



Wisconsin Association of Cheer & Pom Coaches, Inc.

WACPC Board Meeting

Date: Sunday, May 1st 2022

11:00 AM - 2:00 PM

Location: Zoom Meeting

Members: Bruins, DeBruin, Franklin, Gerdman, Gilchrist, Greenwald, Jacobson, Kiese, Kube, LaVelle, Luedtke, Norrish, Jessica Pankow, Julie Pankow, Poeschl, Putra A, Rahjes, Rindt, Schultz, Shaw, Ward, Welke, Zamjahn

Present: Bruins, DeBruin, Franklin, Gerdman, Gilchrist, Greenwald, Kube, LaVelle, Luedtke, Norrish, Jessica Pankow, Julie Pankow, Poeschl, Putra A, Rahjes, Rindt, Schultz, Shaw, Ward, Welke, Zamjahn

Absent: Jacobson, Kiese

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

Meeting Agenda

- I. **Call to order of WACPC Board of Directors**
- II. **President's report**
 - A. Exec Board Meeting Notes - anything to be shared
 1. Set dates for upcoming meetings (at the bottom of the agenda)
 2. Digital voting process
 - B. Board Member Handbook and Constitution Committees to merge.
 - C. Voting procedures
- III. **Secretary's report**
 - A. Previous Meeting Minutes Approval
 1. [Minutes](#)
 2. Motion Putra moves to accept the minutes. Second by Greenwald All in favor- all Motion carries
 - B. Reminder to Committee Chairs
 1. Send to the secretary committee agendas one week in advance of your meeting.
 2. Send to the secretary meeting minutes within one week of your meeting.
 3. Minutes will be posted no later than 2 weeks after a meeting.
 4. Attendance from committee chairs must be shared.
- IV. **Treasurer's report**

- A. Account balances
 - 1. Checking - \$119,850.13
 - 2. Electronic Payment Account - \$263,212.70
- B. [Financial Report](#)
- C. Approval to pay [2021-22 Stipends](#)
 - 1. Revisit these
 - 2. Conference Chair
 - 3. We have reviewed the pre approved stipends that have been paid.
 - 4. **Motion Welke moves that we pay Sue Putra a stipend of \$1500 for her work as the Fall Conference chair position. Second by Shaw All in favor- 17 Abstain- 1 Motion carries**
- D. [Budget Draft for 2022-23](#)
 - 1. Next Steps
 - 2. **Recommendation-** We are asking Cheer and Dance Committees to pay for the All State stipend from their prospective budgets.

V. Finance Committee Report

- A. Work In Progress
 - 1. Establishing procedures for booking flights, and handling payments, cancellations, and refunds/credits.
 - a) Issue that has come up- there is a procedure that has come up with traveling in general that puts us at risk when we book tickets for people. Working on how to handle this type of situation. Finance committee is working on the procedures for this and who can be the exceptions to the rule.
 - b) Finance committee will seek legal guidance with regards to reimbursement language.
 - 2. Discussing dance and cheer budgets plan for a % earmarked for the general fund.
 - a) Intent is to show advanced planning to cover scholarships/conference/education/savings.
 - 3. Beginning discussion on meals
 - a) Per diem limits?
 - b) Goal: to have a final proposal prior to the Fall Conference final budget..
- B. Budget 2022-2023
 - 1. Approve budgets at the June 5 meeting
- C. Tabled Items
 - 1. What to do with a surplus
 - a) Can we add more scholarships?
 - 2. Events
 - a) Standardized contracts for speakers, competitions. Ect.
 - 3. Budget for some legal services

VI. Member Media/Communication

- A. General Updates
 - 1. Meeting May 25th to finalize communication proposal
- B. Website Updates
 - 1. Subcommittee meeting May 2nd to update website and rid of any repetitive or unneeded information
- C. Social Media Schedule
 - 1. [22-23 Proposed Social Media Schedule](#)
 - a) HOF, Judge Training (cheer, dance and tech), Fall Conf, COY, Vendors/Sponsorships, Apparel, & Scholarship Committees: Please review in detail on timing of social media posts. If you would like something added and or changed let us know or fill out the [social media request](#) .

- b) Currently about one month behind coming off of covid year but will continue finalizing and get back on track.

D. Virtual Education

- 1. Tabled until May 25th meeting

VII. Competition Committee Report

A. Apparel for Competition

- 1. General Update
 - a) Last meeting discussed different vendors
 - b) Looking for a new chair for this committee

B. Technical Officials

- 1. General Update
 - a) Working on a survey to send out to our tech officials
 - (1) Coming from a third party email
 - b) Set up training dates by using the feedback from the survey

C. Awards

- 1. General Update
 - a) Both dance and cheer were under budget
 - b) Staying with Esco

D. Sponsors & Vendors

- 1. General Update
 - a) 4 points to review
 - (1) Review current sponsorship material with regards to cost that we would charge them and their benefits
 - (2) Reaching out to vendors new and old
 - (3) Possible issue with the use of our logos. We want to have language posted as to how our logos are used and how to get approval to use them.
 - (a) Make sure everyone that we are working with understands that they need to have permission to use our logos.
 - (b) Is our WACPC logo copyrighted?
 - (4) Review the contracts that we do sign for regionals and state to make sure there are no conflicts ie meal restrictions, food restrictions, ect

E. Communications

- 1. General Update
- 2. Year In Review Update
 - a) 97% done going to the final review...hoping to go this week.

F. Tech Officials

- 1. Cheer
 - a) WACPC Rules Review
- 2. Dance
 - a) WACPC Rules Review
- 3. Status of officials survey
- 4. Training Update
 - a) Curriculum
 - b) Dates

VIII. Dance Committee

A. [Minutes](#)

B. General Updates:

1. Budget
 - a) In process. Will be finalized by June 5
2. Judging
 - a) Accepted the budget
 - b) Deduction rule - on agenda for dance committee meeting
 - c) Scoresheets
 - (1) In the process of revisiting them
 - (2) Goal to be done by end of June
3. Event Planning
 - a) Moving to a two day state event
 - (1) Same weekend
 - b) Moving to two regional sites Northern & Southern
 - (1) Still working on locations
4. Communication / Education
 - a) Mentoring, Coaches corner- on agenda for dance committee meeting

IX. Cheer Committee

- A. [Minutes](#)
- B. General Updates
- C. Work Group Reports:
 1. Event Planning
 - a) Prelim & Finals event logistics underway
 - b) Still working to finalize JEM venue
 2. Competition Advancement
 - a) Round table to be held with judges to gather ideas and feedback on direction moving forward
 3. Communication & Education
 - a) Coach's Corner schedule has been finalized and posted to website

X. Vendor / Sponsor Committee Report

- A. Meeting held 4/27/22
- B. Topics discussed:
 1. Develop/post approval method to use WACPC logo at events
 2. Kim Gilchrist will coordinate vendors on site during the Fall Conference
 3. Committee reviewing promotional literature for updates
 4. Committee reviewing Sponsorship value to develop a la carte pricing
 5. Committee to review contracts for regional and state venues as they pertain to any vendor or sponsorship restrictions.

XI. Fall Conference Committee Report

- A. Kick off meeting held 4/27/22.
- B. Topics discussed
 1. Budget/Attendance Projection/Wilderness Resort Contract
 - a. Feel that we will have strong support for this
 - b. We are working with a \$70,000 budget
 2. Registration Cost, Process and Timing
 - a. Keep it the same
 - b. Bulk of the work completed by the district meetings in August
 - c. Move general membership meeting to Sunday due to football games on Friday night
 - d. Timing of different workshops and themes
 - e. Goal to have an uplifting theme to bind everyone together
 - f. If anyone has workshop ideas please share with Amy and Jim
 3. Schedule Logistics
 4. Potential Speakers are being contacted to determine availability

5. Workshop topic suggestions to receive feedback
6. Meal considerations
7. University Student Athlete Helpers = availability, number needed compensation
8. Next meeting scheduled for June 15th

XII. Recognition Committee Report

- A. Scholarships
 1. 113 Applicants (25% - Cheer)(72% - Dance)(3% - Cheer/Dance)
 2. 21 Scholarships Awarded (24% - Cheer)(71% - Dance) (5% - Cheer/Dance)
 - a) All notification emails sent
 - b) Reimbursement form will be completed electronically
- B. Sportsmanship
 1. Awards at Fall Conference
 2. Winners have been notified
- C. Coach of the Year
 1. Discussion of process
- D. Hall of Fame
 1. Discussion of process
- E. All State
 1. Cheer
 - a) Google drive with folders worked very well
 2. Dance
 - a) Formalize the process
 - b) Continue to print awards ahead of time

XIII. Constitution / Handbook Committee

- A. Member Handbook
- B. Constitution
 1. Looking at issues with members living and working in different areas
 2. Nominees must be present at the district meeting to accept the nomination
 3. Request ballot forms three days prior to first district meeting from secretary
 4. Voting procedures for executive board
 - a) Absentee voting - make this clear throughout the entire constitution
- C. BOD Handbook - Per 04/02/2022 Minutes:
 1. Goal is to complete by August BOD Meeting.
 2. Bruins to share out draft format to committee.
 - a) Committee chairs will fill out information regarding their committee

XIV. New Business

- A. Nominations for VP and Secretary positions
 1. Election officials
 - a) Julie P and Sue Putra
 2. Nominations at this meeting
 - a) VP
 - (1) Rebecca Rindt
 - (2) James Ward
 - b) Secretary
 - (1) Lisa Gerdman
 - (2) Tina Welke
 - (3) Morgan Kube
 3. Nominations from the Floor
 - a) Discussion for the VP
 - (1) Electronic vote for the VP
 - (a) VP 2022-23 & 2023-24 Rebekah Rindt
 - b) Discussion for the Secretary

- (1) Electronic vote for Secretary
 - (a) Secretary 2022-23 & 2023-24 Morgan Kube

4. Elections

XV. Old Business

- A. Discuss committee interests
 - 1. [Current assignments 2021-22](#)
 - 2. Think about what you are interested in
 - 3. Prepare to make a commitment by the June 5 BOD meeting.
- B. District meeting dates - 7 pm start
 - 1. Virtual
 - a) D 1, 2, 5 & 6 - Monday, August 8
 - b) D 3 - Wednesday, August 10
 - c) D 4 - Thursday, August 11
 - 2. [Slides Presentation](#) - Updates needed.
 - a) Updated Slides due by July 24
 - (1) All members need to finish their slides
 - (2) Dance & Cheer Co-chairs
 - (3) Rules chairs
 - (4) Exec Board
 - b) Recording by individual members must be done by July 30
 - c) Board meeting July 31 to prepare for District Meetings
 - (1) Zoom
 - d) Going to use the OPAVote system.

XVI. Meeting Adjourn Kube moves to adjourn Second by Greenwald All in favor-all Motion carries

Next meetings:

Proposed Upcoming dates: Proposed meeting dates for 2022 - 2023

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> June 5 | Virtual Board meeting 11-2 pm |
| <input type="checkbox"/> Jul 31, 2022 | Virtual Board meeting 11-2 pm (get ready for the district mtg) |
| <input type="checkbox"/> August 8 | D1, 2, 5 & 6 District meeting |
| <input type="checkbox"/> August 10 | D3 District meeting |
| <input type="checkbox"/> August 11 | D4 District meeting |
| <input type="checkbox"/> Sept 11 | Virtual Board meeting 11-2 pm |
| <input type="checkbox"/> Oct 1-2 | Board & Committee In person place & time TBD |
| <input type="checkbox"/> Nov 11-13 | Fall Conference |
| <input type="checkbox"/> Dec 4 | Virtual Board Meeting 11-2 pm |
| <input type="checkbox"/> March 5 | Virtual Board Meeting 11-2 pm |
| <input type="checkbox"/> April 1-2 | In person Board & Committee |
| <input type="checkbox"/> May 7 | Virtual Board Meeting |

Important links:

- [Form for website placement](#)
- [social media request](#)
- [22-23 Proposed Social Media Schedule](#)