Saskatchewan Fencing Association
Creating Opportunities within the Sport of Fencing
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Board of Directors Minutes

Date: Thursday, March 1, 2018
Time: 8:00 pm
Location: Teleconference Call

In Attendance:

- James Stempien
- Anna-beth Zulkoskey
- Sue Pitura
- Jacob Gadzella
- John Brunning
- Philip Pitura
- Marcia Coulic-Salahub
- Lynn Seguin - regrets

Agenda:

1) Approval of Agenda
   - Motion to approve agenda – Philip Pitura
   - Seconded by; John Brunning - Carried

2) Review of Minutes from Board Meeting: January 25th, 2018.
   - Motion to approve January 25th, 2018 minutes - Jacob Gadzella
   - Seconded by; John Brunning – Carried
   - These minutes can now be put on the website.

3) Business arising from the minutes:

   a) 50/50 Raffles Licenses – Upcoming tournaments. (Regina, and Prince Albert) – Marcia Coulic-Salahub
      - Both licenses were applied for the last two competitions of the season.
      - Swift Current made less than $40.00.

   b) Fundraising/Sponsorship Committee – James Stempien;
      - Bourassa and Craven physio have donated;
      - Jacob talked about preparing sponsorship packages.

- We should be asking for specific dollar amount and a specific list for what they would get for it.
- Need to plan also what they would get for their money.
- John put forward the idea to use for award plaques and updating trophy awards
- We need to have a solid plan of what the sponsorship money would go towards.
- James will follow-up with the Fundraising committee and Jacob will start on a package.

c) Director Succession Plan
- Anna-beth Zulkoskey will write a letter for Christina which will be ready for after Provincial tournaments

d) Self-Help/Membership – Marcia Coulic-Salahub
- Finally, has received Asquith's membership from this as well as last year's memberships.
- Still waiting for University of Saskatchewan Fencing Club's.
- She can start the club cost share and the non CFF membership numbers to get that money so can start asking for that in the next two weeks.
- 143 athletes and 11 supporting members excluding the University of Saskatchewan non CFF licenses.
- SFC has not submitted the home schoolers (John has 60 home schoolers as well which Marcia has not received membership information on)

e) In-kind Hours – Anna-beth Zulkoskey
- Hasn't been able to get hold of Sask Sport but thinks there has to be an exchange of money.

f) Communication Plan – Sue Pitura
- Marcia will process the expense claims if she is shown how because she already gets a copy of who presided.
- The presiders are included with the results which are sent in by Brian after every tournament.

g) Athlete of the Month
- Didn't think Ryan got it
- Individual athletes can be nominated monthly but can only win once per year.

h) Volunteer Expenses – Anna-beth Zulkoskey
- Has not progressed far on this.

i) Zonal Wheelchair Championships (North and South American countries).
- Need approval from the CFF.
- John stated IWASH were happy we applied.
- Proposal was put in for September.
- Travelodge quote was cheaper than other quotes.
- John not sure who is the organizer now; CFF or SFA.

- Benjamin, is chair of the CFF wheelchair committee and approves.
- What support will the CFF give us and approval?
- Can't afford to lose any money on this event.
- Due diligence needs to be completed so John and Lynn will contact CFF to make sure they support this bid and what type of assistance they will give to host it.

4) VP Finance Update:
    - Anna-beth said the competition revenue is one third of what we budgeted.
    - We are spending budget like we have made our budget.
    - Anna-beth was concerned that the camp revenue in February went to the SFC not the SFA; therefore, couldn't count this as self-help.
    - Anna-beth wants a full financial accounting of the camp.
    - The camp is going to show in the financial statements SFA took a loss.
    - Anna-beth said all other part of the finances are moving along well.
    - Also working on the annual funding application so will have to look at the 19/20 application.
    - The tech committee needs to make a spending plan for the athlete travel and the tournament plans, etc.
    - Need a plan so we tweak the budget as we go along.
    - It should also be all part of the multi-year plan.
    - John will get them started at the Provincial Tournament.
    - We need to make sure that by May 15 the multi-year plan is completed.
    - Anna-beth will send out the last one for people to start updating.
    - John asked about the Adapted Sport grant on the line items - Anna-beth will look into this for him.
    - Marcia will send out the spreadsheet.

5) President Update - James has no updates.

6) Office Manager Update
    - Collecting fees and needs to follow up with grant applications.
    - Keep up with the bills and invoices.

7) Updates from all Directors;

8) VP - Administration
    - The Gala money will split as previous years which was 50-50 between the SFA and Regina.

9) VP - Marketing & Communications
    - Website is mostly working.
    - Jacob wants to talk to talk to Philip about getting results and entry list onto the website.

10) VP - Technical Committee - nothing to add

11) Athlete Representative
- Philip is resigning due to HPP training.
- The BOD will have to appoint from the last election.
- Philip will send out some possible names.

12) New Business

a) Fund Scrip – James Stempien
- When members buy cards and they use it there is a certain percentage which comes back to the SFA.
- Anna-beth thinks we may have to get the information to the members and let them know that this is a way to support the SFA without having to spend something else.
- Marcia is going to look at what is needed to apply.

b) Self-help Letter – James Stempien
- James wrote a letter, Anna-beth will put in some suggestions and James will send it out.

13) Proposed Next Meeting: April 11, 2018 at 8:00 PM. April Need a draft of multi-year plan and funding applications by this time.

Action Items

Item	Action	Person Responsible	Date Due
Minutes	January 25th, 2018 Minutes on website	Marcia Coulic-Salahub	April 1, 2018
Sponsorship/Fundraising	Follow up with committee on where they are on this	James Stempien	Next Board Meeting
Sponsorship/Fundraising	Start a package to send out to potential sponsors	Jacob Gadzella	Next Board Meeting
Director Succession Plan	Write a letter for Christina Creusot	Anna-beth Zulkoskey	After Provincials
Self-Help/Membership	University of Saskatchewan membership spreadsheet	Marcia Coulic-Salahub	As soon as possible
Self-Help/Membership	Club Cost Share & non CFF member invoices for each club	Marcia Coulic-Salahub	April 30, 2018
Self-Help/Membership	Saskatoon Home Schooler number	John Brunning	As soon as possible
Communication Plan	Finalize Plan	Sue Pitura	Next Board Meeting
Volunteer Expenses	Expenses for this season	Anna-beth Zulkoskey	On Going
Zonal Wheelchair Championships	Contact CFF to see if they support this. What is the extent of their support? Who is responsible for $?	John Brunning & Lynn Seguin	Next Board Meeting
Finances	Foil Camp finances	Anna-beth Zulkoskey	Next Board Meeting
Finances	Spending Plan for 2019 to 2020 Application	Technical Committee	May 1, 2018
Multi-Year Plan	Created for the annual funding application	Board of Directors/Technical Committee etc….	May 1, 2018
Adaptive Sport	Current spreadsheet for Adaptive Sport Grants to Technical Committee	Marcia Coulic-Salahub	As soon as possible
Website	Getting results and entry list on website	Jacob Gadzella	Next Board Meeting
Athlete Representative	Possible candidates sent to Board of Directors	Philip Pitura	Next Board Meeting
Fun Scrip	Process of Application	Marcia Coulic-Salahub	Next Board Meeting
Self-Help Letter	Finishing touches and send out to S.F.A. members	James Stempien & Anna-beth Zulkoskey	Next Board Meeting