



Wisconsin Association of Cheer & Pom Coaches, Inc.
Board of Directors Meeting
April 2, 2023
11:30am-2:00pm
Radisson Fond du Lac

Members: Adamczyk, Alger, Bruins, Dawson, DeBruin, Franklin, Gilchrist, Greenwald, Jacobson, Kube, LaVelle, Luedtke, Marcellus, Je.Pankow, Ju.Pankow, Poeschl, Rahjes, Rindt, Schultz, Ward, Welke, Wolfe

Present: Adamczyk, Bruins, Dawson, DeBruin, Franklin, Gilchrist, Greenwald, Kube, Luedtke, Je.Pankow, Ju.Pankow, Poeschl, Rahjes, Rindt, Ward, Welke, Wolfe

Absent: Alger, Jacobson, LaVelle, Marcellus, Schultz

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 11:50am

III. Additions to the Agenda

- A. [Awards report](#)
 - 1. Mini trophy order/champion rings
 - a) Mini trophy order on website
 - b) Email to ESCO on options for champion rings similar to mini trophy orders
 - c) Pendants and other options
 - B. Expectations of professionalism/outward facing positions at events as board of directors and workers
 - 1. Concerns via survey results, ethics, district rep/exec emails, etc
 - 2. Will have individual conversations as necessary
 - C. Survey of board of directors only from executive board
 - 1. Asking for suggestions/feedback anonymously
 - 2. Help to build roadmap

3. Will be sent/results back before next meeting
4. Would recommend at committee level and judges

IV. President's Report

- A. None at this time
- B. Thank you!

V. Treasurer's Report

- A. [Financial Report](#)
 1. Still outstanding items from events
 2. Uncashed checks
 3. Stipends need to be paid
 4. Mat rental
 5. Apparel needs to be deposited
 6. Cleaning up reports/balancing - fiscal year end 6/30/2023
- B. Account Balances
 1. Checking \$187,837.20
 2. Electronic \$271,197.50
 3. Savings \$150,012.49

VI. Dance Committee Report

- A. [See Joint Committee Minutes](#)

VII. Cheer Committee Report

- A. [See Joint Committee Minutes](#)

VIII. Operations

- A. Constitution/Handbook Committee Report
 1. Workgroup meeting to determine direction
 2. Constitution amendment from November, staying status quo
 3. Board member handbook plan of action
 - a) Committee chairs task - purpose, roles/responsibilities, areas of focus, task timeline sent to Bruins & Ward by April 16, 2023 (draft)
 - b) Committee chair and district/at large expectation from Execs to be shared with this committee to be added to this handbook
- B. Finance Committee Report
 1. Researching
 - a) Opening account at additional financial institution to ensure funds are insured
 - b) Alternative investment vehicles
 2. Contracts
 - a) Integrating with electronic signature
 - (1) Google form integration approved by finance committee, will be added to BOD budget for 23-24 - specific for judge contracts, potential with docuSign
 - (2) Review Adobe signing feature as comparison
 - b) Who is eligible to sign contracts on behalf of WACPC

(1) Kube moves that officers of WACPC are the only approved signatories on behalf of WACPC contracts. Welke seconds. All in favor. Motion passes.

 - (a) Not in constitution - resides in SOP
 - c) Site contract review
 - (1) Sponsor/vendor, concessions
 - (2) Will create sample language to be added and instructional document
 3. Remote deposit proposal - tabled; consideration for budget


- a) Check reader
 - b) Monthly enrollment fee \$40/month
 - c) Process 200 checks per month, \$100,000 daily deposit
 - d) Approved by finance - will enroll when busy time comes and will add to BOD budget for 2023-2024
 - e) Researching ability to pause enrollment during non-peak months
 - f) Mobile deposit not an option with business checking
4. Next steps
- a) Stipend positions review
 - (1) Considering part-time employee/intern for office manager, administrative tasks, project coordinator - proposal to follow
 - (a) Not to be considered long-term/year to year position commitment
 - b) Operational budgets for 23-24
 - (1) Review of fees
 - (a) Kube moves to make early bird membership rate the standard membership rate all fiscal year. Second by Welke. All in favor. Motion passes.**
 - (i) Current early bird rates are \$75 coaching member, \$50 non-coaching membership
 - (2) Review of savings threshold
- C. Membership Report
- 1. Membership count: 566
 - a) Comparison
 - (1) 19-20: 512
 - (2) 20-21: 415
 - (3) 21-22: 514
 - b) Membership is still open for 2022-2023 to allow additions for elections - will close after spring district meetings
- D. Ethics Committee Report
- 1. Luedtke moves to adjourn to executive session at 12:26pm second by Rindt. All in favor, motion passes.**
 - 2. Luedtke moves to return to open session at 12:29pm second by Greenwald. All in favor, motion passes.**
 - 3. Review of procedure, create blueprint to follow
 - a) Establish procedure for first offense, second offense, and so on what steps may be followed based on severity
 - b) Timeline and communication guidelines for ethics concern lifecycle
 - c) Involvement of school administrators
 - d) Improving historical database and documentation

IX. Communications

- A. Committee Report: [4/1 Minutes](#)
 - 1. Social Media
 - a) [New proposal approved](#)
 - 2. Website
 - a) Thoughts being put together for improvements
 - b) Welke putting a form together for college team information to update that section and make it visible again

3. Programs
 - a) Year In Review - 85% complete just waiting on G3 and approvals from today, hoping for end of April release
 - b) Need fall rules meetings/round table dates
4. Coaches Corner
 - a) Both dance/cheer education workgroups working on plans for 2023-2024
5. Newsletter
 - a) Positive feedback from members
 - b) Next installment planned to go out 4/15
 - (1) Items to Welke by 4/11
 - c) Moving forward will be September, December, April editions
 - d) Moving from MailChimp to Canva
6. Other items
 - a) Communication for coaches
 - (1) Coaches letters will mirror coaches meetings
 - (2) Send recorded coaches meetings on Monday the week of the event
 - (3) Walk through of event spaces for coaches
 - (a) Where to park, check in, report, etc. etc.
 - (b) Add to the checklist of tasks to be done.
 - b) Communication to WACPC workers prior to events
 - (1) Zoom meeting (recorded for those unable to attend) held on Wednesday/Thursday
 - (2) Clear documentation and job descriptions available prior to the zoom meeting.
 - (3) Consider BAND for utilizing/housing documents and videos
 - c) District Reps
 - (1) Streamline the use of district reps and re-engage district reps
 - (2) CC district emails on board member communication requests
 - (3) Will wait for direction from Constitution/Handbook Comm.
 - (a) Communications need to determine policies for district rep/member communication and provide to constitution/handbook to organize
 - (4) Roundtable discussion with district reps.

X. Events

- A. Fall Conference Committee Report
 1. Reviewed survey results
 - a) Positive feedback for food, presenters
 2. Goal to repeat some classes within conference
 - a) Offering same class at multiple time slots
 3. Very close to budget in 2022, roughly \$3,000 loss, unexpected last minute expenses
 4. Continuing to offer continuing education
 5. Brainstorming ways to make welcome reception more interactive and make improvements
- B. Apparel Committee Report  Apparel Committee April 2, 2023
 1. \$50,000+ profit over all apparel
 - a) Increase from 2022

2. Working on designs now for next year
 3. Sticking to red/black/white/gray but rotating
 4. Need spreadsheet from Hummingbird for team registration/apparel pickup
 5. Staying with Hummingbird for 2024
 6. Recommendation for committee to discuss - all state qualifier/finalist shirt
- C. Sponsors & Vendors Report
1. Very active, several donations/items paid for
 2. Working on confirming locations and if vendors are available/where
 - a) Goal to have all locations secured by September
 - (1) Discount if they attend more than one event
 3. Reminder state program ads are not organized by WACPC, it is coordinated with G3 - link of website with contact information
- D. Technical Judges Report
1. Cheer next steps - survey, tech judge roundtable for feedback, and training dates to be set
 2. Dance - no update

XI. Recognition Report

- A. Committee Report
1. Focusing on documenting procedures and timeline of each piece of recognition
 2. Focusing on rubrics and removing bias
 3. Scholarships
 - a) 131 applicants (increase from 108)
 - (1) 29% cheer, 68% dance, 3% combined
 - b) Reminder that we communicated a minimum of 20 at \$1,000, but budgeted at \$1,500 each
 - c) Recommending 26 scholarships at \$1,000 each
 - d) Rahjes moves to award 26 scholarships at \$1,000 as recommended by the recognition committee. Second by Greenwald. All in favor, motion passes.**
 4. Sportsmanship
 - a) 130 nominations, evaluated 50
 - b) Reviewed nominations/recommendations from recognition
 - c) Greenwald moves to award sportsmanship awards as recommended by the recognition committee. Second by Bruins. 14- Favor 1- Abstain. Motion Passes.**
 5. Hall of Fame - tabled for now
 6. Coach of the Year - tabled for now
 7. Scholar Athlete - tabled for now
 - a) Positive response
 - b) 585 recipients with average GPA of 3.84

XII. New Business

- A. Executive Elections
1. President
 - a) Nominations
 - (1) Nominations from the floor, closed with no additional nominations
 - (2) Carrie Luedtke
 - b) Welke moves for unanimous ballot for Carrie Luedtke for president. Rahjes seconds. All in favor, motion passes.**
 - c) Results - Carrie Luedtke is elected for president for 2023-2025

2. Treasurer

- a) Nominations
 - (1) Nominations from the floor, closed with no additional nominations
 - (2) Julie Pankow
 - (3) Lindsey Bruins
- b) Candidate address to the board of directors
- c) Luedtke moves to adjourn to executive session at 1:55pm. Second by Franklin. All in favor. Motion passes.**
- d) Kube moves to return to the open session at 2:04pm. Second by Greenwald. All in favor. Motion passes.**
- e) Candidate address to the board of directors
- f) Greenwald moves to re-adjourn to executive session at 2:13pm. Second by Rahjes. All in favor, motion passes.**
- g) Kube moves to return to the open session at 2:22pm. Second by Rindt. All in favor. Motion passes.**
- h) Results - Julie Pankow is elected treasurer for 2023-2025, will serve past-treasurer role 2025-2026.
 - (1) Rindt moves to appoint Lindsey Bruins as treasurer assistant under a role of finance committee. Second by Rahjes. All in favor, motion passes.**
 - (a) Role would chair finance committee
 - (b) Scope of role would include access delegated and approved by executive board
 - (c) Term of 2023-2024 not to exceed term limits as outlined by constitution

XIII. Old Business

- XIV. Adjournment - Welke moves to adjourn at 2:41pm. Dawson seconds. All in favor. Meeting adjourned.**

Future Meeting Dates

<input type="checkbox"/> April 30, 2023	11am-2pm	BOD Meeting	Virtual
<input type="checkbox"/> May 3, 2023	7-8pm	Districts 1, 5, 6 Meeting/Elections	Virtual
<input type="checkbox"/> May 3, 2023	8-9pm	Districts 2, 3 Meeting/Elections	Virtual
<input type="checkbox"/> May 7, 2023	7-8pm	District 4 Meeting/Election	Virtual
<input type="checkbox"/> June 4, 2023	11am-2pm	BOD Meeting (At Large Election, Budgets)	Virtual