

Capital City Fencers' Club

Annual General Meeting Minutes

Date: Monday, December 4, 2017

Location: Royal Oak Middle School gym

Members present: Joseph Barss, Frances Barss, Laurence Barss, Stacy Chappel, Raul Enriquez, Deniza Ospan, Felix Morrow, Miko Ross, Robert Smith, Orion Stone-McNeil (part), Connor White

Call to order

The meeting was called to order at 8:15 pm with Felix in the chair.

Approve agenda

MOTION CARRIED: to approve the agenda with the addition of “track suits and hoodies” to the final item.

Last meeting minutes

MOTION CARRIED: to approve the Minutes for the December 7, 2016 Annual General Meeting as presented.

President report

Rob reported the club held two tournaments, and had successfully renewed gaming funding. The beginner class had changed to a one-hour format in September 2017 and retention is higher. The club had received grants from ViaSport to pilot fencing classes in two schools, and will repeat the program this year.

Financial Report

Stacy presented the 2016-17 financial statements (Appendix). Grant revenue in 2016-17 included \$3,700 from gaming funds and 2,000 from ViaSport. She reported the club had met its budget goals, and ended with a surplus of \$1,154.36 at August 31, 2017. This is an improvement over some recent years.

Stacy presented the financial statements for the year-to-date at November 30, 2017, The club was awarded a gaming grant of \$3,150 for the current year, and is not anticipating a renewal of the ViaSport grant this year. The club is in a strong position and is able to cover the expense of current commitments, rent to June 2018 and coaching fees for the in-school workshop, with current assets. The 2017-18 budget includes funding for supporting drivers taking youth to tournaments and t-shirts.

Approval of rates for fees and stipends

Stacy presented the schedule for fees, waivers and stipends for the coming year. She noted that it is important

for these fees to be member-approved because those involved in club governance and leadership of the club are often also those receiving payment or fee waivers. She reported the board is also proposing a policy on reimbursing travel expenses as this is a new budget item in 2017.

MOTION CARRIED: to approve club fee schedule for 2017-2019 as follows:

Fees:

Beginners class:	\$60.00
Monthly membership	\$40.00
Drop in fee	\$10 (some special events half price)
Weekend workshop	free for CCFC and UVIC members

Membership fee waivers:

Beginner class instructors
Club armory/president

Instructor payment:

Workshops:	\$40/hour of instruction
In school classes:	\$40/hour of instruction

Travel reimbursement policy

With pre-approval, and while funds are available, the club will reimburse the ferry fare expense for one driver and vehicle per vehicle when a parent volunteer or coach transports multiple youth fencers to a tournament in Vancouver.

Elections

Board election

Robert Smith, Stacy Chappel and Orion Stone-McNeil were elected to the board

Youth advisory election

Joseph Barss, Frances Barss, Laurence Barss, Raul Enriguez, Deniza Ospan, Felix Morrow, and Connor White joined the youth advisory.

The Youth Advisory members elected Felix Morrow as youth rep to the Board.

Programming plan update

Workshop Roster

A straw poll found interest for Saturday workshops as follows:

Refereeing – 7 votes

Advanced Epee – 6 votes

Repair workshop – 4 votes

Sabre – 2 votes

Escrime Sundae

Dates for Escrime Sundae were discussed. A Saturday in late February was the preferred option.

Fencing in schools

The club is sponsoring “introduction to fencing” PE classes at Royal Oak Middle School on January 11 – 12. Miko and Orion are coaching. The school was part of the pilot project in 2016-17, and asked to expand to two days (8 PE classes) from 3 PE classes last year.

T-shirt and patch orders

Stacy reported that the youth advisory had requested club T-shirts last year, and she has obtained quotes for club patches and t-shirts. Patches would cost ~\$10 each. Tshirts would be in the \$20 range, and could include logo on front, and, if desired, name the preferred weapon on back.

Consensus was that hoodies or track suits would be preferred over t-shirts, and Stacy was tasked to obtain additional quotes.

APPENDIX 1

Capital City Fencers' Club

Statement of Revenue and Expense
September 1, 2016 – August 31, 2017

REVENUE	Island Savings	Gaming	ISCU membership	Total	2016-17 Budget	Percentage
Fees						
Membership fees	\$3,900.00			\$3,900.00	\$4,280	91.12%
Beginner Class	\$1,080.00			\$1,080.00	\$660	163.64%
less beginner class refunds	-\$180.00			-\$180.00		
Workshops	\$35.00			\$35.00	\$100	35.00%
Drop-in fees	\$710.00			\$710.00	\$625	113.60%
Events and fundraisers				\$-00		
Tournaments	\$2,613.35			\$2,613.35	\$900	290.37%
less donations collected at tournament	-\$1,585.75			-\$1,585.75	\$300	-528.58%
Grants				\$-00		
BG Gaming		\$3,700.00		\$3,700.00	\$3,700	100.00%
ViaSport Sport Development	\$2,000.00			\$2,000.00	\$2,000	100.00%
Volunteers and donations				\$-00		
In kind contributions				\$-00		
Equipment sales/repairs (recoup cost)	\$1,002.44			\$1,002.44		
Bank Interest				\$-00	\$2	0.00%
chequing account	\$2.60			\$2.60		
gaming grant account interest		\$0.96		\$0.96		
membership share interest	\$-00		\$0.12	\$0.12		
Other				\$-00		
Other	\$-00			\$-00		
TOTAL REVENUE	\$9,577.64	\$3,700.96	\$0.12	\$13,278.72	\$12,567	105.67%
EXPENSES	Island Savings	Gaming	ISCU membership	Total	2016-17 Budget	Comment
Rent						
Regular rent	\$1,791.30	\$2,851.80		\$4,643.10	\$4,847	95.79%
Tournament rent	\$147.00	\$438.90		\$585.90	\$800	73.24%
Supplies, Equipment, Software				\$-00		
equipment purchase	\$5,206.60	\$254.26		\$5,460.86	\$3,048	179.18%
tournament software license				\$-00	\$100	0.00%
Supplies - tournaments	\$-00			\$-00	\$100	0.00%
Prizes				\$-00	\$100	0.00%
Office supplies				\$-00	\$54	0.00%
Promotions				\$-00		
Posters and print advertising				\$-00	\$-00	
Website hosting & updates (in kind)				\$-00		
Wages and benefits				\$-00		
Instruction - beginner classes				\$-00		
workshop instruction	\$400.00			\$400.00	\$1,000	40.00%
School workshop instruction	\$800.00			\$800.00	\$1,800	44.44%
Legal and insurance				\$-00		
Legal (Society Filing)				\$-00	\$25	0.00%
Insurance and BC Fencing Association Fees	\$65.00	\$150.00		\$215.00	\$65	330.77%
Bank fees	\$13.50	\$6.00		\$19.50		
TOTAL EXPENSES	\$8,423.40	\$3,700.96	\$-00	\$12,124.36	\$11,938.64	101.56%
BALANCE	\$1,154.24	\$-00	\$0.12	\$1,154.36	\$628	183.83%

Financial Statement
Capital City Fencers' Club
 Balance Sheet

Aug 31, 2017

	General Fund	Gaming Fund	Membership	Total
ASSETS				
<i>Chequing Account</i>				
<i>Opening balance</i>	\$1,400.52	\$0.00	\$5.12	\$1,405.64
<i>Deposits</i>	\$11,340.79	\$3,700.00		\$15,040.79
<i>Cheques Cashed/Expenses paid</i>	-\$10,189.15	-\$3,700.96		-\$13,890.11
<i>Interest</i>	\$2.60	\$0.96	\$0.12	\$3.68
Total cash on hand	\$2,554.76	\$0.00	\$5.24	\$2,560.00
Receivables				
<i>Reimbursement owed</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Received, not deposited</i>	\$0.00	\$0.00	\$0.00	\$0.00
Total Receivables	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL ASSETS	\$2,554.76	\$0.00	\$5.24	\$2,560.00
LIABILITIES				
<i>Liabilities</i>				
<i>Pending expenses</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Outstanding cheques - chequing account</i>	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL LIABILITIES	\$0.00	\$0.00	\$0.00	\$0.00
Equity				
<i>Equity</i>	\$2,554.76	\$0.00	\$5.24	\$2,560.00
TOTAL EQUITY	\$2,554.76	\$0.00	\$5.24	\$2,560.00
TOTAL LIABILITIES & EQUITY	\$2,554.76	\$0.00	\$5.24	\$2,560.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00

Capital City Fencers' Club

Statement of Revenue and Expense

September 1 – November 30, 2017

REVENUE	Island Savings	Gaming	ISCU membership	Total	2016-17 Budget	Percentage
Fees						
Membership fees	\$1,160.00			\$1,160.00	\$4,500.00	25.78%
Beginner Class	\$720.00			\$720.00	\$900.00	80.00%
Drop-in fees	\$105.96			\$105.96	\$670.00	15.81%
Events and fundraisers						
T-shirt sales				\$0.00	\$140.00	0.00%
Tournaments	\$0.00			\$0.00	\$1,200.00	0.00%
school workshops				\$0.00	\$300.00	0.00%
Grants						
BG Gaming		\$3,150.00		\$3,150.00	\$3,150.00	100.00%
Viasport				\$0.00		
Volunteers and donations				\$0.00		
In kind contributions				\$0.00		
Equipment sales/repairs (recoup cost)	\$1,991.89			\$1,991.89		
Bank Interest				\$0.00		
chequing account	\$0.78			\$0.78		
gaming grant account interest		\$0.07		\$0.07		
membership share interest			\$0.00	\$0.00		
Other				\$0.00		
Other	\$0.00			\$0.00		
TOTAL REVENUE	\$3,978.63	\$3,150.07	\$0.00	\$7,128.70	\$10,860.00	65.64%
EXPENSES	Island Savings	Gaming	ISCU membership	Total	2016-17 Budget	Percentage
Rent						
Regular rent	\$12.60	\$2,328.29		\$2,340.89	\$4,951.00	47.28%
workshop rent				\$0.00	\$1,008.00	
Tournament rent	\$0.00	\$0.00		\$0.00	\$650.00	0.00%
Supplies, Equipment, Software				\$0.00		
equipment purchase	\$2,254.95	\$0.00		\$2,254.95	\$885.00	254.80%
tournament software license				\$0.00		#DIV/0!
Supplies - tournaments	\$0.00			\$0.00	\$50.00	0.00%
Prizes	\$78.40			\$78.40	\$40.00	196.00%
Office supplies				\$0.00	\$50.00	0.00%
Youth tournament travel	\$298.80			\$298.80	\$1,000.00	
Promotions				\$0.00		
Posters and print advertising				\$0.00	\$50.00	
club t-hirts				\$0.00	\$140.00	
Wages and benefits				\$0.00		
Instruction - beginner classes				\$0.00		
workshop instruction	\$200.00			\$200.00	\$800.00	25.00%
School workshop instruction	\$0.00			\$0.00	\$800.00	0.00%
Legal and insurance				\$0.00		
Legal (Society Filing)				\$0.00	\$15.00	0.00%
Insurance and BC Fencing Association Fees	\$0.00	\$0.00		\$0.00	\$215.00	0.00%
Bank fees	\$11.00	\$0.00		\$11.00	\$6.00	183.33%
TOTAL EXPENSES	\$2,855.75	\$2,328.29	\$0.00	\$5,184.04	\$10,660.00	48.63%
BALANCE	\$1,122.88	\$821.78	\$0.00	\$1,944.66	\$200.00	972.33%

Financial Statement
Capital City Fencers' Club
 Balance Sheet

Nov 30, 2017

	General Fund	Gaming Fund	Membership	Total
ASSETS				
<i>Chequing Account</i>				
<i>Opening balance</i>	\$2,554.76	\$0.00	\$5.24	\$2,560.00
<i>Deposits</i>	\$3,933.45	\$3,150.00		\$7,083.45
<i>Cheques Cashed/Expenses paid</i>	-\$2,855.75	-\$2,328.29		-\$5,184.04
<i>Interest</i>	\$0.78	\$0.07	\$0.00	\$0.85
Total cash on hand	\$3,633.24	\$821.78	\$5.24	\$4,460.26
Receivables				
<i>Receivables owed</i>	\$202.78	\$0.00	\$0.00	\$202.78
<i>Received, not deposited</i>	\$44.40	\$0.00	\$0.00	\$44.40
Total Receivables	\$247.18	\$0.00	\$0.00	\$247.18
TOTAL ASSETS	\$3,880.42	\$821.78	\$5.24	\$4,707.44
LIABILITIES				
<i>Liabilities</i>				
<i>Commitments</i>	\$3,084.24	821.78		\$3,906.02
<i>Outstanding cheques - chequing account</i>	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL LIABILITIES	\$3,084.24	\$821.78	\$0.00	\$3,906.02
Equity				
<i>Equity</i>	\$796.18	\$0.00	\$5.24	\$801.42
TOTAL EQUITY	\$796.18	\$0.00	\$5.24	\$801.42
TOTAL LIABILITIES & EQUITY	\$3,880.42	\$821.78	\$5.24	\$4,707.44
Balance	\$0.00	\$0.00	\$0.00	\$0.00