



**Edmonton Historical Martial Arts
Annual General Meeting - Agenda**

Friday, September 5, 2020

1400-1600 hrs, Discord

MEMBERS:	Cale Rainkie	Hugh Cowles	Michael Miller
Michael Adams	Eric Dalshaug	Kyle Van Camp	Laury Plant
Scott Derbyshire			

Chair: Cale Rainkie

Recorder: Hugh Cowles

Regrets: Steven Briggs

AGENDA ITEM		PERSON
1	Approval of Agenda <ul style="list-style-type: none"> Approval by Mike M. 	All
2	Review and approval of the previous minutes <ul style="list-style-type: none"> As this is our first AGM there are no previous meeting minutes to discuss. 	All
3	Standing Items (Items brought forward) <ul style="list-style-type: none"> The E.H.M.A. branded face masks were ordered about 10 days ago so with the 14 day turnaround time they should be complete soon. We've taken everyone's feedback on the shirts and the vertical text on the left or right are the clear favorites. The Board will make a decision over the next few days as to exactly which design is chosen. 	Cale
4	New Business	Cale
4.1	Current State of EHMA	Board



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1. **Update on School Rental:** We received word from the Edmonton School Board that schools will not be allowing space rentals at the start of the school year back in July. They have committed to giving an update on space rentals by October 15th but we're not planning on getting that space back this year.
2. **Update on other venues:** As the status of schools is a big unknown at this point so we've begun looking into other venues. We have been going back to locations we contacted last year and reaching out to new ones and space is tight. Community halls are, for the most part, locked down on rentals to anyone outside their immediate community and the ones that are open have been booked by other groups scrambling to find winter space. At this moment it looks like we're going to be headed back to the field at Sport's TC as we're just waiting on them to confirm which time slots are still available.
3. **Insurance Renewal:** Before we renew insurance for the coming year we are going to try and get a few restrictions lifted. The biggest target here is getting the restrictions on sharps lifted so that we can run target cutting events. We'll be working on this throughout September and even without changes we will be renewing for the coming year.
4. **Membership Count:** We were sitting at an average of 8 people per class prior to the pandemic and we've since dropped to 6 people per class over the last few months. In total we have around 10 active members. When starting E.H.M.A. we built everything around the target of 10 people attending every class (and paying every month) within a year of starting up. The pandemic has thrown that target off but we're close.
5. **Financial Update:** Over the course of the last year your fees have gone towards venue rental, equipment purchases, logo design, and E.H.M.A. shirts. The incorporation, various registrations, initial venue rental, initial equipment purchase, insurance, and website creation were paid by the Board as part of startup costs. Fees for the last year were planned to give E.H.M.A. enough funds to renew insurance for the coming year, purchase additional equipment (such as sideswords), maintain venue rentals, and expand the organization while keeping enough of a nest-egg to survive something unexpected. Back in January/February it looked like we were on track to hit all of those

	<p>objectives but the pandemic has really dug into the E.H.M.A. account. We have enough to get initial venue rentals and we may be able to get additional equipment by the end of 2020. Insurance will need to be covered by the Board again.</p>	
<p>4.2</p>	<p>Policy Manual</p> <ol style="list-style-type: none"> 1. Current State of H.E.M.A. outside of E.H.M.A.: Over the course of the last year there have been a notable number of events/allegations of discrimination, harassment, and other misconduct (all the way up to sexual misconduct) within the HEMA community. These events and allegations are not just small cases between members either and several of them feature prominent names or organizations within the HEMA world. 2. Repercussions of the state of H.E.M.A. on our policies: E.H.M.A. was founded on principles which directly oppose a culture of discrimination and harassment. When we built the policy manual for our founding last year we felt we were “covered” for these kinds of events were they to occur within our organization. These high profile incidents generated a huge amount of discussion within the Board which ultimately led to the realization that we were not as prepared as we thought and that there was much more we could do. Many of the changes we’re about to discuss are direct results of those discussions. 3. Elaboration on confidentiality concerns: Large amounts of the feedback we received were around confidentiality and how incidents would be handled in our organization. The Board hears you and we agree. We want a person’s confidentiality to be protected as much as possible so we’ve changed or added the language in the policy manual to reflect that. <p>One thing that we want all Members to be aware of is that E.H.M.A. is not necessarily a “club”. Although we talk about it as if it’s a club all the time we are technically a business (even if we are also non-profit) and there are some implications that come with that. Specifically around confidentiality, if an incident is serious enough that it threatens participants then a larger portion of the E.H.M.A. Board may be required to know what is happening. The E.H.M.A. Board itself will still maintain confidentiality to the greatest extent possible and we’ve done our best to capture what this</p>	<p>Hugh Cowles/ Board</p>



looks like in the new policy manual but we still want our Members to know why it is set up the way it is.

There was also feedback around anonymous reporting of incidents. This generated large amounts of discussion as we understand the desire for it but we have some concerns.

From the Board's position, we are concerned about malicious abuse in completely anonymous reporting. For example, if we receive a report that unwelcome physical contact is being propagated by Member A and the Board deems that it is a potential threat to participants then we need to remove that individual for the duration of the investigation. When we find it's a bogus claim the target has already lost class time and may receive more claims in the future which prompt a similar response.

We also have concerns over properly resolving a report. We will take claims of infractions seriously and we will investigate them no matter the source but getting proper closure can be extremely difficult when we don't even know who to speak with. Even if we find proof of an infraction with an anonymous report we wouldn't be able to follow up with that individual to tell them how it was resolved. This leaves us in a position where we don't appear to be doing anything about the report which ultimately sends the wrong signal to Members.

What we've settled on is something in between. We've built in language that will allow people to report an infraction to a single person and retain their anonymity as much as possible. So, for example, if Member B has reported the incident to Board Member C and requested to remain anonymous then that Board Member can speak to the rest of the Board and direct the investigation as needed without revealing the name of Member B. This allows for a greater degree of anonymity while also giving the investigation some way of communicating with the reporting Member.

4. **Details and discussion of changes to E.H.M.A.'s policy manual:** The following was discussed in regards to changes in the policy manual:

- **Structure Change:** We've changed the structure of the E.H.M.A. Board and given updated responsibilities to the Membership Officer. This change was done as the old definition didn't properly capture what the role has become.
- **New Documents:** Board Members are going to have some tighter controls on them with the implementation of the Board Member Profiles. These profiles are going to cover what the Board Member is responsible for and how they go about their business for E.H.M.A.. The document will focus on the positive behaviours we want Board Members displaying but it's also going to touch on negative behaviours that are punishable (harassment, discrimination, other misconduct covered throughout the policy manual, etc.). Ultimately, we want the document to clarify to the Board Member and the Membership what is and isn't acceptable of these roles. It will also be directly targeting some of the negative behaviour highlighted throughout the HEMA world right now. This document will be a better place for those controls as opposed to the policy manual.
- **Addition of objectives and culture sections:** We've added an Objectives and Culture section to try and really lock down what E.H.M.A. is about. These are principles that E.H.M.A. was founded on but weren't strongly communicated mixed with principles brought forward by Members. (*Objectives and culture sections read to attendees.*)
- **Definition of prospective members and their handling:** In reviewing many of the events mentioned above in the world of HEMA we came to the realization that we need to do more than just combat harassment, discrimination, and other misconduct once it has occurred; we also need to prevent it from occurring in the first place. To do so, we will begin treating any new Members as "Prospective Members". When someone new shows up they'll be treated like everyone else; they'll get their first class free, they'll pay dues, and they'll have access to E.H.M.A. equipment. What's going to change is that for the first two months that individual will be assessed by the E.H.M.A. Board to ensure they align with our organization's values. All

	<p>Members are welcome to provide feedback to the Board on any Prospective Member and the Board will take that feedback into consideration. At the end of that two months (or sooner if necessary) the Board will decide on communicating one of three things to them. The best outcome is that they're a match to our values and we welcome them into the organization. The second outcome is a middleground; they may have some behaviours that concern us which are not malicious in nature and this gives us the opportunity to speak with them and assess whether or not E.H.M.A. is the best place for them and whether they are willing to change. The third outcome is that they do not align with our values and their Membership is terminated. Ultimately we don't want to just accept anyone and everyone who wants to pay monthly fees; we want people who fit our values and the values of our Members.</p> <ul style="list-style-type: none"> ● Changes to governance: There are some changes coming to how the Board resolves issues. We've replaced the old method of simply voting in favor of one which aims to reach consensus and utilizes feedback from Members before moving to a vote. There are also changes to how duties are handed out as the last year has shown that hard divisions between Board Members are unnecessary. ● Addition of council members: The new role of Council Member has been added as part of our policies on governance. The Council will be a collection of previous Board Members who have resigned and wish to remain involved with the organization. They have no power to change policies, conduct investigations, access confidential information, or function in any way like a Board Member. The intention is to preserve the spirit with which E.H.M.A. was created and to ensure that any new Board Members have an experienced individual to refer to for guidance if required. ● Addition of association section: The discussion of a HEAM Alliance in Canada comes up routinely in this country and it prompted us to add a section on association to the policy manual. There are huge benefits to these kinds of organizations but we wanted to make sure that any formal association or organization joined by E.H.M.A. will share our values regardless of what other benefits they may offer. The new section outlines how we will go about joining any 	
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	<p>association and allows for a review of material available, feedback from our Membership, and a formal statement on E.H.M.A.'s part.</p> <ul style="list-style-type: none"> ● Addition of change management section: There are changes to how we manage change in E.H.M.A.. This new section covers how we change fees, locations, documents, and policies. ● Changes to finances and fees language: The finance and fees language has changed so that it isn't so rigid. The new policy reads that we will communicate what the fees are and how we will communicate them to Members instead of locking in a hard number. This is largely just an administrative change so that we don't need to do policy manual revisions every time we have to change a fee. ● Addition of expansion section: A new section has been added to cover expansion into a full time business. Right now we are nowhere near this happening but it is a hopeful wish of E.H.M.A.'s. The problem is that the old policy manual would not allow for that transition in any capacity so this is very much simply laying the groundwork for if it ever becomes a possibility. ● Modifications to the infractions section: The infractions section has been heavily modified. We've added new language to better protect confidentiality and laid out exactly what is going to happen in the event of an investigation. There's also a new infraction level of "Moderate" severity. This infraction level was added to better handle those situations that aren't as innocent in nature as a Minor Infraction but may be more severe depending on the mindset of the individual committing the infraction. ● Items moved to appendices: A huge number of items have been moved back into newly created appendices. These items include equipment lists, infraction descriptions, covid-19 precautions, and other items that are best suited to be referenced. <p>5. Final review of policy manual: The Policy Manual hasn't been locked in yet. Everyone has another chance to go through it and provide us with more feedback before we sign the final document for implementation. Please take some time over the next two weeks to do so.</p>	
4.3	Future Plans	Board

	<ol style="list-style-type: none"> 1. Guest instructors: When it becomes possible to do so we intend to begin bringing in guest instructors to teach classes from time to time. Doing so is a great opportunity for members to learn something new but also a great way to bring in new teaching methods and styles to break up the usual routine of classes. As soon as the pandemic calms down and travel opens up again we'll be working on this! 2. Expansion into Sidesword in 2021: Classes for the last year have focused on longsword. This was done intentionally as a new group so that we didn't dilute the experience for people too much. With that said, everyone wants a new weapon so if everything works out as planned we will begin working with sideswords in Q4 2020 or Q1 2021. 3. Development of Polearm classes for summer 2021: Mike A. is currently building a polearm program for people to experience next summer. Stay tuned for more. 4. Open discussion of other systems of interest: Open discussion on weapons of interest indicated that people were happy with longsword and the move into sidesword. 5. Expansion into sharp training pending insurance: Insurance currently doesn't allow for any sharp weapons at E.H.M.A. events. We would never consider fighting with sharps but they are invaluable tools to learn proper cutting mechanics against a target. As mentioned earlier in the AGM we are looking at having this restriction lifted with insurance. 	
<p>4.4</p>	<p>Open Table</p> <ul style="list-style-type: none"> ● Questions regarding a financial nest egg? <ul style="list-style-type: none"> ○ E.H.M.A. does intend to have a financial nest egg to handle unexpected events but reaching that point in 2020 was thrown off by the pandemic. For the time being E.H.M.A. has the support of the Board. ● Sparring isn't allowed right now, is there an update? <ul style="list-style-type: none"> ○ We are working on bringing back closer contact drills and potentially even full sparring. We even came close to implementing it 3 weeks ago until the local covid infections began to spike aggressively. The guidelines provided by the province technically allow for it right now 	<p>All</p>



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	<p>but there is some paperwork to get in order first. We want our Members to understand the risks they're taking on by doing heavier drills/sparring before they do so and we also don't want anyone to feel pressured to do so. Expect to have more information going into October.</p>	
5	<p>Next Steps</p> <ul style="list-style-type: none"> Over the next two to three weeks we'll be working on finalizing the policy manual and getting all of the above documents ready for implementation. We'll keep everyone updated on venue changes and new documents as the information becomes available. 	Board
6	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> The next AGM will occur no later than October 2021. If the need for another AGM arises before that we will communicate it to Members. 	Cale
7	<p>Adjournment</p> <ul style="list-style-type: none"> Meeting adjourned. Anyone who is interested in sticking around can remain to socialize and we'll go through some of the logo submissions for fun. 	Cale