

AGENDA

MEETING

April 19th & 20th 2024

Called to order 6:03

Members present: StaceyAnn, Jen, Courtney, Billie Ann, Carrie, Katie, Sarah, Lu, Ranee, Cailey, Brenna, Dakia, Audrey, Leah

1. Review old minutes

- a. [January 30th board meeting](#)

Motion to approve Courtney, second by Dakia, all in favor.

- b. This could be done when asked for minutes of the last meeting approved - but otherwise, for those who were NOT supposed to be paid \$50.00, how are we getting reimbursed or they'll just not be paid for the current meeting?

Billie Ann, Sarah, Lu were paid for Fall 2023 comp. Lu is okay because she had resigned prior to fall comp, so she did not have a paid position. Billie Ann is good. Sarah will receive \$50 less for comp director pay, because of that pre-pay.

2. Treasury report (Bring full report)

- a. Status of co-treasurer

Treasure duties: 1099 and 501(c)3 paperwork (e-postcard with federal and state government, state annual report)

Marlys Magnuson will be helping to set up QuickBooks summer 2024

Discussion about moving treasurer duties to the president. Most financial related work happens with the comp director. Discussion on needing a treasurer to manage the day to day work with QuickBooks. Further discussion about needing a co-treasurer to learn Billie Ann's job. The treasurer needs to be able to work with digital accounting. Co-comp directors deal with most of the money and they feel like it could be a part of StaceyAnn's co-comp job.

Table until item 14 and able to talk about it when we get to board positions

- b. checking: \$44,293.10
c. CD's: \$16,236.65

Only one CD.

- d. Paypal report

Billie Ann reports it is working really well and is easy to use. We have the fee set at 3.5%.

Winter 2024 comp expenses:

Columns: Judges pay, meal allowance, fights/mileage, hotel
Hannah Ripplinger was a volunteer

The Dwayne Walker payment was paying for the Fall 2023 competition DVDs. This should be moved to the Fall expenses. It was already documented in the fall expenses and can be removed from this expense sheet, which changes the profit total.

Registration total was \$7763.50 and all refunds were documented in the Competition spreadsheet. Total profit is \$8409.08.

DVDs were not sold at this competition.

Checks purchases from Costco.

Billie Ann requested a 1099 for taxes as she went over \$600.

Motion to approve with changes made by Raneé and second by Brenna. All in favor.

3. Google form voting-"ethical or not"

In a previous survey, the button "only submit one answer" was not clicked.

Standard norm of "always collecting emails", as president is the only one who can see the results.

4. Coach of Year issues

Award was not handed out at the competition. Wishes of the board are that more was communicated with the whole board. The decision was made with the intention that the board should make a decision at a later date.

The award will be presented on social media and the plaque will be awarded at coaches day.

Discussion about changing Coach of the Year to nominations being board selected. Should the board vote for the coach or general membership? Bring this up to the General Assembly on coaches day.

Another idea: board selects nominees, then general assembly votes for award at coaches day and the award is given that day. Announce the winner again at fall competition and invite the winner.

Committee to run through Coach of the Year ideas.

Coaches day committee.

Protocol for issues:

- Hear the information: take it to the president
- President gets the facts and talk to the people involved
 - all calls take place with an additional board member as a witness or cc on an email
- President will decide course of action: go to board, go to co-comp director, go to executive director, or a specific group or member

5. 30th anniversary

Coaches day birthday party theme. 30 color is green.

Coaches day committee.

6. Team Scholar award

Awarding this at competition was postponed because of the time frame for getting grades and GPA's.

Discussion about continuing this or not. The earlier date affected teams submitting it. For next year we should keep it how it is and promote it more after comp next year to get more teams to turn in the paperwork.

7. 2 Grants to approve

\$500 from Grand Forks Central for mats- motion to approve by Audrey, second Dakia, approved

\$ from for poms as they are getting program started

Need a spreadsheet for application documentation

Idea for change: application only asks for estimated cost of needs. No wording saying that (they will receive \$500. Money amount will be awarded to grant recipients based on total requests received in a year. Deadline will be in March. Yearly max for grants is \$2000.

Recipients will be chosen at the yearly board meeting and awarded at coaches day. Motion by Sarah, second by Courtney, all in favor.

The Executive Director will update the form to take off the \$500

8. 2024-25 Dates to Remember (coaches day, rules meetings, competition dates etc)

a. Yearly dates

Coaches Day- Friday, July 19th at Bismarck TBD

Rules Meeting- Friday, July 19th in Bismarck; Saturday, August 3rd in Fargo and Dickinson; Wednesday, August 7th in Minot

Fall Competition- November 23rd at Bismarck

Winter Competition- February 15 at Minot

9. Competition

- a. Report of Fall & winter Comp (with all expenses/checks written and all charges on credit cards; monies recd from teams, monies rcd from admissions, etc)

(went through expenses in treasurer's report)

- b. Middle School Time Out Cost (Sarah)

Discussion about the cost of middle school registration. Should we raise the registration cost for all participants? Board determined that middle school will stay the same.

- c. 2 day comp

Table to committee-something to consider: a separate award celebration for middle school so those teams could travel earlier? Middle school awards during judges' break?

Winter competition went well and many of the board members felt like we are improving time management and flow. We will revisit a 2-day set-up when necessary.

- d. February competition might not work with basketball games Friday.

Date set as February 15th.

- e. Restructuring of our competition divisions

Ideas: changing game day to the nationals format. Band chant, situational chant, cheer, fight song/school song in 3 minutes

- Katie motions to move game day to this format.
- Sarah seconded. Motion passed.

New game day score sheet-committee work (session at coaches day)

Jumpoff: There was a discussion based on coach feedback. The suggestion was to include a male jump-off division. Not many ND teams have males and if we separated it, some teams could potentially have a larger advantage. The suggestion is to allow 3 in top sideline all around, but each division can only have a max in each (i.e. you can have 2 in top sideline and 1 in all around or 2 in all around and 1 in top sideline).

Middle school division expansion: some middle school coaches have requested added divisions. Maybe we do a middle school jump off and middle school game day. This will need to be done earlier if we are doing middle school awards during judges' break.

Sarah made a motion to add the middle school jump off and the middle school game day divisions. Jennifer L. seconded. Motion passed.

Mats: nationals has 9 panel mats. Should we consider moving from 7 to 9? We will stay at 7 panel mats for competition.

f. Stunt safety monitors

Should we have additional spotters on the mat during performances?

There will need to be consistency in people who are qualified to spot. ALL ND coaches need to be stressing stunt safety at all times. A culture of the serious nature of stunting MUST be stressed in all programs.

Suggestion to see what other states are doing in order to make sure that all avenues are considered before a final decision is made in order to ensure safety for all cheerleaders (Leah will follow up with other state organizations). Billie Ann reached out to South Dakota, and they do NOT currently have spotters during competition.

g. Deductions

Are our deductions too high? Our score sheets have so many points, so what is the percentage of our deductions? Should we take off for stunt bobbles? If we are going to deduct for stunt precision, maybe a head tech judge could deduct for a new scale. Could the scoresheet committee work on this while reworking the new scoresheets?

Comp committee will put together a plan for score sheets and deductions and present to the board 4/20/2024.

h. Score sheets

Work on in comp committee

i. Issues with paypal payments from coaches

We need to see if we can offer a guest checkout for PayPal. Staceyann will connect with PayPal to discuss business options for us.

Schools are also requesting itemized receipts so there is documentation about the cost for each item for registration.

j. SmartWaiver

Best of the Midwest uses this for waivers. Pay per event, don't need a membership.

example: 300 participants = \$55

Per year \$210

Fully digital form. Can download all files and put them into a folder.

Motion by Audrey, second Sarah, all in favor.

- k. 20 athletes MAX for performance (CDR) and 24 MAX cheer events (game day, timeout)

Discussion: Dakia suggested that more than 20 athletes on the mat could be a safety hazard. Board also discussed the potential for pushback. NDHSAA has a maximum number for each season.

Dakia makes a motion to make a max of 20 athletes for CDR and 24 for game day and timeout.

Cailey seconded the motion.

For: 10

Abstain: Jennifer L and Leah

Majority vote, so the motion passes.

- l. Remove "cheer" from CDR. make it only a performance routine

Discussion: Dakia would like to remove the cheer as we have cheers in both Time Out and Game Day. Cheer-less routines can be 1:45 minutes - 2:15 minutes.

To be discussed in the future.

- m. Recognize ALL senior athletes at winter comp

Could we do a brief senior recognition at the fall and winter competitions for all seniors? Maybe we provide a ribbon or a flower for each?

- n. Move to only have one comp per year and support schools to host invitationals leading up to the State competition.

In the future, what can we do to motivate our athletic directors and coaches to host more competitions across North Dakota? Some things to ponder and present at Coaches Day.

This might be an opportunity for us to advertise options for teams to receive feedback from additional competitions.

- o. Find more scholarships to award at comps

Might it be possible to create a committee that could look for additional cheer scholarships that are sponsored from ND businesses?

- p. Appeals process

We need to reinforce that coaches need to provide their own appeal form. Also, remind coaches about the rule that they have 10 minutes once they have RECEIVED their tech deductions.

10. Certification

- a. Process

Resources could potentially be linked on our website.

Rules test is way too difficult-many coaches spend HOURS working on the rules test, even with an open book.

Could there be a foundational rules meeting for brand new coaches?

NFHS links with videos could be helpful.

Is there a way for coaches to find out which questions they are getting wrong? Billie Ann will follow up.

- b. Rules meeting - Central, West, East
Covered in "dates to remember" above.

11. Coaches Day

- a. Friday
Date set as Friday, July 19th
- b. Planning ideas
Birthday Party
- c. Take the spirit rules test together as a group.
Each person does have to take it on their own.
- d. Focusing more on basic NFHS rules and touching on new rules if they apply to the skill level of the state.
Dakia has offered to have her athletes host a session with basic stunts for newer coaches-coaches should send her basic stunt ideas.
- e. More options for classes and what that would look like
Safe Sport?

Coaches Day Committee will discuss.

12. Website - competition rules, make more user friendly, social media

Link a public facing google folder and drop minutes into the folder.

Sarah would like to clean up the rules section- potential of formatting it on a document that could be linked on our website. Music rule is under general rules, so it doesn't need to be under each section. Potential for hyperlinks. Sarah will work on it.

Our website isn't quite user friendly-most of our stuff is using forms and it takes users all over the place. Cailey would like to reorganize the website.

Can we get rid of the certification checklist?

Competition checklist was helpful for NDCCA when schools do not follow all expectations and deadlines for competition.

We need a step-by-step checklist for NEW coaches. A document that outlines all steps should be accessible on our website.

What about a coach mentorship program? Jen L and Cailey will work on this.

We could also include bios of board members so our coaches are able to know who we are and can recognize us.

Katie and Cailey will work on this.

Social Media-

Cailey is going to partner up with Dakia to increase our social media presence. New gmail for NDCCA social. Dropbox options for additional content is something to explore as well.

13. Board Positions:

- a. Term limits
Executive Director- permanent

President- 2 years
VP/Membership Director- 2 years
Secretary- 2 year
Treasurer- permanent
Co-Comp Directors- permanent
Co-Certification Directors- permanent
Members at Large- 3 years

Should all positions have term limits? There was discussion around the possibility of board members being re-elected to positions if they are doing them well.

Committee to present on how to lay out term limits

- b. Status of current Board members still "active" and positions to be voted on this summer general assembly
VP, secretary, 6 member at large positions July 2024 (3-three year terms, 2-two year terms, 1-two year term)
- c. Resignation
Anya is no longer on the board, due to personal reasons.

14. Other

Band app-Coaches Day

Start time for 4-20-2024 will be at 9 AM.

Ranee made a motion to adjourn the meeting. Brenna seconded the motion. Motion passed. Meeting ended at 11:44 PM.

Next meeting: schedule next board meetings -

Staceyann called the meeting to order at 9:05 AM on 4-20-2024.

Committee work commenced at 10:10 AM Board will reconvene at noon.

Board reconvened at 12:42 PM for committee work presentations.

Committee Work

- A. Coaches Day committee-planning- Courtney, Staceyann, Dakia, and Audrey
 - a. NDCCA Coaches Convention- \$50 that would include lunch, coaches education, SWAG bag, membership, vendor tables
 - b. Sessions format- a more WIN (what I need) time format
 - c. ****Reminder! Payment will need to be received before the date of the convention in order to prevent paying a late fee.
- B. Comp Committee-

1. gameday format for middle school, jump off for middle school-Sarah
 - [Competition Rules update document](#)
 - Many changes have been made on the competition rules!!!!!!
- Katie made a motion to approve all the competition rules on the document. Jen seconded. Motion passed unanimously.
 - RULE: if middle school compete game day, they must be certified
2. Deductions and scoresheets- Dakia and Staceyann
 - [Potential Performance Scoresheet update](#)
 - Performance score sheet presentation will be available at Coaches Convention- we need to video so we can upload and communicate with all coaches.

Leah made a motion to change the performance scoresheet for the fall competition. Jen seconded the motion. Motion passed.

- Deductions
 - Proposal for smaller technical deductions after averaged panel judge scores.

Audrey made a motion to adopt the rule deduction changes as proposed. Cailey seconded.

- 7 voted yea.
- Billie Ann voted against the motion.
- Sarah and Leah abstained from voting.
- Motion passed.
- Audrey will type these up and send them to Sarah.
- Revisit the coaches yelling rule after discussing with judges this fall.

C. Board term limits committee- Brenna and Jen L.

- a. [Document with proposals](#)
- b. [Board Position jobs](#)
- c. [Board Position Calendar](#)
- d. Board members would vote for board positions. However, we will need to present this to our General Assembly.
- e. Audrey made a motion to create the new website manager and social media manager position. Brenna seconded. Motion passed unanimously.
 - i. Proposed \$150 per year for managing our website
 - ii. Cailey will fill this role.
 - iii. In regards to the website creation, Cailey will work on it and then will bring the hours worked back to the board for invoicing.

e. Courtney motioned to bring forth the new term limits proposal and the new website manager/social media manager to the general assembly. Sarah seconded. Motion passed unanimously.

D. Scholarship committee-Lu

- A camp cost scholarship?
- Lu-sponsors for scholarships
 - endowment discussions-could we reach out to Sanford, Varsity, etc.?
 - a. ask for a commitment for activities related to safety

- BA scholarship- should we increase the scholarship to \$500? There have been years where the coach has not claimed the previous award of \$250 What if the board awarded this at Coaches Day?
- 42 Club
 - a. reward for seniors who participate in the sport of cheer for each fall season and winter season
 - b. Billie Ann will print certificates out for the seniors.
- ii. Sarah made a motion to keep the Billie Ann scholarship at \$250 and the board to create a lottery scholarship to be given out to the selected team for team purposes. Also to add the senior recognition to as outlined below to be included in the fall and again in the winter.
 - Audrey seconded it.
 - Motion passed unanimously.

E. Social Media and website- Cailey

- a. Cailey is going to explore using WIX as our potential user-friendly website. Once our current domain expires, we can hopefully send out a new website.
- b. Band app and frequent social media posts will increase.
 - i. NDCCA Member Coaches Band group will be introduced and promoted at Coaches Convention.
- c. Board members need to send educational videos and information to Cailey, and she will include them on our website.

F. Meeting minutes- Leah

- a. New folder has been created and updated. WEBSITE Meeting Minutes is now available for our members to access.

15. Board revisited the mandatory camp participation for certification. Suggestion to clarify the rule in regards to why one cheerleader needs to attend a camp in order for the team to be certified.

- A. Reasoning: NFHS (2021) "the squad credentialing program will be completed at all 2 days or longer Varsity spirit camps and will be a requirement for participation at USA Spirit Nationals, NCA Junior and Senior High School National Championships and the National High School Cheerleading Championships" (Varsity.com).
- B. Cailey suggested NDCCA holding something similar to what is done for coach certification in Washington. They host a two-hour session with tutorials about safety, grips, etc.
- C. Billie Ann stated that if we were to get rid of the one cheerleader attending camp rule, that would have to be brought to the NDHSAA board since it is their rule. Lu raised the possibility of coaches being able to bring a cheerleader to a 2-hour tutorial.
- D. Staceyann suggested holding a stunt camp for a 3-hour (\$42) or a 4-hour (\$52) during Coaches Day so more teams have an opportunity to become certified. Audrey brought up the reality that we need to ensure that our camp instructor to athlete

ratio needs to be better than it has been in the past AND with instructors that are capable and safe.

- a. Could we utilize more local college athletes to help with camps to best prepare our athletes? Colleges would still have to fill out the NDCCA camp request form.

16. Grants- Teams could request grant money for camp if they need.

Grant application for this year: \$160 for new poms. The \$160 was approved.

17. Other: Competition clothing

Printing on-site has been requested. NDCCA has tried this in the past. Cost and timeliness were factors. Sarah will connect with All American to see if this is an option first. Jen will also do some research. We could potentially offer customization on items in the fall.

18. Leah suggested that future Zoom board meetings be limited in length. If items on the agenda are not covered in each meeting, they will be moved to the next meeting.

19. Board positions

Board Position Calendar

Treasurer: Cailey has offered to fulfill these responsibilities. Audrey also offered to manage the treasurer position.

- A. Dakia made a motion to approve Audrey as treasurer. Sarah seconded. Motion passed unanimously.
- B. Sarah made a motion to purchase a PO Box in Bismarck for NDCCA payments to be sent to it. Dakia seconded. Motion carried.

Secretary: Billie Ann nominated Leah. Courtney seconded. Motion carried.

VP: Staceyann nominated Courtney. Audrey nominated Dakia.

Courtney and Dakia both accepted the nominations.

- A. Voting: 7 for Courtney and 1 for Dakia. Courtney will be NDCCA's new vice president.

Next Meeting: Sunday, June 2nd @ 7 PM

Sarah made a motion to adjourn the meeting at 4:11 PM. All remaining board members seconded. Meeting adjourned at 4:12 PM.