



# WISCONSIN ASSOCIATION of CHEER & POM COACHES

## Board of Directors


**Members:** Barrett , Bohl, Boivin, Bruins, Collins, Gerdman, Gullicksrud, Hoefgen, Jacobson, Johnson, Kjendlie, Klatt, Luedtke, McGee, Mittelstaedt, Nielsen, Reiche, Rode, Schroeder, Shaw, Vernezze, Wakefield, Welch, Wolfe

**WACPC Mission Statement: Educate, Motivate, Collaborate & Celebrate**

### WACPC MEETING NORMS

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

#### Meeting procedures

- Keep comments pertinent, avoid repetition
- No computer/phone use during discussions, focus on topics at hand, use internet computer etc. only when researching info pertinent to the discussion
- Email [info@wacpc.com](mailto:info@wacpc.com) and [president@wacpc.com](mailto:president@wacpc.com) if you cannot attend meetings.
-  2025-2026 WACPC BOD Info and Committee Assignments.xlsx

#### Meeting Dates:

|                          |                           |                          |          |         |
|--------------------------|---------------------------|--------------------------|----------|---------|
| <a href="#">8/3/2025</a> | <a href="#">9/15/2025</a> | <a href="#">10/20/25</a> | 11/14/25 | 12/9/25 |
| 4/12/25                  | <a href="#">8/20/2025</a> | <a href="#">8/14/25</a>  |          |         |

**10/20/2025**

**Meeting Link:** <https://meet.google.com/dmh-bpsu-ivn>

**Present:** Barrett, Bohl, Boivin, Collins, Gerdman, Gullicksrud, Hoefgen, Jacobson, Johnson, Kjendlie, Klatt, Mittelstaedt, Nielsen, Reiche, Shaw, Vernezze, Wakefield, Welch, Wolfe

**Absent:** Bruins, Luedtke, McGee, Rode, Schroeder

- I. **Call to order: 8:02 called to order**
- II. **Additions to the agenda**

- A. Did someone send out medals?
  - 1. Question on Band about JEM Dance medals
    - a) 3 people from Dance Committee were handling this. We are going to check with them. Julie J is going to reach out to dance committee members.

### III. Presidents Report

- A. Mental health resources
  - 1. Ryan received an email from a WACPC member stating that they believe our community would benefit from these types of resources. Ryan read the email to the board.
    - a) Thoughts
      - (1) Lindsay in favor of conversations around this and adding these next year. Can we find resources for this coach?
      - (2) Lizzi does this in her day job- peer support role. Has worked with this and has dedicated training. Willing to help with this
  - 2. Ryan is going to reach out to WIAA and see what they offer and then circle back.
  - 3. Do we have anything related to this at Fall Conference?
    - a) Tumbling anxiety, owning your way, team leadership...etc We are offering some sessions that could fit into this category.
    - b) Should we offer an exit survey at Fall Conference related to this.
  - 4. We offer many things to our coaches but this would specifically be for athletes.
  - 5. Coaches' corner and invite athletes.
    - a) 3rd Wednesday of each month

### IV. Secretary Report

- A. Approve 9/15 Minutes
  - 1. Motion to approve Gerdman moves Second by Johnson
- B. First 200 rule books mailed, working on the next batch
  - 1. Are we going to offer the rule books digitally? There has been some discussion. WIAA will not be sending them to AD's any more. Need to look into this.

### V. Treasurers Report

- A. Balances ( as of Sept 30)
  - 1. Primary checking: 551, 246. 51
  - 2. Electronic checking: 61,272.36
  - 3. Savings: 150,046.23
- B. Contract management
  - 1. Add Event coordinators to be able to sign
    - a) Should we have a dollar amount for event coordinators to be able to sign for?
    - b) All execs can sign as well
      - (1) Lizzi suggests event coordinators start the contracts and then send them up to chairs and/or execs
      - (2) We have templates available in our drive- Finance- Contracts- Templates. Lauren H is working on this.
      - (3) **WACPC BOD**- If you have signed a contract it will end up in your personal WACPC drive. You will need to move it to the shared BOD drive.
        - (a) If you need access to the shared WACPC drive, reach out to Hayley.
    - c) Event venue contracts should be signed by execs.
    - d) Use Google sign feature, will automatically be stored in Drive
- C. Sports Engine (SE) platform -
  - a) Payment processing
  - b) Our rate is 3% + \$2, we can choose to pass the fee to customers or absorb it.
  - c) QuickBooks processing rate is 3%, but does not have the additional \$2
    - (1) Moved to QuickBooks to make reconciliation easier for the treasurer.
    - (2) Only thing going out of QuickBooks is registration.
    - (3) Can we go back to using SE as our registration process by Nov 1?

(4) **Motion:** Nielsen moves to move forward with Sports Engines starting November 1. Collins seconds. Yes- 18 No- 0 Abstain- 0 Motion passes

- D. Finance recommends moving to SE processing IMMEDIATELY to facilitate billing and payments more efficiently. and also allow coaches to register multiple coach memberships at one time.
- E. ACH, Venmo payment options for member reimbursements
  - 1. Tera is looking into this for the future.

## VI. Dance Committee

- A. Held Judge's Roundtable
- B. Voted to table Dance specific Content Creator position for this season
- C. Voted to approve general updates to the Dance Handbook, including Registration deadlines, clarification on Medical note requirements, All State division verbiage (clarifying 50% with natural break and not by region), clarification of Elementary division crossover rules.
- D. Still in regards to handbook, we are working on incorporating verbiage to clarify under what circumstances a judge may call time out
- E. Voted to approve the following: Registration and all materials, including team photo, will be due December 1st, 2025. Late fees will be incurred for late/incomplete registrations; no registrations will be accepted after the 19th. All State registration is due December 19th, but coaches do not have to supply athlete grades and names until January 2nd (which is the video submission deadline)
- F. Voted to approve location for All State virtual prelims (Wauwatosa West High School)
- G. We are proposing that we make mild verbiage modifications to our All State Scoresheets, because as they currently stand they are written for performances with multiple athletes, which creates confusion for coaches and soloists when they are trying to interpret feedback.
  - 1. This has been passed via the dance committee
- H. We are continuing to work on updating the Judge's Handbook, hoping to make proposals to the committee soon.
- I. It has been brought up to the committee that BOD/Committee members who are judges should not be allowed to judge at WACPC events. The assumed reasons for this are: that there is a risk of bias, considering that these judges have current working/professional relationships with competing coaches on the board; also, that they might be unfairly awarded contracts over other judges. *We've begun having discussions about this as a committee and in the judge advocacy & development group, but would also be interested in any thoughts from the rest of the board.*
- J. This just came up but the estimated state timeframes for this year with the change is in this document
  - 1. [https://docs.google.com/document/d/1tYLCi9mC3z0IUgiGXNEooVE8qR4EN18mWQ0jm75I\\_dTQ/edit?usp=sharing](https://docs.google.com/document/d/1tYLCi9mC3z0IUgiGXNEooVE8qR4EN18mWQ0jm75I_dTQ/edit?usp=sharing)
  - 2. It was originally created by Drew. It was already approved & voted on by the dance committee in April & shared to the coaches. I made a copy of it & added it to our dance committee folder in the drive.
- K. Site contracts are still waiting for signatures
- L. Dj contract not completed
- M. trainers contracts sent & waiting for signatures
- N. Lisa working on champion video - if we are paying more can we talk about the member benefit to add on recording of all state solos at state? It was proposed last year to research for this year.
  - 1. Should we have a special meeting to tackle this? Yes, we will.

## VII. Cheer Committee

- A. Cheer All State Updates
  - 1. 2025–2026 All-State information has been updated on the WACPC website.
  - 2. Feedback Format:
    - a) Round 1: All participants receive feedback only (no placement or numeric scores unless rubric-specific, e.g., tumbling).
    - b) Final Round: Finalists receive detailed feedback sheets; no placements or numeric scores provided.

## A. New Judge Numbers

- a. Many judges had not completed required training by the October 19 deadline.
- b. Only trained and active judges will appear on the WACPC website.
- c. If not listed, the judge is not trained.
- d. Committees and Event Coordinators to be reminded that accurate scoring depends on currently trained WACPC-certified judges.
- e. Judges who have been trained will get a new set of numbers to show that they have trained.

## B. Handbook Updates

### a. Team Entries per Division

- i. Youth/Rec Programs: May register more than one team per division if the program exceeds 34 athletes.
  1. Divisions include:
    - Upper Elem/Rec (5–34 athletes)
    - Lower Elem/Rec Traditional (5–34)
    - Upper Elem/Rec Gameday (5–34)
    - Lower Elem/Rec Gameday (5–34)
    - MS/Rec Traditional (5–34)
    - MS/Rec Non-Tumble (5–34)
    - MS/Rec Gameday (5–34)
    - MS/Rec Cheer Dance (5–34)
- ii. High School Programs: Limited to one team per division, with exceptions for an additional Game Day routine (per 50% rule), stunt groups, and individual routines.
- iii. College Programs: May register multiple teams per division:
  - All-Girl (5–34 athletes, no males)
  - Coed (5–34 athletes, 1+ males)
  - Gameday (5–34 athletes)
- iv. JEM Division Splits: Will occur when 13 or more teams are registered in a division.

### b. Routine Notes

- i. Game Day routines are now considered *primary routines* and may stand alone. Can still be considered a secondary routine.
- ii. Cheer Dance remains a *secondary routine* and will be retired following the 2026 Championship Series.

### c. Safety

- i. Back handspring ups are not permitted in the Non-Tumble Divisions.
  1. For clarification on other inversions, coaches should contact WACPC directly.

### d. Spotter Policy

- i. Motion Passed: Add a clear statement to the Cheer Handbook that WACPC does not provide spotters on the mat.
  1. The statement will include:
    - a. A definition of a spotter aligned with UCA's standards.

- b. Guidelines for programs choosing to bring their own spotters.
    - e. Ethics Statement - Choreography
      - i. Motion Passed: Update the cheer ethics statement to:
        - 1. Remove the reference to “camps.”
        - 2. Add language prohibiting the use of another team or program’s routine in its entirety
        - 3. Programs may continue to share material internally or reuse routines from previous years.
- B. Events**
- 1. Budget Increase Request to Finance
    - a) Event Coordinator submitted a request to the Finance Committee (10/15/2025) to increase DJ pay for new DJ:
      - (1) JEM: \$1,500 → \$1,800
      - (2) Prelims: \$1,875 → \$2,175
      - (3) No increase for State.
        - (a) Johnson moves to accept this change in price. Wakefield seconds.
        - (i) Call for Vote - motion passes Yes- 18 No-0 Abstain- 0
    - b) Finance Committee Recommendation: Approve the increase.
    - c) Acknowledgment: The Cheer Committee extends sincere thanks to Mike Navis for his many years of service to WACPC.
  - 2. La Crosse Center Update
    - a) Contracts signed by the Executive Board for 2027-2030 for Cheer to host State Finals! Waiting on the counter sign from the La Crosse Center.
  - 3. Operational Needs
    - a) Slideshow Deck: Request for BOD Communications team to create a branded template prior to event season.
      - (1) When teams take the floor and their name is shown, it is uniform for dance and cheer.
    - b) BAND App / Coach Concierge Desk:
      - (1) Permission requested for on-site staff to approve and respond to BAND posts on behalf of WACPC.
      - (2) An iPad or laptop should be available at the desk to answer questions and assist coaches.
      - (3) This desk will not serve as a review or judging table.
- C. Communication & Education**
- 1. Cheer Coaches Corners
    - a) 3rd Wednesday of the Month at 8:00
      - (1) Next Coaches Corner: November 19, 2025
      - (2) Topic: General Information and Registration along with Youth Scoresheets
    - b) Posted recording from 2nd coaches corner
    - c) December corner will be Dance and Cheer combined on mental health.
      - (1) December 17th, 2025
  - 2. Mentorship Program
    - a) Reopened applications
    - b) Plan to close it on October 31st, 2025

## **VIII. Operations**

- A. Standards & Compliance
  - 1. Historical Document
    - a) Working on creating a Standards & Compliance historical document to keep all information in one central location

2. Updates

- a) Boivin motions to go into closed session. Gullicksrud seconds.
- b) Nielsen motions to return to regular session. Jacobson seconds.
  - (1) 9:38 Returned to regular session

B. Finance

1. [Kerber Rose Wealth Management Meeting Update](#)

a) **Meeting Summary:**

- (1) Discussion held with **Kerber Rose Wealth Management** regarding long-term financial strategy and cash management options.

b) **Key Areas of Focus:**

- (1) Cash Management
- (2) Scholarship Fund
- (3) Establishing a “Rainy Day” Fund

c) **Next Steps:**

- (1) Develop a formal **Investment Policy** to guide WACPC’s investment and reserve fund decisions.
  - (a) Finance committee will explore more and bring back to the board before a formal vote

d) **Recommendation:**

- (1) The Finance Committee recommends **pursuing a partnership with Kerber Rose Wealth Management** as WACPC’s financial advisor for cash management and strategic planning.

2. ACH payment Processing via Quickbooks

a) **Proposal:**

- (1) Implement **ACH payment processing** for WACPC payments through QuickBooks.
- (2) **Cost:** \$15/month for up to 40 transactions; additional fees apply beyond that limit.

b) **Discussion Points:**

- (1) Intended primarily for **BOD reimbursements** and other internal use.
- (2) **Checks** currently require mailing and additional purchasing costs.
- (3) Estimated transaction volume suggests the 40-transaction limit should be sufficient if used only for BOD reimbursements.
- (4) Need to determine if ACH payments could also include **judge payments** following State Series competitions.
- (5) Committee to confirm there are **no hidden or additional fees**.

c) **Previous Action:**

- (1) On **September 17, 2025**, the Finance Committee recommended bringing this proposal to the Board.

3. Sponsor/Vendor Updates

a) **Discussion:**

- (1) Current vendor selection process lacks a formal policy.
  - (a) How to select vendors?
- (2) Questions raised about managing **duplicate or competing vendors**.

b) **Proposed Practice for Future Years:**

- (1) Vendors accepted on a **first-come, first-served** basis.
- (2) Option for “premium” or exclusive vendor opportunities may be considered in the future.
- (3) Do not limit vendors for the **2025–2026 season**.
- (4) Develop a **vendor and sponsorship policy** for future seasons to ensure fairness and consistency.


4. Business Credit Card

- a) Finance Committee is exploring options for a **non-profit (501c3) business credit card** for WACPC operational expenses and improved expense tracking.


C. Membership

1. 10/15/2025: 460
  - a) 10/5/24: 428

D. Constitution & Handbook

1. Amendment to motion
2.  WACPC Working Amendment
  - a) **Motion: Bohl moves to accept the working amendment. Johnson seconds. Motion passes Yes- 17 No-0 Abstain-0**
  - b) Absentee voting
3. Working on one unified WACPC handbook


**IX. Communications Tabled**

- A. Danielle Nielsen and Lisa Richards hired as Social Media Coordinators
- B. Content Calendar
  1.  2025-26 Content Calendar.xlsx

**X. Events Tabled**

- A. Fall Conference Updates:
  1. we have 151 coaches & 315 athletes registered
  2. We are working on a workers schedule but thinking each worker would have a few sessions that they will "host"
  3. We would like all BOD members on board with at fall conference to be sitting at a new table each meal, interacting with teams/athletes/coaches and just answering questions, asking how their weekend is, introducing yourself & your role, just be SUPER friendly and welcoming
  4. Working on a survey to have readily available at fall conference for feedback so we can get results right away
  5. Schedule is full; we feel like a really good mix of cheer & dance classes; lots of opportunities for cheer & dance judge interactions
  6. dance judges training happening at fall conference
  7. How do we order athlete and coaches gifts online? Need to do asap due to shipping

**XI. Recognition**

- A. Hall of Fame recommendations
  1. We are going to pare this down at the Fall Conference.
  2. Dance- nominate  Julie Jacobson
  3. Cheer- nominate Amy Nass
  4. **Motion: Taylor motions to approve the nominees. Collins seconds. Yes- 16 No-0 Abstain- 1 Motion passes**
- B. COY clarification
  1. We had someone reach out to see if a college coach is eligible. They need to be a WACPC registered member.

**XII. New Business**

**XIII. Adjournment Johnson motions to adjourn at 10:11. Bohl seconds.**