

EXECUTIVE COMMITTEE MEETING  
 CAPITOL DIVISION, USFA  
 16 September 2012  
 DC Fencing Club  
 Silver Spring, MD

**Attendance:**

		<b>Present</b>	<b>Absent</b>
<b>2012-2013 Executive Committee</b>			
Chair	Cindy Sirico	X	
Vice-Chair	Melanie Carr Knight		X
Secretary	Bettie Graham	X	
Treasurer	Stuart Sacks	X	
Member-At-Large	Raymond Finkleman	X	
Member-At-Large	Valerie Asher	X	
Member-At-Large	Diane Trice	X	
CCFC Representative	Jeff Hayden	X	
DCFC Representative	Nick Ferrara		X
NIH Representative	Larry Pinkus	X	
RFA Representative	Malcolm Patterson	X	
U of M Representative	Kathryn Wong	X	
NFFDC	T. Mark Miller		X

**Division Members:** Ozymandias Fallick (Half Shell/UM Fencing Clubs)

The Chair called the meeting to order at 1:05 pm.

**1. Minutes from the Annual Meeting and Follow-on Informal Meeting.**

The members made two modifications to the draft minutes and approved the minutes, as amended.

**2. Referee Clinic.**

- a. Instructor: Valerie has spoken with Brad Baker regarding the clinic and he is interested. He charges \$200 per day plus \$50 for each participant. It was not clear whether travel, meals and hotel were additional expenses.
- b. Space: Ray spoke with the Department of Recreation staff at Chevy Chase Community Center (CCCC). They were willing to accommodate the clinic, but would have to wait until the beginning of 2013 to put it on the calendar of events.
- c. Cost to Participants: Students will be charged \$50. A student who passes only the written test(s) will be reimbursed for the cost of testing, up to \$20. A student who earns a rating within six months will also be reimbursed \$50 for the clinic. This

reimbursement policy is in effect only for members of the Capitol Division.

**Action Items:** (1)Ray is to confirm the CCCC space commitment at the beginning of the calendar year. (2)At the appropriate time, club reps and coaches are to encourage fencers and parents of fencers to attend the referee clinic. (3)At the appropriate time, Cindy is to send flyers to clubs in the nearby divisions.

### 3. Budget.

- a. 2011-2012 Year. The committee accepted the verbal report summarized by Stu: no events lost money last year and there is approximately \$12,000 in the bank.
- b. 2012-2013 Year. Since it is important to keep fiscal records, it was decided that in the future: (1)the Committee is to develop an annual budget. In anticipation of this being accepted by the Committee, Cindy generated a spreadsheet that included expenses from last year and anticipated expenses for this year (2)Cindy drafted a competition event report which included information about monies received, which officials were paid and how much, signature lines for those who received funds, etc.  
<http://capdiv.usfencing.org/forms/2012-2013%20Tournament%20Revenue-Expense%20Form.pdf>. This report would be used to complete the annual report which is submitted to the USFA. (3)Kat is to send information about 2012 CBO expenses as a model for 2013 expenses.
- c. Looking forward: (1)The Treasurer is to give a financial report at each meeting of the Executive Committee. (2)Meet managers are to complete an event report for each Capitol Division event. (3) The names of the Treasurer and the Chair are to be attached to the Capitol Division bank account. However, only one signature is required for writing checks. (4)An annual report is to be filed with USFA Fencing Association and placed on the Capitol Division's website. (5)Ray is to generate a secure website where all individual event reports are to be placed.

**Action Items:** (1)The account will be updated to reflect the current board. (2)Stu and Cindy are to refine the budget template. (3)Ray, Stu and Jeff are to discuss options for a secured website to store and archive the Division's detailed fiscal information. (4)Stu is to file an annual report with the US Fencing Association.

4. **Medals.** Crown Trophy inquired about the Division's current stock of medals and whether we plan to stock up for the coming season. Ancillary to the discussion was whether DCFC was using the Capitol Division's stock without reimbursement.

**Action Items:** (1)Stu is to contact Crown Trophy to determine how many medals we have and will determine how many are needed for this year's events. (2)Stu is to send an e-mail to the Executive Committee for options on the size of the order. It should be noted that the Division gets a 30% discount for volume orders. (3)Cindy is to check with Janusz regarding DCFC's medal orders and if the Division is due a refund.

5. **Mike Brown Award.** Malcolm drafted the criteria for selecting awardees for the Mike Brown Award (Attachment I). The Committee suggested a few modifications. Nick researched information on Mike Brown (Attachment II). Both documents, when finalized, are to be placed on the Capitol Division's website. It was decided that the awardee is to be selected before, but announced during, the CBO. The award is a one year membership in USFA, effective at the beginning of the following fencing season. A biography and picture of the awardee is to be placed on the Capitol Division's website.

The Executive Committee selected Ozymandias Fallick as the Mike Brown Awardee for the 2011-2012 year. The Executive Committee agreed that the Treasurer would reimburse Ozymandias for last year's USFA membership.

**Action Items:** (1)Stu will reimburse Ozymandias Fallick for last year's USFA membership. (2)Ozymandias is to send a biographical sketch and a picture to Ray, who will place it on the Capitol Division's website.

6. **Cherry Blossom Open.** Kat announced that the proposed dates for the CBO are April 6-7, 2013. It was suggested that referees be contacted immediately and let them know the proposed dates. Nick is taking the lead in contacting referees. Ozymandias is to coordinate the CBO with the Campus Recreation Services. Kat is to have oversight responsibilities.

Last year, the fees were: \$10 to register; \$35 for the first event; \$25 for the second event; and graduate/undergraduate college students with ID: \$5.00 off each event fee. It was suggested that the CBO Committee consider increasing the event fees by \$5 or \$10 for the purpose of making this a better event, rather than making more money.

If the CBO committee needs assistance, it should not hesitate to send an e-mail to the Executive Committee soliciting their help.

7. **Tom Wright Veteran Tournament.** How to attract more veteran fencers to this tournament is still under discussion.
  - a. Food was mentioned as one incentive. However, when DCFC was initially approached about having food at the venue, it was denied.

Cindy is optimistic that there might be a change in this policy that could affect next year's competition.

- b. Prizes of wine and dark chocolate (anti-aging theme) were suggested.
- c. Russ Wilson, an internationally rated referee and competitive saber fencer, has agreed to referee.
- d. A video camera may be used in the quarter, semi and finals.

**Action Item:** Cindy is to send an e-mail to Larry to confirm Russ' willingness to be a referee for the veteran's event.

- 8. Capitol Division Clubs and USFA Membership.** All clubs in the Division have membership status except the Rockville Fencing Academy.
- 9. Non-Profit Status.** April 12 was the last date for clubs to apply for Non-profit status for the upcoming year under USFA's umbrella. One of the requirements is to have the Division's articles of organization. There were some concerns expressed about whether the Division needs to be a non-profit. It was suggested that we get advice from an accountant.

**Action Item:** Cindy is to check whether anyone in DCFC has accounting experience that would volunteer to advise the Executive Committee.

- 10. Proposal for Parents Advisory Committee.** Valerie noted that the Executive Committee could do more to get others in the Division interested in our activities. She suggested that each Club select two parents as members of a Parents Advisory Committee. There was some discussion about what would they do and what is in it for them. Valerie was tasked with developing a mission statement for this committee.

**Action Item:** Valerie will draft a mission statement for a Parents Advisory Committee and present it at the next meeting.

- 11. Sanctioning of Club Events.** Members were asked to remind their clubs that there is a formal process to sanction club events and those events should not be posted on AskFRED until they have been sanctioned. Authority for sanctioning Capitol Division Events has been delegated to Ray.

The meeting was adjourned at 3:25 p.m.

# APPENDIX I

## Suggested Criteria for the Mike Brown Award

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The Mike Brown Award is given annually to the “most promising new fencer” at the University of Maryland, College Park campus. It is given by the Capitol Division at the discretion of the Executive Committee, but the recipient should normally be nominated by a committee comprising the officers of the fencing club at the University of Maryland (with input from their coaches). The club has operated under more than one name but is currently registered as the “Half Shell Fencing Club.”

The division suggests that the term “new fencer” should normally be construed as a fencer who is new to fencing; however, an experienced fencer who is new to the University of Maryland may also be considered. To ensure that the nomination is based on a sufficient record of performance, nominations for a given season should not be made until at least four weeks into the second semester but at least one week before the Cherry Blossom Open.

“Promising” should be interpreted as showing potential for excellence as a fencer. Enthusiasm for the sport and team leadership should be considered as well.

Other factors to consider include the following:

- sportsmanship
- leadership
- skill as a fencer
- degree of improvement
- attendance at team events and at practice
- helping to plan, promote, or organize events that build the club
- willingness to teach less skilled fencers
- willingness to direct, especially in foil and saber
- skill and knowledge as a referee
- support for events (when not fencing)
- service as an armorer

Drafted by Malcolm Patterson, 16 September 2012

# APPENDIX II

## INFORMATION ABOUT MIKE BROWN

The "Mike Brown Award" is named for Michael Brown, who was chair of the Capitol Division from 2005 to 2007. An epeeist, Mike coached the epee squad at UMCP during the early 2000s and assisted the team in transitioning from a purely recreational club to a more competitive club within both the USFA and the NCAA. As chair of the Capitol Division, Mike helped make the annual Cherry Blossom Open into a major event and was honored by the Capitol Division with the "Arrogant Bully Award" for his efforts.

Mike passed away on August 24, 2007, after losing a fight with cancer. In his honor, the Capitol Division created the "Mike Brown Award", a 1-year competitive membership in the Capitol Division of the US Fencing Association, to recognize his insistence on greater accountability in the conduct of meets and his support for upgrading the quality of the referees for all tournaments. The "Mike Brown Award" is awarded annually to the most promising fencer at the University of Maryland (see the [suggested criteria](#) for choosing the recipient of the Mike Brown Award).

Researched by Nick Ferrara 15 September 2012