

Meeting Agenda and Minutes

Apr 18, 2024 | 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 and approve meeting minutes:** [Feb 8, 2024 Special Board Meeting Agenda and Minutes](#)
- **Treasurer's Report** (Jen)
- Chair's Report (Cathleen)

Committee Updates (20 minutes)

- Professional Development Committee (Jen)
- Social and Media Committee (Adeline, Kathy)
- Marketing Committee (Heather)
- Allies Committee (Taro)
- Tournament Committee (Rich)
- Executive Committee (Vickie)

Old Business (15 minutes)

- Athena Project
- WFencing as entity to submit bids to host USA Fencing events

Housekeeping (5 minutes)

- Announcements and review of action items
- **Set date of the next meeting – Quarterly Board Meeting** TBD

New Business (20 minutes) -- Executive Session

- Discuss potential MOU/Agreement between WFencing and USA Fencing
 - [MOU Between USA Fencing and USFCA](#) (provided for reference)
- Start Election 2024 Planning
 - **Set date for election** (will allow us to set other deadlines related to election)
- Identify potential next Secretary of WFencing.
 - Taro will be stepping down at the conclusion of his term after the 2024 election.

Meeting Agenda and Minutes

Apr 18, 2024 | WFencing Board of Directors

Minutes

Attendees

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

- **Approved:** Agenda for this meeting (this document)
- **Approved:** Minutes from [Feb 8, 2024 Special Meeting](#)
- **Approved:** Treasurer report
 - \$8,658.28 bank balance (4/18/2024).
 - Treasurer recommends recruiting business/finance people to join board.
- Chair Report – many thanks to Taro for his commendable service

Committee Updates

- **Professional Development (Jen Oldham)** *Included herein is the agenda item, “Athena Project” under “Old Business.”*
 - Kudos to Adeline & Heather. Help from others has been key, too.
 - Athena Project update:
 - Weapon leaders selected: Jen Oldham/Ola Shelton (Sabre), Iman Blow (Foil), Sandra Marchant (Epee).
 - Response for coaching development is outstanding.
 - Response for athlete participants is lacking. Currently registration is about 30% full, evenly distributed among weapons.
 - Athena Project has been presented to USA Fencing and will be presented internationally.
 - Additional funding being sought. See MOU discussion later in meeting.

Meeting Agenda and Minutes

Apr 18, 2024 | WFencing Board of Directors

- Marketing materials being made and supported by board members. Banner will be present at April NAC. Need to do more one-on-one marketing.
- WFencing contribution discussion.
- Question from Adeline, “Who owns Athena Project?” lead to a discussion of Athena Project as an entity and a collaboration. Not just a camp, and not owned. Need to explain the coaching benefit identified.
- Learning Pods planned for fall 2024, by requests.
- Women Leaders in Sports 4-day national convention each year – we should attend.
- WECOach – identified as group with whom to network and to connect.
- **Social & Media Committee (Kathy Vail)**
 - Working on procuring WFencing giveaways trinkets (buttons, bracelets, stickers) for distribution at Summer Nationals.
 - **Approved:** WFencing to cover costs for up to \$500.
 - April NAC: promotional banners planned, and display table possible.
 - Summer Nationals: table and social event planning in progress
 - iFundWomen.com identified as a resource for for sharing with WFencing membership.
- **Marketing (Heather Shankwiler)**
 - Made marketing pushes for Athena Project on social media using Athena Project blog post by Allies Committee
 - Planning to make marketing contact/“touches” to WFencing audience monthly at least through July 2024.
 - Website update/transition status:
 - [Proposed plan for new website](#) was distributed via email to board members earlier.
 - Wix account has been transitioned from annual to monthly billing.
 - Need a committee to revamp website and to recruit others with more expertise in website development (currently all work is being done by Cathleen Randall and Heather Shankwiler).
 - Discussed creating paywall for member-only material.
- **Allies Committee**
 - Rich Weiss will succeed Taro Yamashita as WFencing board liaison to the Allies Committee and as co-head of the Allie Committee. Liz Mayerich will continue as the co-head, along with Rich.
 - [Athena Project: History in the Making](#) blog post published (Mar 7, 2024).
 - New post series by pioneering women underway. Will use approved funds for author (\$150).

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Apr 18, 2024 | WFencing Board of Directors

- Recruited people who have agreed to participating by writing blog posts or being interviewed: Arianna Klinkov (writing), Sada Jacobson (interview -- Heather Shankwiler is local to Sada, and has been identified as the interviewer candidate)
- Recruited people who have yet to agree: Mariel Zagunis
- Chest protector project update:
 - A prototype has been created;
 - Subcommittee is currently waiting for others (outside group) to meet.
 - To Do (Taro): Check on reimbursement for materials (verify when this was approved, and the amount).
 - Vickie reminded board that manufacturers may be ready soon – January 2025 possible. We will need to forward plan the intellectual property and expenses for potential revenue from this project.
- **Tournament Committee (Rich Weiss)** *Included herein is the agenda item, “WFencing as entity to submit bids to host USA Fencing events” under “Old Business.”*
 - Bid for RYC/RJCC “Cleveland Rocks RYC/RJCC” submitted for Oct 26-27, 2024 with Nov 2-3, 2024 (backup).
 - Already contact/hired: Elizabeth Baker (Armorer), Absolute Fencing Gear, Inc. (Strip equipment), Sean Shumate (Head Referee), Rich Weiss (tournament support).
 - Rich and Jen see this event as potentially profitable for WFencing and attractive to participants because it supports a cause
- **Executive Committee (Vickie Miller)**
 - The Board discussed the potential of entering into an agreement with USA Fencing. Board dialogue centered around WFencing's strategic plan, mission, and vision. The Board delegated Vickie Miller and Cathleen Randall to follow-up with the National Officer on behalf of the Board.
 - Meeting scheduled for 4/18/2024 between WFencing and USA Fencing.

Housekeeping

To be done via email after this meeting (not covered during this meeting)

- WFencing Election planning
- WFencing Annual Meeting
- Summer Nationals and Olympics pre-planning

Executive Committee Meeting will be called. Time and date unspecified at this meeting.

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