



**Wisconsin Association of Cheer & Pom Coaches, Inc.
Board of Directors Email Update
October 6th, 2024**

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

Present: Alger, Gerdman, Wolfe, Vernezze, Wakefield, Anderson, Johnson, Barrett, Mittelstaedt, Ward, DeBruin, Luedtke, LaVelle, Hittman, Shaw, Boivin, Bump, Nielsen, Shaw, Wakefield, Bruins

Excused: Franklin, Greenwald

Absent:

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. Meeting procedures

- A. Keep comments pertinent, avoid repetition
- B. No computer/phone use during discussions, focus on topics at hand, use internet computer etc. only when researching info pertinent to the discussion
- C. Email info@wacpc.com and president@wacpc.com if you cannot attend meetings.

II. Call to Order: 11:02

III. Additions to the Agenda

- A. Student Representatives Proposal
 - 1. WIAA Example
- B. Sending to committee- Recognition
 - 1. Could be adhoc within sub-group

2. Renee and Ryan partnering
3. Danielle to add them both to band group

IV. President's Report

SOP and "norms" discussion.

1. Reminders
 - a) Emails
 - (1) Vacation replies (created to convey to sender that we received message)
 - (2) Reminder- leave response on if there is not a clear plan for checking every day
 - (3) Should be used in a more responsive way
 - (4) Emails on BOD spreadsheet:
 - x 2024-2025 WACPC BOD Info and Committee...
 - (a) Should be used to facilitate redirection
 - (5) CTA- Update emails tab with access to inboxes
 - (6) Anything WACPC related should not come from personal emails
 - (a) Should come through committees and other board of director assigned official emails.
 - (b) BoardMembership/AD lists should not be used for non-WACPC purposes
 - b) Zoom/Google Meet
 - (1) Presetting-
 - (a) Is it recorded?
 - (b) Mute participants on entry
 - (c) Set moderators/hosts, watching chat
 - (d) Checking access and links work/posted
 - (e) Transcription
 - (2) Every WACPC account should have access to Google Meet
 - c) Meetings
 - (1) April - C&H meeting under Lindsey, shared with BOD (linked below)
 - d) Agenda Formatting
 - (1) Lindsey sharing updated agenda formatting
 - (2) Should be the standard across workgroups, committees, etc
2. SOP Guidance and Building Blocks
 - a) C&H 4.7.24 Meeting Agenda
 - b) Created to help leadership prepare/plan, execute meetings
 - c) Adopted in 2022
 - d) Meant to be guidance/building blocks, can be set up differently within committee depending on what works best for the group
 - e) Communication flow- what is the process that will work best for your committee for information sharing?
 - f) CTA- leads should review and share suggestions for improvements to processes
 - g) Execs to review current guidelines

V. Treasurer's Report

- A. Financial Report
- B. Account Balances
 - 1. Checking: \$ 73,631.40
 - 2. Electronic: \$ 483,028.75
 - 3. Savings: \$ 150,035.02
- C. Finance Committee Report
 - 1. Need to Know Doc
 - 2. Admissions Fees for 2024-2025 Season
 - a) Reviewed 23/24 Profit/Loss per event (Data)
 - (1) Did not find events with a loss
 - b) Current recommendation is to keep admissions cost as is while further work is done on general budget coverage
 - 3. Lost Check
 - a) Recommendation that check cancellation fees will be subtracted from the total amount when a replacement check is requested.
 - (1) Motion by Vernezze to accept recommendation, seconded by DeBruin, all in favor, motion passes
 - 4. Direct Deposit - currently exploring options
 - 5. Tax Exempt Status - How do we maximize?
 - a) Amazon Business Account
 - (1) Orders can be emailed to registration for purchase
 - b) Brainstorming List (i.e. Costco, Walmart, etc.)
 - c) Recommendation that tax will not be reimbursed for qualifying purchases.
 - (1) Motion from Mittelstaedt to accept, second by Vernezze, all in favor, motion passes
 - 6. Event Payment Requests
 - a) Create spreadsheet that includes linked receipts/documentation & share with treasurer (on need to know doc)
 - 7. Personal Reimbursement Requests
 - a) Voucher
 - (1) Make a copy
 - (2) Complete with all necessary details
 - (3) Link receipts within description column
 - (4) Share with treasurer at registration@wacpc.com
 - 8. Equipment wish list
 - a) Finance to review process for requests and how things are handled out of budgets
 - b) Hittman requesting P&L/forecasting review

II. Secretary's Report

- A. Minutes to be approved- August 4 and September email update
 - 1. Motion to approve Boivin, second by DeBruin, no discussion, all approve, motion passes

- B. Reminder to send committee meeting schedule updates to info@wacpc.com to be posted on the Events calendar with WACPC Zoom link

III. Dance Committee Report

- A. Next Meeting Oct 6th 7PM
 - 1. Agenda
- B. 9/8/24 Meeting Minutes
- C. 9/18/24 Three Dance Proposals were voted on electronically
 - 1. Adopt a change in the All-State scoring system. This includes a revision to score sheets developed by NDCA and number of judges that are required.
 - 2. Adopt an established pay scale for safety and education judges in line with our performance judge training.
 - 3. Becca Meyer assist Liz with the analyst duties. Becca and Liz will split their compensation
 - 4. All motions were carried as of 9/21/2024

IV. Cheer Committee Report

- A. Next Meeting October 27th 8PM
- B. 9/22/24 Minutes
- C. Revised [FAQ's](#)
 - 1. Luedtke to post to the website as a view only google doc.
 - a) Completed 9/23/24
- D. Skill Library
 - 1. Morehead State Cheer has been asked to video all stunts on our rubric
- E. **MOTION PASSED: Updated digital Skill Inventory - New form for skill inventory to be used this year.**
- F. Panel Judge Training and Mini Conference
 - 1. Judges are currently working on their post-lab testing.
- G. Staffing for locals has begun.
 - 1. We cannot staff every local that wants to be WACPC Supported at this time due to judge shortage.
 - 2. Judge Coordinator asking for help to recruit.
 - 3. Additional mini training conference on Nov 3 focusing on cheer dance, game day with national-level speakers
- H. State Series Locations
 - 1. Contracting continues with all locations:
 - a) JEM Cheer - East Troy
 - b) Prelims - Hartford
 - c) Finals - Deforest
 - 2. See Workgroup minutes for status updates.
- I. Coaches Corner plan has been developed.
- J. Mentorship plan has been developed.

V. Operations

- A. Constitution/Handbook Committee Report

1. Reorganization Proposal - tabled
2. Next meeting is Oct 8th
 - a) Reviewing SOPs
- B. Finance Committee - see above
- C. Membership Report
 1. 428 members registered as of 10/5/24
 - a) Review members over same time last year (Alger)
 2. Coaches should register by 11/1 before competition registrations open so they are not delayed in being able to register their teams.
- D. Standards & Compliance Committee Report
 1. Eligibility forms filled out for 2024-25
 - a) 2 students transferring to Ashwaubenon
 - b) 2 students transferring to WDP
 - c) 1 student transferring to KIEL(still in the works)
 2. How do we make sure all members are aware of the procedure for transfer students?
 - a) Honor code
 - b) Cover at Fall district meetings
 - c) Need to draw more attention/awareness to this procedure.
 3. Topics to consider for the future
 - a) What we currently have in the handbooks
 - (1) In Cheer handbook
 - (2) In Dance handbook page 7-8
 - b) Eligibility to have a greater scope than just transfers
 - (1) Amateur status
 - (2) Legal / Disciplinary status
 - (3) Working to be ahead of issues with procedures at the ready.
 - (4) WIAA handbook is a great resource that our chair is utilizing to help research / guide the committee.

VI. **Communications**

- A. Bolster Logo Update
 1. Logo Final
 2. Nielsen moves to approve, Buchholz seconds, all in favor, motion passes
- B. Social Media
 1. Social Media Calendar
 2. Social Media Content request form
 - a) <https://forms.gle/dDGdwbm3291gbGTF8>
 3. Move membership group to BAND?
 - a) Helpful for sharing links, etc
 - b) Plan for communication to move to be reviewed by committee
 - c) Transitional period- using both in the interim
- C. Email Header
 1. Use for all emails going forward
 - a) Will update once new logo is official
 - b) For use on large group emails

c) CTA- Carrie to get committee list to Danielle

D. Apparel

1. WACPC Apparel
2. Continue using Hummingbird?
 - a) Need last years apparel sales #'s
 - b) Staying status quo, but can review options as they are presented

VII. Events

- A. JEM conference - 90 athletes, 37 coaches
 1. Speakers finalized
 2. Carrie to connect with Jim on mats
- B. Fall Conference - currently 216 athletes, 98 coaches, 40 athletes waitlisted
 1. Finalizing speakers and vendors
 2. No plans for Friday night

VIII. Recognition

- A. Coach of the Year (Drew & Kerry)
 1. Consider use of past submissions vs annual submission
 - a) Roll over if requested, can use previous materials
 2. Work with Carrie on inviting COY to coach All State Team in June
 3. Working to have application live on November 1
- B. Hall of Fame (Anne & Amy)
 1. Application closed this week - will be sending a virtual recommendation for HOF
 - a) Traveling wall for HOF/COY Photos - do we have this?? (no)
 - b) Considering slideshow option instead, can get LED screen from Lance
- C. Scholarships (Cindy & Lindsey)
 1. No update at this time
- D. Sportsmanship (Danielle)
 1. Contacted local events requesting our QR code to be shared
- E. Scholar Athlete (Natalia)
 1. No update at this time
- F. All State Performance (Carrie & Danielle)
 1. No update at this time

IX. New Business

- A. Slack/Wifi resource request for Safety and Education
 1. We would like to recommend purchasing membership for Slack to allow safety judges to communicate. Reasons for Slack:
 2. -secure!
 3. -can be used on a desktop
 4. -can set up multiple groups so Katy and I can monitor group chats/discussion even if we are not physically present
 5. -integrates into google platform/WACPC
 6. -ability for audio/video calls if needed
 7. -ability to share video

- 8. -pricing information can be found here. <https://slack.com/pricing>
- 9. I would recommend the business plan because it allows data exporting. I think it is important we be able to archive this information in case it needs to be accessed after an event
- 10. We also believe WACPC will need to invest in more hotspots or a dedicated hotspot for safety judges. If we want judges off their phones (service is questionable in LaCrosse Center anyway), we must be able to communicate via this platform without interruption or lag from being on public/guest wifi at a school
- B. Mittelstaedt moves to make the investment in Slack, Hittman seconds, all in favor, motion passes
- C. Safety to connect with Lindsey, sports to report out from coordinators on implementation
- X. Potential in-person meeting add: Nov 24, will post in Band to gauge
- XI. Motion to adjourn by Nielsen, Wolfe seconds, 1:38 PM, passes

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 14, 2024		BOD Email Update	
<input checked="" type="checkbox"/>	August 4, 2024	TBD	In Person BOD/Committee Meetings	Potage, WI
<input checked="" type="checkbox"/>	August 12, 2024	7pm-8pm	District 1/5/6 Roundtable	Virtual
<input checked="" type="checkbox"/>	August 13, 2024	7pm-8pm	District 2/3 Roundtable	Virtual
<input checked="" type="checkbox"/>	August 14, 2024	7pm-8pm	District 4 Roundtable	Virtual
<input checked="" type="checkbox"/>	September 15, 2024		BOD Email Update	
<input checked="" 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	Hartford Union HS
<input type="checkbox"/>	February 22, 2025		Cheer State	DeForrest HS
<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