

Dance Drill Coaches' Association  
Board of Directors  
Meeting Minutes  
September 7th, 2011 6:30-11pm  
West Linn High School

**REPORTS**

Present: Amanda Wilcox, Danielle Cox, Dodi Coreson, Pam Didier, Sherry Summerville, Tami Smith, Caysie Duax, Syndie Rider, and Michele Napier (via Skype)  
Guests: Kyle Stanfield, Christine Anderson

1. Review Minutes (Tami)
  - a. Reviewed April through July minutes, all approved by Board.
2. Judges Affiliation (Michele)
  - a. Philomath dropped their competition on Feb 25<sup>th</sup>, so there is a date open if a team would like to fill that opening.
  - b. Silverton added an event on the weekend of Feb 18<sup>th</sup>.
  - c. If a team would like to apply to host a competition for the February 25<sup>th</sup> opening, or any of the other openings on the competition calendar, please contact Michele Napier ([jascheduling@gmail.com](mailto:jascheduling@gmail.com)).
3. OSAA awards page (Caysie)
  - a. The awards page is now up on ddca.org at the following link:
    - i. [http://www.ddca.org/page\\_ddca/awards.htm](http://www.ddca.org/page_ddca/awards.htm)
4. OSAA - Kyle Stanfield (OSAA Public Relations & Marketing Director) and Christine Anderson (OSAA State Championships Director)
  - a. Introductory meeting – Kyle:
    - i. Background: Kyle Stanfield is the OSAA Public Relations/Marketing Director. With Mike Wallmark's retirement, dance has been assigned to Kyle. This is his first official meeting with the DDCA Board of Directors.
    - ii. We [OSAA] are now looking at the State Championships event in an entirely different way. The staff is reviewing everything and looking where changes need to be made. Overall State will seem the same next year on the surface- basically they're just making some changes in the background and how things get done.
    - iii. All OSAA communication will come through Kyle, through one email address and one voice ([kyles@osaa.org](mailto:kyles@osaa.org)).
    - iv. We [OSAA] deliberated and discussed the number of judges to hire for next year, and decided to go with 6 judges (instead of 9 judges) per judging panel/division for 2012. We will keep the State judges in house, hiring only those that are trained and certified through the Oregon DDCA/JA judging system. No non-certified judges will be hired next year. (Judges can reside out-of-state, but must be trained & certified through our system).
    - v. Kyle will attend the Winter Membership meeting at the Coaches Conference on Sunday to meet the membership and address any issues that are needed at the time.

- vi. Kyle & Christine asked the Board about the pay scale for staff, particularly with the judges' pay scale at State. Kyle asked if the pay scale in the past was based on the DDCA or where it came from.
  1. Board Response: We don't know what the numbers were based on in the past; it was established by the OSAA and does not align with the pay scale at local competitions. The pay scale hasn't increased for at least 8 years, if not longer.
  2. Judges get paid less to judge at State than they do for local competitions.
- vii. Kyle & Christine wanted to know what questions or issues we have for them:
  1. Board members brought up the difficulty with how concerns, procedures, etc were addressed and handled with OSAA. The board discussed some issues and examples.
    - a. OSAA Answer: Kyle listened and talked about how his intentions and approach regarding improving communication are different, how he has an open door and will do his best to address issues in a timely and fair manner.
  2. Board Question: What are the boundaries for sponsorships, scholarships, and businesses represented at State?
    - a. OSAA Answer: State is an OSAA event – any business or organization that is mentioned or represented at an OSAA state event needs to be approved by the OSAA. It is not a completely closed door if we want to have a business sponsor at State, but it would definitely be something that needs to be reviewed & approved by the OSAA Staff. It is not appropriate for a business to be mentioned or represented without prior approval from OSAA.
  3. Board Question: Do we know who will be the staff at State yet, Judges Director?
    - a. Answer: Not yet. We are reviewing positions and will decide staffing for State (in due time), but no decisions have been made yet.
  4. Board Question: Judges/officials training- what do other activities do for training for officials? Is the cost of education covered by the membership, or covered by the officials? Just want to know how we compare to other activities in Oregon.
    - a. Mandated education is typically paid for by the officials. Higher pay is often allotted for certain levels within a sport (i.e. judging Varsity versus JV).
    - b. There was some discussion amongst Board regarding the pay of our judges, how it compares to other venues, and whether or not we are on par with other activities/sports in Oregon.
    - c. Discussion lead back to judging panel discussion: hiring 6 Judges would be easier to fill a qualified and entirely DDCA/JA certified panel, and possibly would allow room to increase the pay for those in state judges.

5. Question from Christine: What was the judges evaluation fee and how is that amount determined?
  - a. JA (Michele) Answer: Each judge is evaluated by the JA Evaluation Director after State each year. It's a big undertaking , but gives the JA and OSAA valuable information regarding the performance of the State Judges.
    - i. We do so we know:
      1. What we need to work on with our judges education-wise in the future.
      2. How are our judges doing at State. Should we bring back the judges we hired?
    - b. Discussion: Should we re-evaluate the State Judges' evaluation system? If we have the best, hand-picked judges for the State Championships, do we need to continue doing evaluations for the State Championships?
      - i. OSAA Response: OSAA will review and consider whether or not to continue with the current Judges Evaluation system at State or whether to do in another way.
6. Board Question: Technical Judges training- Will OSAA pay for the NFHS training class for technical judges (regarding guest instructor Michelle Long)?
  - a. Response: OSAA has not promised to pay her stipend, but Kyle is looking into it.
7. Board Issue/Concern: In the past there have been big issues with OSAA dealing with dance team needs in a timely manner. It seems that OSAA would only address Dance Team issues within a certain window (i.e. not until after Basketball season, and only when the "window" for dealing with dance team was open). Not all issues can be dealt with during this ideal time frame, and sometimes we need responses and action from the OSAA outside of this "dance team" window (gave example of trying to meet deadlines for t-shirt vendor, but OSAA made it impossible for us to meet the deadline because of the time frame). So, are we to expect that to continue or will OSAA help us with concerns outside this ideal dance team window, and in a timely manner?
  - a. Response: Kyle listened to the Board's concerns, understood the issue and expressed that he understands and will respond to dance team issues as they come up. This dance team "window" policy doesn't seem to be how he plans to operate, and he does keep an open-door policy with the intent of working together and maintaining good communication.

## 5. Treasurer's Report

- a. Scholarships- 18 DDCA Scholarships are paid. The last winner contacted Dodi on Wednesday and will be paid by the end of the week . Dancers being awarded to dancers attending the following schools:
    - i. Boise State, Concordia, Linfield, OSU, Stanford, UO, U of Portland, U of Washington, Whittman
  - b. DDCA Budget – the Board worked to create a projected budget for the 2011-12 fiscal year and examined the expenses for the past year.
  - c. We will soon be receiving approximately \$5000 from the Junior Championships.
  - d. Still investigating non-receipt of money from NW Sports Photography – should be resolved soon.
  - e. We have received no funds from the OSAA State Programs Ads or from the Video Vendor.
  - f. Fall Category Championship T-Shirts
    - i. \$2377 collected, but still in the hole! We are working to collect money from the last couple of schools for Category T-Shirts.
  - g. Projected Budget 2010-2011 (projected vs. actual)
  - h. We received a fine from the IRS for not scheduling a Schedule B. Dodi is contacting the IRS to resolve the issue and find out if we do need to pay the Schedule B. We are hoping to get the fee reimbursed. This is a new problem; we have never had this issue before and are investigating why we were fined in the first place.
  - i. Board Discussion: Should we remove DDCA Live from our expenses?
    - i. Board discussed that it might now be worth the expense, considering how little it is used. The original intention was to move traffic off Oregon Live and in a format we could monitor, but most has moved to Facebook anyway. We discussed the possibility of moving it to Facebook, for free, to eliminate the expense. Agreed that costume closet is one of the most valuable resources on the page, and talked about how we could do all that on Facebook.
    - ii. Board agreed that it's a good idea and we need to take it to the membership and see what they think about DDCA Live.
6. Note: There is a new Facebook page for Drill Down – search for “Oregon Drill Down”
- a. Lori from Parkrose is facilitating the page and working on it – with tips, videos to come, etc
7. School request, regarding DDCA Membership Fee:
- a. One school requested a reduced Membership fee due to being the only coach on staff.
    - i. This coach used the process recommended and outlined by the DDCA Board, including a letter explaining her situation and why we should consider reducing her Membership Fee for 2011-12.
    - ii. Board voted to grant the request, and decided to reduce this coach's DDCA Membership Fee to \$100 for her team.

## **BUSINESS**

8. Fall Conference – Syndie/Sherry
  - a. Update on class schedule – reviewed final decisions on classes and instructors
  - b. Vendors – went over list, and made some adjustments for some specific vendor requests.

- c. Platinum Membership – Adrenaline Fundraising, Michael Burnstean. If we allow him a Platinum Membership, he will provide lanyards, t-shirts, scholarship, award for coach of year, and will pay the gold member fee. This stipulates on him being the only fundraising vendor through the DDCA that provides product sales.
  - i. Board voted in favor to allow him the Platinum Membership as a trial for one year. Will review after one year and decide if we can do it again or not.

9. Drill Down Request/Proposal

- a. An issue came up at Thunderbird regarding what dancers are allowed to wear for drill down, pertaining to the written rules. The rules need to be clarified to make sure they reflect what we are telling our students regarding the footwear they can wear.
  - i. Board discussed verbiage to include in rule book and will make the necessary changes in the rules:
    - 1. During Drill Down, competitors need to wear a dance/performance shoe that is appropriate for drill down. The following foot apparel is NOT ALLOWED: flip-flops, slippers, boots, sandals, or any street shoe that is not safe, could inflict damage to the gym floor, or impedes the ability of the participant to execute proper foot and heel placement.
    - 2.

10. Technical Program Restructure (see amendment below)\*

- a. After consulting with the Judges Affiliation for several months, and receiving feedback and input from Technical Judges, the Technical Director, and Technical Review Committee regarding how the Technical Review process works (the pros and cons of the current system), the Board concluded, by a unanimous vote, to eliminate the Technical pre-approval process for the membership and move towards a penalty-only method. This means that stunts, music, and costuming will not be submitted for pre-approval, rather coaches are responsible to know and follow the rules. Penalties will still be issued for any infraction of the rules; the warning system will remain in place. The Technical Director, Technical Review Committee, and Technical Judges will no longer be handling pre-approvals. Their jobs will focus on making sure teams are properly following the rules at competitions. The revised process will be outlined and explained to the membership at Coaches Conference.
  - i. The Board would like the membership to remember that the pre-approval process was adopted in the beginning to help the membership adjust to the new safety and technical rules. We've used this system for about five years and believe the membership has matured enough to move on to the next step, in which coaches are responsible to know and apply the rules for their team.
  - ii. If teams or coaches are concerned about this change, there will be a class at conference regarding stunting and the rules.
  - iii. Coaches are also encouraged to go to the Technical Judges training on Sept 24 if they would like further education on the rules and process.
- b. Technical Director position\*:
  - i. Board voted in favor to realign the Technical Director responsibilities, in accordance with the changes in the penalty process. Now that the pre-approval format is gone, the job duties of the Technical Director will need to change as well. This change

will greatly reduce the work load on the new Technical Director. The duties will no longer involve reviewing submissions and tracking submissions and pre-approvals, but will be limited more to education and tracking penalties. The Technical Director will need to run 2 education workshops a year, and do the needed reporting and job duties surrounding the penalty tracking process.

- ii. Board voted in favor to make the Technical Director stipend \$300, and pay \$10 per evaluation for the Technical Judges' evaluations (which can be delegated to a member of the Technical Review committee, if needed. Extra pay for the evaluations will be given to the individuals doing the evaluations).

#### 11. Board Positions

- a. Board voted Syndie Rider to be the chair elect for 2011-12
- b. Board voted to have Danielle Cox continue as Board Chair for 2011-2012.
- c. The following positions are up for election:
  - i. One – one year term
  - ii. Five – two year terms
  - iii. Voting will be done by ballot.
    1. If six individuals run, the lowest vote earner will receive the one-year position.
    2. If more than six individuals run, the five highest vote earners will receive two-year terms. The next highest vote earner, will receive the one-year term.

#### 12. \*Board Amendment regarding Technical Program:

- a. After the changes were voted in at the Board Meeting, the Board discussed these changes in great length and detail via email, trying to determine what was best for the membership and if the time frame we chose for these changes was the best choice, or even logistically possible. The Board's conclusion was an amendment of the original vote.
- b. A proposal was drafted by a Board member and presented to the Board, regarding the structure of the Tech Committee, Leadership, and timeframe of changes. The Board voted, by majority, in favor of passing the proposal. This proposal modifies the timeframe of the pre-approval changes and Leadership of Technical Program, which will be explained at the Coaches Conference. Here is a summary of the changes:
  - i. There will be 2 new positions that will share the duties of the formerly named "Technical Director":
    1. Technical Administrator – Chosen from the DDCA Board
    2. Technical Review Committee Chair, "TRC Chair" – Chosen from the Technical Review Committee
    3. Compensation for the two roles was chosen based on the balance of duties outlined for each role, and will be subject to change as the duties are lessened in the future (as the pre-approval process is phased out). For the 2011-2012 Season, the Technical Administrator will be paid a stipend of \$300 and the TRC Chair will be paid a stipend of \$200. These stipends will be reviewed and realigned, as needed, at the end of the 2012 Traditional Season.

- ii. Pre-Approvals will no longer be in place for DDCA Quality Assurance Rules (music, choreography, costumes)- effective Winter 2012 (aka the Traditional Season)
  - 1. Questions regarding music, choreography and costumes may be submitted for clarification by the TRC.
  - 2. A warning or violation may be submitted on appeal to the TRC.
- iii. Pre-approvals will exist for one more year for Stunts
  - 1. Goal: Move toward coaches who wish to stunt take a class similar to what is offered by OSAA for cheer coaches and remove the pre-approval process for stunts.