



Wisconsin Association of Cheer & Pom Coaches, Inc.
Board of Directors Meeting
July 10, 2024

Members: Alger, Anderson, Barrett, Boivin, Bruins, Buchholz, Bump, DeBruin, Franklin, Gerdman, Greenwald, Hittman, Johnson, LaVelle, Luedtke, Mittelstaedt, Nielsen, Shaw, Verneze, Wakefield, Ward, Wolfe

WACPC Mission Statement: Educate, Motivate, Collaborate & Celebrate

WACPC BOARD of DIRECTOR and COMMITTEE MEETING NORMS

TIME	LISTENING	CONFIDENTIALITY	DECISION MAKING	PARTICIPATION	EXPECTATIONS
-Utilize parking lot to stay on time/topic -Limit personal storytelling	-Listen to understand not to respond -Listen to what's being said and not how -Limit interruption	-Use when appropriate -Present as one committee - an individual's votes/opinions should not be shared	-Make decisions based on what's best for most - Maintain decision stance at least until the following year	-Be an active member (i.e. educate self, attendance, preparation) -Follow up on assigned duties	-Be prepared ahead of time -Ask questions in advance if possible via Facebook committee group

I. President's Report

- A. [2024-2025 Fiscal Year Meeting Schedule](#)
 - 1. Portage to host August in person.
- B. New committee member appointees
 - 1. Drew Meinel to Recognition (accepted)
 - 2. Cindy Hollander to Recognition and Standards and Compliance (accepted)
 - 3. Sara Dood to Standards & Compliance (accepted)
- C. [Band](#) is the official communication center for the BOD
 - 1. [Cheer Committee](#)
 - 2. [Dance Committee](#)
 - 3. Other bands for committees may be developed as needed.
- D. Motions/Voting - Several crucial timelines are pending so the Executive Board would like to remind all Board members how voting may occur:
 - 1. Motions and Voting may be executed in the following formats:
 - a) Electronic - posted to Band with timeline and links.
 - b) Via Zoom meetings.
 - c) During in-person meetings.
 - 2. A quorum is required to conduct a vote.
- E. Attendance and Participation
 - 1. District Representatives are expected to attend all scheduled Board of Directors' meetings and meetings for their respective committees. If meeting attendance drops below 75% at any time during a representative's term, that representative may be removed from the board

by the Board of Directors' decision. The Board of Directors may appoint a member of the affected district to fill the remainder of that representative's term.

2. A reminder to all board of directors to provide your [Worker Availability](#) for WACPC events.
3. [BOD committee assignments](#) can be found here. Questions may be directed to [Jim Ward](#) or [Carrie Luedtke](#).

F. Upcoming Meeting Information

1. Organization Orientation - July 17th, 2024
 - a) New BOD Representative meeting - at 7:00 PM
 - b) Committee Chair meeting- at 8:00 PM
 - (1) The Committee Chair meeting may start early should the New BOD meeting end early. Watch for a post to the Board of Director Band with a 15 minute warning of an early meeting start.
 - (2) Task List
 - (a) Scheduling
 - (i) Develop a survey of availability from your committee members, and set a regular meeting schedule.
 - (ii) Share your committee meeting schedule with [Kristen Alger](#) once it is set.
 - (b) Develop a committee task list for the season
 - (c) Review the website for accuracy/changes with regard to your committee.
 - (i) A preliminary list of suggestions/updates needed can be found [here](#).
 - (ii) Share any updates/additions with an executive to make those changes.
 - c) All board members regardless of status (new or old) are welcome to attend one or both meetings.
2. Board of Director Budget Meeting - July 24th, 2024
 - a) Final draft review of proposed 2024-2025 budgets:
 - (1) [BOD Budget](#)
 - (2) [Dance Budget](#)
 - (3) [Cheer Budget](#)
 - b) Reorganization and Constitution Amendment Proposal
 - (1) [Amendment Proposal to Constitution](#)
 - (2) [Reorganization Structure Proposal](#)
 - (3) [Reorganization Proposal Slides](#)

G. Hiring Procedures

1. Positions announced
 - a) Tech Liaisons (cheer and dance)
 - (1) Job description and application has been posted to the website.
 - (2) A final reach out to current tech officials as well as on social media to be made this week.
 - b) Event Coordinators (cheer and dance)
 - (1) Job description drafts to be finalized per sport.
 - (2) Posting to the website and a social media awareness campaign to be done.

2. Process
 - a) Post to website/public on social media
 - b) Interviewing to start week of July 21st
 - c) Initial screening interview to be conducted by sport chairs
 - d) Panel interview with execs
 - e) Recommendations for hire presented to BOD for vote July 24
 - f) Target offer by Aug 3

II. Secretary's Report

- A. Previous approved minutes
 1. [May 1](#) - BOD
- B. Minutes to be approved - TABLED
 1. [June 5](#)
- C. Committee Only - New Members
 1. [Complete Code of Conduct](#)
 2. Complete the Worker Availability form (linked above)
 3. Email info@wacpc.com your phone number and address

III. Treasurer's Report

- A. [Financial Report \(as of July 10, 2024\)](#)
- B. Account Balances
 1. Checking \$107,524.57
 2. Electronic \$456,548.75
 3. Savings \$150,031.25
- C. Fiscal year 2023-24
 1. [2023-2024 Financial Report - FINAL](#)
[2023-2024 Financial Report Detail - FINAL](#)
- D. Bruins & Pankow continue working on transition and Pankow will continue to assist as needed into next fiscal year

IV. Dance Committee Report

- A. Still looking for venues, specifically for regionals
- B. Next Meeting- in-person, Aug 4th

V. Cheer Committee Report

- A. Contracting in process for Varsity Championship Series sites:
 1. Hartford Union HS - Prelims
 2. DeForest HS - Finals
- B. Next Meeting- in-person, Aug 4th

VI. Operations

- A. Constitution/Handbook Committee Report
 1. Meeting to be scheduled
 2. Task - Review and create formal proposal for Re-organization and Constitution Amendment
 - a) Timeline of proposal:
 - (1) July 24th - Constitution/Handbook Committee presents formal proposal.
 - (2) August 4th - Board of Directors execute motion and vote to send the proposal to the membership.

(3) August District Meetings - 1st of 2 fair notice meetings for membership to review the proposal.

(4) Fall General Membership Meeting - 2nd of 2 fair notice meetings for membership to review the proposal.

(a) Motion and Vote may be executed to approve the proposal.

B. Finance Committee Report

1. Task - Develop understanding of income and what that income supports.

a) This will be crucial information for the board of directors to understand as they consider the reorganization proposal.

2. Reviewing contracting standard procedures.

3. Review stipends [in drafted budget for 2024-2025](#)

a) What do we agree should stay or be removed?

b) Note that the proposed event coordinator positions serve in place of the former site director role.

4. Fees:

a) Discussion needed in regard to maintaining or raising admissions for championship events.

b) The Board of Directors did not discuss an increase to membership, and due to July 1st having passed, membership rates will remain the same.

c) Discussion needed in regard to maintaining or raising admissions for championship events.

(1) Current competition fees to be reviewed.

(2) Dance 3rd routine proposed to be the same price as a 2nd routine.

C. Membership Report

1. 2023-2024 year-end membership count = 627

2. Sports Engine is building our registration links.

3. Registration Options for 2024-2025:

a) Coaching membership = \$75

b) Non-coaching membership = \$50

c) Coaching membership + NDCA membership = \$105

d) Coaching membership + USA membership = \$105

4. Rule Books:

a) Proposing to send rule books to the teams athletic director/administrator for all team/school coaches under one mailing.

b) VP and President will handle mailings including letters to coaches and administration/AD's

c) Goal is to engage Administrators / AD's.

d) Could be a money saving measure.

D. Standards & Compliance Committee Report

1. This committee will have a task list that will bring clarity to policies, and create clear procedures for concerns/conduct violations, and any other matters that fall under their purview.

2. Participation Waiver policy and procedures has been posted to the website for the 2024-2025 season.

VII. Communications

- A. Rebranding Update
 - 1. Meeting July 15th at 6:30 PM with Bolster
 - 2. Required for Communications Committee Members
 - 3. [Meeting Link](#)
- B. Apparel
 - 1. Event-specific design and product choice will be decided by each sport.
 - 2. Budgeting will remain in place under the Board of Directors.
 - 3. Apparel will sit under communications committee purview to ensure branding remains consistent to the organization values and use rules.

VIII. Events

- A. Fall Conference Committee Report
 - 1. [JEM Conference Information for Electronic Vote](#)

IX. Recognition Report

- A. Finalizing processes and timelines for 24-25 season and setting dates for 2025 HOF submissions

X. Old Business

- A. All State Performance Team
 - 1. Expense Report
 - a) Budget was approved at \$12,000 for the event.
 - b) Total actual expenses = \$8,313.37
 - 2. Re-cap Experience
 - a) 18 of the 2024 All State Athletes participated in the event.
 - (1) 13 Cheerleaders
 - (2) 5 Dancers
 - b) The All State Performance Team spent June 25th - 28th in the Wisconsin Dells as invited entertainment for the Wisconsin Basketball Coaches All Star Games.
 - (1) The team practiced for 8 hours at Wisconsin Dells High School on June 25th.
 - (2) The team performed a total of 7 half-times between June 26th and 27th.
 - (3) View a sneak preview of the events [hype video!](#)
 - c) Thank you to the many people, programs, and businesses who supported this inaugural athlete recognition event:
 - (1) Renee Buchholz for producing an excellent and adaptive routine for this performance opportunity.
 - (2) 2024 All State Coaches Melissa Opperman, Amy LaVelle for running practices and developing a "team" of these 18 athletes in just 3 short days.
 - (3) Kristen Rietz for assisting and supporting during this event!
 - (4) The WBCA organization for the invitation and kind support they provided throughout this experience!
 - (5) Sponsors/Vendors
 - (a) Empire Photography
 - (b) Rebel Athletic
 - (c) Chula Vista Resort
 - (d) Just A Game Fieldhouse
 - (e) Wisconsin Dells High School and Cheer Team

- (f) Portage High School Cheer Team
- 3. Survey to participants to be sent for feedback.
- B. [Sport Event Planning Coordinator](#) proposal
 - 1. Dance discussion
 - a) Would like to increase dance stipend to \$5,000
 - (1) More events to coordinate
 - (a) Two regional sites
 - (b) Two-day state event
 - (c) Virtual judging event for all state, JEM solos, JEM and Varsity duets/trios and ensembles
 - (2) Larger registration database to maintain
 - (a) Significantly more all state registrations
 - (b) Duet/Trios at JEM and Varsity levels
 - (c) Ensembles at JEM and Varsity levels
 - (d) 3rd routine for varsity
 - b) Thoughts/ideas pertaining to the description
 - (1) How does this differ from volunteer work or board/committee member work
 - (2) Ability to split tasks/stipend over two or more individuals as viewed appropriately by the committee chairs and position interest/applicants
 - (3) Would like to have an idea of hours required and time of year to add to the description
 - (a) Would like to have individual(s) track hours worked and help with documenting processes in 2024-2025 to help with adjusting the role in the future
 - 2. New discussion
 - a) How does this vary from site director role
 - (1) Site director will still be a day-of role
 - (2) Working hand in hand with this role
 - b) Background of how we got the idea of this role
 - (1) Paid positions becoming a stronger need every year
 - (2) Accountability/ease of mind knowing where things are being done
 - (3) Allows us to be more consistent between events, especially as they become larger and larger
 - c) Risk of having 1-2 people having a lot of responsibility
 - (1) Having a point person for locations and contracts, etc was very helpful in 23-24
 - d) Can be held by someone on BOD or committee, but can also be someone outside
 - (1) Preferred familiarity, understanding to time commitment and experience/attention to detail
 - (2) What are other organizations comparable to us paying their members? Supports the conversation that we are valuing accountability on both sides of fulfilling a position. This is a potential stepping stone to get there
 - (3) Inversely- are there other smaller/similar organizations in our state?

- (4) Developing a JD/pay rate based on research we can find to support
- (5) This could also be perceived as a member benefit- to that end should it also be communicated out
- (6) Do we need to have a philosophy/mission statement on where we see the growth of our organization to go? (or vision statement) Creating more paid positions
- (7) Table for full board? Discuss in committees- is this exactly the same for dance vs cheer?
- (8) Clarify that this is not something to entice someone to do it just for the stipend
- e) Where will this land budget-wise?
 - (1) Sport budgets or general?
- 3. Next steps
 - a) Revisit as committees
 - b) Vote as part of budgets for 24-25
- C. Tech Liaison and Tech Team Proposal- Electronic Vote
 - 1. Pay scale to emulate performance judge pay
 - 2. Suggesting training to be done for both sports together to promote cross-training
 - 3. Penciled in Oct 5 for training- outreach to USA cheer to help develop training
 - 4. Suggesting \$2500 added to training budget to cover costs
- D. Website/Registration Host Update
 - 1. Working through website review with Sports Engine.
 - 2. The organization will continue their contract with Sports Engine due to additional functionality.

XI. New Business

- A. Researching storage solutions for marley and mat purchase plus existing assets
- B. Archiving to be done- received 14 bins of hard copy historical documents
- C. Confirming rates with Champion Video for the 2025 championship season
- D. Reviewing lighthouse productions as possible partner for State
- E. Researching shipping/mailling solutions
- F. Developing long-term asset wish list

Future Meeting Dates ([2024-2025 Calendar View](#))

<input checked="" type="checkbox"/>	June 24, 2024	6pm-8pm	Joint Committee Meeting	Virtual
<input checked="" type="checkbox"/>	July 10, 2024		BOD Email Update	
<input type="checkbox"/>	August 4, 2024	TBD	In Person BOD/Committee Meetings	Potage, WI
<input type="checkbox"/>	August 12, 2024	7pm-8pm	District 1/5/6 Roundtable	Virtual
<input type="checkbox"/>	August 13, 2024	7pm-8pm	District 2/3 Roundtable	Virtual
<input type="checkbox"/>	August 14, 2024	7pm-8pm	District 4 Roundtable	Virtual
<input type="checkbox"/>	September 15, 2024		BOD Email Update	
<input type="checkbox"/>	October 6, 2024	11am-2pm	BOD Meeting	Virtual
<input type="checkbox"/>	November 15-17, 2024		Fall Conference	WI Dells/Wilderness
<input type="checkbox"/>	December 15, 2024		BOD Email Update	

<input type="checkbox"/>	January 11, 2025		Cheer JEM	TBD
<input type="checkbox"/>	January 18, 2025		Dance JEM	TBD
<input type="checkbox"/>	January 25, 2025		Dance Regionals	TBD
<input type="checkbox"/>	January 31-February 1, 2025		Dance State	La Crosse Center
<input type="checkbox"/>	February 15, 2025		Cheer Prelims	TBD
<input type="checkbox"/>	February 22, 2025		Cheer State	TBD
<input type="checkbox"/>	March 19, 2025	7pm-8pm	BOD Meeting (Exec Nominations)	Virtual
<input type="checkbox"/>	April 5-6, 2025	TBD	In Person BOD/Committee Meetings	TBD
<input type="checkbox"/>	May 1, 2025	6pm-8pm	BOD Meeting	Virtual
<input type="checkbox"/>	May 6, 2025	7pm-8pm	District 1/5/6 Meeting/Elections	Virtual
<input type="checkbox"/>	May 7, 2025	7pm-8pm	District 2/3 Meeting/Elections	Virtual
<input type="checkbox"/>	May 8, 2025	7pm-8pm	District 4 Meeting/Elections	Virtual
<input type="checkbox"/>	June 23, 2025	6pm-8pm	BOD Meeting (Budget/At Large)	Virtual