

Meeting Agenda and Minutes

Oct 19, 2023 | WFencing Board of Directors

Agenda

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

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

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:** [[MEETING MINUTES July 2023](#)]
- **Treasurer's Report** (Jen)
- *Chair's Report* (Cathleen)

Committee Updates (20 minutes)

- Professional Development Committee (Jen)
- Social and Media Group (Kathy)
- Marketing (Heather)
- Allies Committee (Taro)

Old Business (5 minutes)

- Board Election Results (Taro) -- [Results Summary Document](#)
- Bylaws Amendments (Taro)
- Strategic Planning (Vickie)
- 2023 budget - recommendation and review

New Business (10 minutes)

- 2024 Meeting Calendar
- Other

Housekeeping (5 minutes)

- Announcements and review of action items
- Date of the next meeting.

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Oct 19, 2023 | WFencing Board of Directors

Minutes

Attendance

Board Members: <ul style="list-style-type: none"><input checked="" type="checkbox"/> CHUNG-FEDER, Adeline<input type="checkbox"/> GRIFFITH, Christine<input type="checkbox"/> HAMMONDS, Carissa<input checked="" type="checkbox"/> MILLER, Vickie<input checked="" type="checkbox"/> OLDHAM, Jennifer<input checked="" type="checkbox"/> RANDALL, Cathleen<input type="checkbox"/> SHANKWILER, Heather<input checked="" type="checkbox"/> WEISS, Richard<input checked="" type="checkbox"/> VAIL, Kathy<input checked="" type="checkbox"/> YAMASHITA, Taro	Others/Guests: <ul style="list-style-type: none">• <i>None.</i>
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Standing Items (10 minutes)

- Meeting called to order: 11:32 AM Eastern Time.
- **Review and approve meeting agenda (this document) -- Approved.**
- **Review meeting minutes: [July 2023](#) -- Approved**
- **Treasurer's Report (Jen)**
 - July 2023 statement ending balance: \$9,494.18. Current bank balance: \$10,194.60 (checking). Increase due to membership payments.
 - Request for reimbursement to Forge Fencing Team, Inc. for the Wix Invoices in the amount totaling \$780.00.
 - Accountant invoice amount due: \$575.00.
 - **Motion to approve reimbursements -- Approved.**
- **Chair's Report (Cathleen)**
 - Welcome to new board members.
 - Would like to do membership drive -- to work with Heather SHANKWILER (Marketing committee chair) on this.
 - Defer further updates to committees.

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Committee Updates (20 minutes)

- Professional Development Committee (Jen)
 - Has met three (3) times since July, 2023.
 - Adeline CHUNG-FEDER is now on the committee.
 - The Athena Project -- a new initiative by Northwest Fencing Center (NWFC) that is intended to be a series of three events, all focused on women:
 - An athlete-focused weekend training camp (currently scheduled);
 - A coach-focused weekend training camp (TBA);
 - An athlete and coach-focused week-long training camp (TBA);
 - NWFC has reached out to WFencing to become involved, though the specific capacity is still fluid. (The primary connection is that NWFC coach, Michael McTigue, is a long-time associate of WFencing Professional Development committee member, Sandra Marchant, who will be involved in the Athena Project.)
 - Adeline CHUNG-FEDER and Jen OLDHAM are starting to reach out to PISTE (Prescod Institute for Sport, Teamwork, and Education) and NWFC to collaborate on a summer 2024 (possibly August) event at NWFC that could resemble the WFencing Colloquium, including USFCA examinations.
 - The collective group of WFencing, PISTE, and NWFC has greater diversity among coaches/members/leadership that could make any application for grants stronger.
 - Online Events:
 - Currently planning to host 3-4 one-hour sessions, with topics open.
 - Approaching (mostly women) presenters to promote their projects.
 - Advocating for more research within fencing:
 - While attending the ICEEP Event, Jen OLDHAM became aware of the discrepancy between fencing's use of research in coaching vs other sports' use of research in coaching.
 - There is a need to incorporate research in fencing coaching; specifically to include "facilitating research" as part of the job description for USA Fencing national team coaches.
 - The scope of WFencing's involvement is only in advocating that the national coaching job descriptions include "facilitating research" (or similar); actually doing the research or designing interventions based on the research is beyond the scope of what is currently imagined for WFencing.
- Social and Media Group (Kathy)
 - Nothing to report.
 - Nothing currently planned for October NAC.

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- Discussion ensued: Adeline CHUNG-FEDER suggested having a basic set-up with space with table/banner or similar set up we had at the July 2023 Summer Nationals. Rich WEISS believes that we can get this OK'd through the national office in time.
- Marketing (Heather)
 - Heather not present -- no update.
- Allies Committee (Taro)
 - Currently Allies Committee has three blog posts queued for publication;
 - Other projects (chest protectors, Everyday Allyship as course/seminar) delayed or stalled, but not forgotten.

Old Business (5 minutes)

- Board Election Results (Taro) -- [Results Summary Document](#)
- Bylaws Amendments (Taro)
 - Previous work will be scrapped, as the scope of amendments was incorrect.
 - Scoping will be modified as work continues:
 - Decouple the election from the annual membership meeting
 - Do not change they quorum requirements for the membership meeting
 - Add clarity as to how electronic voting will be used
 - Taro had intentionally left this untouched for a month in an effort to “forget” some of the biases and assumptions from previous work that turned out to be incorrect.
- Strategic Planning (Vickie)
 - Proposal: have next meeting focused on strategic planning for 1-3 years.
 - Jen: to activate the previously approved subcommittee (previous minutes) for this purpose. To date, this subcommittee has not yet been established, but it is approved.
 - Rich, Jen, and Vickie to meet prior to the next meeting to discuss this.
- 2023 budget - recommendation and review
 - 2022 budget approved; recommend now executive committee before next board meeting, develop something to review at next meeting.
 - Will need feedback from committees for specific budget needs for the coming year.

New Business (10 minutes)

- 2024 Board of Directors Meetings Calendar (all times are Eastern Time):
 - Jan 18, 2024 11:30 AM
 - Apr 18, 2024 11:30 AM
 - Jul 18, 2024 11:30 AM
- Other

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- Cathleen notes her possible short-term unavailability around Dec 13, 2023 for medical reasons.

Housekeeping (5 minutes)

- All directors (including new ones) now have access to the Google Group.
- Date of the next WFencing Board Meeting (see also “New Business” section)
 - Jan 18, 2023 11:30 AM Eastern Time
- Meeting adjourned at: 12:27 PM.

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Minutes submitted by Taro Yamashita 1:11 PM (Eastern Time) Oct 22, 2023.

Amended by Taro Yamashita to correct and to add clarity to the description of the Athena Project 1:55 PM (Eastern Time) Oct 26, 2023.