



**Meeting Date:** December 17, 2023

**Time:** 15:00

**Location:** Member's Home & Discord (discord attendance denoted with a <sup>2</sup>)

**Leadership Attendees:**

**Attendees:** Eric D., Laury P., Cale R., Stephen B., Hugh C., Alex P., Andrew R.<sup>2</sup>, Mike M.

**Absentees:** Jane S., Selena C., Stephen E.

**Member Attendees:** August S.<sup>2</sup>, Charles C.<sup>2</sup>, Mark W.<sup>2</sup>

**Prepared Discussion Items:**

- Celebration/Acknowledgment:
  - After launching face first into the pandemic EHMA feels “established”; we have a venue, we have excellent members, and we can pay the bills. We can now focus on more than pure survival.
    - A thanks to Andrew for finding our current location, as we don't know if we'd be here right now without him! Locations are difficult to find, and he really stepped up in finding us a great spot.
- Leadership:
  - In the changing landscape of how EHMA functions we also need to break down that line that exists between the Board and Council.
  - The Board is still required to exist as key functions like website control, finances, insurance, and investigations cannot be spread too widely.
  - There's going to be many components to this and it will take time to fully click into place.
  - Immediate actions that can be taken include:
    - Change the website to include all interested council members and all language related to the Board.
    - Increase engagement with the council on finances, events, planning, etc.
    - Elaborate on the function of the board/council in documents like the Code of Conduct and even events like Beginner Courses.
      - For clarification, there would be no hierarchical “difference” between council and board members for operational purposes - the board would handle the more administrative side (access to finances, liability, names on insurance and the non-profit status). Currently, how one comes to the council is by communicating interest to the board, and there is no skill level requirement.
- Budgeting:
  - We have a few costs to reconcile from 2023 (shirts and the guest instructor's travel).



- For 2024 we are expecting to see around \$14,000 paid in Membership dues.
- \$6,000.00 will need to be dedicated to location rental.
- \$3,000.00 will need to be saved for the 2024/2025 insurance renewal in October.
- This will leave an estimated \$5000.00 left for additional uses.
- EHMA will have to decide how to best utilize these funds by balancing feedback from members (and not just at the AGM) while balancing new challenges and needs (such as taking the Bonnie Doon Hall to maximum capacity).
  - **Bucket ideas (In order of preference of attendees):**
    - Second day
    - Equipment/orders
    - Events (competitions, social events, cutting events?)
    - Scholarships for travel?
      - Hugh suggested to change to “member fund”
- **Fee Transparency:**
  - Hugh would like to publish how a Member's fees break down so that they know what portion of their fees go to venue, to insurance, to events, and so on. This is also coupled to the larger discussion as to exactly how fees break down. At the end of the day we're a not-for-profit and I want people to trust that (not that they don't but this one is personal).
    - **All in agreement.**
- **Instructor Guidelines**
  - Eric would like to finalize the Instructor Guidelines on Ethics and Conduct. This is a document that the EHMA Board wrote up some time ago, during the pandemic, to lay out expectations for how instructors at EHMA will behave. Initial drafts are ready and will be shared with Members.
    - **Laury gave background as to why these are necessary. Next step is to send it out to Members for revision.**
    - **Ensure the website has the code of conduct on it.**
    - **August just wants to make sure there is an opportunity for member review, which leadership fully agrees and supports.**
    - **Steve - reiteration to ensure it's uploaded to website**
    - **Eric sending IG to Members chat on Discord.**
- **Member Support**
  - One thing EHMA discussed when it formed 5 years ago was supporting members in the purchase of equipment. This sport can be prohibitively expensive so enabling people's access is something we had wanted to do. For the first time ever we should have surplus funds. I would like to propose that EHMA keeps a bucket of funds, maybe \$75-150, for use every 4-6 months to assist members in group orders through shipping, taxes, etc.
  - Thoughts from Members?
    - **Would be very helpful.**
- **Second Training Day**



- Eric/Jane have started organizing extra training day when locations are available and members are interested.
- A permanent second training day supported directly by EHMA needs to be discussed. There are multiple ways to approach it as well as risks involved.
- We need to determine the amount of interest there is with current Members, who are interested in two days a week, and who would switch to the second day from Tuesday
  - Discussed at length but will require further member feedback prior to full implementation
  - Current direction is to try to find a location for an hour or so permanently as our “second” location/day as we are currently doing but with club funds
  - August suggested in the summer we could do outside
- Visions for the club
  - Lack of communication in the past as made it seem like we don't have any (focus on club survival, finances, etc.):
    - Eric: Our big picture goal is to have a stable, self-sustaining organization which supports its members' own intrinsic goals and ambitions in HEMA with a positive, supportive, and effective training environment. Personally, I think we're succeeding at that on a foundational level. The question now is switching from laying foundations, which was our focus for several years due to starting the club and then having to survive Covid, to now building on those foundations. What shape that house takes however is in my opinion only partly up to leadership, it's also very much up to what our membership wants and demands from us. We can't be everything to everyone, but we can be many things to many people.
- Things to add to Website list:
  - Cost breakdown
  - Code of Conduct
  - Instructor Guidelines
  - Leadership Code of Conduct (when complete)

### **Open Floor Discussion:**

Mike

Bigger event idea - symposium? Fight club? What would people be interested in?

Alex: Symposium as a whole seems like a very good way to introduce our club's personality and get our name out rather than just a tournament, as it allows people who aren't just competing / don't want to compete to enjoy and assist with.

Eric agrees - more value. Tournaments are common, and we have our intramural to scratch that tournament itch



Mike: We have a large number of people who would be willing or interested on an international level and they will come!

Cale

Intramurals - what frequency would we want? Worry of burnout then a club is stuck footing the cost (mind still be in survival thinking, though!)

Steve and Hugh: After 2, reach out to Calgary to see what they would be interested in. Communicate! Ask in AH discord to make sure we aren't overlapping events

Eric

Membership survey - google form for members to fill out for feedback

BC and general membership

Year long training training itinerary

ETA: January 2024!

Hugh

Beginner manual

Amalgamation of sources/source list, glossary, etc.

Equipment list: Alex and Hugh to revisit

August

Suggestion Box, but covered under Eric's point (survey)

Alex

1 on 1 visibility

Add to website?

Adjournment 16:40