

## Meeting Minutes

September 8th 7pm 2024

**In attendance:** Jennifer Lawson, Staceyann Ziemann, Sarah Seney, Tammy Duursma, Brenna Heidbreder, Mckenna Beeter, Mara Nash, Dakia Schneider, Katie Reiter, Missy Jansen, Leah Ness, Cailey Hanneman, Courtney Pierce, Audrey Lenz, Trenton Larrieu

1. Jen called the meeting to order at 7:03 PM.
2. Review old minutes [August Meeting Minutes](#)
  - a. Staceyann made a motion to approve the minutes. Dakia seconded.
  - b. Minutes approved.
3. Treasury report
  - a. checking: \$ [Statement of Activity](#)
  - b. Audrey presented the current standings. Audrey will send an updated statement so Cailey can upload it to our website.
    - i. [Statement of Financial Position](#)
    - ii.
  - c. CD's: see above documents
4. Job Review
  - a. It was requested to review the executive director position from NDCCA coaches day. The executive committee met to discuss the findings. The executive committee brought forth the recommendation for Billie Ann to resign. Billie Ann declined that recommendation.
  - b. Jen presented the board with financial statistics of royalty checks from Human Kinetics (ASEP) being withdrawn from Billie Ann without the board's knowledge.
  - c. Jen shared a list of items of concern
  - d. Audrey commented that Billie Ann stated she purchased a Hotels.com gift card, but records did not indicate that any hotels were booked through that company.
  - e. Cailey shared about her thoughts on the changes and comments from Billie Ann in those changes and the suggestions that Kevin Morast should be in charge of our website. Cailey and Billie Ann had a followup conversation.
  - f. Jen opened the floor for discussion

- i. Tammy shared her thoughts about how Billie Ann has started this organization, and we need to be mindful of Billie Ann's feelings. Tammy acknowledges that the change in guard is a struggle and mistakes can happen. Tammy is against voting for her resignation.
- ii. Audrey explained how the executive committee proceeded with presenting the findings with Billie Ann prior to this board meeting.
- iii. Katie questioned why being paid by NDHSAA would be a conflict of interest with NDCCA. She also wondered whether Billie Ann had been presented with the list of concerns.
  1. Audrey stated that there were multiple gas charges that we are unaware of how they were used for her capacities as executive director.
- iv. Trent shared that we need to think about how everything looks from the outside so we can protect the association.
- v. Sarah wanted to know about how the request was presented; how thorough was it?
  1. Audrey shared that it has been difficult to obtain all of the receipts.
- vi. Katie wanted clarification about the allegation of mishandling money by Billie Ann or stealing money.
  1. Audrey shared the Human Kinetics data and the years of checking data.
  2. Trent and Missy questioned about the varied costs from year to year for the online ASEP royalties. Why was there such variation?
  3. Sarah asked if Billie Ann was asked to provide the agreement with Human Kinetics. Sarah believes that we should allow Billie Ann to provide the opportunity to share Billie Ann's previous agreement with Human Kinetics.
- g. Dakia and Mara suggest that we present Billie Ann with an opportunity to present proof to support her defense of questions related to her request of resignation.

- h. The board recommends that we will suspend Billie Ann until the thorough investigation and response is finished. All questions should be referred to Katie for certifications and such.
      - i. Dakia will also help out in the meantime if needed. Audrey and Cailey can also be double checking the certifications with requirements and payments.
- 5. Trenton makes a motion for the request of documentation of Human Kinetics agreements between Billie Ann and the company, providing all documentation in relation to Billie Ann, Human Kinetics, and NDCCA.
  - a. Dakia seconded. Motion carries.
- 6. The board will call Billie Ann with our request of a follow up of the list of grievances and our deadline. Phone call.

#### 7. Competition Committee - Trent-

- a. Could we come together to pull off a wonderful competition?
  - b. Audrey makes a motion that the comp directors put together a committee to help with competition. Staceyann, Cailey, and Trenton are interested.
    - i. Courtney seconded the motion. Motion carries.
- 8. Certifications:
  - a. Number of certified coaches currently

9. Emails for board members [Board contact information](#)

10. Mara asked about term limits. We will discuss this soon.

Sarah makes a motion to adjourn the meeting. Tammy seconded.

Meeting adjourned at 8:38 PM.

Next meeting: schedule next board meetings - October's board meeting 7pm, October 6th