

DRAFT
HARRISBURG DIVISION
Executive Committee Meeting
August 15, 2009

Chairperson Nannette Halliwell called the meeting to order at 10:10 AM at Lebanon.

Executive committee members present: Tim Stuhldreher, Vice-Chairperson; Richard Kirchoff, Secretary-Treasurer; April Kauffman, Member-at-Large; Gary Rusen, Member-at-Large; Cindi Moore, Member-at-Large; Terrie Doom, Member-at-Large; and Hanna Emig, Member-at-Large was represented by proxy by Chris Medalis. Not Present: Carol Buersell, Congress Representative.

OLD BUSINESS:

The minutes from the Harrisburg Division annual meeting were distributed and reviewed. It was noted that since this was an executive committee meeting that the minutes for the annual meeting would have to be officially accepted by the membership at the next general membership meeting.

NEW BUSINESS

A review of the standing committees was discussed and a handout was given listing the members on each committee.

NOMINATING COMMITTEE: Tim Stuhldreher (Chair), Richard Kirchoff, Terrie Doom, Carol Adams, Rachel Caldwell

The nominating committee chair will review the by-laws for the dates required for the nomination and election process and give a report at the next meeting in October.

TOURNAMENT COMMITTEE: Hannah Emig (Chair), Richard Kirchoff, Terrie Doom, Gary Rusen, Kim Bleecker, Nannette Halliwell, Tim Stuhldreher, Cindi Moore.

A discussion of available sites and restrictions took place. York YMCA, Fencing room is available mostly on Sundays with prior request. The larger gym may be available for some tournaments. Lebanon YMCA at the VA, Saturday mornings are available from 9AM to 1PM with prior approval. Millersville College club site at Brooks Hall is available on most Friday nights. Weekend tournaments at Brooks Hall may possibly be available but under a very limited basis. Nick Alexe's club site may be available for small tournaments. At present the site has very limited space.

A prior request was made to define the difference in club sponsored and division sponsored tournaments. After some discussion between the members the following was presented:

All division qualifying events will be division sponsored. The division will receive 75% of the gross income. The division officers will run the tournament, provide referees as needed, provide division scoring equipment that is available, provide awards or medals. The host club will receive 25% of the gross income. The club will provide the site, possibly provide some extra scoring equipment if needed (Equipment Lending Policy To Be Determined).

All other events scheduled for the season will be club sponsored events. The club will receive 75% of the gross income. The club will provide the site, arrange for referees, provide the equipment, and administer the tournament. The club may provide their own medals or give medals from the division. The division will receive 25% of the gross income. The division will provide one officer to assist in running the tournament. The division will sanction the tournament provided that all USFA rules are applied. The division will provide one set of scoring equipment if requested. (Equipment Lending Policy To Be Determined). The division will provide medals if needed.

This breakdown of splitting of funds has been in effect for some time but the wording of the policy was removed from the by-laws during the last revision. The policy was to be placed in the Division Operations

manual that was never completed. Buzz Hurst from the USFA recommended that we use the Division Operations manual published by the USFA.

It was noted by the treasurer that we currently have a large supply of fencing medals.

The date presented for the Hesperheide Foil is April 11, 2010. It was noted by Mr. Kirchoff that the Junior Sectionals may be held either the weekend of April 10-11 or April 17-18, 2010. It may be advisable to move the Hesperheide if it falls on the same date as the Junior Sectionals. The date presented for the Tom Dann Epee is June 5, 2010.

OFFICIALS COMMITTEE: Richard Kirchoff (Chair-person), Terrie Doom

The officials committee is charged with making sure that there is rated referees at all division tournaments. The officials committee is to keep a list of all rated referees in the division. The officials committee is currently working on having a referee's clinic in the division. (More information was given later in the meeting)

TECHNICAL COMMITTEE: April Kauffman (Chairperson), Kim Bleecker, Andy Halliwell, Amy Madzellan, Cindi Moore

The technical committee will collect and inventory all division scoring equipment. The technical committee will determine any needed equipment or repairs to be made. A report will be made at the next meeting in October. The technical committee will arrange that all sites hosting division tournaments will have division equipment.

An equipment lending policy will be determined by the Technical and Tournament Committees and will be presented in the near future, possibly at the next meeting in October.

SENIOR MID-ATLANTIC SECTIONALS

We will be hosting the Senior Mid-Atlantic Sectional Championships on May 1-2, 2010.

Dick Kirchoff presented a budget based on last year's event, which was held in Maryland. It was noted that Maryland did lose over \$1100.00 dollars running the tournament. The Mid-Atlantic Section officers did vote to reimburse the Maryland Division for their loss. It was noted however that the loss most likely occurred due to a number of factors. The Section can not afford to reimburse a loss such as this every year, so we are going to work within a very strict budget to attempt to make a small profit for the division..

Mr. Kirchoff gave a brief overview on a breakdown of division responsibilities and section responsibilities for the tournament.

A discussion was made about available sites for the tournament. Mr. Rusen presented a quote from the Northern Lebanon High School, which had been used to host the Junior Sectionals in 2007 by our Division. Nannette Halliwell also had a possible site in York at the York Learning Center. The quote from Northern Lebanon was within the amount estimated on the budget. Mr. Kirchoff stated that he would be willing to have Nannette check the York site for availability and rental. Mrs. Halliwell suggested that we just agree to use the Northern Lebanon site since we had used it before and it was priced within our estimated budget. It was agreed that Mr. Rusen would contact the school and reserve the site for the Mid-Atlantic Sectionals.

NOTE: Mr. Rusen excused himself at this time from the meeting due to a prior commitment.

HARRISBURG DIVISION WEB SITE

Nannette Halliwell and Doug Schrom will manage the web site. Dick Kirchoff gave the password and user name that Steve Squibb had sent to him for the web site to Nannette Halliwell. The invoices will be sent to Dick Kirchoff's address.

DIVISION FINANCIAL STATUS

Mr. Kirchoff reported that Steve Squibb closed the Division account on July 31, 2009 that was at Member's 1st Credit Union. There was no branch of that credit union that was very close to Mr. Kirchoff's home address. The amount of the check that Mr. Kirchoff received from Mr. Squibb was \$ 7758.55. That was the balance in the account as of 7/31/09. Mr. Kirchoff opened a new account for the Division at Susquehanna Bank on 08/06/09. The check was deposited into a checking account, which will draw 1% interest provided a minimum balance of \$5000.00 is maintained. If the balance drops below \$5000.00 the account will draw .05% interest. Mr. Kirchoff presented documentation to show evidence of the closing and opening of the accounts. It was noted that one check had been written from the account to pay the monthly invoice for PA online for \$19.95. It was also noted that Mr. Rusen had given the division a check for \$ 118.75 before this meeting, for the division share of the Tom Dann

After some discussion it was recommended that a second person be put on the account in case Mr. Kirchoff would be unable or unavailable to sign checks. Mr. Stuhldreher will be the other person listed on the account. Mr. Kirchoff will check with the bank to see what needs to be done to place Mr. Stuhldreher on the account.

There was a discussion about having the treasury records audited at this time. There was discussion for and against having an audit done. Steve Squibb had been the treasurer since February 2006. He had taken over the job when the former treasurer was not able to continue in the office. It was noted that he did a good job it trying to get the records in order at that time. There had been some previous problems with the former administration keeping accurate records. It was also noted that he had done an excellent job in his term as treasurer and a superb job with managing the financial reports when we hosted the Junior Sectionals in 2007. Mr. Kirchoff did not want to have any negative comments directed at Mr. Squibb who had tried to do as good as job as he possibly could. Ms. Doom was concerned about cost and what benefit having records audited that may not even be obtainable from the prior administration who no longer is in this division would accomplish. Mrs. Moore and Mr. Stuhldreher were in favor of the audit just to try to clear up some of the issues in the past if possible. After some more discussion it was agreed that as long as we would spend no more than \$200.00 for an audit that we would attempt to find someone who could look over the records.

Mr. Kirchoff stated that as treasurer he intended to keep a ledger for the account, rather than just entries in a checkbook. He also stated that to receive any payment from him a receipt would be necessary. He suggested that other than for special events, the executive committee approve any check written in the amount over \$100.00.

REFEREE CLINIC

Terrie Doom gave a brief presentation of her progress with having a referee clinic in this division. It was decided that the August dates previously proposed would have been too soon to give candidates time to study. It was suggested that the candidates get a copy of the study guide and the rules and possibly form small study groups. Possibly something could even be organized through a yahoo group that Mrs. Halliwell was willing to set up. We would possibly open this up to other divisions so that we could cut some of our own costs. Terrie will try to get some other dates later in the year from Brad Baker.

NEXT EXECUTIVE COMMITTEE MEETING

Nannette stated that the next meeting would be in October at a time and date to be announced.

The meeting was adjourned at 12:10 PM

Respectfully Submitted,
Richard Kirchoff, Harrisburg Division Secretary

