. Christoph replied that, at least with regards to capacity allocation due to covid, the previous solution of having a spreadsheet for people to sign up worked well. It was easy to administer, transparent, and free. Chris agreed, adding that asking people to sign up for sessions even beyond covid-related restrictions might put people off who would have otherwise spontaneously joined training. Abby agreed that booking in the long term was probably not a good idea, and for the short term a spreadsheet flanked with charges for cancelling too late was the most efficient system. Alex summarised that the consensus seemed to me that the spreadsheet solution worked, and that most people would stick with it for the time being. Olivia confirmed that invoicing worked too,

obviating the need for an online payment system in the immediate future. The decision may be reviewed this during the summer vacation according to the circumstances then.

Decisions: No further decisions were necessary regarding this point.

Ad 4) Training

Discussion: Tom summarised the results from his online poll. Having received a fair number of responses, a critical mass of people seemed to be around in Cambridge for in-person sessions. In-person sessions are likely to be scheduled on Sundays and Wednesdays, as before, and according to the poll results Monday and Friday might be the best dates for online training. Sensei Richard will be emailed to confirm his availability for Sundays, while instructors for Wednesdays will be arranged through a Google Form. £5 was agreed as a proper training fee for in-person sessions, while the poll suggested that most people would be willing to pay a reduced rate for online sessions. Alex asked where the in-person training sessions are planned to take place. Tom answered that Jesus green and Parkers Piece had been the most popular locations, although Alex pointed out that parking space might become a problem in central locations such as Parker's Piece or Jesus Green. The training would also have to be early enough to finish when there is still daylight.

Millie reported that indoor training might be possible from 17 May. Chris asked whether the Club could do pad work, which Danielle confirmed to be possible from 29 May. Alex reminded the meeting participants about the return to play process by the Sports Service, which the Club will have to adhere to.

Decisions: Tom and Millie will go ahead organizing in-person sessions at a suitable venue and online sessions for the rest of the holidays. Online sessions will likely be £2 per session and in-person training sessions £5 pounds each.

Ad 5) Varsity

Discussion: Danielle reported that it would be possible to hold the Varsity event until 5 October if it were not possible to hold a full Varsity match early this summer. A later event would especially increase the probability of having kumite matches kumite in if possible, so an event in June or August may be preferable in this respect. Chris agreed with this idea but pointed out that the Club would have to think about people travelling over the summer, to which Axel added that internationals, too, might be away. Danielle responded that the squad might have to be

rearranged and that there might be an issue regarding internationals who would otherwise like to participate, whereas summer travel abroad is likely to be very limited this summer. Eleanor expressed her support, but asked the committee to sort out the date as soon as possible to make planning easier for everybody involved.

Overall, a range of three options emerged during the discussion, these being (1) a Varsity event in June; (2) a Varsity event later in the summer, either in July or August, or (3) holding Varsity in late September, which would have the advantage that internationals wanting to participate could return just slightly earlier for Varsity and then stay on for term. A potential disadvantage would be that a number of potential squad members might have graduated by then.

Alex pointed out that it is crucial to agree with Oxford on when we should move Varsity to another date and that for the time being the committee might want to wait and see how things develop. Eleanor suggested doing a quick google form as a heads up when people are available.

Decisions: Danielle summarised that there seemed to be a consensus that kumite should be included in the Varsity match and the date be moved if that would increase the chance of holding kumite matches.

Ad 6) Annual Dinner

Discussion: Maeve reported that restrictions allow up to 30 people to meet outside from May onwards, which raises again the question whether an open-air event might be preferable than a formal Annual Dinner. Another option would be to hold the Dinner in a restaurant or pub, which might be less restrictive than certain college venues. The Dinner should ideally not take place immediately before Varsity. Alex pointed out that the important part is not the formal dinner but the traditions of CUKC's Annual Dinner and meeting each other, suggesting the day following varsity or generally the week after Varsity as suitable dates. An outdoor event would also increase planning security, since restrictions are likely to be less fickle concerning open-air gatherings. Abby suggesting having an outdoor event in June and perhaps an additional formal dinner later in autumn. Fizz added that a private garden would be a good venue, to which Maeve agreed. Chris suggested that college gardens might be another option, but Fizz pointed out that college gardens were almost entirely booked out for the summer. Eleanor suggested the Erasmus Lawn at Queen's College as another possible and perhaps less overbooked college venue, but Maeve responded that cost is a concern with any kind of college venue, because people would have to pay and colleges might increase the booking fee to make up for past losses.

Decisions: The Club will look at College venues if a private garden party does not work, but the consensus pointed towards an outside event after Varsity.

Ad 7) Informal walking groups

Discussion: Millie suggested arranging informal walking groups for people to walk home from training together. Interested people might sign up via a Google Form for either a women and non-binary group or a mixed group. Millie then suggested to set up a group chat for the respective groups to arrange walking partners among themselves.

Decisions: No further decisions were necessary regarding this point.

Ad 8) Resource allocation application

Discussion: Alex informed the meeting participants that the captains would have to organise the next resource allocation application, by which the Sports Service allocates training venues to the Club.

Decisions: No further decisions were necessary regarding this point.

Ad 9) Additions to the agenda

Discussion and Decisions: Eleanor pointed out that she still had a number of trophies at home, which she would like somebody to take with them for future use by the Club. Danielle responded that she would not return until mid-May, but would get the trophies afterwards and could drive up to collect them earlier if necessary.

Abby asked if she should cancel an earlier club order for training shoes, as they are no longer required for training now. The committee agreed.

Alex thanked the outgoing committee again for their work and wished best of luck to the new committee. The Committee Meeting was closed at 2.30 PM by the Club President.

Minutes submitted by:

Christoph Hess

CUKC Secretary

2021/2022

Approval: pending