

Dance Drill Coaches' Association  
Board of Directors  
January Meeting Minutes  
January 9, 2019 – 6:30pm  
Canby, OR

**Present:** Amanda GaVette, Annie Ellett, Sue Robertson, Jenn Wilson, Angie Bunday, Hayley Kimble, Marlena Nunley, Jan Phaigh, Amanda Estes (via zoom), Sue Anne Williams  
**Absent:** Kattie Piazza

**REPORTS**

- 1) Minutes – Marlena
  - a) December minutes were approved via email
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) All fall competition fees have been paid
    - ii) Scholarship contribution update from competitions - \$3,163.47 collected so far. We are still missing payments from 2 schools.
    - iii) \$79,408.88 balance as of December 31, 2018
  - b) Category Champs Recap
    - i) Profit - \$5819.17 for 2018 Cat Champs
- 3) Judges' Affiliation- Hayley
  - a) This is Hayley's 3<sup>rd</sup> year as the JA Commissioner, which means this position will need to be posted this season. The board will need to prepare to send out the job description and the application. The board will review and the job description and finalize the application at the board meeting in February.
  - b) The JA hosted competition will not be taking place this year – a proposal for a video evaluation by the JA will be put together for those that would like to participate – for \$100-\$150, a video panel would be available to teams. Michele & Carie are working on the draft and will be presented at the Winter Meeting and sent out with Winter Meeting notes.
  - c) Traditional Season Competitions
    - i) The schedule for traditional season is set
    - ii) Survey was sent to all event directors – it was stated at the fall meeting that competitions directors can run their competition how they want to and the JA LT is working to try and accommodate as much of that as is possible to allow for this year to be a testing ground. Feedback and competition structures have been discussed with the leadership team to prepare for different formats
    - iii) The issue of judge's pay was brought up and will be discussed further for next year – event salaries are a board vote – Judges pay was discussed – After the board discussion, the promise of the pay isn't realistic and we will be contacting event directors that the pay will be \$7 per performance instead of the \$5 as previously stated
- 4) Membership Update – Angie
  - a) Winter membership was opened in December for those that compete in traditional season only

- i) 61 high school teams are registered and paid (6 more teams than the 2017-18 season)
  - ii) 22 junior teams are registered and paid (3 more teams than the 2017-18 season)
- 5) Chair Report- Jenn
- a) Winter Meeting
    - i) The meeting will be in the beginning of the day from 9am-12pm
    - ii) The board will review the agenda and let Jenn know if anything needs to be added
    - iii) KT from OSAA will be present at the meeting in the beginning and will be presenting a rough draft schedule for state
  - b) Treasurer's Position
    - i) We are looking for someone to fill this position for next year – this is a specialized position that requires accounting experience
  - c) Manual Question
    - i) Looking at wording for deductions for changing routines between rounds – remove refer to OSAA rule 2.3 in the DDCA Manual and cross out costume – this will be corrected before the winter meeting
  - d) Board openings for 2019-20
    - i) There will be 5 board positions open for the 2019-20 season. Applications will be sent out after the State competition for those that are interested in running. The vote will take place at the Spring Meeting in April.

#### BUSINESS

- 6) Scholarships – Amanda G.
- a) 41 applications have been turned in so far for the dance scholarship
  - b) Instructors/judges are scheduled
  - c) Application process discussed
- 7) JA/Board Member Idea – Sue Anne
- a) Can someone from the board go to JA meetings since Hayley comes to the DDCA board meeting?
  - b) Discussion
    - i) The JA is not a separate board, it's a sub committee and may be an inefficient way of doing things
    - ii) Is there disconnect with how the coaches and judges interact? Can this remedy a problem?
    - iii) If we all trusted each other, this shouldn't matter. We are just going to admit that we don't trust and be honest. If people continue to not trust, it's just attending double meetings.
    - iv) Speaking about teams and policy is not discussed in meetings with the JA so how would this be effective?
    - v) What comes from the board needs to be the voice of the membership as a whole
    - vi) Table and continue in our February meeting
- 8) Lifetime Award – Annie

- a) Kevin Frink – State Announcer will be in his 40<sup>th</sup> year this year and the board would like to present him with this award. We believe he will be retiring and think this would be a special thing to do for the voice of State!
  - b) Coach of the Year and Service Award nominations will be sent out in February
- 9) All State – Marlana
- a) All participants will need to enter on Lake Road for parking
  - b) Milwaukie is checking on availability of setting up the night before but will most likely have to be the morning of
  - c) Board Members should arrive at Milwaukie HS at 7:00am – Check in begins at 8:00am
  - d) Schedule and What to Expect was sent out this week to membership
  - e) Job Duties to fill
    - i) 2-3 people for 6A Check in – Jan, Amanda E, Amanda G
    - ii) 1-2 person for 5A Check in – Annie & Jenn W
    - iii) 1 person for 1-4A Check in - Sue
    - iv) Table set up and placing signs on tables for collegiate fair (5 tables)
    - v) Printers for judges - Hayley
    - vi) Calling groups for 6A (on deck) – Everyone
    - vii) Calling groups for 1-5A (on deck) – Everyone
    - viii) Gym door for 6A - Jan
    - ix) Gym door for 1-5A – Annie + Jenn
    - x) Picking up dinner for judges/board – Amanda G (Chipotle) – Move to 4:30-5:30 instead of 5:30-6:30 if it's moving faster
    - xi) Packets/Groups for Check in - Mar
    - xii) Snacks for judges/board – Mar
    - xiii) Clean up –All of us
  - f) Ideas from member about All State for next year
    - i) Peer coach evaluation so fewer kids are trying out? Best of the best are being sent?
    - ii) Adding criteria such as GPA, team standing such as leagues might do
    - iii) Medal ceremony vs All State Performance – do we have time or will be allowed time for both? Waiting for schedule from KT and will also ask during Winter Meeting
    - iv) Discussion regarding ideas – we need to see how this year goes with the new format, assess all ideas and what worked and didn't work and either revamp and/or improve for future years.
    - v) Talk about it at the February board meeting and discuss further
- 10) Spring Meeting – April 27<sup>th</sup> – Location TBD 8am-2pm – For people that make the board for the 2019-20 year, the first board meeting will be on Wednesday, May 1<sup>st</sup>.

Meeting adjourned at 9:35 pm. Next Board meeting will be February 6<sup>th</sup> at Canby High School.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Minutes Recorded by Marlana Nunley, Secretary

Dance Drill Coaches' Association  
Board of Directors  
Winter Membership Meeting  
January 20, 2019 – 9:00am  
Milwaukie, OR

**Teams Present:** Banks, Benson, Canby, Centennial, Century, Clackamas, Cleveland, Crook County, David Douglas, Forest Grove, Gladstone, Glencoe, Grant, Grant Union, Gresham, Lake Oswego, Lakeridge, Lebanon, Liberty, Lincoln, Marshfield, McNary, Milwaukie, Mountainside, Parkrose, Pendleton, Philomath, Rex Putnam, Reynolds, Sam Barlow, Sandy, Scappoose, Sheldon, Silverton, South Albany, Sprague, Stayton, Sunset, Thurston, Tigard, Tualatin, Valley Catholic, West Albany, West Linn, Willamette, Wilsonville, Woodburn, Albany Gems MS, Banks Youth, Crossler MS, Hollywood Studios Dance, Lebanon JV, Legacy Dance Co, Next Step Dance, Scappoose MS, Scappoose Sparks & Sparklers, Sheldon JV, Stayton MS, Studio Ninety8 Arrows, Thurston MS, West Sylvan MS

**REPORTS**

- 1) Minutes - Marlena
  - a) Approve Fall Membership Meeting Minutes
  - b) Motion from Jonathan/Milwaukie. 2<sup>nd</sup> from Hayley/Lake Oswego
    - i) In Favor: All            Opposed: 0            Abstain: 0
- 2) OSAA Report – KT Emerson
  - a) KT is wanting to attend competitions and practices this year to be more involved and to see things first hand
  - b) With the new format of state this year, putting a 2-day format into 1 day is not going to be perfect. It will be fun and memorable for the kids but there is the need for collaboration and to ask questions.
  - c) An email for pre-registration was sent out in the fall. The numbers are less than in the past right now. OSAA expects the same number to attend
  - d) Practices for state and arriving at the Coliseum is going to have to begin much earlier. Please let your spectators know that it's going to be 2 very long days.
  - e) Schedule – A draft will be sent next month: 6am will be the possible time for teams to enter dressing rooms with an estimated 7am rehearsal start time. OSAA doesn't want to leave anything out so the earlier time is necessary to make that happen.
  - f) STATE REGISTRATION: Registration opens on February 1<sup>st</sup> and will close on February 8<sup>th</sup>. This is a new date range and will be critical for coaches to remember. Please register no later than February 8<sup>th</sup>.
  - g) If you have not received dance bulletins from KT this year, make sure she has your contact info. Please email KT at: [kte@osaa.org](mailto:kte@osaa.org) or call KT at the OSAA office at: 503-682-6722 or let your AD know to add you to the OSAA Dance Coach page.
  - h) KT has been working with the advisory board and is anticipating things to run very similar to last year. There will be limited time and the kids and coaches will need to be prepared for that.

- i) All questions that have been asked regarding state have been answered that were sent via email.
  - j) The OSAA dance page is updated on the website
  - k) If any dancers are interested in singing the national anthem at State, please email a video to KT at OSAA: [kte@osaa.org](mailto:kte@osaa.org)
  - l) The staffing for State is being put together.
  - m) NFHS Rules: Strict rules are in place for safety and accessibility for kids. If you are going to Nationals, best practice is to follow the NFHS Rules and have a conversation with your AD to make sure you are covered
  - n) Protocol for concerns regarding judges – email Hayley Kimble and KT Emerson. These emails will be sent to your AD so everyone is aware of the communication. You may not get the result you want but your email has been read and discussed with the necessary people.
  - o) OSAA wants to help and provide resources for support to coaches and kids. Please reach out if you believe KT can help.
- 3) Treasure's Report- Sue (Jenn)
- a) Budget vs Actual discussed as of December 31<sup>st</sup>
  - b) Business Membership: \$3,200 received. This amount is up from the projected amount.
  - c) Category Championships: \$5,819.71 profit. This amount is up from the previous year.
  - d) Jr Membership Fees are down due to the fee being lowered this year.
  - e) Collegiate Teams: \$250.00 received
  - f) Balance as of December 31, 2018: \$79,408.48
  - g) Waiting on fees from 2 schools from fall competition scholarship ask
- 4) Judges' Affiliation- Hayley
- a) Traditional season has changed: All event directors have been in positive communication with the JA Scheduler
  - b) Please be patient with competitions this year. A lot is changing and there are only 2 competitions that are keeping the same format.
  - c) Fees for Judges: At the Fall membership meeting, it was stated that competitions will pay the one round pricing of \$5 per routine. The board agreed after discussion that \$7 is a fair amount. Let board know if you have questions/concerns. The fees can be reviewed for next year if needed. Contracts were signed before the format changes were made. Please let everyone know at the Spring meeting what your format will be for next year.
  - d) Questions from membership: Is this changing for this season – Yes this goes into effect for this season
  - e) Question regarding the pay scale for judges.
  - f) Question regarding DDCA reserves: can the extra be taken out of the account? This is something we would need to discuss as a board. This was not budgeted and we are looking at scholarship amounts.
  - g) A survey will be sent after State so event directors can give feedback.
  - h) Technical Penalty protocol remains the same for traditional.
  - i) JA Eval Show will not be taking place in competition form. The JA LT would like to offer a video evaluation. \$100 for 3 judges commentary or \$150 for 5 judges commentary. Feedback will be

given within one day and there will be space on the form to ask 3 specific questions. This will be available from February 2<sup>nd</sup> to March 2<sup>nd</sup>.

- j) Hayley's term for commissioner concluding this year. The application will be discussed at the February board meeting and posted by the board prior to the Spring meeting. The commissioner position will be voted on at the Spring Meeting.
  - k) Comment from the membership: Consistency with judging scores and comments have improved.
  - l) Question from membership: Does Hayley look at the scores from each competition and address any inconsistencies? Yes she looks at the trends and discusses with judges. Also looks at gaps that need to be addressed.
  - m) Comment from KT: Judges and coaches collaborating to discuss new rules and how teams are scored. Education with judges and coaches can be a positive thing.
- 5) Category Championships Recap – Jenn
- a) Thank you West Linn High School for hosting!
  - b) Recap of Category Championships
  - c) Parent Behavior was a concern this year. Please talk to your parents and educate them about competition formats, round times, possible parking issues and competition size. No school is going to be perfect as far as making it a perfect day for everyone. If we talk to our parents and prepare them, we can avoid confusion and people being upset.
  - d) The Portland area is difficult for the people that are not in the metro area to attend championships. The reality is that we do not receive as many teams if it is out of the Portland area. We also do not have a lot of teams offering to host. Lakeridge is a possibility to host for 2019 Category Champs.
- 6) Scholarships – Amanda G.
- a) 38 applicants are auditioning
  - b) Due dates were moved: Transcripts are due 2 weeks after the end of the semester. Applicants can email or fax them.
  - c) Auditions will take place at Milwaukie HS.
  - d) Scholar Athlete forms are available to coaches. Please return it to Amanda GaVette ASAP.
- 7) Coach of the Year/Service Award – Annie & Jan
- a) The Coach of the Year and the Service Award nominations will be coming out next month. Look for a survey to nominate someone for these awards.
  - b) Kevin Frink is the announcer at State and has been for many years. He may be retiring and we would like to give him the Lifetime Award. The board voted yes and the membership seems to like the idea.
- 8) DDCA Website – Kattie
- a) Please email the [ddcaoregon@gmail.com](mailto:ddcaoregon@gmail.com) for things that need to be posted on the website. This will make sure these are more up to date and we won't be using the webmaster email.
- 9) Drill Down Certifications – Marlana
- a) Let us know after the meeting if you would like to get certified for a puller or caller.
- 10) Junior Championships – Debbie Kishpaugh
- a) \$5500.00 presented to the board for Jr Championships

- b) The Beaverton SD sent a surprise bill to Debbie so the amount is down.
  - c) Woodburn has volunteered to host Jr Championships this year
  - d) Registering in a timely manner has been an issue.
  - e) A novice division has been added to help grow teams. If you know of a team that would like to compete in this division, please let Debbie know.
  - f) The cut off date is February 1<sup>st</sup> and it's very important for planning purposes that teams register by the deadline.
  - g) The schedule will change slightly regarding junior teams so please look for information on the new schedule regarding the dance down/competition portion.
- 11) Member Recognition – Jenn
- a) Liisa Stockbridge from Century
  - b) Mary Ellen Cook from Gresham
  - c) Karalee Kyllö from West Linn
- 12) All State – Marlina
- a) Break down of new format and what to expect.
  - b) We have to look at what a one-day format looks like before we make any decisions regarding All State next year.
  - c) KT will check on All State members being recognized in the State program (online format).
  - d) A survey will be sent out regarding All State to plan accordingly for next year.
- 13) Board Positions – Jenn
- a) 5 positions will be up for reelection this coming spring.
  - b) Applications will be sent in March.
- 14) Manual Revision Vote – Jenn
- a) Discussion
    - i) Some changes announced that weren't previously recorded.
    - ii) Question from membership: Is music able to change between rounds? No, you can't change music.
    - iii) In Favor: 75          Opposed: 2          Abstain: 1
- 15) Membership News – Jenn
- 16) Other Business
- a) Grand Finale: Please let BJ know of any changes to your team numbers as soon as the day before state. It's really helpful for her during practice that she has correct numbers.
  - b) Thunderbird registration is up! Interns and Teacher applications will be up on the website in March.
- 17) More Business
- a) During fall season, a list of registered coaches was sent to competition directors so DDCA members can attend competitions for free. Jenn will send out the list again for traditional season event directors.
  - b) Tickets for State info will be sent in the February email from KT.
  - c) April 27<sup>th</sup> will be the Spring Meeting – Location TBD

Meeting adjourned at 10:58am . Next Board meeting will be February 6<sup>th</sup> at Canby High School – 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary



Dance Drill Coaches' Association  
Board of Directors  
February Meeting Minutes  
February 6, 2019 – 6:30pm  
Canby, OR

**Present:** Amanda GaVette, Annie Ellett, Sue Robertson, Jenn Wilson, Angie Bunday, Marlana Nunley, Jan Phaigh, Amanda Estes (via zoom), Kattie Piazza (via zoom), Sue Ann Williams (via zoom)

**Absent:** Hayley Kimble

**REPORTS**

- 1) Minutes – Marlana
  - a) January minutes were approved via email.
  - b) DDCA Winter Meeting minutes will be approved by the membership at the Spring Meeting in April.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) All State & Scholarship tryouts - Entry fees were down \$1600. \$732 loss.
    - ii) Collected \$400 from Category Champs
    - iii) Balance as of January 31<sup>st</sup> - \$75,051.18
- 3) Judges' Affiliation- Hayley
  - a) JA Commissioner Job Description
    - i) Take out scheduling job duties
    - ii) Preferred and/or willing to train: to have the commissioner certified in all 3 judging areas of Tabulation, Performance Judging and Tech Judging.
    - iii) The application will go out after state and the position will be voted on at the Spring Meeting by the membership.
- 4) Membership Update – Angie
  - a) Members are still adding for this year.
  - b) Membership changes are being updated as they come in.
- 5) Chair Report- Jenn
  - a) Winter Meeting Recap
    - i) The meeting went well and the minutes will be approved by the membership at the Spring Meeting.
  - b) NDCA
    - i) The dates for the conference are May 16-18.
    - ii) 3 board members will be attending – we will be booking early this year to save money.
  - c) Communication
    - i) The board will respond to emails within 48 hours of being received.
  - d) Spring Meeting date change
    - i) The April board meeting will be on April 10<sup>th</sup> and not April 3<sup>rd</sup>.

- e) State Championship Shirts
  - i) Color – heather gray suggested
  - ii) We will be ordering based on the largest team from each division as we have done in the past.

## BUSINESS

- 1) Dance Scholarships – Amanda G
  - a) Recap
    - i) Scholarship day discussed – emails have been received regarding weighted GPA's and discussed. 38 dancers auditioned. Recipients will be announced at State.
  - b) Academic Deadline
    - i) The deadline for academic transcripts is February 15<sup>th</sup>. We will look at scores and total scholarship recipients at the March board meeting.
- 2) All State – Marlana
  - a) Recap discussion
  - b) Tryout breakdown
    - i) 6A – 66 dancers tried out: 17 made the team
    - ii) 5A – 52 dancers tried out: 14 made the team
    - iii) 1-4A – 19 dancers tried out: 4 made the team
    - iv) 138 total dancers tried out: 35 made the team
  - c) A survey will go out with the February newsletter.
  - d) We will look at the All State budget at retreat this coming year to prepare for next year.
  - e) All State in program at State
    - i) Marlana will follow up with KT.
- 3) COTY/Service Award – Annie/Jan
  - a) Nomination survey will go out with February newsletter.
  - b) Award winners bios will be put on the website.
- 4) Manual Update – Amanda E
  - a) The manual changes were approved at the Winter Meeting and the manual is updated and is being formatted after the changes were made.
- 5) Website Update – Kattie
  - a) Kattie is going through emails and updating the website as she receives them.
- 6) OSAA Roundup – Sue Anne
  - a) Sue Anne will be reaching out to make sure dance team is represented accordingly.
- 7) Traditional Competition Discussion – Sue Anne
  - a) Discussion about contacting judges – will follow up with Hayley.
  - b) Discussion about judge's education.
- 8) State Drill Down – Marlana
  - a) Drill Down Callers are scheduled

Meeting adjourned at 8:55pm. Next Board meeting will be March 6<sup>th</sup> at Canby HS: 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
March Meeting Minutes  
March 6, 2019 – 6:30pm  
Oregon

**Present:** *All members present via zoom meeting*  
Amanda GaVette, Annie Ellett, Sue Robertson, Jenn Wilson, Angie Bunday, Hayley Kimble, Marlena Nunley, Jan Phaigh, Amanda Estes, Kattie Piazza, Sue Ann Williams

**REPORTS**

- 1) Minutes – Marlena
  - a) February minutes were approved via email.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Collecting monies from competitions for scholarships
    - ii) Gave competition that was cancelled due to snow an option to carry it over to next year or to refund it. They requested to donate it to scholarships. Thank you Tigard High School!!
    - iii) Balance as of February 28, 2019: \$69,176.76
  - b) 2019-20 Budget
    - i) If there are things that need to go into the budget for next year, the board will let Sue know.
    - ii) Sue will bring a proposed budget to the April Board meeting.
- 3) Judges' Affiliation- Hayley
  - a) Commissioner job description discussion regarding board notes.
  - b) The application for the commissioner position will be sent after state on March 20<sup>th</sup> and the application will close on April 5<sup>th</sup>. The applications will be discussed at the April Board Meeting and the commissioner position will be voted on by the membership at the Spring Meeting.
  - c) 6 teams utilized the Judges Video Eval. Seemed to be successful and suggested that we use it again next year.
  - d) Salary Fee Schedule – Hayley will write a draft to bring to the board meeting in April and to the Spring Membership meeting.
  - e) A survey will go out regarding event feedback for traditional season and judging in general.
- 4) Membership Update – Angie
  - a) 63 high school teams
  - b) 10 middle school teams
  - c) 15 club teams
- 5) State Championship Committee – Jenn
  - a) Email was sent out with the schedule and order of performance for state
  - b) A recap meeting will take place in April to discuss state with KT at OSAA
  - c) Judges will not know which division they are judging until day of state and not before
  - d) Schedule rearrangements were discussed due to the new one day format – the schedule for state is posted on the OSAA website

- 6) Student Activities Advisory Committee – Jenn
  - a) The advisory committee will be meeting again in April and we will have an update in May
- 7) Chair Report- Jenn
  - a) State
    - i) Staffing for each night
      - (1) Board members will be there both nights
    - ii) Tickets needed
    - iii) Scripts
  - b) Spring Membership Meeting
    - i) Location – South Albany is a possible location. Amanda G will be requesting the date
    - ii) Agenda

#### BUSINESS

- 1) Dance Scholarships – Amanda G.
  - a) Scholarships discussed: Fourteen \$1,000.00 scholarships will be given at state this year.
- 2) Manual Update – Amanda E.
  - a) Updated manual will be on the website this weekend.
- 3) State Themes – Sue Anne
  - a) Can we possibly avoid duplicating state themes? We can ask the membership at the Spring Meeting for feedback.
- 4) Website – Kattie
  - a) Wix has been performing updates and Kattie has been working with customer service recently to work through some issues our site has been having.
- 5) OSAA Newsletter – Sue Anne
  - a) Sue Anne has been working on updating the OSAA Roundup letter for OSAA. Sue Anne is working on the next letter with a recap of the past 2 traditional season competitions as well as information for State. You can find the letter at: [osaa.org/today](http://osaa.org/today) to find the most current letter.
- 6) All State – Marlana
  - a) Application to host for All State and Scholarships – please let the board know if your school is interested in hosting
- 7) DDCA Awards – Annie & Jan
  - a) Plaques have been ordered. Flowers will be ordered this week. A list has been sent to KT for announcements at State.
- 8) Drill Down – Marlana
  - a) Callers and pullers are scheduled and the list was sent to KT.

Meeting adjourned at 8:00pm. Next Board meeting will be April 10<sup>th</sup> at 6:30pm. Location: Canby High School.

Respectfully Submitted:

Minutes Recorded by Marlana Nunley, Secretary

Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
April Meeting Minutes  
April 10, 2019 – 6:30pm  
Canby, OR

**Present:** Amanda GaVette, Annie Ellett, Sue Robertson (via zoom), Jenn Wilson, Angie Bunday, Hayley Kimble, Marlana Nunley, Jan Phaigh, Amanda Estes (via zoom)  
**Absent:** Sue Anne Williams, Kattie Piazza

**REPORTS**

- 1) Minutes – Marlana
  - a) March minutes were approved via email.
  - b) DDCA Winter Meeting minutes will be approved by the membership at the Spring Meeting in April.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Review of expenses for events
    - ii) 88,715.14 ending balance as of March 31<sup>st</sup>.
  - b) 2019-20 proposed budget
    - i) Review proposed budget for DDCA and JA – will be presented at spring meeting for the membership to vote on.
    - ii) JA Stipend discussion – 6 positions paid this year – 8 positions are in the budget.
- 3) Judges' Affiliation- Hayley
  - a) State recap
    - i) Everything went well – KT has been in contact and the recap meeting will be at OSAA on April 22<sup>nd</sup>.
    - ii) Discussion on if there is a need for recordings from judges at State.
    - iii) Discussion on festival flow at state
  - b) Event Directors Meeting
    - i) A recap will be shared at the meeting to discuss all the different formats that took place during traditional season. A survey will go out to event directors before spring meeting.
  - c) Event Personnel Fee Schedule
    - i) Proposed Event Personnel Fee Schedule – outline of last year vs this year with all possible formats.
      - (1) Angie - Motion to approve proposed event personnel fee schedule for 2019-20: Second: Jan All in favor: 7 Motion passes
    - ii) Discussion on judges submitting W9's to schools individually and receiving payment directly from the school and not from the DDCA
  - d) Outline of JA Section for Spring Meeting
- 4) OSAA Student Advisory Activities Committee
  - a) No new reports – next meeting will be in May
- 5) Membership Update – Angie

- a) Suggestions/Ideas for next year
  - i) Will open as soon as possible. Angie has offered to train the new membership person for next year.
- b) Date to open registration for the 19-20 year
  - i) Registration will be opened for the 2019-20 year on May 1<sup>st</sup>
  - ii) Business memberships will open at the same time
- 6) Chair Report- Jenn
  - a) State Champ Committee/State Survey
    - i) KT sent out a state survey to all coaches. The committee will meet on April 22<sup>nd</sup> to discuss. KT also plans to attend spring meeting
  - b) JA Commissioner Applications
    - i) An application was received. The commissioner position will be voted on by the membership at spring meeting. The candidate meets the qualifications and has been approved for the membership vote on April 27<sup>th</sup>.
  - c) Elections
    - i) 4 applications have been received. We have 6 openings. Remote access is available to attend meetings. If anyone is interested in applying for the board, please do so on or before April 25<sup>th</sup>.
  - d) Spring Meeting Agenda discussion
  - e) All State/Scholarships/State Winners/Membership Awards will all be on the homepage of the website

#### BUSINESS

- 1) Proposal for 4A Maximum numbers – Jenn
  - a) Jenn will contact Robin to let her know of changes. Board will vote via email after changes are made. The proposal will be sent in the newsletter and voted on by the membership. Update: changes suggested were made and the board voted via email to move the proposal through to the membership at the Spring Meeting.
- 2) Manual – Amanda E.
  - a) Updated manual is on the website
- 3) Board Retreat – Jenn
  - a) Dates for the retreat will be decided on at the May board meeting
- 4) Fall Conference/Meeting - Jenn
  - a) Discussion about keeping format the same as last year

Meeting adjourned at 9:22 pm. Next Board meeting will be May 1<sup>st</sup> at 6:30pm – Canby High School.

Respectfully Submitted:

Minutes Recorded by Marlena Nunley, Secretary



Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
DDCA Spring Membership Meeting  
April 27, 2019 – 11:00am  
Albany, OR

**Teams Present:** Canby, Centennial, Century, Clackamas, Crook County, David Douglas, Gladstone, Glencoe, Gresham, Lake Oswego, Lakeridge, Liberty, McNary, Mountainside, North Eugene, Parkrose, Rex Putnam, Barlow, Scappoose, Sheldon, South Albany, Southridge, Sprague, Stayton, Sunset, Thurston, Tigard, Valley Catholic, Wilsonville, Woodburn, Albany Gems, Banks Youth, Dance Vision, Legacy, Next Step Dance, Scappoose MS, Scappoose Sparks, Next Step JV

**REPORTS**

- 1) Welcome
- 2) Roll Call - Angie
- 3) Minutes – Marlana
  - a) Winter Meeting Minutes for approval: Motion to approve: Hayley – Lake Oswego 2<sup>nd</sup>: Dave - Tigard All in favor: All Opposed: 0 Abstain: 0
    - i) Winter Meeting Minutes have been approved
- 4) Website – Amanda G.
  - a) Updates – All of the items have been updated on the website at this time.
- 5) Treasurer's Report – Sue (Jenn)
  - a) Review of balance
  - b) Review of budget vs actual of line items
  - c) Review of budget vs actual for JA
  - d) JA was under budget this year
  - e) Discussion on moving the budget preparation and proposal back to the fall meeting
  - f) Budget for 2019-20 Year Review
    - i) Motion to approve the 2019-20 Budget: Pam - Scappoose 2<sup>nd</sup>: Cori - Woodburn All in favor: All Opposed: 0 Abstain: 0
- 6) Board of Directors Vote – Jenn
  - a) Ballots passed out and will be collected and counted for announcement at the end of the meeting. 5 people will be on a 2-year term and 2 people will be on a 1-year term. It will be decided on at the next board meeting which two people will have which term length. If no one volunteers, the people with the lowest votes will be on a 1-year term.
- 7) JA Commissioner Vote – Hayley
  - a) Ballots passed out for vote
- 8) Membership – Angie
  - a) Registration will open on May 1<sup>st</sup> for members, business and collegiate partners.
- 9) JA Report – Hayley
  - a) Recap of survey results
  - b) Event calendar discussion

- c) Discussion of general support for events
  - d) Review of new JA Eval virtual format
  - e) Review of survey results for scores and commentary
  - f) Reminder to fill out surveys. Historically, the feedback has had very low numbers.
  - g) Hayley will be available in the transition to support the new commissioner.
- 10) Board Goal Review – Jenn
- a) Board goal review for past year
- 11) Proposal: 1-4A Maximum Numbers – Amanda E
- a) Review of proposal: Increase the maximum number of participants in the 1-4A division. Current max numbers is 34. This proposal will change that number to 50.
  - b) Motion to approve: David – Tigard 2<sup>nd</sup>: Cori - Woodburn
  - c) Discussion:
    - i) This will need to go to OSAA
    - ii) If teams can put more kids on the floor, they should be able to despite the size of the school
    - iii) Comments from KT at OSAA: Space may be an issue at state. The question was why does it need to be unlimited. What is the positive reason? Is it fair? Performers vs participants
  - d) All in favor: 35 Opposed: 4 Abstain: 4
    - i) This proposal will go to OSAA in May at the Student Activities Advisory Committee Meeting for approval.
- 12) State Recap – KT OSAA
- a) Thank you all. It was a wonderful first experience
  - b) State will be the 1<sup>st</sup> weekend of Spring Break so please mark your calendars.
  - c) The schedule of classifications that will be performing on Friday and Saturday night will be posted in September. Typically this is a rotation situation.
  - d) We are in contract with the coliseum and the question has been asked about other venues. The coliseum is wonderful but very costly. We will be looking at that in the future.
  - e) Review of state survey
  - f) We don't expect a lot of changes for next year – possibility of bringing in the Exhibit Hall for next year for practice space for teams. Possibly taking Dance Drill teams practice time to 8 minutes from 10 minutes and using this area to supplement that. The advisory committee discussed this at the last meeting. We will speak in September when things are finalized with the coliseum.
  - g) Awards went well
  - h) Questions for the membership: Do we need verbal comments at state? Can we do without this? Do coaches typically listen to comments after state since the year is over? Can one judge do comments and the rest do scores?
    - i) Discussion from the membership: Can there be written comments? Others expressed not needing comments from judges at state.
    - ii) Comment from Hayley: This would require a different form.
    - iii) **Side note regarding 6A division:** The struggle for judging does seem to come from judging so many 6A teams back to back. It was mentioned a schedule change is needed to balance that. 6A needs to have 2 divisions.

- iv) Some would still like commentary from judges to work on skills and sharpen focus for next season.
  - v) Question to judges: If we were to take commentary out, would it make your process more helpful/thoughtful while scoring?
    - (1) From Carie King: Some judges appreciate the commentary for their process in judging but judges would be able to adapt. As a judge, written comments would not be appealing. I want to be able to watch and not be writing and miss something. The judges are willing to judge however the membership decides and it may save a lot of time to eliminate comments at state.
    - (2) Comment from the membership: What is going to get the judges the most accurate score?
    - (3) Comment from the membership: The state comments aren't used as much as the comments from competitions leading up to state. Maybe put an option on the state registration form to check if a team does not desire comments.
    - (4) Comment from the membership: Strongly want to keep the comments.
    - (5) From KT: This is a suggestion and a consistent message she has heard from coaches. This decision would be made in the fall so there is time for further discussion at the fall membership meeting.
    - (6) Question from the membership: Why did some teams get earlier times and some teams get later time. What was the logic? A: Just trying to find a happy medium.
  - vi) Looking at rehearsal times changing for next year.
  - vii) Discussion on show team time set up: data of timing discussions.
  - viii) Is a blank tarp a possibility for drill teams?
  - ix) The Exhibit hall floor is concrete; we need to be aware of that for dancer safety.
  - x) Judges and coaches both asked that the advertisement screen not flash while teams are performing. What about a live feed of the floor?
  - xi) Can we look at the possibility of moving the date of state up in the future? This would be a good discussion to have. Need to look at other championship weekends. Availability of venues does come into play.
  - xii) Please contact KT with any questions you may have
  - xiii) Goals for next year
    - (1) Learning more about how dance is judged and scores and doing this collaboratively. Coach and judge training was presented as an option at the Fall Conference.
    - (2) Keeping the transparency by being kept included on conversations with coaches.
- 13) Fall Coaches Conference/Meeting – Jan
- a) The OSAA coaches' symposium will be on August 17<sup>th</sup> at Wilsonville HS. KT will send a flier with the event information to dance coaches via email.
  - b) The fall meeting/conference will be on Saturday, September 21<sup>st</sup>.
  - c) We will stay with the one-day format with the possibility of adding classes.
- 14) Category Championships – Jenn
- a) December 7<sup>th</sup> at Lakeridge HS
- 15) Membership News – Marlena

- a) A school is needed to host All State and Scholarships in January. Lake Oswego and Sunset are checking with their schools.
- b) Open coaching positions please email to the board and we will post and share.
- c) Thank you to Debbie and Sherry for another successful Jr. Championships and to Cori at Woodburn HS for hosting.
- d) U of O tryouts are coming up: Please look to their website for further information.

16) Announcement of Voting Results – Jenn

- a) New Board Members voted in: Jan Phaigh, Amanda Estes, Amanda Wilcox, Danielle Schneider, Dave McCall, Sue Robertson, Chantel Stevens
- b) Kristin Meyers-Coverstone has been voted in as the new JA Commissioner for the 2019-2022 term.

Meeting adjourned at 1:30 pm. Next Board meeting will be May 1<sup>st</sup> at Centennial HS @ 6:30pm

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
May Meeting Minutes  
May 1, 2019 – 6:30pm  
Portland, OR

**Present:** Annie Ellett, Sue Robertson, Jenn Wilson, Marlena Nunley, Amanda Estes, Dave McCall, Chantel Stevens, Danielle Schneider, Kristin Coverstone, Jan Phaigh

**Absent:** Amanda Wilcox

**REPORTS**

- 1) Minutes – Marlena
  - a) The Spring Membership minutes will be sent to the board for approval at the same time as the May minutes. Both sets of minutes will be in the May newsletter.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Balance as of April 30, 2019 - \$77,970.62
  - b) Budget possibly move from Spring to Fall meeting
    - i) This will be on the agenda at the Fall Membership Meeting
- 3) Judges' Affiliation - Kristin
  - a) JA Commissioner Update
    - i) There are 2 open positions on the JA Board: Education Director and MT Director
- 4) OSAA Student Activities Advisory Committee
  - a) Next meeting is on May 21<sup>st</sup>
  - b) A new member will need to volunteer to be on this committee for the new term: Dave volunteers to take on this role.
  - c) Maximum numbers for 1-4A proposal will be presented at this meeting.
- 5) Membership Update – Jenn
  - a) Registration starts May 1<sup>st</sup>
  - b) We need a board member to take on this position
    - i) Review of job duties for membership
    - ii) Amanda E will be our new membership director
- 6) Chair Report- Jenn
  - a) New Board members
    - i) Term limits
      - (1) Volunteers for 1-year term: Sue Robertson & Jan Phaigh
    - ii) Code of Conduct review/Contracts
  - b) NDCA
    - i) Jenn, Annie & Marlena will be attending this year
    - ii) Discussion of classes and sending board members in the future
    - iii) Recap will be presented at the Fall Membership Meeting
  - c) Board Work Retreat
    - i) Friday, August 9<sup>th</sup> – All day

- d) Board jackets
  - i) Discussion on jackets for the board. Considering an event shirt instead that is recognizable or lanyards to distinguish the board at DDCA events.
- e) Hosting applications
  - i) Three schools are looking at the date for All State and Scholarships. Please let the board know if your school is interested in hosting. We need 2 audition spaces for both days.
- f) Zoom possibility for membership meetings
  - i) There are 3 membership meetings per year. This doesn't make sense based on cost and logistics.
- g) Discussion on surveys, participation in meetings/emails and reaching out to coaches. This happened in the fall of last year. The board can try again for this season in the hopes of improving attendance at membership meetings.
- h) Voting rights at meetings
  - i) Membership vs. Per School
    - (1) Discussion on future votes and putting documentation in the DDCA manual
  - ii) Should absentee voting be allowed?
    - (1) Will be discussed at the board work retreat along with restructuring membership meetings throughout the year.

#### BUSINESS

- 1) Website
  - a) We will need a new Webmaster this year. Board jobs will be chosen in August. Can this position be outsourced again? Danielle will be updating and polishing the website this summer and we will chose the permanent position in August.
- 2) Communication
  - a) Please respond to emails within 48 hours with any questions that come to you. If you are not sure of the answer, please ask another board member to help you respond.
  - b) All new board members will send Jenn email addresses and information needed to update our contact list.
- 3) Fall Conference/Meeting Planning
  - a) Exploring the idea to have classes/educational opportunities and still keeping it at a one-day format.
  - b) Discussion of possible schedule
  - c) Discussion of possible speakers for fall meeting
- 4) Other business
  - a) Discussion on possibly needing security at Category Champs

Meeting adjourned at 9:14pm. Next Board meeting will be June 5<sup>th</sup> at Centennial HS @ 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
June Meeting Minutes  
June 5, 2019 – 6:30pm  
Portland, OR

**Present:** Annie Ellett, Sue Robertson, Marlana Nunley, Chantel Stevens, Danielle Schneider, Amanda Wilcox, Kristin Coverstone, Dave McCall, Jan Phaigh (via zoom), Jenn Wilson (via zoom)

**Absent:** Amanda Estes

**REPORTS**

- 1) Minutes – Marlana
  - a) May Meeting were approved via email.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Balance as of May 31<sup>st</sup>: \$80,458.00
- 3) Website – Danielle
  - a) Discussion on website reorganization for this summer.
    - i) Ideas on the collegiate page/new member page of the website. Some college's information did not get put on the website and the board agreed to offer a free year.
    - ii) Possibly adding a donation button on the website that would go towards scholarships.
- 4) Judges' Affiliation - Kristin
  - a) Event Calendar update
    - i) Calendar will be updated on the website as soon as possible.
    - ii) All teams that have paid and/or attended the event directors meeting have their dates confirmed.
  - b) JA Elections
    - i) Review of wording in manual regarding requirements. Change on application to say 3 years judging experience and judging the immediate year prior. It previously stated 3 years judging experience and 3 years consecutive judging.
    - ii) The positions open are for the Education Director & the MT Director.
      - (1) The board agreed to move forward in the future with one Education Director that can be affiliated as a coach. It was previously stated as 2 Education Directors with one being non affiliated and one could be affiliated.
    - iii) The applications will be sent out this month.
  - c) Board retreat topics regarding JA
    - i) The JA Leadership Team will meet this summer and discuss topics to talk about at retreat.
    - ii) Kristin would like to focus on education this year and seek out speakers and other sources of education for the membership.
    - iii) Discussion on surveys throughout the year.
    - iv) Discussion on score sheet for fall – will discuss further at the Board Retreat.
- 5) OSAA Student Activities Advisory Committee - Jenn



- a) Dave and Jenn went to OSAA to attend the meeting and present the 1-4A number increase. The OSAA will not be looking at this proposal until fall when their Executive Board meets. Specifically, they will be looking at the cost implications and equitability of the proposal. If approved, the proposal would most likely be approved for the 2020-21 season and not for this current year. As soon as we have more information, we will share with the membership regarding this proposal.
  - b) OSAA would like input from the board about a future facility to hold state to anticipate the contract expiring in 2 years with the Memorial Coliseum.
- 6) Membership Update – Amanda E. (Jenn)
- a) Business members: links on website
  - b) Membership registration is on the website and will be sent with the newsletter.
- 7) Chair Report- Jenn
- a) NDCA Recap
    - i) Educational tools – speakers and classes were helpful and informative. A recap will be presented at the fall membership meeting.
    - ii) Idea for next year is to have 2 board members attend and then hold a drawing (requirements for the drawing to be discussed at a later date) for a DDCA member to attend with the board members.
  - b) Board Work Retreat
    - i) Agenda items will be added this summer. Any items that need to be added/discussed please email to Jenn.
  - c) Category Champs Location – Lakeridge High School on December 7<sup>th</sup>.
  - d) All State/Scholarship Location
    - i) Sunset, Woodburn and Lake Oswego are checking on their schools and will let us know when they hear back.
    - ii) Can we have All State kids sign up for photos during ‘team picture’ time so each kid can have an individual photo with their medal? This is a good idea and we can discuss logistics at board retreat.

#### BUSINESS

- 1) Board Jackets – Jenn (Annie)
- 2) Fall Conference/Meeting
  - a) September 21<sup>st</sup> at Centennial High School
  - b) Speaker from NDCA and/or OSAA training from KT. Kristin will ask KT what her vision is for this training and get more information.
  - c) Format discussion will take place at the board retreat this summer.

Meeting adjourned at 8:49pm. Board retreat will take place on August 9<sup>th</sup> – Portland, OR.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
Board Retreat  
August 9, 2019 – 8:00am  
Portland, OR

**Present:** Annie Ellett, Sue Robertson, Jenn Wilson, Marlena Nunley, Jan Phaigh, Amanda Estes, Dave McCall, Chantel Stevens, Amanda Wilcox, Danielle Schneider, Carie King (for Kristen Coverstone)

**REPORTS**

- 1) Minutes – Marlena
  - a) June Meeting Minutes were approved via email and will be sent out with in the August newsletter.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Event Applications fees have been received
    - ii) Scholarship monies from a competition in the 2018-19 season still have not been received. Sue is reaching out again to follow up.
    - iii) Video consult monies from JA have all been received for a total of \$750.
    - iv) Review of expenditures.
    - v) Checks for scholarships will be issued next week. Sue has received information from all recipients.
    - vi) Balance as of July 31<sup>st</sup>: \$86,200.84
    - vii) Budget vs. Actual review for 2018-19.
    - viii) JA Budget vs. Actual review for 2018-19.
    - ix) Review of Approved budget for 2019-20.
      - (1) Question regarding budget: Budget can be amended at the DDCA Fall Meeting if needed.
- 3) Judges' Affiliation - Kristen (Carie King)
  - a) JA Leadership Team
    - i) The leadership team has been voted on and will meet next week.
      - (1) JA Commissioner: Kristen Coverstone
      - (2) Evaluation Directors: Carie King & Michele Napier
      - (3) Education Director: Malia Martin
      - (4) Internship Director: Shammra Lacy
      - (5) Scheduling Director: Ivanna Tucker
      - (6) Media & Tabulation Director: Kristin Alarcon
  - b) JA Goals
    - i) Increase judging pool and recruitment
    - ii) Enhance education for the JA
  - c) Scores throughout the season

- i) Discussion on scores and improving scores throughout the season. How can this be addressed to reflect consistency with judging? This has been brought up and an issue in previous years that coaches would like to see change.
- ii) Question: is the 'fresh eyes' approach by judges hurting or helping teams? Would tracking previous scores be an option to correct inconsistencies? Carie will discuss with the JA LT next week and report back at the September board meeting.
- d) Evaluation
  - i) Discussion on future evaluations from coaches regarding judges.
    - (1) Carie will discuss with the JA LT and let the board know at the September meeting how evaluations will be addressed this season.
- e) Event Directors Meeting
  - i) Discussion on continuing with the event directors meeting in Spring. Does this need to continue? Carie will discuss with the JA LT but doesn't see a problem with removing this requirement.
- f) Contacting JA/MT Members regarding scores
  - i) Discussion on when scores/comments are received. Can judges guarantee that scores and comments be in DropBox the same night as competition? If the school has WiFi, scores can be uploaded to DropBox right away. If a school does not have WiFi, scores can be printed. Comments will be uploaded by 10am the next day.
- g) Communication regarding judges
  - i) Please contact the JA Commissioner, DDCA Board and KT Emerson at OSAA with any questions you may have. This is our protocol for coaches and judges to keep communication transparent and effective.
  - ii) Carie will verify that the JA Commissioner email is being checked regularly.
- h) Competition Sanctioning Forms
  - i) Discussion on the sanctioning form submitted by competition directors. Carie will discuss with the JA LT on removing this requirement from the competition guidelines. If the JA LT agrees, this portion of the manual will be revised and voted on by the membership at the Fall Meeting.
- i) JA Jackets
  - i) Jackets will be ordered for the new members of the leadership teams. The JA will give the names and sizes to Jenn.
- j) JA Eval Show
  - i) Interest for the eval show coming back has been expressed. This has proven difficult with the no contact rule to keep the prior format. The proposal does have an exception for the eval show and the JA LT will be looking at going back to the format where judges give specific feedback to teams.
  - ii) Video consults for teams received positive feedback this year. The goal is to keep this an option for teams.
- k) JA Education
  - i) Are there more opportunities that the JA can take advantage of this year? Discussion regarding what NDCA offers. Discussion on score sheet and the challenges/benefits to

educating new and veteran judges. Carie will be discussing with the JA LT. Judges trainings and workshops will be mandatory to attend in person this year.

- l) Score sheet for Fall
  - i) Discussion on combining captions for this fall season on the score sheet. Asked that Kristin and Carie discuss at the JA LT meeting next week and come to the board meeting in September with ideas on how this can be implemented. Discussion on verbal comments vs. written comments for traditional season.
- m) JA Manual – Updates for website
  - i) The leadership team will be meeting next week and will go over the JA Manual and make any updates at this time. Kristin will bring the manual revisions to our board meeting on September 11<sup>th</sup>.
- 4) Website - Danielle
  - a) Tutorial of updated website.
  - b) Updated website will be live before school starts in September.
  - c) Discussion on Junior Competition calendar.
  - d) The board will ask for pictures for the website and it will be updated once a year.
- 5) Membership Update – Amanda E.
  - a) High School Teams Registered: 29
  - b) Junior Teams Registered: 2
  - c) Business Membership
    - i) Review of levels offered
    - ii) Amanda E. will review letter and update/revise as necessary. Manual changes that take place to match the business letter will be presented and voted on by the membership at the DDCA Fall Meeting.
    - iii) Discussion regarding a business member from last year.
  - d) Collegiate/Sponsorship Letter Review
    - i) Review of collegiate letter
    - ii) We can offer colleges who come to All State a 5-minute presentation during the day. Also offer colleges the opportunity to present awards at category champs.
    - iii) Amanda E. will be reaching out to collegiate sponsors from last season. Some logos/information may not have made it on the website so we will be offering a discounted price this year.
    - iv) Discussion of putting sponsorship names on Category Championships t-shirts.
- 6) NDCA Conference – Jenn/Annie
  - a) Review
    - i) The meeting took place in Las Vegas.
    - ii) Jenn and Annie attended from the board this year.
    - iii) In the future, we would like to send 2 board members and have a drawing for a member to attend as well since 3 people are budgeted to attend.
    - iv) Meals are not included in the conference so we want to make sure people are aware of the extra expense if they want to attend.
    - v) The vendors at the event were a big plus.

- vi) Classes were helpful and will be recapped at the fall meeting.
  - vii) Discussion regarding conference. Jenn & Annie spoke to the director from Washington about the possibility of joining together and having a speaker come.
  - viii) Possibly working on lanyard/buttons/nametags for conference like NDCA: will discuss at the fall meeting about how that could benefit competition directors.
  - ix) How can we honor our DDCA members at NDCA? Nominating coaches from Oregon for the NDCA awards.
  - x) Will discuss at the fall meeting on becoming a member of NDCA and the benefits for Oregon coaches.
  - xi) The dates for next year's NDCA conference are May 14, 15 & 16 in Nashville, TN.
  - b) Speaker for DDCA Winter Meeting
    - i) OSAA will be the guest speaker this year at the DDCA Fall Meeting. Do we want a speaker from NDCA to come to our winter meeting? Discussion on activity vs. speaker during the meeting.
- 7) Chair Report - Jenn
- a) Communication
    - i) The board will respond to emails within 48 hours of receiving them. An answer may not be available within that timeframe but we will respond to let people know we are working on it.
  - b) Assigning schools to board members
    - i) This was done last year as a way to welcome and inform coaches of the upcoming Fall Meeting.
      - (1) Do we want to continue this?
      - (2) Should it be for just the fall conference or continue throughout the year? Should we continue with emails or take a different approach?
      - (3) Jenn will divide up the teams so board members will start reaching out to teams.
  - c) Board Jackets
    - i) Jackets have been ordered for new members.
- 1) DDCA Manual Review
- a) Discussion and overview of sections/wording that need to be changed.
  - b) Dave will be noting the manual changes and sending out to the board for review. Any changes made to the manual will be voted on by the membership at the DDCA Fall Meeting.
- 2) Board Goals 2019-2020
- a) Review and discussion of individual goals from board members.
  - b) Collaboration on individual goals to complete board goals as a whole for the year. Creating a road map of goals for the next 2-3 years will be discussed at the September board meeting.
  - c) 2019-2020 Board Goals:
    - i) Encourage, support and unite our membership.
    - ii) Celebrate coaching successes.
    - iii) Engage membership to make sure information in the monthly newsletters is being received.
    - iv) Improve board events including membership meetings, All State, board meetings.

- v) Be more active regarding social media presence.
  - vi) Support the JA in receiving external education throughout the year.
  - vii) Reevaluate DDCA Awards.
  - viii) Increase presence in OSAA Today.
- 3) Job Duties – Review job descriptions and discuss restructuring. Job duty assignments will be sent out in the newsletter and presented at the Fall Meeting.
- 4) DDCA Fall Conference – Jenn
- a) September 21<sup>st</sup> at Centennial HS: 9:00am
  - b) OSAA Class
    - i) KT will be coming to fall conference and would like to hold a class that focuses on combining coach and judge education. Topics would include but not be limited to: Role of OSAA, coaches, judges, Athletic Directors and SRI; Questions regarding NFHS rules from the membership; Performance judge feedback; question & answer session; etc.
  - c) Draft of Schedule
    - i) 8:45-9:00am: Welcome
    - ii) 9:15-10:30am: OSAA Workshop
    - iii) 10:30-10:45am: Break
    - iv) 10:45-11:45am: Membership Meeting
    - v) 11:45am-12:30pm: Lunch
    - vi) 12:30pm-2:00pm: Membership Meeting
  - d) Menu ideas for Lunch discussed.
    - i) Registration for Conference will be sent out with the newsletter. If members do not want to participate in the lunch, there will be an option to check off. RSVP for food will be required on the conference registration. Breakfast items will be provided as well including coffee, bagels and fruit.
- 5) Drill Down – Marlana
- a) 1 new person has certified this summer for calling. Marlana will reach out to Coral to update the certified puller/caller list that took place at Thunderbird. Drill Down certifications will be available at the Fall Meeting.
  - b) Discussion on making sure certified callers and pullers are up to date on the drill down section of the manual.
  - c) The DDCA Manual is up to date for drill down.
- 6) All State – Marlana
- a) Location: Reynolds High School
    - i) Learning session for assistants: January 18<sup>th</sup> – TBD
    - ii) The board will rent stages for teaching if they are not available at Reynolds.
  - b) Format
    - i) Video sent to coaches in December with the first style of dance.
    - ii) Dancers will audition the video portion of the dance and cuts will be made.
    - iii) Dancers that move on will learn the remaining 2 styles of dance.
    - iv) Callbacks will take place as judges see necessary.
    - v) Announcement of All State team will take place at the end of the day.

- c) Discussion regarding teachers and judges.
  - d) All State Email is on the website: [allstateddca@gmail.com](mailto:allstateddca@gmail.com)
  - e) All State Interns will most likely be assistant coaches from teams to help the kids learn quickly instead of dancers that have just completed high school.
  - f) All State Pay Breakdown Discussion: will finalize at a later date.
  - g) Cost for custodians at Reynolds HS discussed.
  - h) All State Photos – Group and Individual
    - i) The All State team will receive their medals at state after rehearsal. This way, All State members can have their medal and will be able to have an individual picture taken during their own team's picture time. All State members will already be in full costume during team photos and it will not change the schedule of the state competition. A group picture will be taken right after their performance at state. Marlana will email KT to coordinate the group photo.
- 7) Scholarships – Marlana
- a) Location: Reynolds High School
  - b) Marlana will contact teachers and judges.
  - c) Projected monies for 2020 scholarships TBD.
  - d) Review of Application was completed last year and this application will be used again this year.
  - e) Scholarship Email is on the website: [ddcascholarships@gmail.com](mailto:ddcascholarships@gmail.com)
- 8) Category Champs – Jenn
- a) Location: Lakeridge HS on December 7<sup>th</sup>
  - b) Format for the competition will be festival.
  - c) Entrance to the gym will be in one door and out the other. Please be aware of this and make your team and parents aware so they expect it. Teams will enter through another entrance prior to their performance. This will help with foot traffic and keeping the halls less crowded.
  - d) There will be plenty of parking and overflow parking available for the competition.
  - e) Jenn will be contacting a sound person for the day.
  - f) Kristin will be contacting a potential announcer.
  - g) Updates
    - i) Discussion on t-shirt vendor/design/cost.
    - ii) Discussion on changing the logo for this year.
- 9) Coach of the Year Criteria
- a) This discussion will be tabled until the September board meeting.

Meeting adjourned at 8:30 pm. Next Board meeting: September 11<sup>th</sup> @ Rex Putnam HS – 6:30pm.

Respectfully Submitted:  
Marlana Nunley; DDCA Secretary

Minutes Recorded by Marlana Nunley, Secretary

Dance Drill Coaches' Association  
Board of Directors  
September Meeting Minutes  
September 11, 2019 – 6:30pm  
Portland, OR

**Present:** Annie Ellett, Sue Robertson, Jenn Wilson, Marlana Nunley, Amanda Estes (via zoom), Dave McCall, Chantel Stevens, Danielle Schneider, Kristen Coverstone, Jan Phaigh, Amanda Wilcox

**REPORTS**

- 1) Minutes – Marlana
  - a) The August Board Retreat Minutes were approved via email.
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Review of monies received.
    - ii) Review of expenses paid.
    - iii) Balance as of August 31<sup>st</sup>: \$73,244.56
- 3) Judges' Affiliation - Kristen
  - a) Recap of retreat:
    - i) Judges Eval: The video evaluations will continue this year for fall and traditional season.
    - ii) Scores: Tracking past scores with judges/teams discussion. Discussion on scoring consistency throughout the season.
    - iii) Comments from judges at State
      - (1) Discussion on eliminating comments at the State competition. Question on which competition the judges can try this format out. Possible scenario of receiving comments from half the judges and half of them just giving scores. We can also try this version of judging at Category Champs this year if the board agrees. Another suggestion is asking a fall competition if they would be willing to let the board pay for 3 extra judges to try it out before Category Champs.
      - (2) Discussion on judge's comments and what they should be geared towards in the future.
    - iv) Suggested revisions for the fall score sheet.
      - (1) Execution: Combine Technique and Control and Precision: 20 pts
      - (2) Content: Complexity and Choreography: 20 pts
      - (3) OE: Projection: 10 pts
      - (4) Dave will be writing up the proposal and the board will send it out before the Fall Meeting for the membership to review. The proposal for the revised Fall Score Sheet will be voted on at the Fall membership meeting. If passed, it will go into effect for the 2019 season.
  - b) JA Calendar Update
    - i) The competition calendar has been updated and is on the website.
  - c) JA Manual Update



- i) The manual is still be reviewed/revised and will be uploaded to the website as soon as it's finished.
  - d) OSAA Update
    - i) Performance judge and Tech judges will be at the fall meeting during the OSAA education portion. Kristen will reach out for volunteers.
  - e) JA LT social media concern discussed.
  - f) Tech Director Role in JA LT
    - i) The JA LT would like to bring this role back. Kristen will send out an application for the Tech Director job as soon as the job description is finalized. A discussion will take place at the Fall Meeting to clarify the roles of the Tech Director and the Safety Rules Interpreter so the membership is aware.
- 4) Membership Update – Amanda E.
  - a) Business Memberships: 2 have registered and paid.
  - b) Membership Registrations:
    - i) High School Teams: 46 registered and 24 paid. Waiting on approx 17 teams registration.
    - ii) Junior Teams: 6 registered.
    - iii) An updated list of registered teams and paid/registered teams will be sent out in the next newsletter.
- 5) Chair Report- Jenn
  - a) Board Jackets
    - i) Received for new members.
  - b) Gifts for membership
    - i) A gift for the membership has been ordered and will be given to the members at the Winter Meeting in January.
  - c) Job Descriptions/Timelines for board members.
    - i) Discussion on making sure the job descriptions are recorded and uploaded into DropBox.
  - d) Judges registering for DDCA membership.
    - i) Discussion on payment and voting rights. The board will review what privileges come with the judge's membership. This will be discussed at the fall meeting.
  - e) Board Stipends
    - i) Review of Board Stipends/Job Duties
    - ii) \$300 was unallocated for in the board stipend budget and the following stipends will increase by \$100:
      - (1) Board Chair
      - (2) Website Director
      - (3) Category Champs Director
        - (a) Sue will make note for this year.
  - f) Board Contact List
    - i) Jenn is working on this and will have it for board members by the fall meeting. The membership will be told at the Fall Meeting who they can reach out to on the board if they should have any questions.
  - g) Communications

- i) The board will be replying to emails within 48 hours. Review of when emails need to be answered

#### BUSINESS

- 1) Scholarships – Marlana
  - a) Choreographers/Style of Dance Discussion
- 2) State Championship Committee – Jenn
  - b) 1-4A Increases in Numbers Proposal was discussed by OSAA at the summer executive board meeting. This proposal was denied by OSAA for the 2019-20 season. OSAA said it could still happen but they requested that they needed more data on the 1-4A teams before they would approve it.
- 3) Category Champs – Jenn
  - a) A music person has been booked for the day.
  - b) Amanda E. will be reaching out to the business members and the college members to see if they would like to present trophies.
- 4) All State – Marlana
  - a) Lisa Zaragoza has been booked for all 3 styles of dance.
  - b) Assistants: Rosebud Dancers – Marlana will reach out to the coach so she can give the information out to the team.
  - c) Judges: Marlana will reach out for judges and tabulators.
- 5) Fall Membership Meeting – Jenn/Dave
  - a) Agenda: Anything that needs to be added, the board will send to Dave.
  - b) Food has been ordered for lunch and will be delivered to the Fall Meeting.
  - c) An RSVP will be sent to the membership this Friday and responses will need to be in by the Wednesday before our Fall Meeting.
- 6) Website – Danielle
  - a) The new website is live.
  - b) Posting needs to stay consistent because of the format of the website.
  - c) If someone needs something posted on the website, please email Danielle at: [ddcaweb@gmail.com](mailto:ddcaweb@gmail.com).
- 7) Social Media/OSAA Today – Danielle/Amanda W.
  - a) Discussion on highlighting teams.
  - b) Posting different challenges to teams.
  - c) Education series a possibility of about 2 times a month.
  - d) Spotlight on members/teams.
  - e) Discussion on several topics to highlight to help teams.
  - f) For OSAA Today, dance team can start submitting when the dance season officially starts in winter. Some highlights we could post about are coaches and their stories. Suggestions on certain coaches for OSAA articles discussed.

Meeting adjourned at 10:15pm. The next board meeting will be on October 2<sup>nd</sup> – Rex Putnam High School at 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Fall Membership Meeting  
September 21, 2019  
Portland, OR

**Teams Present:**

Albany Gems, Canby, Centennial, Century, Clackamas, Crook County, Crossler, David Douglas, Glencoe, Gresham, McNary, Mountainside, Parkrose, Rex Putnam, Reynolds, Barlow, Scappoose, South Albany, Sprague, Stayton, Sunset, Sweet Home, Thurston, Thurston MS, Tigard, Valley Catholic, West Linn, West Salem, Wilsonville, Pure Energy, Velocity, Sandy, Roosevelt, Vision Dancers

**REPORTS**

- 1) Roll Call and Welcome – Amanda E.
- 2) OSAA Presentation – KT Emerson & Christine Andersen  
***Please reference DDCA September Presentation in the newsletter***
- 3) Meet the Board of Directors – Jenn
  - a) Board Job Assignments review.
  - b) Board Contacts discussed.
  - c) Board email for questions: [ddcaoregon@gmail.com](mailto:ddcaoregon@gmail.com)
- 4) Spring 2019 Minutes Approval – Marlena
  - a) Motion to approve: Ally from Scappoose 2<sup>nd</sup>: Lindsey from McNary All in Favor:  
All Opposed: 0 Abstain: 0
- 5) Membership – Amanda E.
  - a) Update on Paid Teams – 19 teams have registered but have not paid. 68 teams have registered so far (57 high school teams)
    - i) Due date for membership fees is on October 15<sup>th</sup> to avoid late fees.
  - b) Judge's Membership Fees
    - i) Clarification on membership fees – DDCA vs. JA  
(1) DDCA member can add on a JA membership fee of \$35 and you are a voting member.  
Just paying the \$35 judging fee does not make you a voting member.
  - c) Business & Collegiate Members – 4 businesses have registered
- 6) Treasure's Report- Sue
  - a) Year End Report
    - i) July 31, 2019: Actual Expense vs Budgeted Expense Review
    - ii) \$11,436.54 was put into savings last year.
    - iii) Review of JA Budget vs Expense
    - iv) Balance as of July 31<sup>st</sup>: \$79, 408.88
  - b) Scholarship Payments: 2019
    - i) 14 scholarships for a total of \$14,000 have been paid and sent to the colleges.
- 7) Judges Affiliation Report – Kristen
  - a) Introduction of JA LT
  - b) Goals for 2019-20

- i) Opportunities for education/broaden education horizons.
- ii) Recruitment for new judges
- iii) Discussion on \$35 JA fee. This fee is due once you are certified. This fee will include a DDCA Membership Card, DDCA Board Minutes and notifications and specific benefits for the Judge's Affiliation as defined in the JA Manual. Judge's that wish to vote on DDCA matters will also need to purchase a DDCA Associate Membership or be registered under a DDCA Team Membership. The fee can be taken out of your first check you would receive from judging if someone requests it.
- iv) JA Workshop is on October 12<sup>th</sup> at the OSAA office in Wilsonville.
- c) JA Tech Director Position
  - i) The application for the position will be sent out tonight.
- 8) Chair Report – Jenn
  - a) Board goals for 2019-20
    - i) Review of Board goals – these are posted on the website.
  - b) Social Media/Member Communication – Jenn & Danielle
    - i) Reminder of social media etiquette.
    - ii) Review of website and where to find information.
    - iii) DDCA is on Facebook, Instagram & Twitter: Will include posts about team highlights, DDCA events as well as educational videos.
    - iv) OSAA Today will feature things like coach and student highlights as well as competition highlights.

#### Business

- 9) Proposals - Dave
  - a) Fall Scoresheet Proposal
    - Scoresheet would change for fall from a 100-point scale to a 50-point scale. The proposal was sent out to the membership to combine sub captions while keeping the core elements that are important to score our fall routines.
  - b) Qualifying Score for Category Champs Proposal
    - (a) New qualifying score: 34 pts for Category Championships
    - (b) Motion to Approve: Marline from Parkrose 2<sup>nd</sup>: Rhonda from Centennial, 21 in favor, 3 abstain, 8 opposed **Motion Passes**
  - c) Proposal discussion
    - (c) Question – can we keep it 5 captions at 20-points instead of 10-point each? The entire linear scale would have to be revised to do that.
    - (d) Concern on novelty category where visuals are heavily relied on. Would it fall under complexity? Yes it would be emphasized in judges training to focus on that for novelty.
    - (e) Question regarding forms and staging: that would be judged in the complexity category and choreography on how you would use your space.

- (f) Question: will it take away practice for judges judging all 10 captions going into traditional? This isn't a concern with our current judging staff right now.
- (g) Question regarding 5 captions for interns and keeping 10 captions for veteran judges.
- (h) Can this be a piloted score sheet this year and if it doesn't work, can we change it back? Yes.
- (i) Review of sub captions on scoresheet
- (j) Explanation from Carie King on the sub captions of Technique, Control, Complexity, Choreography, Precision and Projection.
- (k) Can we add the sub caption of Impression to Projection and keep it at 10 points?
- (l) Can we hold off until next year? Some teams have already designed their fall routines based off of the score sheet. All of the sub captions are covered under the 5 it just look slightly different.
- (m) Understanding the purpose of the change is to help the judge's score faster during the fall while the teams are doing shorter routines. If we add more sub captions, we are fighting that idea.
- (n) First option – move to next year
- (o) Second option - Add Impression back to the score sheet – changing it to 60 points
- (p) Third option - Projection/Impression keeping the score sheet at 50 points
- (q) Fourth option - Leaving the current proposal as is.
  - (i) Motion: Marline from Parkrose 2<sup>nd</sup>: Ally from Scappoose All in Favor: 20  
Opposed: 8 Abstain: 2 **Motion Passes**

10) Category Championships – Jenn

- a) December 7, 2019 at Lakeridge High School.

11) All State – Marlana

- a) All State will be held at Reynolds High School on Sunday, January 19<sup>th</sup>.
- b) The All State format will be similar to years past: A video of the jazz section of the routine will be sent out to coaches in December for dancers to learn prior. The dancers will warm up and review the jazz portion of the routine before going into the first round of auditions. After jazz audition, cuts will be made and the dancers that move on will learn the contemporary portion and the hip hop portion of the routine before doing a final audition.
- c) One Choreographer will do all three sections
- d) Applications for All State will be in the November newsletter and will registration will be due in December.
- e) Announcement of the team will still be same day.
- f) Assistants will be learning the routine the day prior and it was suggested we ask Rosebud dancers.
- g) [allstateddca@gmail.com](mailto:allstateddca@gmail.com)

12) Scholarships – Marlana

- a) Dance Scholarship auditions will take place at Reynolds High School on Monday, January 20<sup>th</sup>.
- b) Dance Scholarship Applications are due on December 20<sup>th</sup> and it will be available on the website by October.

- c) Academic Scholarship Applications are due on January 17<sup>th</sup> and it will be available on the website by October.
  - d) Scholarship email address is on the website should coaches or dancers have any questions. ddcascholarships@gmail.com
- 13) Drill Down Certifications – Marlena
- a) Certifications will be available at the fall meeting and the winter meeting. Caller certifications can also be done via video if members are not able to attend the meeting.
- 14) NDCA Conference Recap – Annie
- a) Review of classes attended and speakers present.
  - b) Congratulations to Pam Didier on her National Coach of the Year Nomination!
  - c) The board will be offering a member to have their membership paid for next year.
  - d) The dates are May 14-16, 2020 in Nashville, TN
- 15) Manual Changes– Dave
- a) Review of manual changes for this year – board stipend review.
  - b) Motion – Lindsey from McNary 2<sup>nd</sup>: Rhonda from Centennial All in favor: All Opposed: 0 Abstain: 1 Motion Passes

Meeting adjourned at 1:35pm. Next Board meeting will be October 2<sup>nd</sup>: Rex Putnam High School at 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance Drill Coaches' Association  
Board of Directors  
October Meeting Minutes  
October 2, 2019 – 6:30pm  
Milwaukie, OR

**Present:** Annie Ellett, Jenn Wilson, Marlena Nunley, Jan Phaigh (via zoom), Chantel Stevens (via zoom), Kristen Coverstone, Danielle Schneider, Amanda Wilcox, Sue Robertson, Dave McCall, Amanda E. (via zoom)

**REPORTS**

- 1) Minutes – Marlena
  - a) September minutes were approved via email
  - b) Fall Meeting Minutes will go out to the board same time as October minutes for review and approval prior to the October newsletter
- 2) Treasure's Report- Sue
  - a) Monthly Update
    - i) Review of funds received and expenses
    - ii) Balance as of September 30<sup>th</sup> - \$75,255.68
  - b) Review of Fall Membership Meeting expenses.
- 3) Judges' Affiliation - Kristen
  - a) Review of JA Stipends for 2019-20 and breakdown
  - b) Tech Director Position Update
    - i) No one has applied for this position. The application will stay open.
    - ii) Review of job description including but not limited to ongoing training for coaches and certified Tech Judges.
    - iii) Discussion on the Tech Director position and the SRI position. Discussion on training and who will be teaching the trainings if/when a Tech Director is hired. The board feels it is important for the SRI to lead the rule interpretation. The JALT/Tech Director will lead the portion of the workshop not directly related to rule interpretation.
    - iv) Judge's Training will be on October 12<sup>th</sup> at the OSAA office in Wilsonville.
  - c) Tech Judges Talking to Dancers
    - i) Discussion on the head judge going to find the head coach to let them know of a tech rule concern/penalty. This will prevent confusion for dancers and making sure that a judge is always speaking to an adult on these issues.
  - d) Topics from Retreat
    - i) Review of when teams will receive scores and comments.
    - ii) Evaluations regarding judges. Kristen will respond to evaluations within 48 hours of the evaluation being submitted. If it needs to be addressed, Kristen will address it herself or send to Carie King or Michele Napier as the Evaluation Directors.
  - e) Fall Score Sheet



- i) Review of score sheet that was discussed at the Fall Membership Meeting. Kristen will be revising and it will go out in the October newsletter.
- 4) Membership Update – Amanda E.
  - a) Business Memberships
    - i) Amanda will be reaching out to the business members that have registered in the past but have not registered for this year as of yet.
  - b) Paid/Unpaid Members
    - i) 20 teams have registered but have not yet paid. The deadline without the late fee is October 15<sup>th</sup>. Amanda will be sending a reminder email to those teams.
  - c) Collegiate teams
    - i) There haven't been any collegiate teams that have registered so far this year.
  - d) Membership start/end dates for voting purposes.
    - i) Our association year runs from August 1<sup>st</sup> to July 31<sup>st</sup>. To be eligible to vote on association matters after July 31<sup>st</sup>, your payment for the new association year must be received prior to voting.
- 5) Chair Report- Jenn
  - a) Fall Meeting
    - i) Review of fall meeting. What went well, what to change for the future.
    - ii) Possible location for the spring meeting discussed.
    - iii) Discussions of future fall meeting date – consistently keeping it on the 3<sup>rd</sup> weekend of September as well as keeping the spring meeting on the 3<sup>rd</sup> weekend of April – April 18, 2020 – location TBD.
  - b) Board Contact List
    - i) The contact list was put out at the Fall Meeting and will be sent out with the October newsletter. Please contact your assigned board member if you have any questions or need information.
  - c) Spring Meeting Location
    - i) Location – Woodburn High School: Date: April 18, 2020.
  - d) Table Covers
    - i) Discussion on purchasing table skirts with the DDCA logo on them for Category Champs.
    - ii) Jenn will look into prices and will let us know via email.
    - iii) Jenn will also price out a red carpet background with the DDCA logo on it for dancers to take pictures at all DDCA events.
  - e) DDCA Manual
    - i) Dave is working on the updates and will have them soon.
  - f) NDCA Conference
    - i) 4 board members are interested in going. Sue will reserve 2 hotel rooms.
    - ii) The board would like to offer to pay the Silver conference and the Silver membership fee for a coach to attend NDCA. The coach that the conference and membership fee is paid for would not include airfare, hotel or food that is not included. Those that are interested should email the board at: [ddcaboard@gmail.com](mailto:ddcaboard@gmail.com) by the end of October. The board will reach out to their contact lists also to see who is interested.

## BUSINESS

- 6) Scholarships – Marlana
  - a) Still looking for a jazz choreographer/judge.
  - b) The applications will be updated and sent to Danielle to update the website.
  - c) Due dates for the dance and academic scholarships are listed on the website.
- 7) All State – Marlana
  - a) Certificates will be passed out this year at All State for those that make the team. Marlana will be pricing out items this month and place the order.
- 8) Category Champs – Jenn
  - a) Discussion on apparel vendor for Category Champs.
  - b) Discussion on having college performances during Category Champs. Will this work with festival performances? Where would dancers sit? We can keep discussing for future competitions and how that would work.
  - c) Discussion on ways to shorten the music sound check time and/or make it more productive. Will revisit for next year.
- 9) DDCA Awards – Marlana
  - a) Discussion on how to increase recognition. We will be adding an Assistant Coach of the Year for each classification. The team's registered Head Coach will be eligible for Coach of the Year and Assistant Coach's will be eligible for the new award this year.
- 10) Website – Danielle
  - a) Discussion on what event directors needs to send to the Website Director. The round times, order of performance and general information including round pricing, needs to be sent to the Website email: [ddcaweb@gmail.com](mailto:ddcaweb@gmail.com). Event directors need to accept the Google form that was sent out. This will be where event directors enter in drill down winners from their competition.
  - b) Jan will send the Spirit Place Mat to Kristen to update for website
  - c) Update Proposal log on website
  - d) Event Director guidelines and contract
- 11) Other Business
  - a) Suggested that a proposal be written up for the Treasurer position. This will be sent out and voted on at the Winter membership meeting.
  - b) The Instagram educational series will be starting. Please look for the series in the stories in Instagram @ddcaofficial

- c) Will there be an option for judges to be recertified if they cannot make the October 12<sup>th</sup> training. Yes – the training will be recorded and sent out. Questions about the training will accompany the training video

Meeting adjourned at: 9:45pm. Next Board meeting will be November 6, 2019 – Rex Putnam High School at 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance and Drill Coaches Association  
November Board Meeting  
November 6, 2019  
Rex Putnam High School

**Present:** Kristen Coverstone, Dave McCall, Marlana Nunley, Chantel Kaaihue, Annie Ellett, Jenn Wilson, Amanda Wilcox, Sue Robertson (via zoom), Jan Phaigh, Amanda Estes (via zoom)

**Reports**

- 1) Review Minutes - Marlana
  - a) Minutes were approved via email
- 2) Treasurer's Report - Sue
  - a) Monthly Update & Review
  - b) Balance as of October 31, 2019: \$75,787.76
  - c) Discussion of treasurer position for next year.
- 3) Judge's Affiliation - Kristen
  - a) Staffing for Fall Competitions
    - i) All competitions are covered for fall so far.
    - ii) Judges will be only giving scores at Category Champs and will not be giving comments. This is to pilot the possibility of not having comments at state.
  - b) JA Manual Revisions
    - i) The revisions will be approved by the board and brought to the membership for a vote at the Winter Meeting.
  - c) Judge's Training Review
    - i) Pom technique was taught by Hayley DuLong.
    - ii) Christine Andersen taught the Tech training.
    - iii) The Tech Director position is still open for now.
  - d) JA Supplies
    - i) Board will inventory items and determine what works and what is needed.
  - e) Competition discussions this past weekend.
    - i) Discussion on what to do if an unusual situation occurs. Similar to the injury policy, if there is an external interruption to your performance ie, fire alarm, debris falling from the ceiling, the Head Judge will stop the performance team will have another opportunity to perform again. This is similar to when a dancer is injured on the floor.
    - ii) If a team is doing an exhibition at a competition and is not a DDCA member, that team is not eligible to receive comments from the judges.
    - iii) Fall Competitions splitting divisions discussion.
    - iv) Discussion on equipment - recorders for JA.
- 4) OSAA Student Activities Advisory Committee - Jenn

- a) Meeting was cancelled and rescheduled for January 14th.
- 5) Membership Update - Amanda E.
  - a) Current Members
    - i) 62 high school team registered. 13 JV teams registered.
  - b) Email List for competitions
    - i) Amanda will send a list of registered coaches to competition directors so if they attend a competition, they won't be charged.
- 6) Business Members/Collegiate Members Update - Amanda E
  - a) WCE, Element Dance Studio, Northwest Dance Company have all registered this month.
- 7) Chair Report - Jenn
  - a) DDCA Manual Update - Dave
    - i) The manual will go out to the board for approval over winter break and brought to the membership for a vote at the Winter Membership Meeting.
  - b) NDCA Conference
    - i) 2 DDCA members have contacted Jenn that are interested in going to the conference. The board will announce at the Winter Membership Meeting.
    - ii) 4 board members will be attending the conference in May 2020.
    - iii) NDCA Coach of the Year nominations are open. There are 4 categories and you can only nominate someone that is a member of NDCA.
    - iv) Discussion on NDCA instructors coming to Oregon to put on DDCA conference for next year. It would include certifying coaches and speakers for the membership. The price would be \$25 per person.
  - c) 2020 Conference (possibly combining with Washington dance coaches)
    - i) Their board chair will talk to the Executive board of their organization and will get back to Jenn about combining Oregon & Washington coaches. This will be discussed at the Winter Membership Meeting to gauge interest from the coaches.

### **Business**

- 8) Category Championships - Jenn
  - a) The first set of invites has gone out to teams that have qualified. Teams have until November 26th to register.
  - b) The DDCA board will be meeting on the night before to set up.
  - c) Clothing Vendor
    - i) Gear will be ordered and for sale at Category Champs.
- 9) All State - Marlana
  - a) Registration will go out in a separate email as well as a link on the newsletter. We will post it on the website too.
- 10) Scholarships - Marlana
  - a) Applications will be posted on the website. A link to the applications with the deadline will be sent out in the newsletter. Dance Scholarship applications are

due on December 21st and the Academic Scholarship applications are due on January 17th.

11) Website - Danielle

- a) The first OSAA Today article has been submitted. Team pictures and coach showcases to come!

Meeting Adjourned at: 9:20pm. Next board meeting scheduled for December 4, 2019 at 6:30pm:  
Rex Putnam HS.

Respectfully Submitted:

Marlena Nunley; DDCA Secretary

Dance and Drill Coaches Association  
December Board Meeting  
December 4, 2019  
Rex Putnam High School

**Present:** Kristen Coverstone, Marlena Nunley, Chantel Kaaihue, Annie Ellett, Jenn Wilson, Amanda Wilcox, Sue Robertson, Jan Phaigh, Amanda Estes (via zoom), Danielle Schneider

**Absent:** Dave McCall

**Reports**

- 1) Review Minutes - Marlena
  - a) Minutes were approved via email
- 2) Treasurer's Report - Sue
  - a) Monthly Update & Review
  - b) Balance as of November 30, 2019: \$72,006.34
- 3) Judge's Affiliation - Kristen
  - a) Discussion on penalties regarding new fall scoresheet
  - b) JA Manual Update
    - i) The JA Manual will be sent to the board for approval and will be voted on by the membership at the Winter Meeting.
  - c) Calendar update
    - i) There is a change in the traditional season calendar. The Sheldon competition will be held on March 7th and the Thurston competition will be held on February 15th.
  - d) Discussion on formats of traditional season competitions.
  - e) Discussion on scheduling and mileage. This will be discussed for next season.
- 4) Membership Update - Amanda E.
  - a) Current Members
    - i) The membership registration will be reopened this month for teams to start registering for the traditional season.
  - b) Business memberships are at \$4600 so far this year.
- 5) Chair Report - Jenn
  - a) DDCA Manual Update
    - i) Will be sent out during the winter break to the board and it will be voted on by the membership at the winter membership meeting.
  - b) NDCA Award Nominations
    - i) Discussion on nominating DDCA members for an NDCA award. Nominees must be members of NDCA to be considered. The board will nominate an NDCA/DDCA member by the December deadline.
  - c) NFHS Award

- i) The nomination deadline for this award is in February. We will ask the membership to nominate a DDCA member in the December newsletter.
- d) Board Position job descriptions
  - i) Board members will write out their job descriptions and upload them to DropBox for future members.
- e) Discussion on communication
- f) Discussion on possible fall conference in 2020. A survey will be sent out to the membership and discussed at the winter meeting.
  - i) Discussion on cost for coaches including rooms/food/conference fee. Registration fee would be \$200-300 per person. This would include the conference only and does not include hotel rooms.

### **Business**

- 6) Category Championships - Jenn
  - a) Job Assignments for board
  - b) Discussion on festival format - all routines will be facing one side.
- 7) All State - Marlena
  - a) 94 dancers have registered so far.
  - b) Connected with Lisa and the video for jazz will be sent this week and will go out in the newsletter next week via YouTube link. Dancers are expected to learn this portion of the routine prior to attending All State auditions.
  - c) Marlena will meet with Reynolds before winter break to finalize set up in January.
  - d) Amanda will be contacting Trend Letters for All State shirts.
- 8) Scholarships - Marlena
  - a) We have received no scholarship applications as of 12/3/19.
  - b) All choreographers are scheduled and have been sent the schedule of the day and what to expect.

Meeting Adjourned at: 9:10pm. Next board meeting scheduled for January 8, 2020 at 6:30pm:  
Rex Putnam HS.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary