

Dance and Drill Coaches Association

Meeting Minutes

January 4, 2022

6:30pm

**Present:** Annie Ellett, Danielle Schneider, Hayley DuLong, Roshny Martuscelli, Kristen Coverstone, BriAnne Hollett-Dillard, Jenn Wilson, Marlena Nunley, David McCall

- 1) Meeting Minutes - Marlena
  - a) December meeting minutes were approved via email and sent out in the newsletter.
- 2) Treasurer Report - Jenn
  - a) Balance as of December 31, 2021: \$85,220.47
  - b) Scholarship Donations from fall competitions
  - c) Giving Tuesday
    - i) \$2,690.00 raised from 23 donors
- 3) Chair Report - Dave
  - a) March 5th Competition
    - i) David Douglas has added a competition for this date. Please reach out to the coaches at David Douglas if you are interested in attending.
- 4) OSAA Updates - KT
  - i) Discussion about State factors that could come up
    - (1) Covid cases limiting spectators/participation of teams
      - (a) Discussion on accepting a recording of state routines to submit if that happens.
      - (b) Discussion on how to navigate spectators and the capacity of the venue at Oregon City with 6A.
  - ii) State competition will be held at Oregon City High School
    - (1) An email was sent out to Athletic Directors and dance coaches with the most recent State information
    - (2) Discussion on why Oregon City HS was chosen
      - (a) Based on availability and size of their gym, capacity of seating and the adjacent auditorium. The court space is the same area as the Memorial Coliseum which was also a positive aspect.
      - (b) Discussion on competition sessions. There is a possibility that 6A may be divided into two sessions based on the participant numbers.
        - (i) Question on crowd management
          1. Possibly limiting ticket sales is an option to avoid parents getting upset that they are asked to move after their dancer's session is complete.

- a. The other side of the bleachers can be opened up to accommodate all 6A parents with awards facing the commons area so both sides will be at a side view during awards.
    - iii) Venues for future State Competitions
      - (1) This hasn't been decided yet. OSAA will be looking at several possible venues for 2023 and on.
    - iv) State Committee Meeting
      - (1) The committee will be meeting on Monday and have received the State 2023 proposal. This will be a preliminary meeting and will follow up with questions regarding structure, etc at future executive meetings. The final decision will be made by the OSAA Executive Board at their meeting in May.
    - v) Transgender Identification Policy
      - (1) This will be brought up at our Winter Membership Meeting so KT can let dance coaches know where to find the OSAA policy on transgender athletes.
- 5) JA Report - Kristen
  - a) Traditional Season
    - i) Discussion on changes to comments for traditional season
      - (1) Decided that recorded comments will come back for the traditional season.
      - (2) Kristen will send out information out to the judges for a workshop time prior to the first competition.
- 6) All State - Marlena/Hayley
  - a) Registered Dancers: 162
    - i) 6A: 104
    - ii) 5A: 43
    - iii) 1-4A: 15
      - (1) Dance scholarships will be based on a percentage of dancers who show up. The registered dancers will give us an idea of how many scholarships we should discuss and plan for.
  - b) The jazz portion of the video was sent to all coaches as well as the overview of the day and the schedule.
    - i) All State will take place at Gresham High School on January 16th and check-in for dancers will be 8:00-8:20am.
- 7) Scholarships - Roshny
  - a) Opportunity Scholarships
    - i) Follow up on amounts/applications
- 8) Awards - Annie
  - a) Review of nomination process
    - i) A survey will be sent to the board for discussion on DDCA Awards.

- 9) Winter Membership Meeting
  - a) Review of agenda

Meeting Adjourned at 10:00pm. Next board meeting is scheduled for February 1, 2022 at 6:30pm.

Respectfully Submitted by:  
Marlena Nunley  
DDCA Board Secretary

Dance and Drill Coaches Association  
Winter Membership Meeting Minutes  
January 16, 2022  
10:00am

**Teams Present:** David Douglas, West Linn, West Linn District Dancers, Scappoose, Forest Grove, Gladstone, Reynolds, Gresham, Silverton, Century, Sam Barlow, Lake Oswego, Rex Putnam, Nelson, Wilsonville, Clackamas, Parkrose, West Salem, Tualatin, Milwaukie, North Eugene, Stayton, Tigard, Marshfield, Glencoe, Grant, Sheldon, Thurston, Canby, Centennial, Valley Catholic, Banks, Lebanon, Sprague

- 1) Meeting Minutes - Marlana
  - a) Approval of Fall Membership Meeting Minutes
    - i) Motion: Liisa - Century
    - ii) 2nd: Hayley - Lake Oswego
      - (1) All in favor: All Opposed: 0 Abstain: 0
- 2) Treasurer Report - Jenn
  - a) Balance as of December 31, 2021: \$85,220.47
    - i) Invoices will be sent out this month to teams that have outstanding fees from the fall.
- 3) Membership Report - Chantel
  - a) Registration & Fees
    - i) Reminder that your team needs to be registered and paid to compete at competitions.
  - b) Business Memberships
- 4) Scholarships - Roshny
  - a) Diversity Excellence Scholarship
    - i) Applications are due January 17th
      - (1) Reference letter links are being sent out by Roshny after a dancer applies.
  - b) Academic Scholarship
    - i) Applications are due January 17th
      - (1) Reference letter links are being sent out by Roshny after a dancer applies.
  - c) Opportunity Scholarship
    - i) 10 applicants were awarded the full amount of their requests this year.
- 5) All State - Marlana/Hayley
  - a) 160 dancers are registered for All State
    - i) 6A: 102
    - ii) 5A: 43
    - iii) 1-4A: 15
      - (1) The full video for the All State routine will be sent this week.  
Instructions on how to upload your video as well as helpful hints

for dancers will be sent to coaches. Video submissions will be due on Friday, February 11th.

(2) Dance Scholarships will be given to the top 5% in each classification on the percentage of video submissions.

6) Awards - Annie

a) Coach of the Year Awards

i) Nominees will be sent to the membership via email to vote on. The awards for Coach of the Year, Assistant Coach of the Year and the Service Award will be announced at State.

7) JA Report - Kristen

a) Traditional Season

i) Recorded comments will return for the traditional season.

(1) Judge's workshops will take place in the next week to prepare for the upcoming competitions.

(a) January 20th from 7-9pm

(b) January 24th from 6-8pm

(2) Teams will receive scores directly after each competition.

Comments will be sent to coaches the following day by noon.

(a) A reminder that there will not be any recorded comments at the State competition. Written comments will be provided.

(3) Kristen will be sending out a survey to the membership this week asking for feedback on judging.

8) Communications - Danielle/Amanda

a) OSAA Today Articles

i) Please look for the articles featuring senior dancers!

ii) OSAA is also looking for nominations for their new Student Advisory Committee.

9) OSAA - KT

a) State Venue

i) Review of OSAA presentation

(1) OSAA Presentation - *this will be emailed to all dance coaches*

(a) March 18th: 1-4A Dance Drill & Show

(b) March 19th: 6A Dance Drill & 5A Dance Drill

(2) Questions from the membership:

(a) Placement of the announcer table

(i) KT can look at the options to see where this can be placed. Concern was dancers entering and exiting the floor.

(b) Are entrance and exits allowed for all 4 doors?

(i) Yes all 4 doors are available for dancers to enter and exit the floor.

(c) During the show session, can the pipe and drape section come down?

- (i) Yes this is flexible and would be able to be removed for a performance if needed.
  - (d) What is the schedule for prop drop off for Show be?
    - (i) The assumption is that it will be Thursday, March 17th.
  - (e) Will the sound checks/practice times be staggered by when a team is performing?
    - (i) The plan is to have all sound checks and practice times in the morning.
  - (f) Will awards be at the end of each session like Grand Finale and Drill Down?
    - (i) Yes awards will be at the conclusion of each session.
  - (g) Will Oregon City High School be used in the future for the State competition?
    - (i) No, this is only for the 2022 competition.
- b) State Timing
- i) A discussion was had about possibly reducing the minimum timing for a state routine by 30 seconds. This has not been decided yet and KT will be meeting with the board this week. As soon as they make a decision, she will let the coaches know.
- c) State Registration
- i) Registration will begin on January 24th and close on February 18th. Please check your email and be sure to register right away.
- d) State Venue 2023
- i) KT has been researching the options and will focus on this after this season is over.
- e) COVID-19 Update
- i) Review of most recent guidance
    - (1) All coaches need to be communicating with their Athletic Directors to see what their own district requires including pausing athletics and activities, masks during performances, etc.
      - (a) Comment from the membership: make sure all coaches are passing along the requirements of the schools that you are attending. Including social distancing, mask requirements, etc.
- f) Gender Identity Participation
- i) Please see the [OSAA handbook](#) to learn more.
  - ii) Review of the importance of inclusivity including language used.
    - (1) All students deserve to feel included at school and especially in sports and activities.
  - iii) Review of federal and state laws protecting gender identity.
    - (1) Oregon Resource: [ODE: Support and Guidance for Transgender Students](#)

10) Chair Report - Dave

- a) Upcoming board positions
    - i) If you are interested in applying, please do so when applications are sent out after the State competition.
  - b) Sportsmanship
    - i) Reminder to the membership to communicate with your team parents the rules of sportsmanship when attending events.
    - ii) The state proposal is currently under review by the OSAA State Committee.
    - iii) The State Committee meets again on January 24th.
- 11) Questions from Membership
- a) Breanna at Grant
    - i) We are still interested in having a competition but because of school closures and uncertainty, we couldn't have a DDCA sanctioned event. If you are interested in judging the PIL teams on February 26th. Please contact either Breanna at Grant, Coral at Cleveland or Keeley at Lincoln if you are interested.
  - b) BriAnne at David Douglas
    - i) David Douglas will be hosting a competition on March 5th. Please reach out to the coaches at David Douglas for the registration link if interested in attending.
  - c) Chantel at Banks
    - i) Please reach out to Chantel if you are interested in being a coach at Banks starting next dance season. The information is also on the DDCA website.
  - d) Angie at North Eugene
    - i) Please reach out to Angie if you are interested in being a coach at North Eugene starting next dance season.

Meeting Adjourned at 12:30pm. Next board meeting is scheduled for February 1, 2022 at 6:30pm.

Respectfully Submitted by:  
Marlena Nunley  
DDCA Board Secretary

Dance and Drill Coaches Association  
Meeting Minutes  
February 8, 2022  
6:30pm

**Present:** Annie Ellett, Danielle Schneider, Hayley DuLong, Roshny Martuscelli, Kristen Coverstone, Jenn Wilson, Marlana Nunley, Amanda Wilcox, David McCall

**Absent:** BriAnne Hollett-Dillard

- 1) Meeting Minutes - Marlana
  - a) January meeting minutes were approved via email and sent out in the newsletter.
- 2) Treasurer Report - Jenn
  - a) Balance as of January 31, 2022: \$90,275.46
  - b) Membership Fees
    - i) Jenn has emailed all teams that have not paid their membership fees yet.
  - c) Fall Competition Scholarship Collection
    - i) Jenn has emailed all competition directors that have not turned in scholarship monies yet.
  - d) Competition Fees
    - i) Review of competition fees that have been paid and what teams need to pay the late fees.
- 3) JA Report - Kristen
  - a) Discussion on moving judges to OAOA through OSAA.
    - i) Need to find out the pros and cons before a decision is made and possibly have a transition period.
    - ii) Overview of structure of OAOA
  - b) Scheduling for competitions
    - i) Would the board be open to approving out of state judges for local competitions? Does DDCA have the funds for this?
      - (1) Discussion on what competitions and the logistics and funds.
  - c) JA Commissioner Position - 2022-2025
    - i) This position will be open starting in April of 2022
- 4) All State - Marlana/Hayley
  - a) Video submissions are due Friday, February 11th
  - b) The judges will have the folder shared with them after the 11th.
  - c) Discussion/plan about announcing the All State team
  - d) Medals and Certificates will be ordered as soon as the team is selected.
- 5) Scholarships - Roshny
  - a) 31 Academic Scholarship applications have been received and 9 Diversity Excellence Scholarship applications have been received.



- b) Jenn will reach out to Ben at Optimist for Judging.
  - i) Deadline/Finalists will be decided by March 4th and announced at State.
- 6) DDCA Awards - Annie
  - a) Nominations will be sent in the newsletter
    - i) The following week, the voting link will be sent to coaches.
      - (1) Winners will be announced at State.
- 7) Membership Report - Chantel
  - a) There are 5 teams that haven't paid that are not participating in DDCA events this year.
- 8) Chair Report/OSAA Update - Dave
  - a) Masks at Competitions
    - i) Masks are expected to be worn at competitions by teams, coaches and spectators.. A reminder to teams will be sent in the newsletter.
  - b) 2022 State Proposals
    - i) Timing
      - (1) Reduced by 30 seconds for each division for this year
    - ii) 6A Split into Small & Large
      - (1) Waiting for a decision on this from OSAA. This will be based on the number of registrations that OSAA receives.
    - iii) Virtual Option for State
      - (1) KT will send a clarification email to teams regarding virtual options as far as qualifying for State and competing at State.
  - c) State Committee
    - i) Next meeting will be on February 14th.
  - d) Board Positions for Spring Meeting
    - i) Board applications will go out to the membership in the February newsletter. There are 5 positions available for the 2022-2024 term.
  - e) Scholar Athlete Program
    - i) A link will be created and attached to the newsletter for coaches. This will be due by February 28th. The criteria for a Scholar Athlete is a senior with a 3.5 GPA and above. The list of names will be listed on the OSAA program.
  - f) Spring Membership Meeting
    - i) This will be in April and our goal will be to hold the meeting in person. Once a date and location is determined, the board will send the information out to the membership.

Meeting Adjourned at 9:00pm. Next board meeting is scheduled for March 8, 2022 at 6:30pm.

Respectfully Submitted by:  
Marlena Nunley  
DDCA Board Secretary

Dance and Drill Coaches Association

Meeting Minutes

March 1, 2022

6:30pm

**Present:** Annie Ellett, Danielle Schneider, Hayley DuLong, Roshny Martuscelli, Kristen Coverstone (zoom), Marlana Nunley, Amanda Wilcox, David McCall, BriAnne Hollett-Dillard, Chantel Kaaihue (zoom)

**Absent:** Jenn Wilson

- 1) Meeting Minutes - Marlana
  - a) February meeting minutes were approved via email and sent out in the newsletter.
- 2) Treasurer Report - BriAnne
  - a) Discussion on teams that haven't paid their scholarship ask/competition fee this year
    - i) Decided that changes need to be put in place for next season to make sure that the fees are paid in a timely manner for competitions.
- 3) Scholarship Budget
  - a) Discussion on the scholarship budget
    - i) \$3,000 went to opportunity scholarships this year
    - ii) \$14,000 was the original amount budgeted for scholarships which leaves \$11,000 for the remainder.
      - (1) Dancer scholarships will be as follows:
        - (a) 6A: 1st - \$1,000 2nd - \$750 3rd - \$500
        - (b) 5A: 1st - \$1,000
        - (c) 1-4A - \$1,000
      - (2) Can we move some money that hasn't been used in some areas and use it for scholarships?
        - (a) Discussion on where money would be moved from and how much needs to be kept in JA Education.
          - (i) After discussion, the allocated amount for scholarships is \$8,000 to devote to academic and diversity excellence scholarships.
            1. Three Diversity Excellence Scholarships will be awarded with the top applicant receiving \$1,000 and the 2nd place and 3rd place applicant will receive \$500 each.
- 4) All State/Dance Scholarships - Marlana/Hayley
  - a) All scores for the All-State videos are in and the final roster is being sent to KT at OSAA.

- i) The All-State team for each classification will be announced at the competitions on March 5th and the list will be posted that night on social media.
    - (1) Dancers who are selected to the All-State team will receive their medals at State.
- 5) Academic/Diversity Excellence Scholarships - Roshny
  - a) The recipients will be selected this Friday and will be announced at State.
    - i) The 1st place recipient will be awarded \$1,000 and the 2nd and 3rd place recipient will be awarded \$500 each.
- 6) DDCA Awards - Annie
  - a) Annie will talk to KT regarding tickets for the Service award recipients and the Lifetime award.
  - b) Dave will email the nominees for COTY and ACOTY that tickets will not be available for their family members this year.
- 7) Membership - Chantel
  - a) Discussion on teams competing as an exhibition only if they haven't paid this year.
- 8) Spring Membership Meeting Agenda - Dave
  - a) A membership meeting will take place in April to discuss the state recap on April 23rd. The new board will also be announced at this time. The applications for the board positions will be sent out at the end of March and will be voted on via constant contact. A possible location will be Tigard High School.
  - b) A 2nd membership meeting will take place in June after the OSAA has time to discuss and finalize if there will be a category state for 2023. The date will be May 31st and the location is TBD.
- 9) Open Board Positions for 2022-2024 Term
  - a) The applications will be sent out at the end of March and the voting email will be sent out at the beginning of April. The new board will be announced at the membership meeting on April 23rd.

Meeting Adjourned at 9:00pm. Next board meeting is scheduled for April 5, 2022 at 6:30pm.

Respectfully Submitted by:  
Marlena Nunley  
DDCA Board Secretary

Dance and Drill Coaches Association  
Meeting Minutes  
April 5, 2022  
6:30pm

**Present:** Marlena Nunley, Danielle Schneider, Dave McCall, Chantel Kaaihue, Kristen Coverstone (via zoom), Roshny Martuscelli (via zoom), Annie Ellett, Jenn Wilson, Amanda Wilcox, BriAnne Dillard, Hayley DuLong

- 1) Meeting Minutes - Marlena
  - a) Minutes were approved via email and sent out in the March newsletter.
- 2) Treasurer's Report - Jenn
  - a) Balance as of March 31, 2022: \$74,782.02
    - i) 3 schools still owe for judging invoices. The due date is later in April and Jenn will check the status soon.
- 3) State Competition Recap
  - a) Scholarships
    - i) Diversity Excellence Scholarships
      - (1) 3 scholarships were given
        - (a) 1st Place: \$1,000
        - (b) 2nd Place: \$500
        - (c) 3rd Place: \$500
    - ii) Academic Scholarships
      - (1) 5 scholarships were given at \$1,000 each
    - iii) Dance Scholarships
      - (1) 5 scholarships were given
        - (a) 1-4A 1st Place: \$1,000
        - (b) 5A 1st Place: \$1,000
        - (c) 6A 1st Place: \$1,000
        - (d) 6A 2nd Place: \$750
        - (e) 6A 3rd Place: \$500
  - b) All-State
    - i) Suggestions for next year
      - (1) Continue to have the choreographer come and review the routine during practice at State
      - (2) If sessions are split, only dancers from that session should dance during the All-State performance
  - c) State Venue
    - i) Suggestions for next year
      - (1) Having state at a high school was challenging
        - (a) Dave and KT will be touring the Pavilion in Salem on April 21st at 4:00pm for a possible 2023 State venue.

- (2) Recorded videos were not available for purchase this year. If OSAA isn't going to have an option to buy the recorded video after state, can this be communicated to coaches?
- 4) State 2023 - Dave
  - a) State committee meeting is on April 18th in Wilsonville
    - i) Review what the board will be presenting and going over with the committee
      - (1) If OSAA comes back with a maximum of 2 routines instead of 3 routines, do we have to bring that back to the membership to vote on?
        - (a) Discussion on best practice if that is the only change to the proposal going from 3 routines maximum to 2 routines maximum.
    - ii) Pending the outcome of the decision, possibly set up a workshop day prior to the membership meeting
    - iii) Discussion on rescinding the 2023 Category State proposal if OSAA doesn't negotiate at the meeting on the 18th.
      - (1) Can the DDCA host Category Champs in December at a larger facility such as the Salem Pavilion for the next 4 years to show OSAA that a Category State will be possible?
        - (a) Discussion on who will run the event?
          - (i) Can DDCA Associates be in charge of this so the board isn't overwhelmed with an extra event.
- 5) Board Positions: 2022-2024 Term
  - a) Applications were sent out to the membership and the due date to submit an application is Friday, April 8th.
  - b) A vote will be sent to the membership prior to the Spring Membership Meeting
  - c) The results will be announced at the membership meeting on April 23rd.
- 6) Spring Membership Meeting - Dave
  - a) Agenda
- 7) JA Report - Kristen
  - a) Review of State
  - b) Discussion on judging structure for next season
    - i) Can we bring back the leadership team?
      - (1) Suggestion that a new position be made specifically fielding questions/monitoring all correspondence regarding local competitions.
    - ii) The JA Commissioner position will be posted in May after a decision for State 2023 is decided.
    - iii) Discussion regarding the JA being under OAOA for the 2023-2024 season. What would it look like and what would the pros and cons be? Kristen will present the information she gathers at the May or June board meeting.
- 8) Membership Report - Chantel
  - a) 2022-2023 Membership Registration will open on May 2, 2022.

- i) October 15, 2022 is the deadline to register/pay to compete in the fall season.
  - ii) January 15, 2023 is the deadline to register/pay to compete in the winter season.
  - iii) Discussion on increasing membership fees for the 2023-2024 season.
    - (1) Motion by Hayley: propose to increase the membership fee to \$250 from \$200 to cover 3 coaches or less. The \$20 for additional coaches/choreographers would remain the same
      - (a) 2nd BriAnne
        - (i) Yes: 9 No: 1 Abstain: 0
- 9) Communications - Danielle
- a) Discussion on this position going to someone else next year when Danielle takes over as chair.
  - b) A grant was submitted to She Flies for program support.

Meeting Adjourned at 9:10pm. The Spring Membership Meeting will be on Saturday, April 23rd at Tigard High School from 11:00am-2:00pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance and Drill Coaches Association  
Spring Membership Meeting Minutes  
April 23, 2022  
11:00am

**Teams Present:** Albany Gems, Banks, Cleveland, David Douglas, Canby, Centennial, Clackamas, Forest Grove, Gladstone, Glencoe, Grant, Gresham, Lake Oswego, Oregon City, Parkrose, Rex Putnam, Reynolds, Sam Barlow, Sandy, Scappoose, Sheldon, Thurston, Tigard, Tualatin, Valley Catholic, West Salem, North Eugene

- 1) Welcome
- 2) Roll Call - Chantel
- 3) Meeting Minutes - Marlana
  - a) Approval for Winter Membership Meeting Minutes
    - i) Motion: Ally - Scappoose 2nd: Mary - Sandy  
(1) All in favor: All Opposed: 0 Abstain: 0
- 4) Treasurer's Report - Jenn
  - a) Balance as of March 31, 2022: \$81,482.20
  - b) All outstanding invoices from competitions have been paid
  - c) The dance, academic and diversity excellence scholarships will be paid in August
  - d) A total of \$3,000 has been distributed to schools for the Opportunity Scholarships
- 5) Year in Review - Dave
  - a) Congratulations to all teams on a successful dance team season!
- 6) DDCA Years of Service Presentation - Hayley
  - a) Congratulations to all of our members on your years of service!
- 7) State Competition: Questions From the Membership
  - a) Blocking teams prior to state: Why does this happen? Can we change it?
    - i) The membership voted on this to happen at state about 10 years ago. If this was to change, a proposal would need to be brought to the membership.  
(1) With category state, not sure if there will be a need to submit a proposal due to smaller entries per category.
  - b) Will the state competition remain in March or be moved to February?
    - i) State will still take place in March.  
(1) State will be on March 17th and 18th in 2023
  - c) Drill down was a positive thing this year dividing by classification. Can we keep this?
    - i) This is a question we can ask OSAA
  - d) The prop helpers at state were a huge help for show teams. Can we have this again next year?
    - i) Thank you, Canby!
- 8) State 2023 - Dave



- a) The state committee agreed to keep the category entries to 5 per division and not go up to 7
- b) The maximum amount of routines a team will be able to enter is 2. After two years, we can go back to the OSAA and revisit an option for 3 maximum routines for state per team.
- c) Review of category options
  - i) Hip Hop, Kick, Traditional, Show, Pom, Jazz
- d) The 2022-2023 season will be November through March.
  - i) Category Champs will not take place in December. This event will possibly take place later in the season.
- e) Questions from the membership:
  - i) When will the cut off be to let OSAA know what routines we want to compete with at state?
    - (1) The cut off will be the same which is a preliminary registration in February and the final registration usually being the first weekend in March. OSAA sets these dates each year and will communicate to Athletic Directors and Dance Team Coaches of registration deadlines.
  - ii) Is it too late to propose a change to the categories?
    - (1) Yes, OSAA is accepting the proposal as written.
      - (a) The design of the local competition structure will align with the competition structure provided at State.
      - (b) Competitions will be the same: all 6 categories will be offered at every competition throughout the year. They will be divided into classifications instead of possible Large and Small divisions.
  - iii) Are there separate divisions within the Show Division?
    - (1) Yes, but there is the expectation that the division will collapse.
  - iv) If a competition has entries of two 1-4A teams in jazz and one 5A team, will they combine?
    - (1) Yes as far as we know right now. The board will further discuss the format of local competitions and the guidance we will provide at the Event Directors meeting in June.
  - v) Discussion on when a classification will collapse in a category.
    - (1) The board will verify with OSAA on if 6A would collapse down to 1-5A if they don't have 5 entries in a category.
  - vi) The rule about using a prop in a category routine remains the same. If you want to use more than one prop, your team would need to enter in the Show division. A reminder that floors are not a requirement in the Show division.
  - vii) How many routines can a team compete with during the season?
    - (1) A team can compete with as many routines as they would like to throughout the year. Only 2 routines can be entered at State though.

- (a) If DDCA has an event similar to Category Champs next season, we can discuss how many entries and if a limit will be put in place.
  - viii) When would Category Champs take place if not in December?
    - (1) The board is hoping towards the end of the year. Possibly in February or March.
  - ix) When will the membership know about the available dates for competitions next season?
    - (1) There will be an Event Directors Meeting on June 8th.
  - x) Has the requirement for the number of dancers changed?
    - (1) No, this will remain the same for the State competition. The OSAA minimum and maximum number of dancers will be followed by classification.
  - xi) If a category does not have a total of 5 entries, will that division not be allowed to compete at State?
    - (1) Yes. The category would compete that year and then possibly be eliminated the following year if the entries do not reach the minimum of 5 again.
  - xii) OSAA is in talks with the Salem Pavilion about having State 2023 at their facility next year.
    - (1) There is enough room at this facility for teams to watch
  - xiii) Are we keeping the same scoresheet? And if so, what will the qualifying score be for routines?
    - (1) The proposal stated a minimum score of 14 after any deductions will be the required score to qualify a routine for state. As of now, the scoresheet is the same but a proposal has been submitted and that could change.
  - xiv) Music licensing: will that stay the same?
    - (1) Yes you will have to check the box on the OSAA registration form saying you have followed the music licensing rules for State.
  - xv) One routine does not have to qualify for State. Your team must compete at one competition with that routine to enter your 'freebie'. The 2nd routine will need to qualify based on a minimum score of 14 after any deductions.
- 9) Membership Report - Chantel
- a) The 2022-2023 membership registration is open
    - i) Please register and submit invoices to your bookkeepers as soon as possible.
      - (1) The deadline to compete in fall is October 15, 2022
      - (2) The deadline to compete in winter is January 15, 2023
    - ii) The membership fee has been raised for next year.
      - (1) \$250 will include 3 coaches and stay at \$20 per additional coach.
        - (a) This is up from \$200 to include up to 2 coaches and \$20 per additional coach.

- (b) Middle School Teams registration fees will stay the same.
    - iii) If you know of anyone interested in becoming a business member, please contact Chantel.
  - 10) OSAA Update - Dave
    - a) Discussion on the rule for 8th graders trying out before the OSAA association year is over on May 31st.
      - i) The breakdown of the rule is as follows: As long as your 8th grade students are separated from the high school students, a coach may instruct/teach the 8th grade students.
        - (1) The options are as follows to abide by the rule:
          - (a) Hold a separate try out for 8th graders. Example: High School students try out on May 3rd and 8th grade students try out on May 5th.
          - (b) Have your 8th graders try out on the same day as your high school students but in a separate location. Example: High School students in the gym and 8th grade students in the commons area
          - (c) Hold your tryouts to include all grades after May 31st. Same day and location is allowed after this date.
        - (2) The reasoning comes down to eligibility and when that would start for an 8th grader. Please review the rule on the OSAA website and discuss with your Athletic Directors.
- 11) Board Recognition
  - a) Thank you for your service to the DDCA Annie, Jenn and Marlena!
- 12) Announcement of 2022-2024 DDCA Board
  - a) Congratulations to our new board members:
    - i) Roshny Martuscelli - Associate
    - ii) BriAnne Hollett-Dillard - 6A
    - iii) Erika Myrick - 6A
    - iv) James Healey - 5A
    - v) Coral Burgess - 6A
- 13) June Membership Meeting
  - a) Event Directors Meeting on June 8th
    - i) Time and location to be determined and information will be sent out to the membership.

Meeting Adjourned at 1:00pm. The next board meeting will be Tuesday, May 3, 2022 at 6:30pm.

Respectfully Submitted:  
Marlena Nunley; DDCA Secretary

Dance and Drill Coaches Association  
Meeting Minutes  
May 3, 2022  
6:30pm

**Present:** Hayley DuLong, Coral Burgess, Erika Myrick, BriAnne Hollett, Danielle Schneider, James Healey, Chantel Stevens, Amanda Wilcox, Kristen Coverstone, Roshny Martuscelli

**Not Present:** Dave McCall

- 1) Meeting Minutes - Hayley
  - a) Minutes were approved via email and sent out in the April newsletter.
  - b) Spring meeting minutes were approved via email and will be sent out in the May newsletter.
- 2) Treasurer's Report- BriAnne
  - a) Monthly Update Presented - End of Month of April has been completed. No changes.
    - i) Stipends were paid
    - ii) In August - Scholarships will be paid out.
  - b) Timeline for 2022-2023 Budget:
    - i) Will review during August Board Retreat.
- 3) Motion from Chantel to have Danielle Schneider (Chair), Hayley DuLong (Secretary), & BriAnne Hollett (Treasurer) added to the DDCA bank account. Marlena Nunley and Jenn Wilson will be removed.
  - a) Seconded by Kristen Coverstone.
  - b) All in favor. Motion passed.
- 4) Opportunity Scholarship Timeline for 2022-2023 - Roshny
  - a) Kick off Opportunity Scholarship program in September 2022.
  - b) Award scholarships to recipients in November 2022.
- 5) Judges Affiliation - Kristen
  - a) OACA Review - Tabled to next meeting
  - b) Upcoming JA Positions
    - i) Will post the following positions on the JA in June 2022:
      - (1) JA Commissioner (voted first by DDCA Membership)
      - (2) Education/Evaluation Position (voted by JA)
      - (3) MT Position (voted by JA)
- 6) State 2023 Venue Walk-Through Report - Amanda
  - a) Discussion on prop storage and setup for Show Division.
    - i) There are big loading doors leading to a large parking lot for trucks.
    - ii) Options to face multiple ways if necessary.
- 7) Chair's Report - Danielle
  - a) Training for new positions
    - i) Note from Danielle to ensure that if you are transferring jobs, to make sure your replacement is appropriately onboarded.
  - b) Board Work Retreat 2022
    - i) Scheduled for August 19th & 20th, 2022.

- c) Fall Meeting/Conference Planning
    - i) Date for Fall Meeting: Saturday, September 10th, 2022. Times TBD.
    - ii) Conference vs. Meeting Discussion:
      - (1) Board agreed that a conference would be preferred.
      - (2) Location Ideas:
        - (a) Tigard High School - \$0 Fee
        - (b) Lincoln City - Bri to research venue.
          - (i) Inn at Spanish Head
          - (ii) Taft High School
      - (3) Budget for Conference - Will determine this week.
      - (4) Speaker Option: Adam Matthieson (AD from MountainView High School)
  - d) BAND App Opportunities:
    - i) New DDCA Board Band Group to replace group email. Danielle to create and invite board members.
    - ii) Discussion on creating a DDCA Membership Band Group for coach communication. Membership BAND page to be created and advertised at Fall Conference.
  - e) Board Expectations and Code of Conduct
    - i) Review and familiarize with DDCA Manual.
      - (1) Available on website.
    - ii) Respond in a timely manner to emails.
    - iii) Set up gmail accounts for specific board roles.
      - (1) Google Drive to be utilized
        - (a) Replaces Drop Box
        - (b) Reduces monthly cost
    - iv) Board Call Lists
      - (1) Bring back Board Groups - Board Members responsible for reaching out and connecting to coaches. Encourage them to attend DDCA meetings, events, etc.
      - (2) Discussion on having more social events amongst coaches next season.
    - v) Old Tab Sheets
      - (1) Location of Old Tab Sheets discussed.
- 8) Business - Danielle
- a) Board Duty Assignments - Danielle
    - i) Chair - Danielle
    - ii) Chair Elect - N/A (temporarily)
    - iii) Treasurer - BriAnne
    - iv) Secretary - Hayley
    - v) Membership Lead - Dave, Chantel, James
    - vi) Category Champs Lead - Roshny (or bring in non-Board member to help)
    - vii) Fall Conference Leads - Roshny, Bri & James
    - viii) Scholarships Lead - Roshny
    - ix) Drill Down Lead - Coral

- (1) Ensure separation of Drill Down sessions between Junior High/Middle School Dancers and High School Novice Dancers.
- (2) Clarified: To be a Drill Down Caller at OSAA State or DDCA Championships, you must have participated in a previous competition.
- x) Recognition Leads - Annie & Marlena (Non-Board Members)
- xi) Website - Chantel & James
- xii) OSAA Reps - Amanda & Dave
- xiii) All State Leads - Hayley, Bri, Chantel & Roshny
- xiv) Social Media Lead - Chantel
- xv) Newsletter Lead - Hayley
- xvi) Junior Team Liaison - Coral & Erika
- xvii) Fundraising Lead (Giving Tuesday) - Bri
- xviii) OSAA Today Writer - Currently Danielle...discussion on who the owner should be as OSAA refuses to write about Dance/Drill. Will come back to topic at a later date. Pros:
  - (1) Featured in OSAA Round Up
  - (2) Local Newspapers pick it up
- xix) Competition Sanctioning Leads - Danielle & Amanda
- xx) OACA Dance Chairs (per Rob Younger) - Annie, Jenn Wilson, Danielle, Amanda, Hayley
- b) Business Member Benefits 22-23 - Chantel
  - i) Discussion of past tiered system approach for Business Memberships. Agreed not to proceed with a tiered system approach.
  - ii) Motion from BriAnne to charge businesses \$250.00 to align with Team Membership costs.
    - (1) Kristen seconded.
    - (2) All in favor. Motion passed.
  - iii) Business Member "Take Over" Days on DDCA Social Media discussed.
  - iv) Collegiate Memberships discussed.
    - (1) Important in promoting all types of dance opportunities after high school including dance teams, dance majors, dance performance companies, and more.
- c) Competition Schedule for 22-23 (attachment)
  - i) Currently, we have 20 Competition Weeks from November to State.
  - ii) Discussion on when to start the new competition season:
    - (1) Discussion on starting the competition season on 11/12/2022 or 11/19/2022 (after the Winter Season begins).
  - iii) Discussion on DDCA Category Championship Structure & Dates:
    - (1) Provide opportunities to compete in the following categories: Jazz, Modern, Pom, Hip Hop, Novelty, Kick, Contemporary & Show
    - (2) Competing more than 2 routines.
    - (3) Discussion on ways to modify the DDCA Event.
      - (a) Championship vs. Invitational?

- (4) Date to hold Championships.
- iv) Chantel made a motion to schedule the DDCA Event to 1/21/2023. Amanda seconded. Motion Passed.
  - (1) Approved: 8
  - (2) Opposed: 1
- v) Motion from Erika to start the Category Competition Season on 11/19/2022. Coral Seconded. Motion Passed.
  - (1) Approved: 7
  - (2) Opposed: 1
  - (3) Abstained: 1
- vi) Motion from Chantel to move forward with the 2022-2023 Competition Schedule as written. Kristen Seconded. All in favor. Motion passed.
- d) Scoresheet Proposal: Discussion on Scoresheet Proposal to modify the number range of scores from 20 to 100. Motion from Chantel to move forward with Scoresheet Proposal as the changes only apply to extension of number options and not the structure. Bri seconded. Motion passed. Motion to go to Membership for vote.
  - (1) Approved: 5
  - (2) Opposed: 0
  - (3) Abstained: 4
- e) Penalty Value Proposal: Discussion on penalty point distribution. Talking points include how we can ensure penalty points are fair.
  - i) Motion from James to reevaluate the penalty percentages and come back to discuss. Seconded by Amanda. All in favor. Motion passed.
- f) Penalty Review: Discussion on process to how to inform coaches of potential penalties before awards. Talking points:
  - i) Difficult with only 2 tech judges. Do not have enough people to support.
  - ii) Inform coaches before awards if there are potential penalties.
  - iii) Make sure both Tech Judges partner to make the final decision based on the rule book. Not an opinion, based on fact.
  - iv) Discussion on recording all performances as a backup and validation for Tech Judges. Potential opportunity to increase tech judges pool.
  - v) Motion from Kristen to reevaluate this proposal at a later time to gather more data. Bri seconded. All in favor. Motion passed.
- g) Judges Pay Scale - Kristen
  - i) Discussion to adjust pay scale as we are shifting to all category formats for the 2022-2023 season.
    - (1) Flat fee if competition is 2 rounds despite number of performances.
      - (a) If competition is 2 rounds, it will be \$25 additional per personnel.
    - (2) Judges downloading own comments
    - (3) Tabulation - adjusted if providing comments or not
    - (4) Mileage: Reimbursement starts at Mile 26 to align with OSAA.
  - ii) Suggestion to increase fees for Tech Judges & Tabulation

- iii) Motion from Bri to adjust and increase fees for our judges pay scale as described below. Amanda seconded. All in favor. Motion passed.
  - (1) Tech Judge fees to match Tabulation \$125, \$150 & \$175
  - (2) Shifting verbiage of numbers of performances to 1-25, 26-39, 40-50+
  - (3) If competition is 2 rounds, it will be \$25 additional per personnel.
- h) Official Fee Review Committee:
  - i) Currently: Judges are paid a flat fee for OSAA State despite the number of performances.
  - ii) Motion from Kristen to approve the OSAA State Dance Championship Judges Pay proposal judges increase. Chantel seconded. All in favor. Motion passed.

Meeting Adjourned at 10:12pm. The next meeting will be on May 31st, 2022 at Rex Putnam High School.

Respectfully Submitted:  
Hayley DuLong; DDCA Secretary



Dance and Drill Coaches Association of Oregon  
Meeting Minutes  
May 31, 2022  
6:30pm

**Present:** Hayley DuLong, Coral Burgess, Erika Myrick, Danielle Schneider, James Healey, Chantel Stevens, Amanda Wilcox, Kristen Coverstone, Roshny Martuscelli, Dave McCall

**Not Present:** BriAnne Hollett

- 1) Motion from Amanda to approve the Consent Agenda Items. Seconded by Dave.
  - a) All in favor. Motion Passed.
- 2) **CONSENT AGENDA:**
  - a) Meeting Minutes - Hayley
    - i) Minutes were approved via email and sent out in the May newsletter.
  - b) Treasurer's Report- BriAnne
    - i) Current Balance (4.30.2022): \$90,356.82
      - (1) Checking: \$21,654.53
      - (2) Business Savings: \$68,578.57
      - (3) Paypal Account: \$413.72
      - (4) 2022-2023 Membership Dues: (\$290.00)
  - c) OSAA Activities Advisory Committee Report - Dave & Amanda
    - i) Update provided to the AAC on the new state proposal passing
      - (1) New location
      - (2) Local Competitions Update
      - (3) Additional Details regarding how to changes our season
  - d) Membership Update - Chantel
    - i) High School Teams Registered: 15
    - ii) Business Members Registered: 3
      - (1) Rip City Popcorn
      - (2) NW Dance Company
      - (3) On Location Photography
  - e) Competition Scheduling Update - Danielle
    - i) 2022-2023 Event Applications have been received from (as of 5.28.22):
      - (1) Canby
      - (2) Clackamas
      - (3) David Douglas
      - (4) Gladstone
      - (5) Gresham
      - (6) Nelson
      - (7) Parkrose
      - (8) Pendleton
      - (9) Rex Putnam
      - (10) Reynolds
      - (11) Tigard
      - (12) West Linn

- ii) 21 Competition Dates are available, including the DDCA Championship.
  - f) Penalty Review Process - Kristen
    - i) Spoke to Christine Anderson about the Checks & Balances Proposal. Christine to reply soon with updates.
  - g) Penalty Value Proposal - Hayley
    - i) Additional Details needed for review before update.
  - h) Board Call Lists - Dave
    - i) Dave presented Membership Call Lists to the Board. Split geographically and equally between all board members.
    - ii) Call List reasoning: to promote information throughout the year, new coach liaisons, reminders, etc.
- 3) **OLD BUSINESS:**
  - a) Business Member Benefits 22-23 - Chantel, Dave, & James
    - i) Current Benefits: Social Media Shoutouts, Logo on Website, Newsletter Logos, Spreadsheet of our membership, opportunities to showcase at DDCA events.
    - ii) Adjusted to \$250 fee for business memberships to align with membership fees.
  - b) Membership Fees: Suggested to put generic invoice on website for members to utilize for bookkeepers to pay Membership Fees.
    - i) \$250 (Initial Cost, covering 3 coaches)
    - ii) \$270 (Initial Fee + 1 Coach)
    - iii) \$290 (Initial Fee + 2 Coaches)
  - c) Fall Conference Location & Costs:
    - i) Venues are expensive, leaning toward Tigard High School for the prime location to save on costs.
    - ii) Discussion on costs for the Fall Conference.
      - (1) \$125-\$150 per coach fee discussed: Funds would cover speakers, food/beverages, space, and after-party venue. Extra funds will be directed to scholarships.
      - (2) First Year Coach discount discussed.
    - iii) Catering: Local Catering has been contacted to provide food/beverages for a discount.
    - iv) 1-Day Event
    - v) After-Party space potentially available. Dave will publish all details in the Board Band page in the next month.
- 4) **NEW BUSINESS:**
  - a) Competition Scheduling & Sanctioning Process Handbook
    - i) Sanctioning Process Changes:
      - (1) Removing JA reference as the sanctioning process is a DDCA Board responsibility.
      - (2) All competitions need to follow the same rubric to ensure that we provide an opportunity for teams to qualify their state routine(s):
        - (a) Offering all categories

- (b) Offering all divisions
- (3) Season Fines: Originally based on whether it was in the Traditional Season (per team) vs. Category Season (per performance). Updated to one set fee of \$300 per performance.
- (4) DELETED from Handbook:
  - (a) A Member School may host DDCA Sanctioned Competition if: Previous year's evaluation satisfies JA Requirements
  - (b) The Judges Director, Tabulator, Performance Judges, Technical Judges and Media and Tabulation Specialist must be identified on the sanctioning checklist.
  - (c) The Competition Director must acknowledge that all of the required pages have been included in the competition program on the sanctioning checklist
- (5) Handbook UPDATES:
  - (a) Funds from the competitions' Scholarship fundraising effort must be received by the DDCA Treasurer FIVE WEEKS after the event.
  - (b) Local competitions will contract all their judging personnel through the DDCA Judges' Affiliation, including one Judges' Director/Head Judge, one Tabulator, one Information Technician, and **AT LEAST ONE** Technical judge. Local competitions will contract a **minimum of three performance judges or a maximum of 6.**
  - (c) Competition dates will be awarded based upon the following criteria:
    - (i) Hosting school must be in good standing with DDCA
    - (ii) Location
    - (iii) Date application was submitted
    - (iv) Date of last year's event
      - 1. REMOVED:
        - a. Evaluation Score
        - b. Date registration fee was received
        - c. Number of years the school has hosted
      - d) ADJUSTED: Competition standing
        - (i) Great, Good Standing- Eligible to host
        - (ii) Okay Standing - On probation
        - (iii) Poor Standing - Not eligible to host

b) RULES:

- i) Local Competitions:
  - (1) UPDATED:

- (a) Local Competitions held between November and the DDCA Championship may offer the following styles: Contemporary, Modern, Hip Hop, Novelty, Show, Pom, Kick, and Jazz. Local competitions held after the DDCA Championship and the first weekend in March may offer the following styles: Traditional (contemporary/lyrical/modern), Show (includes Novelty), Pom, Kick, Hip Hop, and Jazz.
  - (b) PER OSAA RULING: Contemporary, Modern, Novelty & Show will need to requalify for state once the divisions are combined to Traditional and Show after the DDCA Championship.
    - (i) Reminder: Every team gets 1 routine that automatically qualifies. The second routine would need to qualify at a sanctioned event.
  - (c) Discussion on how we educate coaches on this new structure and make the process as clear as possible.
  - (d) Discussion on the pros and cons of having adjusted categories before the DDCA Championships.
  - (e) MOTION from Dave to move forward with the DDCA category opportunities between November - DDCA Championships and will only provide State Categories post DDCA Championships. Amanda Seconded.
    - (i) Approved: 8
    - (ii) Abstained: 1
    - (iii) Motion passed.
- (2) Event Format/Divisions:
- (a) UPDATED: The Local Competition will be formatted based upon school team entries received for the event as determined by the Competition Director. **Divisions will be divided by category and recommended to be separated by school classification and follow the collapsing model for the OSAA State Championships. Divisions by team size are no longer permitted.** Practice times, competition times, drill down and awards ceremony are determined by the Competition Director.
- c) Qualification Process for State
- i) Discussion on the structure of each local competition. Topics included:
    - (1) Keeping the divisions as similar as possible for the state championship.
    - (2) No large and small divisions.
    - (3) Keep the division between 6A and 1-4A teams.
- 5) Event Evaluation (Sanctioning Form) Changes:
- a) Keep/Add:
    - i) School Information

- ii) Communication of Changes
- iii) Following guidelines on round times, # of teams, DDCA Membership
- iv) Judging:
  - (1) Adequate space for judges, spectator, & teams in stands
- v) Submission of paperwork and payments are in one effort
- b) Remove:
  - i) Asking for Information and following the Org Chart
  - ii) Personal Needs
    - (1) Food
    - (2) Parking
- c) Music Standards: Need to add to Event Directors Meeting. All competitions need to provide updated music standards/equipment (no CD's). Need to have a controlled system to regulate volume.
- d) DDCA Championship- January 21st, 2023:
  - i) Venue & Qualification Process: Dave to follow up by next meeting about venue logistics.
  - ii) Qualification Process:
    - (1) Discussion on whether you need to qualify to attend. Agreed on the following rubric:
      - (a) Teams must compete their routine(s) at least **one time** at a previous competition before they are able to enter it in the DDCA Championship.
      - (b) Open Division & Championship Division:
        - (i) Open Division: Teams with scores of 13.99 and below:
          - 1. Single Divisions offered for each category (One Pom, One Hip Hop, etc.)
          - 2. Not to be split by classification.
        - (ii) Championship Division: Teams with scores of 14 or above:
          - 1. Split by School Classification.
          - 2. Will follow the collapsing model for the OSAA State Championships.
        - (iii) Teams can be in both divisions based on their routine score. (Example: A team can compete their Jazz routine in the Open division and Pom routine in the Championship division).
    - (2) Number of Routines: no rule. Teams can compete as many routines as they wish to (as long as they have met the criteria above).
- e) June 8 Membership Meeting Agenda - Danielle to create.
- f) JA Commissioner Application:
  - i) Danielle revised the old application.
  - ii) Question on J. "Hold certification/credentialing in all JA job positions or be willing to learn." - Agreed to remove.

- iii) "What is your dance experience?" - Include in the dance resume instead of formatted as a separate question.
- iv) Remove:
  - (1) What experience do you have related to judging?
  - (2) What do you feel you could bring to the JA Leadership Team?
- v) Keep:
  - (1) Why do you want to be a part of the JA Leadership Team?
- g) JA Commissioner Duties:
  - i) Discussion on "Attend DDCA Meetings and serve as DDCA JA Liaison, or appoint a representative who can strive to attend all DDCA board meetings."
    - (1) Attend **appropriate** DDCA Meetings.
- h) DDCA Credit Card: Currently, we have one single debit card. Opportunity to open credit card(s) instead. No fee, non-profit cards.
  - i) MOTION from Amanda to move forward with the credit card option instead of debit cards. Seconded by Dave.
    - (1) All in favor. Motion passed.
- i) OAOA Proposal:
  - i) Proposal: JA to separate from the DDCA and move under the OAOA.
  - ii) Motion to discuss proposal at Board Retreat in August in order to gather more information (Dave). Amanda Seconded. All in favor. Motion Passed.
- j) DDCA Manual & JA Manual Updates:
  - i) Manual is out of date.
  - ii) Dave has formatting and information changes to review for Board Retreat.
  - iii) Dave to provide all proposed changes/updates to the manual a month before Board Retreat.

Meeting Adjourned at 9:28pm. The next (Membership) meeting will be on June 8th, 2022 on Zoom. The DDCA Board Retreat will be on August 19th & 20th, 2022.

Respectfully Submitted:  
Hayley DuLong; DDCA Secretary

Dance and Drill Coaches Association of Oregon  
Board Retreat (Day 1) - Meeting Minutes  
August 19, 2022  
6:30pm

**Present:** Hayley DuLong, BriAnne Hollett, Coral Burgess, Erika Myrick, Danielle Schneider, James Healey, Chantel Stevens, Amanda Wilcox, Dave McCall, Roshny Martuscelli

- 1) Motion from Dave to approve the Consent Agenda Items. Seconded by BriAnne.
  - a) All in favor. Motion Passed.
- 2) **CONSENT AGENDA:**
  - a) Meeting Minutes - Hayley
    - i) Minutes were approved via email and sent out in the June newsletter.
  - b) Treasurer's Report- BriAnne
    - i) Current Balance (7.31.2022): \$88,987.85
      - (1) Checking: \$26,815.87
      - (2) Business Savings: \$68,581.94
      - (3) Paypal Account: \$300.04
  - c) Membership Update - Chantel/Dave
    - i) 59 Existing (Not New) Coaches Registered
    - ii) 9 New Coaches
    - iii) 3 Associates
    - iv) 6 Judges
    - v) 2 Club/JR Teams
    - vi) 8 Business Members
  - d) Updated Board Call Lists - Dave
    - i) Dave sent the updated list on August 15th to the Board.
  - e) DDCA Credit Card - Danielle
    - i) After further discussion with Chase Bank, it was determined that the DDCA doesn't have enough of a cash flow for a credit card through Chase Bank. There may be other options available to us.
  - f) OSAA Update - Danielle
    - i) 1-4A Roster Maximum
      - (1) From KT Emerson: The request to raise the maximum number of performers for 4A/3A/2A/1A to 50 to align with other classifications has passed. I will get the Dance Handbook updated and get those changes communicated to all coaches in August.
    - ii) State Judges Pay Increase Proposal
      - (1) The proposal regarding judges' pay will not be reviewed by the OSAA Official Fee Review Committee. That committee is only for OAOA officials. The proposal has been sent to KT who said she will connect with Roshny.
  - g) Outstanding Payments from 2021-2022 - BriAnne
    - i) Vivid (Cat Champions Shirts) - Will present at Fall Conference.

- ii) Passages Arts Project (State Champions Shirts) - Paid.
- h) Paid List of Memberships for 2022-2023 - Bri
  - i) South Albany
  - ii) Thurston
  - iii) Gresham
  - iv) Astoria
  - v) Lake Oswego
  - vi) Canby
  - vii) Sam Barlow
  - viii) Westview
  - ix) Tigard
  - x) Sherwood
  - xi) Philomath
  - xii) Nelson
  - xiii) Reynolds
  - xiv) Pendleton
  - xv) Sheldon
- i) Paid Competition Hosting Fee - Bri
  - i) Tigard
  - ii) Sherwood
  - iii) Rex Putnam
  - iv) Reynolds
  - v) Canby
  - vi) Centennial
  - vii) Pendleton
  - viii) Philomath
  - ix) Gresham - *refunded; not owed for DDCA Champions host*
  - x) Parkrose
  - xi) Thurston
  - xii) West Linn
  - xiii) Sheldon
- j) JA Leadership Team Application Update - Roshny
  - i) The board voted via email to approve updates to the JALT Education/Evaluation Director position and to formally create 2 Evaluation Assistant positions. The vote was 9 in favor and 0 opposed/abstained.
  - ii) JALT Applications went out on Tuesday, August 2nd. As of August 5th, we have received 3 applications (1 for recruitment, 1 for scheduling, and 1 for IT/Tabulation).
  - iii) Available positions: Evaluation/Education Director & Assistant Evaluation Director. Reached out to a few people about applying, but most don't feel like they have the time to commit or they are affiliated with a team.
  - iv) Vote will go out to the JA Membership on Tuesday, August 9th and the vote will close on Sunday, August 14th. August 18th is the first JALT meeting via Zoom.



- k) HS National Honors Society for Dance update - James
      - i) A few emails were sent out, but no reply. Still sounds promising, but they only give examples of schools/studios and not organizations like the DDCA.
      - ii) Will still try to find answers, but it won't happen this year.
- 3) Band To-Do List Review - Danielle
  - a) Reminder from Danielle to review the Manual edits before the retreat.
  - b) Website Updates - Chantel & David
    - i) LGBTQIA+ Page to be added.
    - ii) Dance Opportunity Page will be published as we get more dates.
    - iii) All-State information will go out soon. More pictures are needed.
- 4) Fall Conference Update - Bri & David
  - a) Location & Time: Tigard High School on September 10th, 2022.
  - b) Bri sent out an update to the conference team this week. All classes are confirmed with teachers.
  - c) Food will be ordered next week.
  - d) Dance Team Union - gave us Business Membership & would like to provide a meal to the conference.
  - e) Bri & Annie are partnering together to gather people to provide information and present the "History of Dance".
  - f) Need support to promote the conference:
    - i) Board Members will reach out to "Call Lists" this week to remind coaches to sign up.
  - g) Facilities:
    - i) Main Gym, Aux Gym, Studio, Commons, Athletic Office, & Library will be available at Tigard HS for Conference.
    - ii) Parking: By Athletic Office (not in front of school due to limited availability).
  - h) Vendors will be at the conference this year.
  - i) Beverages will be available all day. Catering will be provided.
- 5) Tech Fee Review/Savings Suggestions - Bri
  - a) We are currently paying around \$200 for our Zoom Subscription.
    - i) Cheaper Options - BAND & MS Teams. They are both free!
  - b) We are currently paying ~\$650 for DropBox.
    - i) Google Drive Subscription is free.
    - ii) We will not renew the subscription for this year.
  - c) Bri was able to cut our monthly bill in half for Constant Contact.
  - d) By changing our subscriptions, we will save over \$1000.
- 6) Open Board Roles - Danielle
  - a) The following positions have now been filled:
    - i) OSAA AAC Position 2 - James
      - (1) Works with Speech, Band, Choir, Cheer & Dance
      - (2) Meetings in October & May
      - (3) Take DDCA Proposals to OSAA. Work with KT.
      - (4) 3-Year Commitment

- ii) Chair Elect - Amanda
  - iii) OSAA Today - Chantel
    - (1) Discussion about whether to continue writing these articles on behalf of the OSAA.
    - (2) Bri suggested switching this to “DDCA Today” as OSAA has not shown any interest in promoting or writing about our sport.
    - (3) Chantel is planning to travel to schools and do “team features”. Take pictures/videos and promote teams on social media.
    - (4) James suggested simplifying the news stories. Send a few stories to OSAA a year - discussing what is happening in the dance world.
  - iv) DDCA Championships Director - Dave
    - (1) Assistants: Hayley, Amanda, James, Coral
  - v) Fundraising - BriAnne
    - (1) Grants
      - (a) Difficult application process. Usually takes 1-4 hours to complete.
      - (b) Discussion on companies that may be willing to help and other ways to attain a grant.
    - (2) Giving Tuesday
      - (a) Hasn’t been successful in the past few years due to limited participation.
      - (b) Suggestion to move to a one-day Instagram post.
- 7) Category Champs - Host School Fund Allocation:
- a) Discussion about the allocation of funds to the host school for DDCA Championships.
  - b) History: Allocation of funds to the host school at the first DDCA Category Championships was small due to the uncertainty of the participation.
  - c) Allocation of funds to the host school hasn’t changed since the first DDCA Category Championships.
  - d) Suggestion: To increase the contribution to \$5000 from \$2000 for the hosting school.
  - e) Dave suggested having a percentage split between the host school and the DDCA. Hosting School will receive 40% of the gate and DDCA would receive 60%.
  - f) **MOTION by BriAnne:** At the DDCA Category Championships, the hosting school will receive 40% of the gate and DDCA will receive 60%.
    - i) Seconded by Amanda.
    - ii) All in favor. The motion passed.

Meeting Adjourned at 8:22pm. Day 2 of the DDCA Board Retreat will resume on August 20th, 2022.

Respectfully Submitted:  
Hayley DuLong; DDCA Secretary

Dance and Drill Coaches Association of Oregon  
Board Retreat (Day 2) - Meeting Minutes  
August 20, 2022  
9:30am to 7:00pm

**Present:** Hayley DuLong, BriAnne Hollett, Coral Burgess, Erika Myrick, Danielle Schneider, James Healey, Chantel Stevens, Amanda Wilcox, Dave McCall, Roshny Martuscelli

- 1) Welcome & Call Meeting to Order - Danielle
- 2) Old Business
  - a) Open Business from Friday - None. Completed on Friday.
  - b) Open Proposals
    - i) Checks & Balances Proposal:
      - (1) Discussion about Christine Andersen's responses and questions to the proposal.
      - (2) Discussion about the need for 2 Technical Judges & Head Judge participation at competitions.
      - (3) Discussion about cross-training opportunities with technical and performance judges post Fall Conference.
      - (4) Discussion about a video setup at every competition as a backup to penalty rulings.
      - (5) Discussion about Washington Rules:
        - (a) Coaches receive their penalty scoresheet immediately following the performance. They will have 20 minutes to appeal a penalty.
        - (b) However, coaches can only question the point value of the penalty, not the penalty itself.
      - (6) Discussion about adaptation of the Washington rules:
        - (a) Tech Judge to snap a photo of the penalty scoresheet and send to the coach immediately after the performance.
        - (b) Need to decide what we can appeal and how that process will work.
        - (c) Discussion about sportsmanship.
      - (7) Checks & Balances Proposal:
        - (a) **MOTION FROM DAVE:** To not move forward with the proposal as written.
          - (i) Seconded by Amanda.
          - (ii) In favor: 6
          - (iii) Opposed: 3
          - (iv) Abstained: 0
        - (b) **Motion from Chantel: To move forward with the proposed Checks & Balances discussed below.**
          - (i) Seconded by Coral
          - (ii) Approved: 8

(iii) Opposed: 0

(iv) Abstain: 1

**c) CHECKS & BALANCES STEPS:**

- (i) The DDCA will provide 2 Tech Judges per competition. If only 1 Tech Judge is available, coaches will have a specific location within the gym to video their team. Video focus must be on center and will need to include the full team throughout the entire routine. If coaches do not film their team during the designated location, they will not be able to appeal.
- (ii) If 2 Tech Judges agree on a penalty, and the coach wants to escalate an appeal with video evidence, they will need to contact the SRI directly.
- (iii) Table will be designated with the Tech Violation Forms for each team. The coach will need to fill out the appeal on the Tech Violation Form to cite the rule. Coaches will turn in completed form (with cited rule from the NFHS rulebook) back on the table within 20 minutes after receiving the text. Coaches cannot respond to the penalty via text.
- (iv) At the end of the round, the Tech Judge(s) and Coaches will meet in the designated coaching room to discuss the infractions. During the discussion, the Tech Judge can remove
- (v) If 2 Tech Judges disagree, the Head Tech Judge will make the final call.
- (vi) Tech Judges may be able to issue a warning in lieu of a penalty if appropriate.

ii) Penalty Revision Proposal:

- (1) Discussion on comparisons between other organizations' score sheets and penalty values.
  - (a) Timing - 1% Currently, 0.65% Proposed
  - (b) General (OSAA Driven, cannot change) - Ineligible Student, Costume, # of Performers, etc.
  - (c) Live Music - DQ
  - (d) Apparel (midriff, logo size) - 1% Currently, 0.65% Proposed
  - (e) Sportsmanship: Inappropriateness, Gestures - 1% Currently, 0.65% Proposed
  - (f) Safety Level 1 - Fingernails, Hair Devices, Performance Surface, Jewelry, Safety Pins, Glitter - 3%, 0.65%

- (g) Safety Level 2 - Tumbling in Costume, Dance Shoes, Airborne Drops to knees - 3% Currently, Proposed 2%
- (h) Stunts & Lifts - Spotters, Suspended Rolls, Tumbling with holding props, etc. - 10% Currently, 5% Proposed
- (i) Props: Set & Shows - 10% Currently, 5% Proposed
- (j) **AMENDMENT TO MOTION (assuming the 100 point scoresheet passes):** Motion from Dave to move forward with the motion as amended below.
  - (i) Seconded by Chantel.
    - 1. Approved: 8
    - 2. Opposed: 0
    - 3. Abstain: 1
  - (ii) Motion Passed.
  - (iii) Removing the General Category (as it falls under OSAA ruling)
  - (iv) Splitting Safety into 2 levels:
    - 1. Safety Level 1 - Fingernails, Hair Devices, Performance Surface, Jewelry, Safety Pins, Glitter
    - 2. Safety Level 2 - Tumbling in Costume, Dance Shoes, Airborne Drops to knees
  - (v) Penalty Point Values:
    - 1. Timing - **0.65** Point Penalty
    - 2. Apparel - **0.65** Point Penalty
    - 3. Sportsmanship - **0.65** Point Penalty
    - 4. Safety Level 1 - **0.65** Point Penalty
    - 5. Safety Level 2 - **2** Point Penalty
    - 6. Lifts/Stunts - **5** Point Penalty
    - 7. Props - **5** Point Penalty
  - (vi) If the scoresheet remains at 20 points, the penalties will be adjusted to the appropriate percentage value.

iii) JA to the OAOA Proposal:

- (1) Proposal: The Judges Association would separate from the Dance and Drill Coaches Association and move under the umbrella of the Oregon Athletic Officials Association.
- (2) Discussion on the value of the change and what processes would be necessary/required for the JA to move to OAOA.
- (3) Discussion on the additional work required to move including having a separate board, new bank accounts, etc.
- (4) Discussion about Washington Judges - they are separate from their Coaches Association.
- (5) **MOTION FROM DAVE: To not approve the transition of the JA moving under the umbrella of the OAOA.**
  - (a) Seconded by Chantel.

- (i) Approved: 6
- (ii) Opposed: 0
- (iii) Abstain: 3
- (b) Motion Passed.

**3) New Business**

a) FY23 Budget - Bri

i) Board reviewed changes/updates Line Item Changes:

(1) EXPENSES

- (i) All-State:
  - 1. Last FY Budgeted \$4,000.00
  - 2. Expense Actuals: \$2,367.96
  - 3. Income from last FY: \$3,735.00
  - 4. New FY Expense Proposal: \$3,000.00
- (ii) Business Membership:
  - 1. Income from last FY: \$1,000.00
  - 2. New FY Income Proposal: \$2,000.00
- (iii) Category Championships:
  - 1. Gross Income from last FY: \$16,477.00
  - 2. Expense Actuals: \$8,655.97
  - 3. New FY Income Proposal: \$16,000.00
  - 4. New FY Expense Proposal: \$10,000.00
- (iv) Club/Middle/JV:
  - 1. Gross Income from last FY: \$1,600.00
  - 2. New FY Income Proposal: \$1,000.00
- (v) College/Pro - Remove Line Item
- (vi) Competition Payments Club - Remove Line Item
- (vii) Grants & Donations - Remove and combine under scholarships.
- (viii) Membership Fees:
  - 1. Income from Last FY: \$13,275.00
  - 2. New FY Income Proposal: \$13,000.00
- (ix) Background Checks:
  - 1. Expense Actuals: \$152.00
  - 2. New FY Expense Proposal: \$250.00
- (x) Board Work Session:
  - 1. Standard Expenses: \$500.00
  - 2. New FY Expense Proposal: \$500.00
- (xi) Board Jackets/Apparel:
  - 1. Last FY Expenses: \$0
  - 2. New FY Expense Proposal: \$350.00
- (xii) Board Stipends:
  - 1. Hold until further discussion.
- (xiii) Competition Awards - remove (this was from Covid)
- (xiv) Constant Contact:

- 1. Last FY Expense: \$580.00
  - 2. New FY Expense: \$360.00
- (xv) DropBox:
  - 1. Last FY Expense: \$650.00
  - 2. New FY Expense: \$0.00
- (xvi) Equipment - Removing line item.
- (xvii) Gifts:
  - 1. Last FY Expense Actuals: \$652.41
  - 2. New FY Expense Proposal: \$500.00
- (xviii) Insurance:
  - 1. Last FY Expense Actuals: \$1,142.00
  - 2. New FY Expense Proposal: \$1,142.00
- (b) MEMBERSHIP:
  - (i) JA Education:
    - 1. New FY Expense Proposal: \$3,000.00
  - (ii) Stipends
    - 1. \$760 to Board Stipends & \$900 to JA Stipends - will combine them.
  - (iii) NDCA:
    - 1. New FY Expense Proposal: \$5,000.00
  - (iv) Office Supplies:
    - 1. Last FY Expense Actuals: \$100.00
    - 2. New FY Expense Proposal: \$100.00
  - (v) Postage/PO Box Rental: Combine.
    - 1. New FY Expense Proposal: \$200.00
  - (vi) Professional Fees & Licenses:
    - 1. Last FY Expense Actuals: \$1,300.00
    - 2. New FY Expense Proposal: \$2,000.00
  - (vii) State Awards:
    - 1. Last FY Expense Actuals: \$941.00
    - 2. New FY Expense Proposal: \$1,000.00
  - (viii) NFHS Books:
    - 1. New FY Expense Proposal: \$150.00
- (c) SCHOLARSHIPS:
  - (i) Admin Costs:
    - 1. Last FY Expense Proposal: \$363.35
    - 2. New FY Expense Proposal: \$500.00
  - (ii) Judge Misc:
    - 1. Last FY Expense Proposal: \$500.00
    - 2. New FY Expense Proposal: \$500.00
  - (iii) State Champion Shirts:
    - 1. Last FY Expense Proposal: \$0.00
    - 2. New FY Expense Proposal: \$0.00
  - (iv) State Travel Costs:
    - 1. Last FY Expense Actuals: \$374.52

- 2. New FY Expense Proposal: \$400.00
    - (v) Scholarships:
      - 1. Last FY Expense Proposal: \$17,000.00
      - 2. New FY Expense Proposal: \$20,000.00
  - (d) Event Application Fee
    - (i) New FY Income Proposal: \$3,400.00
  - (e) Competition Payments for High School:
    - (i) Last FY Actual: \$22,590.00
    - (ii) Will be wash: \$24,000.00
  - (f) JA Affiliation Fee:
    - (i) Last FY Actual: \$482.00
    - (ii) New FY Income Proposal: \$600.00
  - (g) All-State:
    - (i) Last FY Actual: \$3,735.00
    - (ii) New FY Income Proposal: \$4,000.00
  - (h) Conference Fees:
    - (i) New FY Income Proposal: \$3,000.00
  - (i) Junior Champs Donation:
    - (i) New FY Income Proposal \$1,000.00
  - (j) Scholarship Donations:
    - (i) Last FY Actual: \$12,425.00
    - (ii) New FY Income Proposal: \$20,000.00
  - (k) Champion T-Shirts (DDCA & State):
    - (i) Last FY Actual: \$294.00
    - (ii) New FY Income Proposal: \$450.00
  - (l) Judges Video Consults
    - (i) New FY Income Proposal: \$500.00
- 4) DDCA Manual Updates:
- a) Board worked through all potential manual changes. Please review the updated manual for details.
  - b) Topic: Drill Down (8 dancer maximum) for State and DDCA Championships. Will bring up this topic at the Fall Coaches Conference as this rule needs to be discussed amongst the association.
- 5) JA Manual Updates:
- a) Board worked through all potential JA Manual Changes. Please review the updated manual for details.
- 6) JA Leadership Stipends:
- a) Budget Proposal presented by Roshny for the 2022-2023 Season as follows:
    - i) Option 1: \$5000 Maximum**
      - (1) Commissioner - \$1000
      - (2) Scheduling Director - \$900
      - (3) Internship Director - \$900
      - (4) Tabulation Director - \$900
      - (5) Education/Evaluation Director - \$900



- (6) Education/Evaluation Asst. Director - \$400
- ii) **Option 2: \$4000 Maximum**
  - (1) Commissioner - \$850
  - (2) Scheduling Director - \$700
  - (3) Internship Director - \$700
  - (4) Tabulation Director - \$700
  - (5) Education/Evaluation Director - \$700
  - (6) Education/Evaluation Asst. Director - \$350
- iii) **Option 3: \$3400 Maximum**
  - (1) Commissioner - \$800
  - (2) Scheduling Director - \$600
  - (3) Internship Director - \$600
  - (4) Tabulation Director - \$600
  - (5) Education/Evaluation Director - \$600
  - (6) Education/Evaluation Asst. Director - \$200
- iv) Discussion about time required for each role & level of responsibility.
- v) **Option 4 (Discussed by Board):**
  - (1) Commissioner - \$1000
    - (a) \$600 Base Pay from the Board as the Commissioner
    - (b) \$400 from the JA pool
  - (2) Scheduling Director - \$800
  - (3) Internship Director - \$800
  - (4) Tabulation Director - \$800
  - (5) Education/Evaluation Director & Assistant - \$750 to split.  
Depending on when/if they get filled, we will reevaluate the allocation of fees.
- vi) MOTION FROM CHANTEL: To move forward with Option 4 for JA Stipends.
  - (1) Seconded by Amanda.
    - (a) Approved: 6
    - (b) Opposed: 0
    - (c) Abstained: 1
  - (2) Motion passed.

Meeting adjourned at 8:22pm. The next meeting is scheduled for September 7th, 2022 at Rex Putnam High School.

Respectfully Submitted:  
Hayley DuLong; DDCA Secretary

Dance and Drill Coaches Association of Oregon  
Board Meeting Minutes  
September 7, 2022  
6:30pm to 9:30pm

**Present:** BriAnne Hollett, Coral Burgess, Danielle Schneider, James Healey, Chantel Stevens, Amanda Wilcox, Roshny Martuscelli

**Not Present:** Hayley DuLong, Dave McCall, Erika Myrick

- 1) Welcome & Call Meeting to Order – Danielle
- 2) **CONSENT AGENDA:**
  - a) Meeting Minutes - Hayley
    - i) Minutes were approved via Band and will be sent out in the September Newsletter.
    - ii) Motion from Chantel to approve meeting minutes from retreat. Seconded by James.
      - a) All in favor. Motion passed.
  - b) Treasurer's Report- BriAnne
    - i) Current Balance (8.31.2022): \$85,862.16
      - (1) Checking: \$30,819.19
      - (2) Business Savings: \$53,583.08
      - (3) Paypal Account: \$1,459.89
  - c) Membership Update - Chantel/Dave
    - i) 42 Teams Registered
    - ii) 4 Associates
    - iii) 10 Judges
    - iv) 1 Club/Junior Team
    - v) 8 Business Member
- 3) **New Business part1:**
  - a) Classification Affiliation Proposal – Danielle
    - i) Discussion about limiting availability of Judges – small pool to draw from.
    - ii) Discussion about complication due to reclassification limiting a judge's ability to judge multiple classifications (example: being reclassified from 5A to 6A would remove that judge's ability to judge either classification for three years).
    - iv) Discussion about developing a tier of affiliation in efforts to not restrict our judging pool too much.
      - Motion to amend the proposal – James
      - Seconded – Chantel
      - All in favor. Motion passed.

Amendments discussed: Ideally, we would strive to have no affiliations. However, the Commissioner and the Scheduling Director may override the classification affiliation rule in order to ensure that we have adequate staffing for events. Classification affiliation will be the first level of affiliation to be waived due to staffing limitations.

  - Motion to approve with amendment – Chantel

- Seconded - James
- All in favor. Motion passed.

b) Opportunity Scholarship Release: - Roshny

- i) Discussed posting by October first with a two week turnaround.

5) **Old Business** – Danielle

a) Approve 22-23 Draft Budget – Bri

- i) Discussed Leading Edge as a business member/fundraising opportunity
- ii) Decided to leave items on the budget that we have discontinued (zoom, constant contact, etc.) in order to show the amount saved.
- Motion to approve Budget- Chantel
  - Seconded- Amanda
  - All in favor. Motion passed.

b) Fall Conference Update – Bri, David, James & Roshny

- i) 31 high schools are registered for meeting (2 middle schools in addition). Missing roughly 15 teams that are registered for DDCA membership that are not attending conference.
- ii) Danielle will compare lists to see who in the membership is not registered for conference.

c) Fall Meeting Agenda Review – Danielle

- i) All board members are assigned specific topics to cover during the Fall meeting
- ii) Discussed implementing a structure for discussions with the membership during the Fall meeting.
- iii) Discussed a system to track who has paid and is eligible to vote on proposals (link sent to paid members/ballet handed to paid members when they arrive/QR code).

\*Decided to hand paid members a note card with their school names and ballet upon arrival.

Note cards = used for voting on amendments

Ballets = voting on proposals

- iv) Discussed sharing a google doc with a list of teams who have paid for the conference with the board.

- v) Discussed if we are allowing unpaid, registered teams to attend conference?

\*Teams who have yet to pay are allowed to attend conference if they present proof of pending payment (email from bookkeeper, receipt, purchase order, or check number)

- Motion to approve teams with proof of pending payment attending conference: Coral
- Seconded: Chantel

- Favor =4, Opposed = 0, Abstain = 1

d) Review Manual Change Sheet – Danielle

- i) Reviewed the manual change sheet and discussed the items to present to the membership.
- ii) Membership voting on board stipends and articles of association.

- Motion to approve appendix B (amended category definitions) – Chantel
- Seconded – Coral
- All in favor. Motion passes.

e) Drill Down follow-ups from Retreat – Coral

- i) Discussed presenting new possible drill down changes with the membership.

**6) New Business part2:**

a) Future Meeting Locations – Erika, Amanda & David

- i) Discussed alternating schools to keep travel equal for all board members. (Tigard, Putnam, Forest Grove)

b) Logo Rollout – Danielle

- i) Update all locations that have the DDCA logo.
- ii) Amanda will send high resolution image to Chantel.
- iii) Roll out new logo at Fall meeting if they are present, if not we will postpone.

c) Board Goals – Danielle

1. Getting back to business as usual.
2. Annual performance review of DDCA programs to document successes and opportunities.
3. Increase the number of teams participating in DDCA competitions.
4. Increase the number of active judges.
5. Every school should have at least one certified drill down puller.
6. Increase the number of drill down callers.
7. Create a system for providing feedback regarding drill down callers and judging panels.

d) DDCA Award Criteria – Danielle

- i) Discussed the structure of the Lifetime Achievement award. Should we induct more than one person at a time? How do we select the individual? How do we continue to keep track of individuals who are eligible for the award? – Going to follow up with Annie.

e) JA Leadership Team Application - Roshny

- i) September 7th - Informational Session for New Judges with Ivanna. Currently have 22 people registered.
- ii) Judges training will be held on Sunday, October 16th at OSAA Wilsonville Office from 9:00-1:00pm.

Tabled until October Meeting:

- DDCA Championship – Danielle & David
- All State 2023 – Hayley
- DDCA Email Addresses – Danielle

Meeting adjourned at 9:43. The next meeting is scheduled for October 2<sup>nd</sup>, 2022, location TBD.

Respectfully Submitted:

Coral Burgess; DDCA Drill Down Coordinator.

Dance and Drill Coaches Association of Oregon  
Fall Coaches Conference Meeting Minutes  
September 10, 2022  
1:30pm - 4:00pm at Tigard High School

**Schools & Programs Present:** Adrienne C. Nelson, Albany Gems, Astoria, Banks, Barlow, Canby, Centennial, Century, Cleveland, Corvallis, David Douglas, Dexter McCarty, Forest Grove, Grant, Hollywood Dance, Lake Oswego, Lincoln, Milwaukie, Mountainside, Parkrose, Philomath, Rex Putnam, Reynolds, Scappoose, Scappoose Middle School, Scappoose Youth, Sheldon, Sherwood, South Albany, Southridge, Sprague, Synergy, Thurston, Tigard, Tualatin, Valley Catholic, Wilsonville

- 1) Welcome – Danielle
- 2) Roll Call – Hayley
- 3) Reports (1 hour and 15 minutes):
  - a) DDCA Spotlights – Chantel
    - i) DDCA Team Features - Will provide filming/photos and a hype video of teams who sign up.
    - ii) Website: Information on Job Openings, Scholarships, College Tryouts - please reach out to Chantel
    - iii) Tag @ddcaofficial on Instagram to reshare photos and videos of team.
  - b) JA Update – Ivanna (for Roshny)
    - i) Meeting monthly and will submit minutes on DDCA website
    - ii) Info Session for new judges - 15 participants
    - iii) Additional Information Session: September 25th at 6:00pm
    - iv) Currently JA has 8 Interns
    - v) Judge Training on 10/16 on Tech Judges
  - c) Drill Down Reminders – Coral
    - i) List of certified Drill Down Pullers and Callers posted in Facebook Pages and DDCA website
    - ii) Coral to teach a 50 minutes drill down class at end of meeting for members interested in becoming certified (puller and caller)
    - iii) Novice Drill Down - Decision to be made - Keep 1st and 2nd Year members in novice or only 1st Year Members?
    - iv) Amount of dancers at State Championship
      - (1) Need to qualify to participate at the OSAA State Championship?
      - (2) Each Team to send a percentage of their team?
    - v) If you have questions or comments about Drill Down, you can contact Coral by email.
  - d) Board Goals – Erika
    - i) Getting back to business as usual.
    - ii) Annual performance review of DDCA programs to document successes and opportunities.
    - iii) Increase the number of teams participating in DDCA competitions.

- iv) Increase the number of active judges.
  - v) Every school should have at least one certified drill down puller.
  - vi) Increase the number of drill down callers.
  - vii) Create a system for providing feedback regarding drill down callers and judging panels.
- e) DDCA Logo Revision – Amanda
- i) Rebranded the DDCA Logo to be gender neutral.
- f) Revised Manuals – Danielle
- i) Fully updated JA Manual & DDCA Manual on the website.
  - ii) Manuals have been reformatted for easier access.
  - iii) Category style definitions are now the same between DDCA & JA Manuals.
- g) Competition Changes for 2023 – Danielle
- i) November 19th is the first competition weekend for the 22-23 season.
  - ii) If you are missing communications, please reach out to the Board for assistance.
  - iii) Competitions will be formatted the same way all season.
- h) DDCA Championship (formerly DDCA Category Championships) - David
- i) Held at Gresham High School on January 21st, 2023.
  - ii) You must have competed the routine(s) in a previous competition to dance at DDCA Championships.
  - iii) 2 Divisions:
    - (1) Championship Division: Qualified Routines (14 or higher from previous competition. No need to be in 1st or 2nd place).
    - (2) Open Division (All-comer): Scores lower than 14, but combined between 1-6A. Every category will be offered.
  - iv) Question: Why call it a Championship?
    - (1) All categories are offered
    - (2) Chance to compete more than 2 routines.
- i) DDCA Awards - James
- i) Coach of the Year, Assistant Coach of the Year, Service Award, Lifetime Achievement Award
  - ii) Nominations will begin after our winter meeting at All State.
  - iii) Please check the qualifications for every award, and get to know your fellow coaches.
- j) All State 2023– Hayley
- i) All State will be held in person at Tigard High School on Sunday, January 15th, 2023.
  - ii) Lisa Zaragoza had to decline this year as choreographer (due to her new baby on the way), but she recommended Natalie Burton (former Blazer Dancer and All State Assistant in 2020). Natalie has accepted the choreographer position!
    - (1) Instructional Videos for the one portion of the routine will be published on January 3rd, 2023.

- (a) Need to decide on what genre (Jazz, Contemporary, or Hip Hop)
        - (2) Dancers will learn the other 2 genres on January 15th by Natalie & her assistants.
    - iii) 2 Tabulation Judges and 2 Performance Judges are committed. Currently working on confirming 2 celebrity judges.
    - iv) All-State Teams in 6A, 5A, and 1-4A will be announced at the end of the day on January 15th.
    - v) The Top 5% of each classification will receive Dance Scholarships. The percentage is based on the number of dancers who participate at All State. Scholarship winners will be announced at the OSAA State Championships in March.
  - k) Scholarships 2023 – Danielle (for Roshny)
    - i) Academic Scholarship: Look on website.
    - ii) Diversity Scholarship
    - iii) Dance Scholarship: Awarded for Top Scorers at All State.
    - iv) Opportunity Scholarship: Application on Oct 1, 2022.
      - (1) For dancers who need help with their team fees.
      - (2) Stays Confidential.
- 4) Business (1 hour and 15 minutes):
  - a) Approve Minutes (Membership Vote – per member) – Hayley
    - i) Spring Membership Meeting -
      - (1) Motion by Ally
      - (2) Seconded by Liisa
      - (3) Approved by Membership. (No opposed, No Abstain)
    - ii) Event Director/Membership Meeting - Approved by Membership.
      - (1) Motion by Liisa
      - (2) Seconded by Lynn
      - (3) Approved by Membership. (No Opposed, No Abstain)
  - b) Financials – Bri
    - i) 2021-22 DDCA Budget Actual : \$81,482.20. (8.1.2021)
    - ii) 2022-23 DDCA Budget Proposed: (Membership Vote – per member)
      - (1) Focusing on ways to save money by removing unused tools and subscriptions.
      - (2) Motion by Ally to approve the budget.
      - (3) Seconded by Rachel.
      - (4) Approved by Membership (No Opposed, No Abstain)
  - c) DDCA Articles of Association (Membership Vote – per member) – Danielle
    - i) Ally moves to approve the DDCA Articles of Association
    - ii) Seconded by Lynn.
      - (1) Approved: 26
      - (2) Opposed: 13
      - (3) Abstained: 10
      - (4) Motion Passes.



- iii) Discussion about 11 persons vs 11 positions on the Board of Directors.
- iv) Amendment from Lynn to change the wording in the manual from “persons” to “positions”
  - (1) Seconded by Chantel.
  - (2) Approved: 26
  - (3) Opposed: 21
  - (4) Abstained: 5
  - (5) Amendment Passed.
- v) Discussion about voting methods (in person vs online).
- vi) Board Stipends (Membership Vote – per member)
  - (1) Increase from \$200 to \$600 for the association year
  - (2) Treasurer: additional \$400
  - (3) Membership: additional \$200
  - (4) Secretary: additional \$200
  - (5) Scholarship Director: additional \$200
  - (6) All State Director: additional \$200
  - (7) DDCA Director: additional \$200
  - (8) Website Director (Social Media)
    - (a) Motion from Denise to approve Board Stipend Increase.
    - (b) Seconded by Ally
    - (c) Approved: 41
    - (d) Opposed: 0
    - (e) Abstain: 3
    - (f) Motion Passed.
- d) Proposals – Danielle
  - i) Scoresheet Proposal (Membership Vote – per school)
    - (1) To increase the value from 20 points per sub-caption to 100 points per sub caption. (Divided by 3 for a total to 100)
    - (2) Motion from Billy to approve this proposal
    - (3) Seconded by Breanna.
    - (4) Discussion about whether the point change would help judges. Ivanna said it would be very helpful. Vernita mentioned that it would be helpful to explain to dancers and parents.
      - (a) Approved: 27
      - (b) Opposed: 0
      - (c) Abstained: 0
      - (d) Motion Passed.
  - ii) Revised Penalty Values (Membership Vote – per school)
    - (1) Modify the percentage that the penalties are worth.
    - (2) Split Safety penalties (Levels 1 and 2)
    - (3) Annie provided feedback from Christine Anderson.
    - (4) Jenn provided additional clarification regarding the penalty value changes.
    - (5) Motion from Karissa to approve the proposal as written.

- (6) Seconded by Breanna.
  - (a) Approved: 23
  - (b) Opposed: 3
  - (c) Abstained: 0
- (7) Motion Passed.
- iii) Checks and Balances (Membership Vote – per school)
  - (1) Question by Vernita: As a competition director, would we have to pay a second Tech Judge? Yes.
  - (2) Question: If not 2 judges, will you use a video? Yes.
  - (3) Motion by Breanna to approve the motion.
  - (4) Seconded by Karissa.
    - (a) Approved: 24
    - (b) Opposed: 2
    - (c) Abstained: 1
    - (d) Motion Passed.
  - (5) Amendment by Jenn to be able to use a video whether there are 1 or 2 Tech Judges.
    - (a) Seconded by Elle.
    - (b) Approved: 24
    - (c) Opposed: 0
    - (d) Abstained: 4
    - (e) Amendment Passed.
- iv) Classification Affiliation (Membership Vote – per school)
  - (1) Motion to deny this proposal by Pam.
  - (2) Seconded by Ally.
    - (a) Discussion opened up to the membership.
  - (3) Approved: 7
  - (4) Opposed: 15
  - (5) Abstained: 4
  - (6) Motion did not pass.
- 5) Membership Announcements
- 6) Reminders:
  - a) Connect with your Board Member to stay up to date on DDCA Events
  - b) Follow the DDCA on social media:
    - i) @DDCAOfficial (Instagram & Twitter)
    - ii) @or\_judges (Instagram)
    - iii) Dance and Drill Coaches Association of Oregon (Facebook)
    - iv) Oregon Judges Affiliation – Dance & Drill (Facebook)
    - v) Dance Team Coaches <3 (Facebook; for current DDCA members only)

Meeting adjourned at 4:15pm. The Winter Membership meeting is scheduled for January 15th, 2023 at Tigard High School.

Respectfully Submitted:  
Hayley DuLong; DDCA Secretary

Dance and Drill Coaches Association of Oregon  
Board Meeting Minutes  
October 2, 2022  
5:00pm

**Present:** Hayley DuLong, BriAnne Hollett, Coral Burgess, Erika Myrick, Danielle Schneider, James Healey, Roshny Martuscelli

**Not Present:** Dave McCall, Chantel Stevens, Amanda Wilcox

1) Welcome and Call Meeting to Order - Danielle

**2) CONSENT AGENDA:**

- a) September Meeting Minutes & Fall Meeting Minutes - Hayley
  - i) Minutes were approved via Band and sent out in the September newsletter.
- b) All-State - Hayley
  - i) All-State will be held on January 15th, 2023 at Tigard High School.
  - ii) Lisa Zaragoza had to decline this year as choreographer (due to her new baby on the way), but she recommended Natalie Burton (former Blazer Dancer and All State Assistant in 2020). Natalie has accepted the choreographer position!
  - iii) Instructional Videos for the one portion of the routine will be published on January 3rd, 2023.
  - iv) Dancers will learn the other 2 genres on January 15 by Natalie & her assistants.
  - v) UPDATE: 2 Tabulation Judges and 6 Performance Judges are committed.
  - vi) All-State Teams in 6A, 5A, and 1-4A will be announced at the end of the day on January 15.
  - vii) The Top 5% of each classification will receive Dance Scholarships. The percentage is based on the number of dancers who participate at All State. Scholarship winners will be announced at the OSAA State Championships in March.
  - viii) Starting Registration Early - Registration will go out by November 15th.
- c) Treasurer's Report- BriAnne
  - i) Almost all teams have paid.
  - ii) Current Balance (8.31.2022):
    - (1) Checking: \$30,819.19
    - (2) Business Savings: \$53,583.08
    - (3) Paypal Account: \$1,459.89
- d) Membership Update - Dave
  - i) 49 Teams
  - ii) 6 Associates
  - iii) 31 Judges
  - iv) 5 Club/MS teams
  - v) 8 Business Members
- e) Paid Lists of Memberships for 22-23 (updated) - Bri

- i) Discussion about PayPal fees - takes a fee for every transaction.
  - ii) Discussion about using Square in the future.
  - iii) Late Fees - Bri to send general message and invoice with a link to all teams that have not paid yet. Teams will need to pay late fees if checks are received after the date.
    - (1) Coral to check PO Box to ensure all checks have arrived this week.
- f) Paid Competition Hosting Fee - Bri
  - i) All Competitions have paid their hosting fee for the 22-23 Season.
- g) Conference Payments - Bri
  - i) All teams have paid.
- h) JA Leadership Team Update - Roshny
  - i) Kristina is working on the schedule for the season
    - (1) Most competitions have 2 Tech Judges
    - (2) Most competitions have performance judges. Competition weekends that are scarce: February 11 and 18 and March 4 so we are working on getting interns certified to cover some of those weekends.
  - ii) We're still missing availability calendars from about 8 tech judges and 8-10 performance judges.
  - iii) Judges Training on October 16, 9-1pm at OSAA Wilsonville Office.
  - iv) Current Judges Pool:
    - (1) 6 Interns
    - (2) 2 Media/Tabulation
    - (3) 18 Performance Judges
    - (4) 14 Tech Judges
- i) 22-23 Drill-Down Callers/Pullers - Coral
  - i) Coral to combine the list of all new certified callers and pullers and will send them to Chantel and Danielle.
- j) DDCA Manual Updates - Danielle
  - i) The manual has been updated to reflect the proposals and other motions passed at the Fall Membership Meeting. The most recent copy has been provided to Chantel for posting on the DDCA website. Once posted it will be available on the Member Resources page.
- k) DDCA Email Accounts - Danielle
  - i) The DDCA is being verified as a non-profit with TechSoup. Once we are verified, we will be able to create a free Microsoft for Non-Profit account which will allow us to set-up email addresses, Google Drive storage, and access other Microsoft/Gmail features. Creation of this account will allow us to move away from Dropbox and will provide email addresses that can stay with the Association even if passwords are misplaced. The verification process takes 2-14 days.
- l) MOTION for Coral to adopt the consent agenda.
  - i) James Seconded
  - ii) All approved. Motion passed.

3) New Business:

a) Zoom Needs - Roshny

- i) Host monthly meeting with JA Teams, but with limited Zoom functionality, meetings have been disrupted.
- ii) Need full Zoom Functionality for future meetings including NDCA.
- iii) MOTION from Roshny to reinstate Zoom to full functionality.
  - (1) James Seconded.
  - (2) Discussion around using existing accounts, and personal accounts. Discussion about using a different platform including Band. Band has limited functionality as well. Discussion about instituting Zoom for one month at a time.
    - (a) Approved: 5
    - (b) Opposed: 0
    - (c) Abstain: 2
  - (3) Motion passed.

b) Scoresheet Implementation Question - Roshny & Danielle

- i) Prior to the 100 point scoresheet change, every team received 6 scores in the following categories: Technique/Control, Precision, Choreography, Complexity, Projection, Creativity.
- ii) For the new scoresheet, are we still providing 6 scores or are we only giving 3 scores (Execution, Content, Overall Effect)?
  - (1) Option 1: 6 scores in every sub-caption is 50 (max points 300), then divide by 3.
  - (2) Option 2: 6 scores in every subcaption is 100 (max points is 600), then divide by 6.
  - (3) Option 3: 3 scores every caption is 100 (max points 300), then divide by 3.
- iii) James: For the judges on the board, which option is the easiest to use?
  - (1) Roshny - No preference. Will proceed with what membership wants.
- iv) Discussion on how to present to membership.
- v) MOTION from James to send membership the details of Option 2 with feedback to respond as necessary.
  - (1) Erika Seconded.
  - (2) Approved: 7
  - (3) Opposed: 0
  - (4) Abstain: 0
  - (5) Motion passed.

c) Funding Available for the Opportunity Scholarship - Roshny & Bri

- i) Students are currently applying - open to everyone with financial hardships.
- ii) Need to discuss the amount of the scholarships.
- iii) Discussion about waiting on the scholarship conversation until we know how many students are applying.

- iv) Roshny mentioned to keep the scholarship amount the same from last year (\$3000) and vote on that amount.
- v) MOTION from Bri to set aside \$3000 for Opportunity Scholarship
  - (1) Roshny seconded.
    - (a) Approved: 7
    - (b) Opposed: 0
    - (c) Abstain: 0
    - (d) Motion Passed.
- d) Academic Scholarships: Questions for Ben - Roshny
  - i) Application is currently online for students to apply.
  - ii) Feedback from last year: too much information to review.
  - iii) Discussion on if anyone has questions from the board to pass along for this year's scholarships.
    - (1) How do students get points for certain sections?
    - (2) How do the percentages work out?
    - (3) Weighted vs Unweighted GPA's - how does that work (when some schools don't offer that)? How do you make it equal?
  - iv) Discussion about limiting judges and reducing criteria.
- e) AAC (Activities Advisory Committee) Update - Amanda & James
  - i) Recap: Meeting held this past week. Only 3 people get to vote. Anything that was voting on, we had to wait. All questions directed were similar to our DDCA meeting.
    - (1) Scoresheet - 100 - they understood
    - (2) Checks & Balances - Cheer spoke about their review system.
    - (3) Penalties - why? Does it compare to other sports?
    - (4) Judge Affiliation - currently don't have enough judges, would waive the rule if we didn't have enough judges at an event.
    - (5) Time Limit for Show? No firm time limit yet, but the Board is encouraging coaches who ensure set-up times are reasonable. If set-up times become too long, it could be problematic in the future.
  - ii) Waiting to hear from AAC for next steps. They are discussing. However, the 3 voting participants did vote in favor of our proposals.
- f) SRI Questions - Danielle on behalf of Christine
  - i) Technical Judge Performance Summary Form Request
    - (1) Discussion about the request provided.
    - (2) Agreement within the Board that further clarification is needed.
    - (3) Next Steps?
      - (a) To continue the conversation and work together.
      - (b) Discussion about who from the board should work on this request with Christine (up to 5 people).
  - ii) Technical Judge Job Description Update Request
    - (1) To add "the ability to utilize conflict resolution skills, if needed."
      - (a) MOTION from Coral to add conflict resolution statement to Technical Judge Description.

- (i) James Seconded.
  - (ii) Approved: 7
  - (iii) Opposed: 0
  - (iv) Abstain: 0
  - (v) Motion passed.
- iii) MOTION from Coral to table for further conversation with Christine.
  - (1) James seconded.
    - (a) Approved: 7
    - (b) Opposed: 0
    - (c) Abstain: 0
  - (2) Motion Passed.
- g) All State: Which style shall we release first on video? - Hayley
  - i) All State 2019 - DDCA released the Contemporary section by video.
  - ii) Discussion about this year's release.
    - (1) Historically: When we released Hip Hop in advance, there was more participation in All State attendance and finalist numbers.
  - iii) MOTION from Hayley to release the hip hop portion of All State in advance.
    - (1) Bri Seconded.
      - (a) Approved: 7
      - (b) Opposed: 0
      - (c) Abstain: 0
      - (d) Motion Passed.
- h) Event Director Questions - Danielle
  - i) Divisions: Encourage Event Directors to model what we will see at State (keep classifications separate, and collapse if less than 5 teams in a category).
    - (1) Event Directors are having a difficult time separating as the participation is low. Currently, most competitions have to combine 1-6A based on previous protocol.
    - (2) Discussion on how to proceed:
      - (a) No divisions of 1 team.
      - (b) If divisions are equal, keep them separate (example: Hip Hop has 3 teams in 6A, 3 teams in 1-4A.)
      - (c) Keep classifications separate despite numbers in each division.
        - (i) Consider trophy costs.
        - (d) Keep 1-4A and 6A separate as much as possible.
    - (3) Recommendation for Locals: If there are 3 teams per classification, keep them separate (instead of the 5 team recommendation).
    - (4) Final Recommendation: Event Directors will try to follow the State model as best as possible, and try to find balance. Avoid combining 1-6A to hit the "5 team minimum".
  - ii) Time Limits:

- (1) Currently, the minimum time limits for local competitions are in alignment with State requirements.
- (2) Question: Can you bring a shorter routine without getting a penalty?
  - (a) Currently, teams can compete with a shorter routine, however, a time penalty would be received (as the proposal was written).
- (3) Difficult to judge with anything under a minute. Not enough time to give the proper feedback.
- (4) Discussion about how allowing teams to compete with shorter routines would increase competition attendance and would assist in keeping classifications separate.
- (5) Question to Membership:
  - (a) MOTION from Bri to bring the following to the membership: From November to the competition before DDCA Championships (Jan 14), lower the time limit to one minute. There will be no time penalties given. At DDCA Championships through State, time minimums will be in effect and time penalties will be given.
    - (i) James Seconded.
      - 1. Approved: 7
      - 2. Opposed: 0
      - 3. Abstain: 0
      - 4. Motion Passed.
  - iii) Applications submitted for March 4th (open slot)
    - (1) West Albany & Southridge have both applied.
    - (2) Discussion about proper gym space.
    - (3) MOTION to approve the application for Southridge High School.
      - (a) Erika Seconded.
        - (i) Approved: 5
        - (ii) Opposed: 0
        - (iii) Abstain: 2
        - (iv) Motion Passed.
    - (4) MOTION from Bri to offer West Albany a position on the January 14th, 2023 Competition Weekend.
      - (a) James Seconded.
        - (i) Approved: 6
        - (ii) Opposed: 0
        - (iii) Abstain: 1
        - (iv) Motion Passed.
- i) Old Business
  - i) Fall Conference Recap - Bri
    - (1) \$65 in donations from the raffle baskets
    - (2) Getting a check from DTU - they paid \$400 for our lunch.



- (3) Reimbursements were sent out last week.
- (4) Profit: Over \$1500!
- (5) Coaches who attended provided lots of positive feedback.
- (6) All business members have paid their fees. We surpassed what we projected we would make on our business memberships.
- ii) Drill Down Feedback - Coral
  - (1) Coral will provide a virtual option for pullers & caller certifications this month.
  - (2) Goal to get at least one person from every school to be certified.
- iii) Membership Band - Danielle
  - (1) To move away from Facebook and create a Band for Membership.
  - (2) Discussion about communicating the rollout schedule and when we will be deactivating the Facebook "Coaches" page.
  - (3) Discussion about Junior Teams utilizing Band. Coral & Erika to work with Junior Teams.
- iv) Updated Logo Needs - All
  - (1) Need to change all awards, coach awards, scholarship plaques, membership badges, membership pins, etc.
  - (2) Board to create a list of other places where the old logo is used to ensure that it's updated with the new logo. Need to work on the process to change what is the most critical. Danielle to start a list.
- v) DDCA Championship - Dave & Danielle
  - (1) Assign Board Tasks:
    - (a) Danielle to create a Google Doc. Board Members to sign up by next week.
- j) Reminders & Next Meeting Dates:
  - i) Connect monthly with call lists.

Meeting Adjourned at 8:03pm. Next Board Meeting is scheduled for November 6th, 2022 at 5:00pm at Forest Grove High School.

Respectfully Submitted:  
Hayley DuLong; DDCA Secretary

Dance and Drill Coaches Association of Oregon  
Board Meeting Minutes  
November 6th, 2022  
5:00pm

**Present:** Coral Burgess, Erika Myrick, Danielle Schneider, James Healey, Roshny Martuscelli, Dave McCall, Chantel Stevens

**Not Present:** Hayley DuLong, BriAnne Hollett, Amanda Wilcox

- 1) Welcome and Call Meeting to Order - Danielle
- 2) **CONSENT AGENDA:**
  - a) October Meeting Minutes - Hayley
    - i) Minutes were approved via Band and sent out in the October newsletter.
  - b) Scoresheet Clarification Vote - Danielle
    - i) 21 out of the 27 schools that originally voted responded. All voted yes to change the scoresheet to be divisible by 6 to make the final score out of 100. The change has enough votes to pass.
  - c) Time Limit Vote - Danielle
    - i) The vote on the motion to lower the time limit to 1 minute for competitions from November 19 to January 14, was sent to our 48 member schools. 31 schools responded. 25 schools noted yes (80.6%), 2 schools abstained (6.5%) and 4 schools voted no (12.9%). The motion passes.
  - d) Penalty Vote Proposal Resubmission - Danielle
    - i) The DDCA Penalty Values approved at the FALL Meeting for all areas except stunts and lifts were resubmitted to the OSAA as four separate proposals. The four proposals were:
      - (1) Non-Safety
      - (2) Safety Level 1
      - (3) Safety Level 2
      - (4) Props
    - ii) It is the goal that we might be able to get some alignment regarding penalty values between state and locals with these proposals submitted separately.
  - e) Membership Update - Dave
    - i) 53 Teams
      - (1) 6 Associates
      - (2) 45 Judges
      - (3) 4 Club/MS Teams
      - (4) 8 Business Members
  - f) Paid Membership List - Bri
    - i) Current paid membership list from 10/13/22 is available on the DDCA website.
  - g) JA Leadership Application Update - Roshny

- i) We have a few holes to meet the two tech judges' request but are working on it.
  - ii) We are hoping to utilize an out of state tech judge to fill a gap. Costs are being reviewed and a motion will be made for the Board's consideration once the final costs are determined.
- h) Drill Down Update - Coral
  - i) Updated list of certified callers/pullers is available on the website.
  - ii) Upcoming Drill Down Pullers/Callers Certification - November 12th at 11:00am.
- i) All-State - Hayley
  - i) Registration Sent Early - The link to All State Registration was sent in the October Newsletter. Will send an email this month to ensure that the membership is fully aware.
  - ii) 44 Registrants as of November 6th, 2022.
- j) Opportunity Scholarship Update - Roshny
  - i) 10 Applicants. 8 met the requirements. 1 left her team and 1 doesn't have any team fees due.
  - ii) We have looked to award dancers based on need (high need 100%, medium need 75%, low need 50%).
  - iii) We have awarded the top 3 "high needs" dancers their fees at 100% for a total of \$1230.00 and one "medium need" dancer at 100% for a total of \$100.
  - iv) We would like to award the remaining 4 dancers, but it puts us over the previously approved budget by \$240.
    - (1) Need motion to increase the amount.
- k) DDCA Emails - Danielle
  - i) The DDCA now has a Google for Non-Profits workspace. Creation of this account will allow us to move away from Dropbox and will provide email addresses that can stay with the Association even if passwords are misplaced. The following emails have been created (all end in @ddcaoregon.org):
    - (1) Jascheduling
    - (2) Jatabulation
    - (3) Jainternship
    - (4) Jacommissioner
    - (5) Allstate
    - (6) Scholarship
    - (7) Web
    - (8) Treasurer
  - ii) Additional emails can be created if/as needed. We are able to migrate all current emails to the new emails. The migration process allows for the transfer of emails, calendars, potentially documents, and setting up an auto-forward. The next step will be for each person to log-in and to migrate files. Danielle will reach out to each person with a new email to discuss the migration process.

- l) Out of Date DDCA/JALT Equipment - Danielle
  - i) Out of date DDCA/JALT tech equipment has been donated to Goodwill as part of Oregon's E-recycling program. The DDCA asset tracking document has been updated to reflect that we no longer own this equipment.

**3) Old Business:**

- a) Fall Conference Financial Recap - Bri
  - i) Spent \$1277.12
  - ii) \$3000 in- 30 people
  - iii) \$6500 in Scholarship Budget (under budget)
  - iv) JA spent \$1404 on Training
  - v) Starting balance Oct. \$8,654.81, end hopefully \$14K
  - vi) \$73,585 in savings
- b) Drill Down Feedback - Coral
  - i) How are we breaking up Novice & Advanced?
    - (1) Date change for Drill down puller certification to Nov. 12th.
  - ii) Qualification for State
    - (1) Working on proposal
- c) Membership Band - Danielle
  - i) Adding Members
  - ii) Deadline for closing FB page
    - (1) January 2nd deadline on FB
- d) Academic Scholarship Applications - Roshny
  - i) Only update is application dates are updated and converted
  - ii) Waiting to hear back from Ben, looking for deadline to be mid-January
- e) Additional Opportunity Scholarship Funding - Roshny
  - i) Motion to accept the additional funds to cover remaining scholarship recipients, Seconded by Dave.
  - ii) Approved: 7
  - iii) Abstain: 0
  - iv) Opposed: 0
  - v) Motion Passed.
- f) Competition Calendar Open Date Discussion - Danielle
  - i) Comp March 3rd? Need another location.
- g) OSAA Declined Proposals (Next Steps) - Danielle
  - i) Checks & Balances-declined, open to reconsider
    - (1) JA Tracking data this year, discussion in spring and revisit.

**4) New Business**

- a) September Financials - Bri
  - i) Board reviewed financials given from Bri
- b) Giving Tuesday - Bri
  - i) Danielle to follow up with Bri
- c) Out-of-State Judges Expenses - Roshny
  - i) 1 tech judge coming in 1 comp, \$547 travel from OK, no hotel needs
  - ii) Discussion on budget for expenses for this travel

- iii) Motion from Chantel to approve spending \$650 on out-of-state tech judge.
  - iv) Seconded by Dave.
  - v) Approved: 6
  - vi) Abstain: 1
  - vii) Opposed: 0
  - viii) Motion Passed
- d) Website/Social Media Updates - Chantel
    - i) Videos doing great, more sharing, more following...video each week
    - ii) Value of OSAA Today? Discussion
  - e) Kick Counting - Coral
    - i) Kick rules are in the DDCA manual online. Board confirmed the rules for kick counting.
  - f) Responding to Bias - Danielle
    - i) There is a form the JA has and form on OSAA if something was to happen at a competition.
    - ii) Information included to event directors
  - g) DDCA Championship To-Do's and Decisions - Dave
    - i) Discussion around music checks/floor practice
      - (1) Possibility of no floor practices or music checks, if there becomes to many routines
    - ii) Discussion on qualification requirements, time limits
      - (1) Need to qualify with the time limit requirements of the category and a 70
    - iii) Qualification score to be updated to the 70 vs 14?
    - iv) No qualification letter out, will be check and verified at registration and placed in the right category
    - v) Division collapsing discussion when gets closer based on teams qualified/registered
    - vi) Discussion on Drill Down qualification and tracking
    - vii) Dave to follow up with individuals on jobs for champs, and us to follow up with him
  - h) Nonprofit Document Retention & Financial Procedures - Danielle
    - i) Need to make sure documents get saved in google, minutes/agenda etc..
    - ii) Checks and balances of financials? Need to put some things into place for this. Dave, Coral, Erika, Danielle...to work on
  - i) Set Winter Meeting Time - Danielle
    - i) 1pm ish? After first cuts and lunch?
  - j) Board Meetings going forward will be 10am on the first Sunday
    - i) January Meeting: January 8th

**5) Reminders:**

- a) Connect monthly with call lists
- b) OACA Rep Meeting - November 10th, 9:45am, OSAA Office

c) Next Meeting - December 4th, 2022 - 10am - Dave's House.

Meeting Adjourned at 8:08pm. Next Board Meeting is scheduled for December 4th, 2022 at 10:00am at Dave's House.

Respectfully Submitted by Erika Myrick  
On behalf of Hayley DuLong; DDCA Secretary

Dance and Drill Coaches Association of Oregon  
Board Meeting Minutes  
December 4th, 2022  
10:00am - 1:00pm

**Present:** Erika Myrick, Danielle Schneider, James Healey, Roshny Martuscelli, Dave McCall, Chantel Stevens, Hayley DuLong, BriAnne Hollett, Amanda Wilcox

**Not Present:** Coral Burgess

1) Welcome and Call Meeting to Order - Danielle

**2) CONSENT AGENDA:**

- a) November Meeting Minutes - Hayley
  - i) Minutes were approved via Band and sent out in the November newsletter.
- b) OACA Meeting - Danielle
  - i) Amanda Wilcox, Jenn Wilson, Anne Ellett, and Danielle Schneider attended the November OACA meeting.
  - ii) Spring sports provided their end of season sports recaps.
  - iii) The Dance Representatives will attend the April 2023 meeting to provide a recap of the 22-23 dance team season. Reports were provided by NFHS/OSAA/OAOA Sportsmanship Committee, Oregon Women Sports Leadership Network, OADA, OAOA, and the OSAA.
  - iv) 21-22 NFHS Oregon Coaches of the Year were announced. Debbie Kishpaugh has been selected as the 21-22 Oregon Spirit Coach of the Year. Debbie's nomination will be moved to the Section 8 Coach of the Year selection committee.
- c) Intern Lunch Vote - Roshny
  - i) On behalf of the JA, Roshny motioned for the DDCA to cover per diem for 6 interns attending the Douglas competition to become certified in media/tabulation. The cost is \$15 per intern and will be charged to the JA Education line item in the DDCA Board. This request is due to the large number of interns being sent to a single competition. Erika seconded the motion.
    - (1) 10 Approved
    - (2) 0 Opposed
    - (3) 0 Abstained
    - (4) The motion passes.
- d) Penalty Vote Proposal Resubmission - Danielle
  - i) KT indicated that the OSAA would review the re-submitted proposals in December. We should know more prior to our Winter meeting.
- e) Membership Update - Dave
  - i) 53 Teams
    - (1) 6 Associates
    - (2) 4 Judges
    - (3) 4 Club/MS Teams

(4) 8 Business Members

- f) JA Leadership Application Update - Roshny
  - i) First weekend we certified 5 MTs! We will begin seeing in-person MTs more often this season.
  - ii) Placement error at Reynolds. Reynolds able to provide South Albany with their 2nd place Pom trophy, can DDCA reimburse?
  - iii) Judges page on website is updated. Thank you to Chantel for updating!
  - iv) We are beginning to do judge evaluations. The workload is being split between myself and Ivanna. JALT will submit a proposal on how to compensate JALT members for this expense as the Evaluation Director position is open.
  - v) Full tab sheets will now be provided to coaches after competitions (not just placements/scores). This will be sent to the coaches competing at the specific competition; not posted online.
  - vi) JALT will not meet for our monthly meeting this month, we will reconvene on January 11th.
- g) Drill Down Update - Coral
  - i) Updated list of certified callers/pullers is available on the website (as of 11.15.2022).
- h) Winter Meeting Date/Time Set - Danielle
  - i) The DDCA Winter Meeting will be January 15, 2023 from 1:00pm to 4:00pm at Tigard High School.
- i) DDCA Emails - Danielle
  - i) The DDCA has transitioned to using Google for Non-Profit as a way to allow us to better store Association files, reduce expenses, and better maintain official DDCA emails.
  - ii) The DDCA Board and Judges Affiliation Leadership Team members now have new emails! Please update your contacts to reflect these new emails otherwise you may miss correspondence from us. Please check your spam folders to make sure you haven't missed anything from us already. All emails end in @ddcaoregon.org.
    - (1) Jascheduling
    - (2) Jatabulation
    - (3) Jainternship
    - (4) Jacommissioner
    - (5) Allstate
    - (6) Scholarship
    - (7) Web
    - (8) Treasurer
    - (9) Board
    - (10) Membership (registration, business vendors, membership updates)
  - iii) Keep existing (old) emails to ensure that the transition is smooth for a few months. We'll discuss shutting down the old emails later in the spring.



### 3) Business:

- a) November Financial Recap - Bri
  - i) Checking: \$18,430.41
  - ii) Business Savings: \$73,586.47
  - iii) PayPal Account: \$267.48
  - iv) TOTAL: \$92,284.36
    - (1) All scholarships have been paid with the exception of one dancer who has not claimed the scholarship despite multiple communications.
    - (2) Bend/La Pine School district sent a combined check for membership fees for multiple schools. Trying to figure out what fees belong to which school.
    - (3) Question from Dave: Do we have a set budget for Cat Champs?
      - (a) We have an expense budget to cover common costs for the competition.
- b) Competition Schedule (1/14/23) - Erika/Roshny
  - i) Discussion about Jan. 14th Competition opportunity. Reached out to Sprague to see if they could provide a high school sanctioned round at their junior competition. Hosting Fee - discussion about fairness on reducing their fee for their willingness to host teams who couldn't make it into the other Jan 14th competitions. Roshny could staff judges. Erika made a motion for the removal of the \$100 late fee for their competition for a total of \$200. Bri seconded.
    - (1) Approved: 8
    - (2) Opposed: 0
    - (3) Abstained: 1
    - (4) Motion Passed.
  - ii) Discussion about the possibility of southern teams switching to Sprague from Clackamas. Changes will need to be made within teams.
- c) Replacement Trophy Cost - Roshny
  - i) There was a tabulation error at Reynolds. 5A Pom Division: 2nd & 3rd Place were switched. Need to replace the 2nd place trophy. Discussion about covering the cost for the Reynolds Dance Team. Dave made a motion to cover the cost of the 2nd place trophy for Reynolds. Bri seconded.
    - (1) Approved: 9
    - (2) Opposed: 0
    - (3) Abstained: 0
    - (4) Motion Passed.
- d) Judges Travel Reimbursement Membership Submitted Question - Danielle/Roshny
  - i) Many years ago, there was a cap on judges' travel costs (for out of state flight costs - up to \$250). Since it was recorded in the minutes, it's a rule that we need to follow. When we adopt policies during meetings, they need to be documented in a place that is easily accessible.

- ii) Discussion about not having a cap.
- iii) Motion from Dave: Covering of flight costs for out of state judges will be up to the discretion of the DDCA Board per the recommendation of the JALT. Seconded by Bri.
  - (1) Note from Roshny: Will try to exhaust every option to staff competitions with in-state judges.
  - (2) Board would still need to vote on the flight costs as the situation arises.
    - (a) Approved: 9
    - (b) Opposed: 0
    - (c) Abstain: 0
    - (d) Motion Passed.
- iv) Discussion about the 25 miles minimum (judges not getting paid until it's over 25 miles). This rule is modeled from the OSAA Official Mileage Policy. Discussion about the impact of covering judge mileage fees from DDCA for this 2022-2023 season. Motion from Chantel to reevaluate this policy in Spring until we have more concrete numbers. Amendment to reevaluate this issue in January. Hayley Seconded.
  - (1) Approved: 9
  - (2) Opposed: 0
  - (3) Abstain: 0
  - (4) Motion Passed.
- v) Concern from Judges: Being a Head Judge and a Performance Judge at the same competition is difficult due to the many duties required at the event including counting kicks in the Kick Division. Reminder: You can pull a separate judge out to count kicks. Judge Intern could be pulled out to count kicks as well.
  - (1) Discussion about not having judges required at Coaches Meeting at competitions - to alleviate extra duties.
  - (2) Discussion about having a "runner" assigned between Head Judge and Tech.
  - (3) We'll revisit judges' concerns in January.
- e) Review Board Member Applications - All
  - i) No Board Member applications as of 12/4/22.
  - ii) Need to divide out work in the meantime.
    - (1) Reconfiguring duties:
      - (a) Prepare & Present Treasurer's Report at Meetings: Dave
      - (b) Facilitate Agenda in absence of Chair/Chair Elect: Dave
      - (c) Deciding Vote: Dave
      - (d) Pay All Association Bills in timely manner (checks): Roshny
      - (e) Maintain Accounting - Championship Payments, Invoicing: Dave
      - (f) Collect/Receive Funds & Deposit: Coral
      - (g) Prepare EOY Financial Reports: Hayley & Sue Robertson

- (h) Send Scholarship Funds: Roshny
- (i) Ensure Judges are paid: Roshny (Danielle to write checks for Roshny as applicable)
- (j) Prepare Invoices for Local Competitions: Roshny & Danielle
- (k) Understand Current Scholarship Distribution Procedures by State & Federal Laws: Roshny
- (2) Dave has made the motion to accept the Treasurer Distribution for the Board. Bri Seconded.
  - (a) Approved: 8
  - (b) Opposed: 0
  - (c) Abstain: 1
  - (d) Motion Passed.
- iii) Link to the new Board Member Application is officially for a general board member position (not specifically for the Treasurer). Will leave the application open for the remainder of the year.
- f) Treasurer Transition - Bri
  - i) Mail Stipend for Coral - Bri
    - (1) Motion from Bri to increase \$100 stipend for mail support and travel for Coral.
      - (a) Question from Roshny: Would this be considered a reimbursement?
        - (i) Bri: No, it's under the line in the budget for the remaining amount of the stipend.
    - (2) Hayley Seconded.
      - (a) Approved: 9
      - (b) Opposed: 0
      - (c) Abstain: 0
      - (d) Motion Passed.
- g) DDCA Championship to-do's & decisions - Dave
  - i) Apparel Update - Amanda
    - (1) Will share photos next week.
    - (2) Different apparel for Champions?
      - (a) Yes!
    - (3) Link will be open after the first of the year. Amanda to work with Chantel to pre-order to get shirts for day-of.
    - (4) Sell Apparel at Champs?
      - (a) We'll pre-order and offer a post-order option (QR Code).
      - (b) Will provide samples at the table at Champs.
    - (5) What are apparel options?
      - (a) T-Shirts
      - (b) Long Sleeves (for Champions)
      - (c) Sweatpants
      - (d) Sweatshirts
  - ii) Photographer Question - Erika

- (1) A photographer is interested in being the photographer at Champs. Currently the Forest Grove photographer. Inquiring on how much the photographer would be getting paid.
- (2) Current business member wants to be the photographer for Championships for any team who wants action shots. He will charge \$50 per team.
  - (a) We will give options for teams to sign up for the photographer option during registration.
- iii) Division Question - James
  - (1) For teams competing in separate divisions by classification throughout the whole year (with at least 5 teams). If by Winter Category Championships, less than 5 teams qualify, would those teams have to combine with other classifications to follow the collapsing rules? Desire to compete separately by classification at Winter Champs despite less than 5 teams qualifying.
    - (a) Decision by the DDCA Board: Keep the separation of classification despite the number of teams who qualify at Category Championships as long as the division had at least 5 teams competing in that category prior to Winter Champs.
    - (b) If a division has less than 5 teams competing in a specific classification prior to Winter Category Champs, then those teams will follow the collapsing rules.
- iv) OSU Dance Performance - Move opportunity to another competition due to lack of time.
- v) Dave's Report:
  - (1) Location: Gresham High School.
  - (2) No classrooms due to custodial restrictions.
    - (a) One classroom on each level of the school as a changing room. Girls Locker Room will be open for Quick Changes. Boys will have the coaches office to change.
    - (b) Board Members can bring changing tents as well (up to 10).
    - (c) No space for teams in hallways. Teams will have space in common areas.
    - (d) Idea:
      - (i) 1st Round: 6A Championship Division
      - (ii) 2nd Round: ALL Open + Combined Divisions (Championship)
      - (iii) 3rd Round: 1-4A & 5A Championship Division
    - (e) Music Checks throughout the day and in between rounds.
    - (f) Drill Down - once after 6A Champs Division & once after the 1-4A & 5A Division. Open Division for 6A should be able to join the first option.

- (g) Auxiliary Gym: Assign Warm Up A & Warm Up B flow before performance times to ensure that all teams have the opportunity to have gym time.
  - (h) Looking into Live Stream Options for cafeteria.
  - (i) Balconies will be available for judges and coaches. Stands will be audience members.
  - (j) Announcer: Jenn Wilson is looking into her football announcer to take on the responsibility.
- h) All State To-Do's & Decisions - Hayley
    - i) Will send reminder email about registration links and payments this week.
    - ii) Winter Meeting from 1-4pm in Tigard Library
    - iii) Request to survey members about spectators at All State
      - (1) Need to send thoughtful questions about opinions about this possibility
      - (2) If we have spectators, could we stop charging kids for All State and instead, charge the audience?
      - (3) Virtual Live Stream instead? The hosting school would need to be able to accommodate that.
      - (4) Will send the survey after All State and in time for the Spring Meeting.
  - i) Saving DDCA Files - Danielle
    - i) Reminder to save DDCA Files in Google Drive. It's a legal requirement.
    - ii) Helpful for future board members.
  - j) Website/Social Media Updates - Chantel
    - i) Sharing updates as they come in. If you need something posted during a certain time, please reach out to Chantel.
    - ii) OSAA Today: need more participation from membership about quotes about competitions, etc.
  - k) Winter Meeting Agenda - Danielle
    - i) Reminder to bring Coaching Service Pins.
    - ii) Join the DDCA Band Page.
  - l) Coaching Award Nomination Process - All
    - i) Danielle to discuss the Lifetime Award with Annie.
    - ii) COY and Service Award Nominations - Need to open up nominations after the Winter Meeting.
  - m) Membership Band - Danielle
    - i) Cross Posting Messages as we have 3 Live Bands. If you see a post that would be helpful to another group, please cross post.
    - ii) Invite call lists - make sure that everyone is in the DDCA Membership Band Page.
- 4) **Reminders:**
- a) Connect monthly with call lists
  - b) Please save documents in DDCA's Google Drive
  - c) Next Meeting - January 8th, 2022 - 10am - Erika's Studio.

Meeting Adjourned at 2:04pm. Next Board Meeting is scheduled for January 8th, 2022 at 10:00am at Erika's Studio.

Respectfully Submitted by Hayley DuLong, DDCA Secretary