



Saskatchewan Fencing Association

Creating Opportunities within the Sport of Fencing

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Board of Directors Meeting – Minutes

Date: Wednesday, April 16, 2018

Time: 7:00 pm

Location: Teleconference Call

In Attendance:

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

Agenda:

1. Approval of Agenda
 - Motion to approve agenda – John Brunning
 - Seconded by: Anna-beth Zulkoskey
2. Review of Minutes from Board Meeting: March 1, 2018.
 - Motion to approve March 1st, 2018 minutes - Anna-beth Zulkoskey
 - Seconded by: James Stempien
 - These minutes can now be put on the website
3. Business arising from the minutes:
 - a. Fundraising/Sponsorship Committee – James Stempien
 - James has been able to get some minor sponsorship.
 - Lean is working on a bigger sponsorship deal and is waiting for some information from Marcia.
 - James would like to have the SFA to attempt to get small and larger sponsorships.
 - Marcia please let the Board of Directors know what Lean needs again.
 - b. Fundraising Package – Jacob Gadzella
 - The fundraising package is in progress;
 - Working on what potential donors would get for their sponsorships.

- Sponsors are asking a reason to put the coin down because we don't have volumes of fencers.
 - Jacob would think he will have the package ready for the next board meeting.
 - Anna-beth stated we have received a few sponsorship donations this year.
- c. Director Succession Plan – Anna-beth Zulkoskey
- Has had several conversations with Christina and has the final draft letter for her to everyone on the Board of Directors.
 - Also discussed setting up clinics in the fall to allow people who are interested in learning the Directeur positions, armorer, etc.
 - The hope is to get more local offers of help and to share the love of fencing and to not commit to all of the tournament.
 - Can the tech committee come up with a schedule for some clinics and learning opportunities for the fall?
- d. Self-Help/Membership – Marcia Coulic-Salahub
- Still waiting for the U of S numbers
 - By the end of this week the CC Share and invoices should be out.
 - John said there were 62 home schoolers and 3 wheelchairs members.
 - SFC have not sent the numbers in yet so John will remind them.
 - Memberships this year are 147 athletes, 11 are supporting = 158.
 - Once the home schoolers and wheelchair member in the total will be 223.
 - Has all the information she needs to do the invoices for officials and cheque requisitions by the end of the week.
- e. Saskatoon Home School Numbers – John Brunning
- Still needs JP to submit numbers to Marcia
 - John will remind him
- f. Communication Plan – Sue Pitura
- Changed it to a Roles & Responsibilities document and emailed to all for comments to come back to Sue in the next two weeks.
 - It can grow, and changes can be made to the document as we go forward.
- g. Volunteer Expenses – Anna-beth Zulkoskey
- There is money in the budget to offset the expenses for the competition organizer and the armorer, so they are not doing everything out of pocket.
 - Will have to decide what those expenses are (mileage or hotel).
 - John and Lynn thought they should not do any club visits for the month of April to save money
 - Tech committee decided not to spend all the money they had by not sending all the coaches to Nationals.
 - Sue would put something on the website to ask for billets to host the tournament organizers (DT armourer etc....).
 - Board of Directors would like this to occur

- h. National Wheelchair Event – Lynn Seguin & John Brunning
 - Progressing along
 - Sent the wheelchair frames to Montreal for the world cup and hoped that they would get equipment back from them if the event is hosted in Saskatoon.
 - International committee has asked for some information back;
 - Some financial opportunity potentially from Jackson Wang of the Toronto Fencing Club – Vango.
 - He may be able to help us so the S.F.A. doesn't end up with a deficit on this event.
 - The organizing committee needs to have a point person (Asquith, Saskatoon) and the committee needs to make up the budget.
 - Needs a chairperson and committee members (John, James) and one needs to be a chairperson.
 - John will discuss with Lynn
 - John volunteered to chair.

- i. Multi-Year Plan – Anna-beth Zulkoskey
 - Word document went out to the Board of Directors and the Technical committee for updating.
 - Needs to be back by the beginning of May.
 - SaskSport Application is due May 15th, 2018 but usually give a one-week extension
 - Have not received our funding letter from SaskSport yet
 - Noreen was pleased with the current multi-year plan and we will use as a template for our next 5-year plan.

- j. Website – results & entry list – Jacob Gadzella
 - Spoke to Philip about getting the tournament results working better
 - Entry list he used a link to the old website to see the entry lists.
 - Need a permanent solution as Brian is now retired.
 - Requested a calendar for more than one month and make it easy to add.
 - Marcia can put things on the website once fixed (calendar dates, etc).
 - Should have club websites up and running soon;
 - Also needs to get the PayPal account linkages to work

- k. Athlete Representative – Philip Pitura
 - Philip has approached some athletes at the NorthWestern Open
 - He will recruit someone for us

- l. Fun Script – Marcia Coulic-Salahub
 - Quickly looked into this but didn't remember what the Board of Directors wanted
 - The Board of Directors just needs to know how it works
 - Does it cost to sign up?
 - How do we register?

- m. Self-Help Letter – James Stempien
 - Discussed with Anna-beth about how much impact we have now at the end of the year.
 - I don't think we need to send it out at this point but should emphasize it at our Spring Meeting the state of our union.

- 4. VP Finance Update: Review and Approve most recent Financials
 - Need to not show that we have HP fees as they are not being collected any more.
 - Also, the Foil camp revenue was not put through the SFA but rather the SFC.
 - The SFA will invoice the SFC for the revenue and all expenses needs to be reflected in the SFA financials.
 - Showing a projected deficit for the year of around \$9000.00.
 - Coaches will not travel domestically in April to save some money.
 - Anna-beth have added the 50-50 and the Gala revenue for next month.

- 5. President Update
 - Nothing new to add
 - Working with Anna-beth on budget, etc.

- 6. Office Manager Update
 - Nothing new to add.

- 7. Updates from all Directors;
 - a) VP – Administration
 - Nothing more to add.

 - b) VP - Marketing & Communications
 - Nothing more to add

 - c) VP - Technical Committee
 - Submitted the minutes from the last tech committee minutes.
 - Saturday, May 5th,2018 the tech committee suggested a team tournament at SFC.
 - John will create the team based on who shows up.
 - Decided to leave \$1500.00 in the coaches travel budget and not sending more coaches to Nationals.

 - d) Athlete Representative
 - No report

- 8. New Business
 - a. Spring Meeting
 - Potential dates- Saskatoon – June 2nd, 2018 or June 9th, 2018
 - Marcia will ask about the Salle for 10:00 AM
 - It will be a longer meeting with Club Reports, etc.

9. Proposed Next Meeting:

- Need to approve the Multi-year plan and the budget for the next two years.
- May 9th, 2018 at 7:00pm

Action Items

<u>Item</u>	<u>Action</u>	<u>Person Responsible</u>	<u>Date Due</u>
Minutes	March 1 st , 2018 Minutes on website	Marcia Coulic-Salahub	May 1 st , 2018
Sponsorship/Fundraising	What is Leen looking for?	Marcia Coulic-Salahub	April 20 th , 2018
Sponsorship/Fundraising	Package to send out to potential sponsors	Jacob Gadzella	Next Board Meeting
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	Look over document sent out by Sue Pitura and get suggestions/changes back to her.	Board of Directors	April 30 th , 2018
Zonal Wheelchair Championships	Create a working budget for event	Committee	Next Board Meeting
Multi-Year Plan	Created for the annual funding application	Board of Directors Technical Committee	May 1, 2018
Website	Getting results and entry list on website, fix calendar to look more than only one month at a time	Jacob Gadzella Marcia Coulic-Salahub	Next Board Meeting
Athlete Representative	Pick a replacement for himself	Philip Pitura	Next Board Meeting
Fun Scrip	Process of Application	Marcia Coulic-Salahub	Next Board Meeting
Financials	Foil Camp to reflect the expenses and revenues for SFA not the SFC.	Anna-beth Zulkoskey Marcia Coulic-Salahub	Next Board Meeting