



## **Saskatchewan Fencing Association**

Creating Opportunities within the Sport of Fencing

510 Cynthia St., Saskatoon S7L 7K7

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## **Board of Directors Meeting**

**Date: November 30, 2016**

**Time: 6:30pm**

**Location: Teleconference Call**

### **In Attendance:**

- James Stempien
- Anna-beth Zulkoskey
- Sue Pitura
- Jacob Gadzella
- Marcia Coulic-Salahub
- John Brunning

### **Agenda:**

#### **1. Approval of Agenda**

- Additions were made. Accepted.

#### **2. Review of Minutes Annual General Meeting: October 22nd, 2016.**

- There was a typo in the minutes. “Dissent” instead of Descent”. (Anna-beth).
- Marcia will find and correct.

#### **3. Business arising from the minutes:**

- Auditor – Virtus Group from Regina is cheaper than the Virtus Group in Saskatoon. Anna-beth dealt with Tennille Wild from Virtus.
- Virtus Regina was about \$2000.00 cheaper than Saskatoon and were able to accommodate a very quick turnaround.
- Anna Beth suggested that we approach Virtus Regina and another two groups to get a quote.
- Anna-beth will send Marcia the contact information in order for Marcia to get a quote from Virtus and then a couple other two groups suggested in Sask Sport.
- Anna-beth will assist Marcia with the documentation to get the quotes.

#### **4. VP Finance Update:**

- Anna-beth felt all looked fine except for she asked that reimbursement of staff should have a net 15 days’ payment instead of 30 days.
- All the rest of the bills are fine with a 30 day turn around.
- Travel expenses should be submitted twice monthly to get payment to the staff in a timelier manner.
- Anna-beth has received the invoice for the awards banquet and the Militia Venue and will forward to Marcia.
- October 31, 2016 statement appears coded in the right place.

#### **5. Office Manager Update**

- Marcia is busy learning Goalline which is the new CFF website.
- This was her first year of getting an assessment ready for Sask Sport on her own.



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- Marcia would like to buy a better virus protection package for the laptop. Right now, she only has Windows Defender. James motioned that we allow Marcia to buy a better one. Carried.
- Storage at Sask Sport is getting full and dusty. Marcia is wondering if there is anything that can be destroyed. Anna-beth suggested keeping the minutes, archival documents, and tournament results but possibly some financial records could be destroyed. Marcia would like to store the boxes from her house at Sask Sport. We only need to keep seven years of financial information. Anna-beth will pull down the boxes (next week) that can be shredded and will mark them to know they can be tossed. Then there will be room for more boxes. Rent is \$20.00 to \$30.00 per month.
- PA Northern Nights Fencing is going to put on a supper on the PA tournament supper to celebrate their 25-year anniversary. They are trying to locate any PA fencing alumni; if you know any alumni please give information to Marcia.

### **6. Updates from all Directors**

- a) VP – Administration
  - Sue discussed the Michael Hauser Sports Legacy Fund (Post October 1994) Marcia will send information.
- b) VP – Marketing & Communications
  - Jacob Gadzella has been tasked with editing the new website for the SFA; hopefully will have it up in January.
  - Will get a new domain with each club having a separate URL. Will also like to have online registration for each club.
  - CFF is saying that the new Goalline system will allow in 3 to 5 years' individual clubs to collect registration.
  - Looking at access licensing now (on sale).
  - Jacob will look at overlapping the URL's for a bit.
  - Marcia will check as to when the licensing runs out on the old URL.
  - Sue talked about ordering banners going forward.
- c) VP – Technical Committee
  - This committee met at the Militia tournament.
  - A few changes were made on the committee.
  - John and Lynn are updating the criteria for Provincial Team selection. Using the CFF selection criteria isn't going to work. The financial commitment is detrimental for many fencers to make the team.

### **7. 50/50 Fundraiser**

- PA received their tickets.
- No one at the meeting has heard anything.
- James will reach out to Christina as to where this fundraising initiative is at as no e-mail has gone out.

### **8. Provincial Gala**

- Marcia did the application towards the Hosting Grant to City of Regina.
- Committee is still working away at having another successful Gala.

### **9. Membership Numbers**

- Marcia is waiting for Swift Current and Asquith to send memberships.
- CFF website only has the valid licenses, so because of the new membership categories, membership numbers will have to wait.



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### **10. Marketing Plan/ Website**

- Jacob looking for photo's for the coaches and will add to the site.
- James mentioned that at the assessment meeting, Noreen and Michelle stated that we have lots of photos' so should showcase them more on the website.

### **11. Sponsorship Committee**

- James had a meeting with Keith Spanier, Marcia Coulic-Salahub and Leen Van Marion on November 24th, 2016.
- This committee is going to come up with a strategy for going forward.
- James forwarded a document they used in the past for Cameco.
- They are going to come up with a strategy for approaching possible sponsors, update the Rules & Regulations write-up and start looking for sponsors.

### **12. Sport Legacy Fund**

- See above VP of Administration for explanation.

### **13. New Business**

#### a) Meeting Minutes on Website

- The Board would like them put on the website for transparency.
- Board of Directors felt that all approved minutes should be on the website unless it is confidential or sensitive information.
- Marcia will from now on put on all Board of Directors meeting minutes after they have been approved by the Board of Directors.

#### b) Sport Legacy Fund/Club Enhancement Initiative

- The Club Enhancement Fund is used to put donations towards a club not an individual.
- We have just gotten permission to have this fundraiser for another year.
- This can be used for our Self-Help for this year.
- Donors will get a tax receipt at the end of the year.
- Marcia will send out the information to all clubs by the end of the year.
- We can start collecting donations January 1st, 2017 till December 31st, 2017.

#### c) Summary of Assessment Meeting

- The meeting went well.
- James Stempien, Lynn Seguin and Marcia Coulic-Salahub were present.
- Lynn had some improvements in some of the pages around coaches and athletes.
- Noreen felt the website needs to be updated and improved and will consult with Jacob.
- They talked about long term financial stability (rainy day fund).
- Noreen inquired as to whether we have Merit increases for our employees and we should be considering this. It needs a BOD vote for financial increases based on merit.
- Noreen also mentioned a Strategic Plan is needed for the association (i.e. one new coach certified per year.)
- Our Rules and Regulations need to be reviewed in general.
- The Assessment folks want statistics tracked for three years. (i.e. how many females, how many competed, who goes to worlds, etc.) Marcia will talk to John and Lynn about how to create a template to track this data.
- She will also look into a Dropbox type shared drive for this data as well as any other data that needs to be shared by the Board.

#### d) Strategic Planning

- Probably need to have a strategic planning day possibly with a facilitator.



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- Can we get some guidance without costing a lot of money?
- James will get some background information from Sask Sport and talk about it at the next BOD meeting.
- Edwards School of Business had a marketing plan that was created for the Saskatoon Fencing Club. Some of this could be helpful in the creation of our Strategic Planning. Because the file is so big, Jean-Pierre is trying to get a copy to the Board of Directors. James does have a hard copy.
- Marcia will see what she can do to obtain a copy and look into the document for relevant information.

### **14. Proposed Next Meeting: January 25, 2017 at 0630 tentatively.**