



Canadian Taekwon-Do Federation International

Minutes of CTFI Directors Meeting – April 13, 2025

Present at Meeting:

Grand Master Clint Norman – President	Grand Master Scott Downey	Master Jordan Boudreau
Mr. Diego Cabanas – Senior VP	Master Valérie Forget	Master Jim Ripley
Mr. Maxime Lavoie – VP East	Master Ken MacKenzie	Mr. Cody Skog
Master Brandi Merritt – VP West	Master Cathy Downey	Ms. Beth Gabriel
Master Kevin Reinelt – Tournament Director	Master Stephen Marcia	Mr. Don Edmiston
Master Chris Law – Umpire Director	Master David White	Ms. Joanie Thibault
	Master Chelsea Mazzei	Ms. Terri McKillop

1.0 Call to Order following CTFI Director Meeting: Meeting called to order by Grand Master Norman at 12:34 PM EDT.

2.0 Confirmation of Quorum: Confirmation of quorum by Grand Master Norman.

3.0 Motion to Motion to adoption of Agenda: Motion by Grand Master Downey to accept the agenda. Seconded by Mr. Lavoie. All in favour. Agenda accepted.

4.0 Motion to adopt minutes of last meeting: Motion by Ms. Gabriel to adopt the minutes from the last meeting. Seconded by Mr. Edmiston. All in favour.

5.0 Report from CTFI committees:

- **Communication Committee – Website / social media, etc.**
 - Master White provided a brief update.
 - Working with Master Mazzei to refresh website; this is a long-term project.
 - Due to poor connectivity, Master White to provide written report to CTFI.
- **Marketing and Business Committee**
 - Master White to provide written report to CTFI.
- **Discipline Committee**
 - Grand Master Norman provided update on recent issue from Nova Scotia that was discussed by the Discipline Committee for resolution. Letter of apology has been received.
- **Harassment Committee**
 - Mr. Filion working on policy to address conduct at events for review by Executive Committee
 - Master Downey raised concerns regarding overlap on policies; existing Harassment policy captures this as does the ITF Code of Conduct for Coaches.
 - Master Merritt requested that Master Downey meet with the committee. Master Downey will reach out to Ms. Gingras-Precourt.
 - Master Reinelt proposed the use of Safe Sport Training; great resources like the CATT. Includes training modules and accreditation. May be a more efficient way to track.
 - Master Forget explained that the new policy in progress will be based on Safe Sport.
 - Master Mazzei mentioned Coach.ca (NCCP), used by STFI. Safe Sport is free and accessible to anyone.

- Master Merritt presented Master Law's suggestion that instructors have to review the presentation prior to annual renewal.
- Grand Master Downey mentioned the idea of an attestation to be completed annually (such as in the field of Psychology); instructors could attest that they have read the Harassment policy.
- Grand Master Norman proposed to strike up a committee to address the issue: Quebec team to work with Master Downey.
- **Women's Committee**
 - Follow up and request an update.
- **Umpire Committee**
 - Update provided by Master Law.
 - CTFI Tournament Rules revamped twice.
 - Level of umpiring is increasing.
 - Engagement across the country from provincial umpire directors.
 - Increase in umpires attending international events.
 - Significant increase in certified umpires.
 - Seeking host for a QIUC in 2026; please reach out to Umpire Committee.
- **Tournament Committee**
 - Update provided by Master Reinelt.
 - See item 4 in Tournament Director report: Approved fee increase of \$10; 100% going to the tournament host.
 - Seeking used android devices. to equip one to two more rings. (Android less than six years old)
 - Master Rasmussen joined as Assistant Tournament Director.
 - Seeking Eastern Canada representative to get trained up on Sportsdata.
- **Insurance Committee**
 - Mr. MacLeod was leading the committee but has stepped down.
 - Master Reinelt leading the Insurance Committee temporarily.
 - Seeking Chair. Please express interest to CTFI
 - Currently working on two exceptions; new members from ON and AB to get their insurance meet CTFI requirements.

6.0 Club membership fees and instructor's plaque fees: Master Mazzei provided an update. Only a few outstanding clubs; working with the clubs and Provincial directors. 98% completion for this year. A reminder that ITF fees will be increasing in July.

7.0 Other Business.

- **ITF New Fee Structure**
 - Master Merritt, Master Mazzei and Master White to prepare email to communicate new fee structure for members
- **CTFI events 2025/26**
 - Reviewed in AGM.
- **Funding for Croatia**
 - Athlete deposit for hotels must be collected at the Selections to ensure the CTFI has the down payment. CTFI to resend email with Team Canada Selection information.
 - Looking into new sponsorship/fundraising methods
 - Grand Master Norman suggested reaching out to Air Canada; get a major sponsor.
 - Master Merritt suggested grants
 - Master Reinelt asked about the government status of STFI. Master Mazzei indicated that STFI is recognized under SaskSport; considered an umbrella organization and must work with WT for events. Not usually eligible for government funding.

- Master Reinelt asked about Quadrathlon and funding for Quebec members: Mr. Lavoie indicated that they have the decree to host events but are not recognized as an organization yet.
 - Master Reinelt suggested a Fundraising Committee with members from each province.
 - Ms. Gabriel suggested perhaps an information package.
 - Mr. Lavoie mentioned what was discussed in previous meetings with Mr. Wolfe; Must be registered to receive donations. There is work to be done before we can strike up a committee.
 - Mr. Edmiston mentioned having a parent-student council, registered as non-profit, to raise funds.
 - Motion by Master Reinelt to accept proposed budget by Master Merritt for the National Team. Seconded by Ms. Gabriel. All in favour.
- **Discuss CTFI Ranking System**
 - Master Reinelt mentioned annual fee increase for use of SportData Ranking System: previously 200 Euros, now 328 Euros (approx. \$500 CAD)
 - East and West VP tasked with polling members to see if people were using it.
 - Using the system saves a significant amount of time.
 - Seeking approval from the board to continue using service.
 - Motion by Grand Master Norman to keep Sportdata Ranking and pay higher invoices. Seconded by Master Mazzei. All in favour of keeping the Sportdata Ranking System.
- **Policy regarding Provincial Tournaments**
 - Lots of discussion around opening up provincial tournaments while following CTFI rules, re-implementation of sanction fees.
 - Action item: Master Reinelt to work with VP East and West to develop proposed schedule of sanction fees and proposed pricing schedule.
- **Proposal for written guideline/procedures for new members joining CTFI**
 - Grand Master Norman has tasked Communications Committee with preparing an onboarding package.

8.0 Close of meeting: Motion by Mr. Lavoie to close the meeting. Second by Master Reinelt. All in favour. Meeting adjourned at 14:29 EDT.