

NDCCA Annual Board Meeting Minutes
March 22, 2014

Called to order: 3/22/14 2:27pm

Introductions of attendees: Ruth VanWechel, Kristen Allard, Tammy Duursma, Ashley Seykora, Chelsey Hatzenbuehler, Stacey Lehr, Holly Strand, Sarah Abrahamson, Leah Ramstad, Audrey Lenz, Barb Reese, Lu Burris, Billy Ann Caya. Absent: Tiffany Madison and Jenn Weisenberger.

1. Review old minutes
 - a. Holly read aloud.
 - b. Lu motions to approve as read, Audrey seconds...motion carried
 - i. REMINDER!! Everyone needs to bring copies of AGENDA & MINUTES so that we don't have to wait for print offs.
2. New members
3. Board Positions
 - a. Open Positions
 - i. Barb will check with Willison HS coach on 1A rep
 - ii. Lu motions to have secretary position to a one year term this ONE time to get positions offset again, tammy 2nds. Unanimous for
 - iii. VP- Sarah and Audrey both nominate themselves. Votes written and Holly and Lu stepped out to count. (Treasureres read in the meantime). Audrey voted in, to be effective July 1, 2014.
4. Treasurer's Report
 - a. \$23,650.43
 - b. CDs same as at General
 - c. No report from fall competition because it's incomplete. BA will send once it's completed.
5. Calendar
 - a. Rules meetings (dates, locations)
 - i. State coaches convention in Fargo (July 28th through Aug 1st)
 1. Wednesday, July 30th; at Sheyenne pending school approval
 - a. Coaches Day 8:30am-2pm
 - b. Spirit rules 2pm
 - c. Certification 4-10pm
 - ii. August 20th; 6pm in Minot (Spirit Rules only)
 - iii. September 6th; 8am Certification in Bismarck, Spirit Rules 3pm
 - b. Certification classes—see above
 - c. Competition Dates
 - i. Fall: November 15th, 2014 in Grand Forks. @RR, Sarah is site director (pending approval)
 - ii. Winter: March 21st, 2014 at Bismarck Century, Tammy is site director (pending approval)
 - d. Coaches Day
 6. Update from NDHSAA Meeting
 - a. BA met with Matt Fetch.
 - i. BA is doing Justin's job. Shannon called him and asked 5 questions which he replied BA as the person responsible for the things he was asking.
 - ii. Megaphone rule—Will talk about it at rules meeting and get opinion on "appropriate" use by a SPIRIT member (no passing out to crowds).
 - iii. Would like to see us to NDHSAA board tell them our concerns. Making THEM responsible for checking things, not us; artificial noisemakers.
 1. Holly & BA committee: will draft letter (before their board meeting in June)for crowd following spirit rules and having cheer coaches do the new coaching rules. Whoever is in charge of spirit at the NDHSAA needs to attend and ENFORCE!!
 7. NDCCA recommendations for NDHSAA
 8. Cheer Forum

- a. 2013 Recap
 - i. Tammy, Jenn, and BA attended.
 - ii. We did a good job hosting. That's where videos and things for certifying are taken from. Good things for cheer association improvement. Comparing score sheets, coach of the year, dealing with their associations.
- b. July 11-12, 2014 Plan
 - i. Not hosting for the next few years.
 - ii. BA is going. Holly is planning on going. Audrey, Leah, Jenn (probably), Tammy, and Ashley are interested.
 - iii. Registration is roughly \$120.00. Last year we paid registration and a little toward plane tickets.
 - iv. Barb makes a motion to put away \$1,200.00 for the forum (board continuing education) to be split amongst the attending, Stacey seconds: unanimous passed
 - v. Lu makes a motion to limit attendees to four people, chosen by the board, for the \$1,200.00 split. Others can go, but will pay their own way completely. Ashley seconds. Unanimous in favor.
 - 1. BA makes a clarification to set aside one attendee position for the spirit rules coordinator.
 - vi. Board votes on four attendees for the upcoming meeting. Lu objects.
 - 1. Billie Ann-Spirit Rules Coordinator
 - 2. Audrey- new VP
 - 3. Tammy- new Pres
 - 4. Holly
 - 5. Alternates if one of the original four can not attend; in ORDER; will attend the following year if do not attend this time.
 - a. Ashley
 - b. Leah
 - c. Jenn

9. Coach of the Year

- a. Committees
 - i. Lu, Ashley, and Ruth: Coach of the Year; pick and organize.
 - 1. Packet needs to be put on the website to inform people
 - ii. Coaches Day: East people this year; Stacey, Sarah, Lu, Leah, and Holly
 - 1. Date in May for Coaches day planning.

10. NDCCA Board Clothing

- a. New members-Barb needs a shirt
- b. Additional items-Lu will send an e-mail detailing clothing options

11. Website Updates (Reconvened at Space Aliens at 5:09pm)

- a. Home Page
 - i. Calendar
 - 1. If someone doesn't have a Google account they can't access the "more details" option. How to fix this issue??? Webmaster question.
 - 2. Do we really need to know when things like Thomas Jefferson's birthday listed on here? Nope! Will remove.
 - 3. Can we add in other ND competitions to this so that the ND cheeriverse has another way of finding competitions if they're interested? Decided that it will be NDCCA sponsored events only.
- b. About Us
 - i. NDCCA Constitution
 - 1. Article IV doesn't have all board member positions listed and associated duties (Do they need to be listed as we have them on the website currently under the constitution or can we mix and match like we have under the board of directors page?; ex: Vice Pres/Membership director)
 - a. Executive directors
 - b. Website director

- c. Certification Director (maybe note that she keeps track of NDCCA certifications, not the new certifications that we are required to do as a coach in general)
 - d. Past President
 - ii. Board of Directors
 - 1. List missing duties
 - a. Past president (even if none should probably say none)
 - b. Certification director
 - c. Website director
 - d. Scholarship/Coach of Yr/Senior Award/Team Scholar
 - 2. Update all necessary positions (Sidenote: Ashley will no longer be a board member if she doesn't take on the responsibility of something, somewhere as she is currently past president only.) Where are the required years of service listed for secretary, vp, and pres?
 - a. President: Tammy
 - b. Vice President & Membership Director: Audrey Lenz
 - c. Past President: Holly
 - d. Secretary: Jenn
 - e. Judge Coordinator: Stacey
 - f. Historian: Tiffany Matteson
 - g. Regional Directors (what about college coaches for some of these A blanks?)
 - i. 1A: **Open**
 - ii. 1B: Barb Reese
 - iii. 2A: **Open**
 - iv. 2B: Amber Zeigler
 - v. 3A: **Open**
 - vi. 3B: Chelsey Hutzbuhler
 - vii. 4A: Leah Ramstad
- c. Coaches-Is this where we're adding in coach of the year?? Yes
- d. Competition
 - i. Make sure upcoming competition (at this point would be 2014 fall state) is listed with all of the required information
 - ii. Practice Room
 - 1. Remind coaches to tell parents that they can NOT be in the practice room. And have the practice room attendant be vigilant. This fall I took out press (HS newspaper) from WF's team, a parent from Century, as well as one of my own parents. A BIG sign would be nice stating cheerleaders and coaches only would be helpful to post right outside of the door/hallway.
 - iii. Performance Requirements
 - 1. In 6th paragraph add in "Hair must not be in the face, fully pulled back, and off the shoulders if stunting." (As laid out in the Mar 2013 Board mtg)
 - iv. Penalties & Deductions
 - 1. Remove note of new ones since Fall 2012..
 - 2. Add FIVE point deduction for coaches
 - v. Jump Off Rules
 - 1. Take out the part in #2 about 3-4 people per group. #4 states that final will be between two jumpers, how we get to that shouldn't need to be explained. (Ex. This fall we did groups of 2 for JV/B, can't remember which exactly, so that we could have a final group of 2 while maintaining three rounds.)
 - vi. All Around Rules
 - 1. #5: (Cheers, changes, etc.) I believe this is supposed to be cheers, CHANTS, etc.
 - 2. Add in wording for no yelling cheer/chant with person, only call back is allowable (as we do for team division.
 - vii. Verification of Scores
 - 1. Remove section completely as there is no longer verification

viii. Questions

1. Change names and dates of competitions

e. Competition Results

- i. Add in Fall 2013 and Winter 2014 (I have these)

f. Photo Gallery

- i. Only have pictures from 2010 and 2011. I believe Billie Ann should have some from Jesse from 2012, not sure about this year. (confirmed by Billie Ann that yes, she does have some)
 1. Discussed and decided that we will remove the gallery, but keep the rotating images at the top of the pages and update them.
 2. Possibly add a link onto the site for coaches to submit photos of their team to use on the site

g. Calendar of Events

- i. I'd like to remove random notifications "Thomas Jefferson's B-day" for example. Agreed.
- ii. Add in other ND competitions?? No, only NDCCA sponsored events.
- iii. Link to quick form with the basic reminders of paperwork? (like the old school notifications)
 1. IF possible, yes.

h. Forms

i. General

1. Add in cheer violation as its current location is kind of hidden unless you know where to look?
 - a. Discussed and will be removed completely as the form doesn't do any good.
2. Membership application-add in a spot asking permission to be included in the membership directory

ii. Coaches

1. Possibly change title to Coaching Certification Requirements
 - a. Name will remain, but we will try to clarify OVERALL coaching certification with CHEER (stunt) certification.
2. Move coaches day registration to General

iii. Cheer Honors

1. Scholarship- New essay question?? (Been the same for two years.) Yes, committee work.

iv. NDCCA Competition

1. Name and address on registrations to new VP (Audrey)
 - a. Team
 - b. Partner Stunt
 - c. All Around
 - d. Jump Off

v. Cheer Honors

1. Scholarship- Change wording in #2 to reflect that the value is \$250 per person, max of 5 people. (as voted in 2013 board meeting)
 - a. Needs to be revisited as there is a motion in place from 2013 board meeting that was not followed through this year!!!

vi. Links

1. Colleges

- a. Concordia-Doesn't look like it's being kept up to date. Team shown is 2010-2011. Remove??

12. Competition (Reconvened at BHS at 7:46pm)

a. Fall Recap

i. Issue of lost checks

1. Still working on a few for membership as well as RR, GFC, & St. Mary's
 - a. RR & GFC are coming once NDCCA pays \$44.00 stop payment checks
 - i. Will come directly out of each check (\$22.00 per school)
2. Part of the issue is teams hadn't shown during registration times. The envelope got lost somewhere in the shuffle.

- a. Winter made sure there was better communication. Problem shouldn't happen again.
 - 3. New ideas to help: lock boxes/money bag, multiple tables, schedule registration times, chalk it up as lesson learned and move on, clothing at clothing table.
 - a. Decided to keep what we're doing, but ALL clothing transactions happen at the clothing table as well as getting a money bag to put the envelopes in for eye catching ability.
- ii. Coaches/Judges communication
 - 1. Try to keep the judges in the judges room only, not entering the hospitality room. Gentle reminders.
 - 2. Barb motions that there's no combined hospitality for judges and coaches. Lu second. All in favor-unanimous, passed
 - 3. Make sure there's a row open for judges, videographer, and announcer to get in and out.
 - 4. Judges would like to see for stunt portion that team has a mandatory spotter.
 - a. Discussed and it's not something we can have as a completely separate person, liability. It's up to the team whether they want their coach to do it, or if they have a fifth person in the group not involved at any particular time doing it.
- iii. Coaches bringing in team food
 - 1. In support of site concessions. Pre-comp e-mail mention.
- iv. Photographer
 - 1. Haven't heard a complaint about not having a photographer.
 - 2. Discussed and we will no longer bring in a professional photographer.
- v. Ashley motions we make a deduction for teams/coaches yelling the words instead of just the returns. Tammy seconds- all in favor, passed
 - 1. Five points decided as sufficient; add to deductions on site
 - 2. Description needs to be clarified in rule on site: include coaches and add same description to all around division description.
- vi. No sitting on floor in front of mat, site director??
- b. Winter Recap
 - i. Jump off round winners will be texted to the announcer.
 - ii. BA mistakenly told the judges to not time All Around, MUST be timed. Tech judges need to make sure they watch for boundary violation as well.
 - iii. Remind tech judges that they can only make decisions with the other tech judge, and not the tech secretary.
 - iv. Remind announcer to check tech judges to make sure they're ready as well as performance judges.
 - v. Hospitality room-coupon vs food in room is up to the site director.
 - vi. Double check time start: 1st motion or name called by announcer.
 - vii. Add the judges' description/explanation onto the website with the team score sheets.
- c. Revisit Changing Score sheets
 - i. Overall and Crowd appeal are the SAME THING!! Need to get rid of one and disperse the points.
 - 1. Discussed and majority felt that the two were different enough after reading the description. Will remain the same.
 - 2. Will post descriptions onto website under Forms.
- d. Revisit no reusing a routine for two consecutive competitions rule
 - i. If we can't reuse the routine (which I would prefer) can we at least have some kind of compromise? Discussed. Keep as same.
 - ii. May reuse music and stunts, but must change cheer and dance??
 - 3. Discussed and the wording allows for changing parts, but doesn't list any specifics currently.
 - 4. Audrey makes a motion that you can reuse stunts, but must change cheer, dance, and music for two consecutive competitions. Kristen seconds. In favor- Billie Ann, Ashley, Barb, Chelsey, Audrey, Kristen, Tammy, Ruth, Leah; against- Lu & Sarah; abstain- Stacey. Motion passed.
- e. Additional Certifiers.

- i. Would like one in the east and one in the west
- ii. Sarah makes a motion to add a second person to do the hands-on portion of the stunting certification as the secondary personnel if the primary certifier is unable to do it. Lu seconds. All in favor- Ruth, Kristen, Tammy, Chelsey, Stacey, Sarah, Leah, Audrey, Barb, Lu; abstained- Billie Ann & Ashley; Motion passed.
 - 1. Either Holly or Sarah will shadow Billie Ann to do the stunting certification.
 - 2. Coaches must go through primary certifier first (at this point that is Billie Ann).

13. Committee work in to Sarah May 1

14. Payments

- a. Barb motioned that BA gets the \$20.00 from RR check to pay her for certifying their coach out of rotation. Sarah seconds. All in favor-unanimous. Passed
- b. Checking into changing website over to Sarah for being the Web Master. If all is allowable, and Sarah can make constant updates, a pay will be discussed and allocated to her beginning March 2014 for the work from March 2014 through March 2015.

15. Meeting adjourned at 10:29pm