



Saskatchewan Fencing Association

Creating Opportunities within the Sport of Fencing

510 Cynthia St., Saskatoon S7L 7K7

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www.skfencing.ca

Board of Directors Meeting

Date: January 25, 2017

Time: 6:30pm

Location: Teleconference Call

In Attendance:

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

Agenda:

1. Approval of Agenda

- Motion to approve the agenda: James Stempien
- Seconded: Jacob Gadzella

2. Review of Minutes: Board of Directors Meeting - November 30, 2016.

3. Business arising from the minutes:

- Quote Letter for Auditors – Marcia Coulic-Salahub & Anna-beth Zulkoskey
 - Letter that Marcia submitted needs a couple of changes – Anna-beth to forward changes to Marcia
 - Sending out to potential auditors should take place within 1 month from this meeting.
- Security Software update – Marcia Coulic-Salahub
 - Went with Kaspersky – working well but will have to update yearly.
- Storage sorting update – Anna-beth Zulkoskey & Marcia Coulic-Salahub
 - There was a break-in at SaskSport so they have rekeyed everything.
 - Anna-beth wasn't able to acquire a key till January so will slowly work through the paperwork in storage.
 - It is only \$20.00 to rent space per month.
 - This is not a time sensitive issue. It can be done when it is done.
- Sport Legacy Fund & Donations – Sue Pitura & Marcia Coulic-Salahub
 - Jacob did not get information, but will get Marcia to resend it to him. This can then be put up on the website.
- Website update – Jacob Gadzella
 - Update is going well.
 - Main SFA website information almost finished. Just a few more things to complete.
 - Results pages – how do we want this to be?
 - What forms need to be accessible to the members?
 - Hall of fame page – what do we think this page should look like? – Anna-beth to have a quick survey to see on what our audience would be interested in looking at on the website.
 - We should have a link to the Canadian Hall of Fame as well as the Saskatchewan Hall of Fame.



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- Jacob needs to know, who does not need to be listed on the site. For those who are on the site, how are they to be listed? (Positions?)
- Has made some minor adjustments to the SFA logo and the U of S logo. – will send to Marcia to send to everyone.
- Marcia to send club contacts to Jacob.
- Provincial Team Qualifications – Technical Committee & Lynn Seguin
 - Work in progress
 - Not super critical anymore – will be worked on and get ready for next season.
- 50/50 Fundraiser update – James Stempien
 - Didn't get hold of Christina yet.
 - Board assuming everyone has their tickets.
 - Marcia sent out a reminder in December about them, will send out another reminder next week to all clubs.
 - James will contact Christina and update at next meeting.
- Membership update – Marcia Coulic-Salahub
 - Haven't gotten Asquith's membership numbers as of yet,
 - Regina had to reclassify their members as some of them are the new categories and Marcia is finding it hard to figure out the exact membership category they belong to.
 - Regina just sent everyone in as "Regular Members" but not everyone has a validated CFF license. (Regina has since clarified these memberships)
 - Saskatoon had the same problem but they have classified them correctly and gave those corrections to the office.
 - John mentioned that he is doing a class for "at home schooling" students so these numbers should be added to our total membership. Marcia to contact Saskatoon Fencing Club to obtain these numbers.
 - She wants to start working on the invoices for the non-validated licenses in each club.
 - Some supporting members have not paid for their CFF licenses. Marcia will follow up with these people.
 - So far not including Asquith we are at the following:
 - 149 Athletes
 - 10 Supporting
- Photos of Coaches – Jacob Gadzella
 - Wants all up to date coaches pictures in the near future for the website. Possibly at an upcoming clinic.
 - All coaches and assistant coaches would be great.
 - Can have photos taken remotely if we can't get everybody together. But would prefer to have photographs taken all at once by one photographer for consistency.
- Sponsorship strategy update – James Stempien
 - Looking at small local sponsors at each tournament.
 - Had meeting already and minutes were distributed.
 - Marcia will distribute the minutes to the board.
 - Keith, Leen, James and Marcia working on developing a strategy for sponsorships.
- Strategic Planning info from SaskSport – James Stempien
 - Talked about plan for the next couple of years in our Assessment.
 - Noreen said she will be happy to help us with that.



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- When Sue returns from holidays, we will make appointment to start this process.

4. VP Finance Update: Review and Approve most recent Financials

- Received December financials later today,
- Marcia and Anna-beth to review and find any anomalies in the financials
- Anna-beth will create a variance report and distribute to the board when completed.
- Request for advance payment – expenses
- Not sure if SaskSport allows advancements. When Anna-beth worked with wrestling, advancements were not allowed.
- If we know that if an advancement is necessary, then we can help any way we can but not “bend the rules” that SaskSport puts for us.
- We don’t want to jeopardize our funding/status with SaskSport.
- Short term, we can find a way, but in the long term we will not be able to accommodate.
- Marcia can process the advancement that was put on the table.

5. President Update

- Nothing to report as all task items were in #3.

6. Office Manager Update

- Working on getting better when looking through financials along with the GL.
- Will take some time but trying to become more efficient at it.
- Will start working on the invoices for the club’s memberships who do not have validated CFF license numbers – (new membership categories)
- Also, will get out another “Remind” e-mail to clubs and hopefully get all tardy paperwork and cheques from the clubs.

7. Updates from all Directors

- VP – Administration
 - No update – absent
- VP – Marketing & Communications
 - Updated everything in #3.
- VP – Technical Committee
 - Hoping each club will develop an in-house armourer – sheets/guidelines the Technical committee came up with will be sent to all clubs.
 - More coaches to go to out of province than just Lynn and John for competitions
 - Updating trophies continuing
 - SFC – camp for February break - \$100.00 fee will be charged. It will be a day camp. Information will go to clubs shortly.

8. Provincial Gala update

- No update as no representative present.

9. Rules & Regulations update

- Have committee together, just have to set the updating of Rules & Regulations in motion.
- Jacob needs rules and regulations – Marcia will send them to Jacob.

10. 2016 Assessment update



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- Will hear back in early February the status of our assessment.

11. Minutes on Website

- What is the process?
 - To put them on the website following the next meeting or just have the Board “sign off” on them.
- Sensitive information will be screened beforehand.
- November 30th minutes approved to go on website.
- Marcia will change them to pdf when approved and then send them to Jacob for the website.
- Shouldn't go on the website until after the monthly board meeting.
- Will be changed to a pdf for security so no one will be able to change the document.

12. New Business

- a. Governor General Award for Volunteerism – Joe Dudiak
 - Lynn Seguin suggested we should nominate Joe Dudiak.
 - James will send e-mail to board and we can look at it and get it going.
 - Check to make sure he fits the requirements
- b. Prince Albert – in house tournament
 - Asking for 2 cloth piste's so they can run an in-house tournament.
 - This is mostly for our new fencers so they can “get excited” in a tournament setting and hopefully sign up for the Prince Albert tournament.
 - Bob Spracklin will collect the piste's after the Regina tournament and bring them to Prince Albert. We will use them for our tournament and then they can be used and sent back with the tournament equipment after the NorthWestern Open.
 - Invited James to come to the tournament for a “veterans” sabre demonstration.
 - Send date to James for tournament as he will try to see if it fits with his schedule.
- c. Jacob is also looking at procedures for media releases, publishing on the internet, etc.....
 - SaskSport has a lot online for this subject.
 - Also, talk to Michelle Dezell @ SaskSport about this.
 - Marcia has a media booklet that is sent to her every year for the office. She will send a copy of it to Jacob.

13. Proposed Next Meeting: Wednesday, March 1st, 2017