



Saskatchewan Fencing Association

Creating Opportunities within the Sport of Fencing

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www.saskfencing.com

Board of Directors Meeting

Date: Saturday, January 12, 2019

Time: 6:00 pm

Location: Manos on 8th Street

In Attendance:

- Sue Pitura*
- Dale Pitura*
- Christina Creusot*
- Jacob Gadzella*
- John Brunning*
- Lynn Seguin*
- Brianna Jansen*
- Marcia Coulic-Salahub - Regrets*

Minutes:

1. Approval of Agenda

Carried

2. Review of Minutes from Board Meeting: December 2nd, 2018.

Carried with the below amendment – these minutes can now be put on the website.

- Page 4: Liaison communicator between HP and wheelchair committee.

3. Business arising from the minutes:

- a. Benevity – Marcia Coulic-Salahub
 - Marcia to send out e-mail blast with instructions for Benevity
- b. Spending guidelines for SFA expenses, clinics & camps. – John Brunning
 - Ongoing – Due next Wednesday January 16th, 2018
- c. Fun Script (information on website and Facebook) – Marcia Coulic-Salahub & Lynn Seguin
 - Made \$157.50 to date.

- Lynn placed on Facebook.
 - Marcia to do another blitz,
 - Sue to email all club presidents
 - Marketing – Jacob and Brianna – to re-blast FunScript and link to website, Sue will send information to Jacob about process.
- d. Increased Membership Provincial Plan – John Brunning
- Lynn and John will complete form to be completed by Tuesday Evening and send to Sue.
 - Sue will send to John French by Wednesday.
- e. Website pathway for non-CFF athletes for Provincial Tournament registration – Jacob Gadzella & Christina Creusot
- Solution is that currently they do not have to put a number if they do not have one.
 - Looking for some funding to update and automate the website further;
 - Jacob to make a list of what required for new functionality and what is on the website.
 - Brianna to send survey to athletes and put on coaches as to what they would like to see on the web site.
 - Brianna to discuss with Jacob and send out the survey by end of January.
- f. Medal Design – Christina Creusot
- Completed and very nice.
 - 40 sets of medals about \$300.00
- g. Approved Budget sent to Sask Sport – Marcia Coulic-Salahub
- This has been completed
- h. Travelodge Cheque – Sue Pitura
- Completed
- i. Tournament Results on Website – Jacob Gadzella & Christina Creusot
- Philip and Jacob to work on this.
 - The have a plan to get this up and going.
 - Sue to ask Brian to download or delete old website.
4. VP Finance Update: Review and Approve most recent Financials
- a. All will review new budget and send questions or concerns to Christina by end of week.
 - b. Lynn get quotes for promotional banners.
 - c. Motion for Board of Directors to pay for meal tonight minus alcohol. – Dale Pitura
 - d. Seconded by – Jacob Gadzella
Carried

5. President Update -No specific report as information was covered in other areas.
6. Office Manager Update
 - a. Written report sent to all board members.
 - SaskSport follow up and initial reports for IWAS tournament to go to Lynn, Sue, Christina and John for review.
 - Important information is that we have a difference in hosting grant. The original grant was 23,000, reduce to 9,750. They have given us 17, 250 so we require to reimburse 7,700 back.
7. Provincial Coaches Update
 - a. Sent written report.
 - b. Need a policy to indicate mileage is lesser of flight or mileage
8. Updates from all Directors;
 - a) VP – Administration
 - Will determine strategic plan quotes and process.
 - Within one month.
 - b) VP - Marketing & Communications
 - Discussed above.
 - Has been working on some preliminary sponsorship.
 - c) VP - Technical Committee
 - No report.
 - Discussed referee allocations.
 - i. Dale to review committee terms of reference.
 - d) Athlete Representative
 - Submitted survey monkey re last tournament.
 - Christina to inform tournament participants tomorrow to look for the survey.
 - Coaches will reinforce at local clubs to complete the survey.
9. New Business
 - a. Memberships Proposal
 - Discussed in previous area of proposals.
 - b. Strategic Plan
 - Dale to develop plan to present to Board of Directors.
 - c. Joe Dudiak – Banquet:
 - Sue to arrange
 - Lynn to do application for Brian Zulkoskey.
 - d. Yearly Top Athlete Awards – Christina to look at new awards for this.
10. Proposed Next Meeting: February 10th, 2019 teleconference 7:00 pm

Action Items from the January 12th, 2019 Meeting:

<u>Item</u>	<u>Action</u>	<u>Person Responsible</u>	<u>Date Due</u>
Benevity	e-mail blast to all clubs	Marcia Coulic-Salahub	February 10 th , 2019
S.F.A. Expenses	Spending guidelines for technical committee expenses, clinics, camps.	John Brunning	January 16 th , 2019
FunScript	Mail Jacob and all club's information pertaining to another campaign.	Sue Pitura	February 10 th , 2019
FunScript	Information and link on Website	Jacob Gadzella & Brianna Jansen	February 10 th , 2019
FunScript	e-mail blast to all clubs.	Marcia Coulic-Salahub	February 10 th , 2019
Provincial Membership Plan	Complete forms	John Brunning & Lynn Seguin	January 15 th , 2019
Provincial Membership Plan	Send membership plan to John French	Sue Pitura	January 16 th , 2019
Website	Compile needs & additions for the website and options for outsourcing the work.	Jacob Gadzella	February 10 th , 2019
Website	Survey athletes and parents as to what they would like to see on the website.	Brianna Jansen	February 10 th , 2019
Website	Complete website update to allow results to be posted.	Jacob Gadzella & Philip Pitura	February 10 th , 2019
Website	Brian Z to take down old SFA website	Sue Pitura	February 10 th , 2019
IWAS Zonal Wheelchair Championships	Follow-up report to Sue, Christina, Lynn & John	Marcia Coulic-Salahub	February 10 th , 2019
Budget	Review budget information and send questions to Christina	All Board Members	February 10 th , 2019
Strategic Planning Process	Determine options and quotes for strategic planning process	Dale Pitura	February 10 th , 2019
S.F.A. committee's terms of reference	Review	Dale Pitura	February 10 th , 2019
Nomination for Volunteer Appreciation Award	Complete and process to nominate Brian Zulkoskey	Lynn Seguin	February 10 th , 2019
Joe Dudiak presentation	Arrangements of banquet for presentation	Sue Pitura	February 10 th , 2019

Awards for Athletes	Alternative awards for athlete awards	Christina Creusot	February 10 th , 2019
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Board of Director's Meeting – Saturday, January 12th, 2019

Provincial Coach Report

- Team tournament Dec. 15 with training camp in morning.
- Training camp Jan. 2nd in Saskatoon
- National training camps for WE, WS and MS in Dec.
- Jan NAC (John and Kirk coaches)
 - Ryan - 1st WCS, 3rd WCF, 2nd WCE
 - Doug - 5th WCS, 7th, WCF, 6th WCE
 - Julia - 127th JWS, 144th Div. 1 WS
 - Brynn - 150th JWS, 177th Div. 1 WS
 - Genevieve - 142nd Div. 1 WE, 14th WE Classification
 - Patrik - 226th Div. 1 MF
 - Philip - 133rd Div. 1 MS
- Militia Open This weekend in Saskatoon.
- Canada Cup in Richmond end of Jan., I will be going as well as Lisa.

Board of Director's Meeting – Saturday, January 12th, 2019

Office Manager's Report

The month of December was a lot quieter than previous months. I had time to “catch-up” on previous tasks that I had put off because of more pressing tasks.

I accomplished the following;

- Received confirmation that the 2017 – 2018 Season can be officially closed as all reports and monies paid out have been completed.
- Cleaned up my work computer as well as my e-mail account which held some 2000+ e-mails. (This computer is over 7 years so is slowing down so every couple of months clean-up has to be completed.)
- Finished up completing my spreadsheets to bring them “up to date”. (Cheque Requisitions, Memberships, PayPal etc.....)
- Completed the follow-up reports required for the IWAS Zonal Wheelchair Championships. A big thank-you to Lynn for all your help!!!! One thing to note, SaskSport determined that the Hosting Grant that was awarded to us in the amount of \$23,000.00 has been reduced to \$9,550.00. Since we received an initial payment of \$17,250.00, we will have to pay back \$7,700.00 to SaskSport. I will complete this next week along with my other cheque requisitions on the 15th as usual.
- I completed the missing information on our Benevity site so now we can use this for our volunteer aspects. Hopefully we will get some new volunteers to help out with our tournaments.
- FunScrip was on my list of things to do but unfortunately, I did not get to this. I am planning to do another “blitz” this coming week for our clubs in hopes that we will get more “donations”. I will also put this onto the website for promotion at this time. To date we have made \$157.50 in donations.
- The approved budget was sent to SaskSport and has been incorporated into our financials. So, the next set should have this column filled for us.
- Did the day to day running of the office which included – answering e-mails, paying bills and completing follow up reports.

Respectfully Submitted;

Marcia Coulic-Salahub
Sask. Fencing Assoc. – Office Manager

Report on results from Asquith Fencing Tournament Survey

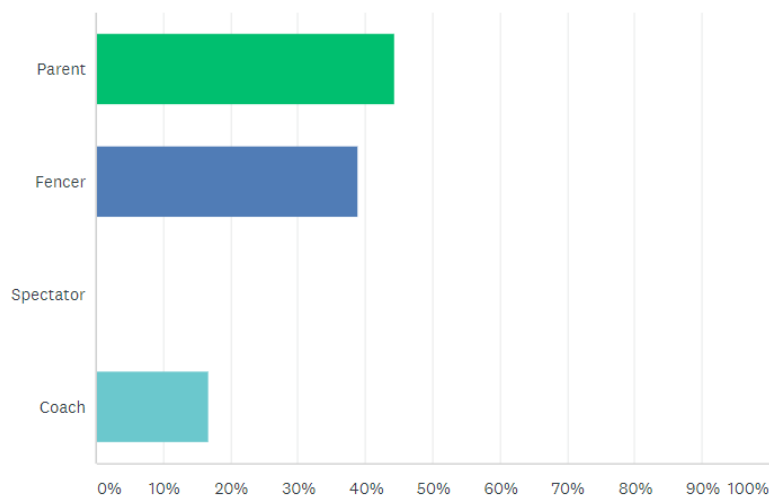
General Information:

- 18 Responses total
- All questions answered, no questions skipped, with the exception of the last question which was a fill in the blank (8 skipped)
- No responses for Question 4 (Why people did not attend – this is because all respondents did attend the tournament)

Responses:

Please let us know a bit about you: Are you a parent, fencer, spectator, or coach?

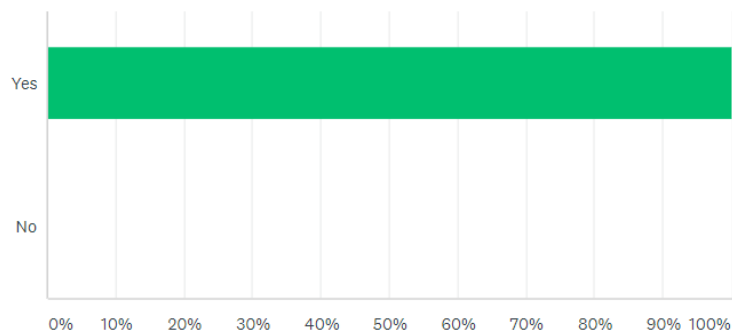
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Parent	44.44%	8
▼ Fencer	38.89%	7
▼ Spectator	0.00%	0
▼ Coach	16.67%	3
TOTAL		18

Did you attend the Asquith Fencing Tournament?

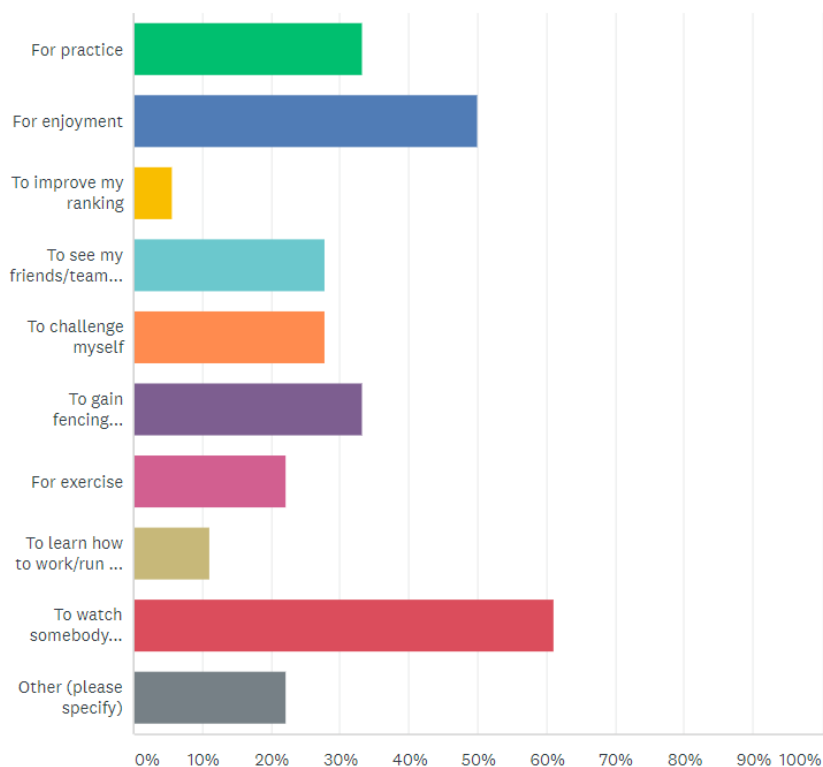
Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes	100.00%	18
▼ No	0.00%	0
TOTAL		18

If "Yes", why did you attend this tournament? (Check all that apply)

Answered: 18 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ For practice	33.33% 6
▼ For enjoyment	50.00% 9
▼ To improve my ranking	5.56% 1
▼ To see my friends/teammates	27.78% 5
▼ To challenge myself	27.78% 5
▼ To gain fencing experience	33.33% 6
▼ For exercise	22.22% 4
▼ To learn how to work/run a tournament	11.11% 2
▼ To watch somebody compete	61.11% 11
▼ Other (please specify) Responses	22.22% 4
Total Respondents: 18	

Showing 4 responses

- Helping the club run put on the tournament
10/29/2018 10:04 PM [View respondent's answers](#)
- Learn as much as possible about wheelchair fencing
10/29/2018 11:35 AM [View respondent's answers](#)
- Was required to work/set-up/take-down as we were the Host community.
10/29/2018 10:14 AM [View respondent's answers](#)
- To referee
10/28/2018 7:23 PM [View respondent's answers](#)

If "No", why did you not attend this tournament? (Check all that apply)

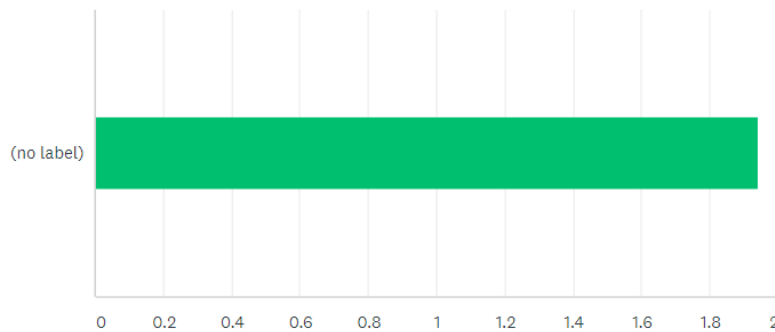
Answered: 0 Skipped: 18

⚠ No matching responses.

ANSWER CHOICES	RESPONSES
▼ Too expensive	0.00% 0
▼ Did not fit with my personal schedule	0.00% 0
▼ The competition schedule was inconvenient	0.00% 0
▼ The competition was too challenging	0.00% 0
▼ Do not see a point in competing	0.00% 0
▼ I am not registered with the SFA and cannot compete	0.00% 0
▼ Could not find a way to get to the tournament	0.00% 0
▼ Information about the tournament was unclear	0.00% 0
▼ Just did not feel like entering	0.00% 0
▼ Other (please specify)	Responses 0.00% 0
Total Respondents: 0	

How would you rate the tournament organization?

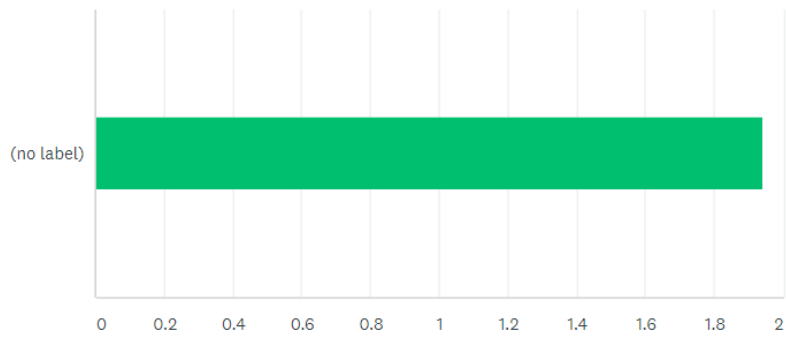
Answered: 18 Skipped: 0



	VERY GOOD	GOOD	NEITHER GOOD NOR BAD	BAD	VERY BAD	N/A	TOTAL	WEIGHTED AVERAGE
▼ (no label)	22.22% 4	61.11% 11	16.67% 3	0.00% 0	0.00% 0	0.00% 0	18	1.94

How would you rate the referees at the tournament?

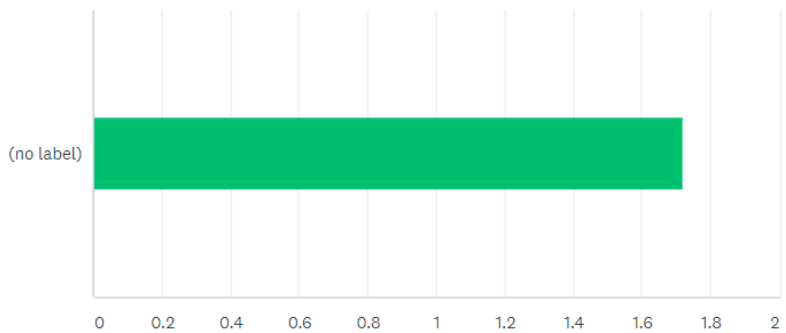
Answered: 18 Skipped: 0



	VERY GOOD	GOOD	NEITHER GOOD NOR BAD	BAD	VERY BAD	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	22.22% 4	66.67% 12	5.56% 1	5.56% 1	0.00% 0	0.00% 0	18	1.94

How would you rate the canteen at the tournament?

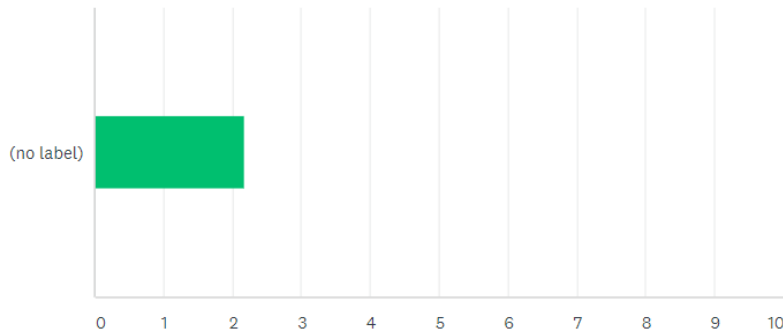
Answered: 18 Skipped: 0



	VERY GOOD	GOOD	NEITHER GOOD NOR BAD	BAD	VERY BAD	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	44.44% 8	38.89% 7	16.67% 3	0.00% 0	0.00% 0	0.00% 0	18	1.72

How would you rate the venue at the tournament?

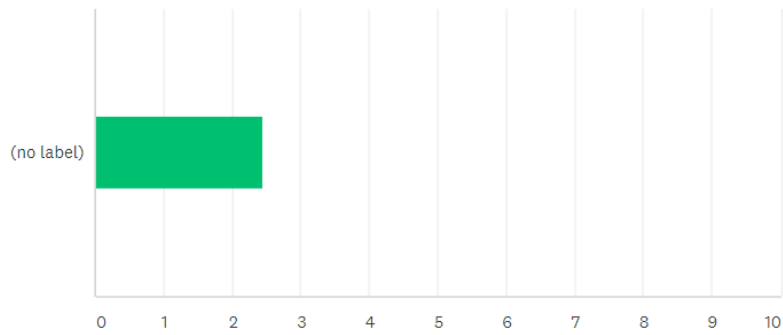
Answered: 18 Skipped: 0



	VERY GOOD	GOOD	NEITHER GOOD NOR BAD	BAD	VERY BAD	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	16.67% 3	55.56% 10	22.22% 4	5.56% 1	0.00% 0	0.00% 0	18	2.17

How would you rate the medal presentation ceremonies?

Answered: 18 Skipped: 0



	VERY GOOD	GOOD	NEITHER GOOD NOR BAD	BAD	VERY BAD	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	5.56% 1	44.44% 8	50.00% 9	0.00% 0	0.00% 0	0.00% 0	18	2.44

What can we do to improve your tournament experience for the next competition?

Answered: 10 Skipped: 8

-
- Group the events to allow athletes to compete in more than one without having to spend the night.
10/31/2018 8:21 PM [View respondent's answers](#)
-
- Live list of registrants on the website
10/31/2018 8:58 AM [View respondent's answers](#)
-
- It was hard to find where to register. Did not have a way to check event registrations prior to event -- to see how many were registered for a particular event.
10/29/2018 10:04 PM [View respondent's answers](#)
-
- Put they podium against the white wall, instead of in front of the desk / armory, etc Photos have random people in the background eating, etc which takes away from the intent
10/29/2018 3:49 PM [View respondent's answers](#)
- It would be nice if the medal presentation had a backdrop for each of the hosting clubs instead of curling rink or gym wall. It would nicer to take pictures against. Something to think about.
10/29/2018 10:14 AM [View respondent's answers](#)
-
- Really good job. Only thing I'd say is events should start on time. Sunday morning, both an epee competitor and a foil competitor showed up late, delaying the event start. Seems unprofessional. These competitors or their parents need to be more responsible and get there on time.
10/28/2018 10:27 PM [View respondent's answers](#)
-
- Suggest organizing it in Saskatoon or any other city that has hotels.
10/28/2018 10:18 PM [View respondent's answers](#)
-
- This is Jacob. I have a list and I'm looking forward to the reports from this.
10/28/2018 9:16 PM [View respondent's answers](#)
-
- It was too bad you had the "podium" in front of the window, computer and referees. The background should have been the white wall. Just a bit nicer for pictures. Nice venue.
10/28/2018 8:33 PM [View respondent's answers](#)
-
- Have more people take part.
10/28/2018 7:23 PM [View respondent's answers](#)
-

Summary

Most of the respondents to the survey were parents, which did provide us with good information on suggestions for the future, but we were definitely lacking the athlete perspective. Also, in not having anyone respond to the survey who did not attend, we missed out on figuring out what caused people to not participate or sign up, which is valuable information.

Generally, respondents thought the overall tournament was good. In the suggestions, many thought we should come up with some sort of backdrop or background we can have for the medal presentations so that photos are not in front of the desk. Moving forward, we should attempt to get more responses from coaches and athletes, as well as those who did not sign up or sign their child/ren up so that we can gain information on what is stopping people from competing, and hopefully address those reasons in the future.