

Meeting Agenda and Minutes

July 20, 2023 | WFencing Board of Directors

WFencing Board Members:

GRIFFITH, Christine
HAMMONDS, Carissa
MILLER, Vickie

OLDHAM, Jennifer
RANDALL, Cathleen
VAIL, Kathy

YAMASHITA, Taro

Agenda

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

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

The priority item for this meeting is the strategic planning, listed under “new business.”

Standing Items (10 minutes)

- Call the meeting to order (Cathleen)
- Check-in – How are you doing? (All)
- **Review and approve meeting agenda (this document)**
- **Review meeting minutes:** [Apr 2023 Agenda and Minutes](#).
- **Schedule location, date, and time of next meeting:**
- **Treasurer’s Report** (Jen)
- *Chair’s Report* (Cathleen)
- Membership report (Cathleen, Taro)

Old Business

- Schedule a special meeting to hold 2023 elections. We did not have a quorum at the annual meeting.
 - We need to determine what the interpretations of the bylaws are for this -- it may be that the quorum requirements will be different.
 - See Article III, Sections 4, 5, & 6 (bylaws linked below).
- Discussion: bylaws of WFencing.
 - The 2023 election brought to light some issues with the bylaws. Start to discuss some of those issues with an eye on fixing the bylaws this season.
 - Short list:
 - Quorum requirements for electing directors (with hybrid/electronic voting);
 - Agenda items to include at annual membership meeting (its current only mandated function is to elect directors);

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- Addressing/discussing best practices for directors who wish to be on a ballot, but who may also need to be involved in organizing or administering the election itself;
- Reviewing "chain of responsibility" in cases where a director cannot fulfill their duties (e.g. Secretary is up for reelection, and thus cannot tally the votes).

Committee Updates

- Professional Development Committee (Jen)
- Social Committee (Kathy)
- Allies Committee (Taro & Liz)
- Media & Marketing Committee (Heather)

New Business (10 minutes)

- Discussion: Committees -- clarify which board members are affiliated with which committees. (Jen)
- Strategic Planning Meeting: set a date & time for this meeting, and recruit participants. (Jen)

Housekeeping (5 minutes)

- Announcements and review of action items

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Minutes

All times listed in the minutes are Eastern Time.

Attendance:

- GRIFFITH, Christine
- HAMMONDS, Carissa
- MILLER, Vickie
- OLDHAM, Jennifer
- RANDALL, Cathleen
- VAIL, Kathy
- YAMASHITA, Taro

Standing Items (10 minutes)

- Meeting called to order at 11:33 AM
- **Review and approve meeting agenda (this document) Approved.**
- **Review meeting minutes:** [Apr 2023 Agenda and Minutes](#). **Approved.**
- **Schedule location, date, and time of next meeting:**
 - **Approved:** Next several quarterly board meetings:
 - 11:30 AM Thu Oct 19, 2023;
 - 11:30 AM Thu Jan 18, 2024;
 - 11:30 AM Thu Apr 18, 2024;
 - July 2024 meeting not scheduled at this time.
- **Treasurer's Report** (Jen)
 - \$9,459.71 current balance does not include the T-shirt sales from Summer Nationals of \$223.90. **Report Approved.**
- *Chair's Report* (Cathleen) (Skipped -- Cathleen was driving)
- Membership report (Taro):
 - WFencing has 60 total members (9 Lifetime; 51 Charter) as of July 20, 2023;
 - Iris Zimmermann stepped down from the board prior to this meeting, thus her removal from the roster, despite the pending election.

Old Business

- Schedule special membership meeting to hold 2023 elections, as we did not have a quorum at the annual meeting. Taro to work with Susan Borgos to address matters and to ensure that election and meeting processes are met.
 - Meeting: **Aug 16, 2023. 11:30 AM ET.**

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- Voting window for election of new board members (tentative): Fri Jul 28; close 12:01 AM Wed Aug 16, 2023.
- Meeting will be to announce voting results to the membership (rather than to conduct the election itself, as is normally the case);
- Topics to clarify: whether casting a vote amounts to assigning proxy for the sake of membership meeting quorum requirements, or if casting a vote can be an explicit assignment of proxy itself.
- **Resolved:** Taro to work with Susan Borgos on addressing updating bylaws. This to cover the main points already raised and any others that may become identified during the work. Taro to present proposed changes at the October 2023 board meeting.

New Business

- Discussion skipped over formal committee updates in favor of general status of existing committees, clarifying which board members are affiliated with which committees, and when each committee intended to start work for the 2023-2024 season.
 - Professional Development Committee:
 - Expects continuing with same roster:
 - Board members: Jen Oldham (head), Cathleen Randall, Carissa Hammonds, Christine Griffith.
 - Others: Nat Goodhartz, Sandra Marchant.
 - Committee needs nothing at this time;
 - Expects to have season-starting meeting August 2023;
 - Social Committee:
 - Board members: Kathy Vail (head), Christine Griffith wishes to join.
 - Other members: to be recruited;
 - Expect to start in Sep 2023.
 - Need: list of people to reach out to. Taro to provide list of WFencing members (names, contact information) to all Board Members for recruiting purposes.
 - Need: committees goals/objectives.
 - Allies Committee:
 - Board members: Taro Yamashita (co-head), Vickie Miller, Cathleen Randall.
 - Others: Jeff Kallio, Rich Weiss, Liz Mayerich (co-head);
 - Already started/continued work with a meeting yesterday (Wed Jul 19, 2023); Blog posts ready to go. CP project split off, recruiting for CP project subgroup.
 - Media & Marketing: (Vickie for Heather):
 - Board members: Vickie Miller;
 - Other members: Heather Shankwiler (2023 candidate for director);

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- Next/first meeting of season: TBD, but some work is already in progress.
Met with Allies Committee Jul 19, 2023.
- Elevator pitch already developed.
- **MOTION: To stand up the Strategic Planning Committee, whose purpose is to develop a strategic plan for WFencing. Committee's first tasks shall be to organize itself and to recruit members. Board member Jen Oldham to be head. APPROVED.**
 - Discussion: identified potential recruits: Heather Shankwiler, Damien Lehfeldt, Rich Weiss.
 - First meeting: TBD, based on recruiting efforts.

Meeting Adjourned 12:37 PM.

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Minutes submitted by Taro Yamashita 1:50 PM July 20, 2023.