

## 4-13-18 Annual Board Meeting Bismarck, ND

### In Attendance:

Cebe Schneider, Audrey Lenz, Billie Ann Caya, Barbara Reese, Dawn Nelson LuAnn Burris, Ranee Parker, Tammy Duursma, Sarah Seney, Samantha DeLong (phone), Ashley Stricker

### Not in attendance:

Holly Strand-Rysgaard, Leah Ramstead, Stacey Lehr

I. Audrey called the meeting to order at 8:13 p.m.

II. Approval of minutes

Barb motions to approved minutes, Tammy D seconds-motion passes

III. Treasurer's Report

1. General Report

a. Checking-\$31,155.00

b. CD 1-\$8,034.29

c.:CD 2 \$7,784.34

2. Fall Competition

a. expenses-\$7,055.87

b. profit-\$2556.63

3. Winter Competition

a. expenses-\$7,416.27

b. profit-\$5,352.43

4. Reminder to put city and high school of the competition on report

5. Barb motions to accept the Treasurer's Report; Sarah S. seconds-motion passes

6. Cebe brought up about having a total balance and having major expenses and there was a discussion-yearly expense report

7. Motion passed unanimously to approve Report

IV. Financial Committee Report

1. Committee proposes the following: to eliminate all cash payments, NDCCA having their own credit card, reimbursement be paid at the state rate.

a. Cebe moves to accept the recommendation; Dawn N seconds

b discussion on if there is more than \$599 then a W-9 is needed, Billie Ann doesn't want to be paid more due to the W-9 issue. Credit card is nice because Billie gets personal points using her credit card. State rate changes all the time and that is why we have used the .50 standard rate, would having 2 signatures be feasible?

c. we clarified that Billie Ann's payment would be on a reimbursement status not like a paid job. We discussed that NDCCA having their own credit card would provide extra protection for the Treasurer. How would we get the credit card to each other?

d. Cebe moves to amend her motion to "leave #1 as is in the policy and #2 to have the card in NDCCA's name but have Billie Ann's name on it and responsibility and #3 strike the part everything after the part that says "requiring 2 signatures", there should be a paper trail between the 2 members managing reimbursements; Sam seconds to amend

e. discussion was had that the current state rate is .54 and current food and lodging rates.

f. Dawn calls for a vote-motion passes; all voted yes except Billie Ann.

g. there was clarification on the credit card that Billie Ann will set-up the credit card and it will be in effect by July.

## 2. Schedule payments

a. there was discussion of do board members get doubly paid for having a board position plus if they work a job like safety checks at competition

b. Sarah motioned that if you are a board member and work competition you will get paid your board pay and also your competition job pay. You will get paid at competition for your job and then at the board meeting at the annual board meeting for your board member position pay. Tammy seconds

c. motion passed

## 3. Audit

a. there was discussion about who is going to do the audit

b. Sarah suggested her mom-she owns her own accounting business-she will talk with her after accounting season

## V. Board Requirements

### 1. VP/Secretary Nominations

a. Barb makes a nomination that Tammy would be the VP; Ashley seconds

b. Audrey nominates Sam as secretary; Billie Ann seconds

c. Barb makes a nomination for voting to cease and casts a unanimous ballot- motion passes

2. Coach/Non-coach ratio
  - a. discussion about the importance to having a balance of coaches and non-coaches on the board
3. Board positions open
  - a. 1-2 each of class A and class B members at large nominations will be open at the general assembly in July

#### VI. Competition Review

1. Raneer gave a report on how the winter competition went
2. Order (Time-Out before team)
  - a. discussion of pros and cons of having either competition first
  - b. it was discussed and agreed up that the team competition will come before the time-out routine
3. Split Class A and B
  - a. discussion about if should always split Class A and B for competition
  - b. it was discussed and agreed that we will leave competition the way that it is and it will be decided upon necessity if we need to split them
4. Better blocking off of judges from crowd
  - a. people were ripping the tape off to get through to their seats
  - b. more of an issue with crowd control than having room for the judges
  - c. there was a suggestion of having someone there to monitor flashes or even security/crowd control
5. Jump-Off
  - a. there was discussion about what kind of criteria the judges are looking for in the jump off
  - b. coaches will now "seed" their own jumpers. They will seed their best jumper as #1 and their second best jumper as #2 on the registration form.
6. Required wear for board members working competitions
  - a. if you are working, and don't have a team, you need to wear your board gear
  - b. Billie Ann will send link to Board members that do not have clothing.

#### VII-Meeting called to recess at 11:55 p.m. until the morning of 4/14/18

7. Locations for fall and winter
  - a. there was discussion to keep the fall competition in Fargo this year to follow state football and to have it in Minot for the winter at the auditorium. Sarah S will check on auditorium availability.
  - b. there was discussion to create a committee that will put together

a new competition warm-up format

#### VIII- Awards Program

##### 1. Coach Year Recognition

a. there was discussion of the most effective way to recognize coaches for their years of service. It was discussed to give the recognition award at "Coaches Day". The years will be kept on the website for the board members position. The board member that is in charge of membership will send list of Years of Service winners to Lu for Coach Recognition; Lu will also send a letter to the AD of that school for those coaches that will be receiving an award.

b. We are changing the "Coach of the Year" submission deadline to February 1<sup>st</sup> of that year.

c. Dawn moves to round to the nearest hundredth for each individuals GPA for the "Team Scholar Award". Motion passes unanimously.

-The form will be updated during committee work.

#### IX. Website

##### 1. Things to be fixed

a. take off the calendar of events

#### X. Important Dates

##### 1. Reports-Billie Ann

a. Billie Ann will make necessary changes and e-mail out

##### 2. Coach's Day

a. Dawn moves to keep the Coaches Day in Bismarck since it is centrally located; CeBe seconds-motion passes unanimously

#### XI. Discussion

##### 1. Rule Infractions

a. there was discussion on what should be done about rules infractions

##### 2. Sprit Clinic

a. Billie Ann would like to go to a spirit clinic in Indianapolis. The only payment would be her flight and hotel.

b. Dawn motions to allow \$1500 any expenditures for certification purposes; Ashley S seconds-Motion passed unanimously

#### XII. Committee Work

##### 1. Committees Chosen and People

a. Website-Billie Ann, Sarah S., Barb

b. Coaches Day-LuAnn, Ranee, Tammy, CeBe

c. Competition warm-up reform-Audrey, Ashley S., Dawn, Barb

XIII. Barb motions to accept Sarah Abrahamson's resignation from the board;  
CeBe seconds-motion passes unanimously  
XIV- Meeting was adjourned at 12:29 and committee work followed.