

# Meeting Agenda and Minutes

May 11, 2023 | WFencing Board of Directors

## WFencing Board Members:

GRIFFITH, Christine  
HAMMONDS, Carissa  
MILLER, Vickie

OLDHAM, Jennifer  
RANDALL, Cathleen  
VAIL, Kathy

YAMASHITA, Taro  
ZIMMERMANN, Iris

## Agenda

Items requiring board action are shown in **boldface**.

Items included for information/discussion purposes are shown in *italics*.

## Standing Items

- Call the meeting to order (Cathleen RANDALL)
- Check-in – How are you doing? (All)
- **Review and approve meeting agenda (this document)**
- **Review meeting minutes:** April 2023 Board Meeting
- **Schedule location, date, and time of next meeting:** \_\_\_\_\_
- **Treasurer's Report** (Jen)
  - Current balance: \$10,538.63.
  - Taxes are being processed by Kim Anglin (accountant).
- *Chair's Report* (Cathleen)
- Membership report (Cathleen, Taro)

## Priority Business

- **WFencing Annual Board Meeting and Board of Directors Annual Elections Scheduling**
  - *Board members whose seats are set to expire in 2023:*
    - *OLDHAM, Jennifer; MILLER, Vickie; RANDALL, Cathleen; VAIL, Kathy; ZIMMERMANN, Iris.*
  - July 2, 2023: TENTATIVE date of annual board meeting AND board elections. Dates below are based on this date, and must be adjusted if this date changes.
  - June 22, 2023 (10 days prior to board meeting date): Date of notice of annual board meeting, including candidate information.
  - June 2, 2023 (30 days prior to board meeting date): Board candidate submissions to Secretary due.
  - ASAP/May 15, 2023 (this date not specified in WFencing bylaws, but time needed for confirmation of willingness to serve is needed before a candidate's name can be submitted to Secretary): Call for board candidate nominations.

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- May 3, 2023 (60 days prior to annual board meeting date): WFencing members must be members as of this date or earlier to be eligible to vote in annual board elections.
- **Proposals for Staggering Board Elections (Vickie). Pursuant to WFencing Bylaws Article IV (Directors), section 2 (number) and section 4 (election): three options for increasing the board size and the manner in which to do so.**
  - Option 1: In 2023, hold elections for the Board positions currently being filled by Oldham, Vickie Miller, Cathleen Randall, Kathy Vail, and Iris Zimmerman. In 2024, hold election for the Board positions currently being filled by Christine Griffith, Carissa Hammonds, and Taro Yamashita PLUS two additional Board seats. This increases the Board to 10 members.
  - Option 2: In 2023, hold election for three of the Board positions currently being filled by Jen Oldham, Vickie Miller, Cathleen Randall, Kathy Vail, and Iris Zimmerman PLUS three additional Board seats. In 2024, hold election for the Board positions currently being filled by Christine Griffith, Carissa Hammonds, and Taro Yamashita PLUS three additional Board seats. This increases the Board to 12 members.
  - Option 3: In 2023, hold election for two of the Board positions currently being filled by Jen Oldham, Vickie Miller, Cathleen Randall, Kathy Vail, and Iris Zimmerman PLUS three additional Board seats. In 2024, hold election for the Board positions currently being filled by Christine Griffith, Carissa Hammonds, and Taro Yamashita PLUS two additional Board seats. This increases the Board to 10 members.
- **Strategic vision for WFencing: Discuss and set 2023 priorities (top 3).** Suggested priorities (from Feb 2023 meeting) include:
  - Directors' insurance;
  - Fundraising for potential part-time WFencing staff;
  - Identify items/services needed by the Allies and Professional Development Committees;
  - Strategic outlook for WFencing
    - *Discussion: Strategic planning for WFencing in light of the recent USA Fencing/USFCA strategic alliance on coaching development.*
  - Revisiting/updating the WFencing Report Card.
- **2023 budget - recommendation and review**

## Committee Updates

- Professional Development Committee (Jen Oldham)
- Social Committee (Kathy Vail)
- Media and Marketing Committee (Heather Shankwiler)
- Allies Committee (Taro Yamashita/Liz Mayerich)
  - Chest Protectors project.

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## Other New and Old Business (5 minutes)

- USA Fencing elections.
  - Election information now available at [https://www.usafencing.org/news\\_article/show/1267568](https://www.usafencing.org/news_article/show/1267568).
  - Election voting window will open May 15, 2023.
- WFencing Report Card
- Summer Nationals Plan
  - Booth/Social Gathering at Summer Nationals;
- T-shirt delivery and additional sales:
  - Blue Gauntlet will distribute shirts at Summer Nationals in Phoenix, AZ.
  - Online order forms will be available shortly, with relatively short (~2 weeks) sales window.
  - We currently have 3 different t-shirt designs available, and 1 design for hoodie sweatshirts.
- Summer plans: meetings or events?

## Housekeeping

- Announcements and review of action items
- Adjournment

## Minutes

## Attendees

All attendees via Zoom online meeting.

<b>Board Members:</b>	<b>Others/Guests:</b>
<input checked="" type="checkbox"/> GRIFFITH, Christine	• <i>KASS, Sara</i>
<input type="checkbox"/> <del>HAMMONDS, Carissa</del>	• <i>LONADIER, Robert "Bob"</i>
<input checked="" type="checkbox"/> MILLER, Vickie	• <i>WEISS, Richard</i>
<input checked="" type="checkbox"/> OLDHAM, Jennifer	• <i>LEHFELDT, Damien</i>
<input checked="" type="checkbox"/> RANDALL, Cathleen	• <i>SHANKWILER, Heather</i>
<input type="checkbox"/> <del>VAIL, Kathy</del>	• <i>MAYERICH, Liz</i>
<input checked="" type="checkbox"/> YAMASHITA, Taro	
<input type="checkbox"/> <del>ZIMMERMANN, Iris</del>	

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## Standing Items

- Meeting called to order: 11:31 AM
- **Review and approve meeting agenda (this document) APPROVED WITH AMENDMENTS (Final version is shown in this document).**
- **Review meeting minutes:** April 2023 Board Meeting **APPROVED.**
- **Schedule location, date, and time of next meeting:** Addressed during Priority New Business section of meeting (see below). 6:00 PM (MT) on July 2, 2023, Phoenix, AZ.
- **Treasurer's Report (Jen OLDHAM): ACCEPTED.**
  - Current balance: \$10,538.63.
  - Taxes are being processed by Kim Anglin (accountant).
  - We are below taxable income threshold, and we expect to be for 2023.
- **Chair's Report (Cathleen RANDALL)**
  - Given.
- Membership report (Cathleen RANDALL, Taro YAMASHITA)
  - 54 Charter members; 8 Lifetime members.
  - Auto-renew is now set up for Charter members.

## Priority Business

- **WFencing Annual Board Meeting and Board of Directors Annual Elections Scheduling**
  - Vickie MILLER: reminded us that our annual meeting and elections are tied to USA Fencing Summer Nationals. All voting at the elections is done either in person, or by written proxy, where the proxy must be present in person, and the proxy must be in writing. Electronic communications, such as text messaging, qualifies as "in writing."
    - Other (non-voting) remote (e.g. Zoom) participation in the meeting is permissible.
  - **MOTION: Schedule the WFencing Annual Board meeting on July 2, 2023, at 6:00 PM (Mountain Time) in Phoenix, AZ, near the location of the 2023 USA Fencing Summer National Championships. Specific location TBA. APPROVED.**
    - Rich Weiss will ask USA Fencing for possible spaces.
    - This solidifies the various dates as they are laid out in the agenda, as the meeting date has been set for the working/proposed date of July 2, 2023.
- **Proposals for Staggering Board Elections (Vickie MILLER). Pursuant to WFencing Bylaws Article IV (Directors), section 2 (number) and section 4 (election): three options for increasing the board size and the manner in which to do so.**
  - Background information presented:
    - 2019-2021 -- Temporary board in place;

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- 2021 First formal board established
- Three options discussed. Clarification was given for the nuanced differences between options #1 and #3.
- **MOTION: Accept presented option #3. APPROVED.**
  - Option 3: In 2023, hold election for two of the Board positions currently being filled by Jen Oldham, Vickie Miller, Cathleen Randall, Kathy Vail, and Iris Zimmerman PLUS three additional Board seats. In 2024, hold election for the Board positions currently being filled by Christine Griffith, Carissa Hammonds, and Taro Yamashita PLUS two additional Board seats. This increases the Board to 10 members.
  - WFencing member, Damien Lehfeldt, offered to discuss with the board managing growth of the board, leaning on his prior experiences with other non-profit organizations. The board is appreciative.
- **Strategic vision for WFencing: Discuss and set 2023-2024 priorities (top 3).**
  - **MOTION: Reassign this discussion to the board to set up separate meeting(s) outside of this meeting to discuss further. Meeting(s) to be scheduled before July 2, 2023 meeting at Summer Nationals. APPROVED.**
  - Additional comments and notes:
    - Board will likely lean on the various Committees and ask the Committees to report at the annual meeting in July.
    - Meeting(s) may be open or not, TBD by board as they schedule them.
- **2023 budget - recommendation and review**
  - Tabled: this cannot be addressed until the priorities (above) are established.

## Committee Updates

- Professional Development Committee (Jen)
  - The 2022-2023 season activities will conclude next week (May 17, 2023) with the final installation of the WFencing Learning Pods. Jen OLDHAM noted the parallels between the WFencing Learning Pods and USA Fencing Coach Mentoring program in terms of scope and learning curves for those running the programs.
  - PD is considering how to position WFencing in light of the recent USA Fencing - USFCA partnership in coaching development.
  - Jen OLDHAM has applied to offer a program focused on supporting grassroots coaching development program for women's coaching through the International Coaching Enrichment Certificate Program (ICECP; <https://www1.udel.edu/ICECP/>). Jen's program, which aligns with the WFencing mission, is currently being done through USA Fencing, but could more directly involve WFencing later.

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- Cathleen RANDALL'S online workshop, "Creating a More Inclusive Fencing Environment for Women and Girls," offered on May 7, 2023, was very well received.
- US Center for Coaching Excellence 2023 North American Coach Development Summit on June 12-14, 2023
  - [Conference Info](#) . Jen OLDHAM and Cathleen RANDALL will be presenting information about WFencing Learning Pods at this conference.
  - Costs for presenters:
    - Registration (\$727.48)
    - Lodging (\$498.98)
  - **MOTION: to Approve funding to cover the costs of registration and lodging for Jen OLDHAM and Cathleen RANDALL to attend this event. APPROVED.**
- Social Committee (Kathy VAIL) & Media and Marketing Committee (Heather SHANKWILER)
  - Taro YAMASHITA expressed some confusion regarding the two committees, having confused the two for a single committee ("The Social and Media Committee"), rather than as two separate committees. During the discussion, it was questioned whether these two committees had been formally established by the board.
  - **MOTION: To establish the following two standing committees:**
    - **Social Committee. Responsibilities to include online networking, social media, and in-person meet-and-greet events. To be headed by Kathy VAIL (also board liaison).**
    - **Media and Marketing Committee. May be referred to as the "Media Committee" for brevity. Responsibilities to include all WFencing blog posts, articles, website development and maintenance. This group's scope is entirely online/digital. To be headed by Heather SHANKWILER, with Jen OLDHAM serving as Board Liaison (other board members are on the committee and may also substitute for Jen OLDHAM).**
    - **APPROVED.**
- Social Committee (Kathy VAIL):
  - Kathy not present at the meeting; topic skipped.
- Media and Marketing Committee (Heather SHANKWILER)
  - Provided a nice overview of the committee's goals, scope of work, and current path of work for this newer committee.
  - Board expressed a desire to have this committee advanced enough to be able to move off of the current online platform (Wix.com) before the next (annual) Wix.com subscription renewal date (April 15, 2024).

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- Allies Committee (Taro YAMASHITA & Liz MAYERICH)
  - Chest Protectors project:
  - “The Problem with Chest Protectors” blog post has 4500+ views thus far, and accounts for 46% of total WFencing blog post views in the past 1 year.
  - The chest protectors project has grown, and there is activity and interest from various parties (vendors, manufacturers) to pursue designing and building a better chest protector. We are starting to form connections.
    - Heather SHANKWILER: has offered to connect her husband (industrial design person) with Liz and Taro.
  - Vickie MILLER: reminded us of the potential revenue stream for WFencing through this project.

## Other New and Old Business

These topics were not discussed, due to time constraints.

## Housekeeping

- Action items:
  - Rich WEISS: ask USA Fencing for possible spaces for July 2, 2023 meeting;
  - Heather SHANKWILER: connect her husband, Dr. Kevin SHANKWILER, with Liz MAYERICH and Taro YAMASHITA (Allies Committee co-heads);
- Meeting adjourned at: 12:48 PM
- Minutes submitted by Secretary Taro Yamashita on: Saturday May 13, 2023.

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