

**Dance and Drill Coaches Association  
Board of Directors Meeting Minutes  
Sunday, June 2, 2024  
Canby High School, 3:00pm to 6:00pm**

Welcome & Call Meeting to Order – Mackenzie

In attendance: Mackenzie, James, Karalee, Madison, Ally, Emily, Elle, Danielle (via Zoom), Roshny (via Zoom)

- Consent Agenda (*3 Minutes*)
  - May Meeting Minutes – Mackenzie
    - *Approved via Band*
  - Spring Membership Meeting Minutes – Mackenzie
    - *Approved via Band*
  - May OSAA AAC Meeting Recap – James/Danielle
    - *The DDCA Routine Enhancement proposal was passed by the AAC*
    - *Discussion RE: if the proposal needs to move to the OSAA Executive Board to be voted on – Danielle to get clarification*
  
- Business (*2 hours; 40 minutes*)
  - JA Update – Roshny
    - *JA team leadership evaluations have been completed*
    - *JALT open positions have been posted*
    - *Discussion RE: the board reimbursing out of state mileage and / or flights*
      - *The board has decided to reimburse for either out of state mileage **or** a flight (not both)*
  - 24-25 Competition Calendar – Roshny
    - *Calendar is almost complete and will be available in a few weeks when finalized*
    - DDCA Invitational Host
      - *Discussion RE: two schools interested in hosting – West Linn High School and Wilsonville High School*
      - *Roshny to send email to both coaches to gather more information RE: parking lot layout, school availability, classroom availability, etc.*
  - Treasurer Report – Ally
    - 23-24 Budget to Actuals as of 4.30.24
      - *No updated financials for the month of April yet*
      - *Ally will send when finalized*
    - Unpaid fees
      - *No updates*
      - *Identified the need for a payment process to collect unpaid fees from DDCA members*
    - 24-25 Draft Budget First Steps
  - State 2025 Proposal – Danielle
    - *Discussion RE: edits to strengthen reasons and ramifications sections*
    - *Danielle to make edits and will send to board for final approval*
    - *Once approved, proposal will be sent to the membership to vote via Google Forms (one vote per school)*

- Board of Directors Application Review – Mackenzie
  - *Reviewed two applications – Ashleigh Romero and Breann Horton*
  - *Karalee motions to accept both applicants, Elle seconds, all in favor, none opposed, none abstained*
- Draft Board Restructure – Danielle
  - *Tabled discussion*
- 24-25 Operations – Danielle
  - Board roles
    - *Elle – coaching awards and deposits*
    - *Ally – scholar athlete*
    - *Madison – junior teams liaison and drill down (if needed)*
    - *Roshny – competition sanctioning and finance committee. Would like to resign from scholarship director role*
  - Summer Retreat Date(s)
    - *Friday, August 2nd (evening) and Saturday, August 3rd (all day)*
  - 24-25 Membership Meeting Dates
    - *Fall meeting: Saturday, September 7th at 9:00 am (virtual)*
    - *Winter meeting: Sunday, December 8th at 1:00 pm (tentatively) in conjunction with All State*
    - *Spring meeting and awards banquet: Saturday, April 5th time TBD*
    - *Conference / Intensive: Saturday, May 3rd time TBD*
  - 24-25 Event Calendar for Membership
    - *Discussion RE: the need for a quick reference document that outlines important dates for the membership*
    - *The document would be included in newsletters and added to the website*
    - *Emily will create this quick reference sheet*
  - Board Call Lists/Shared Drive/Board Emails
- Band Agreements
  - *Discussion RE: a policy that outlines what can and cannot be posted on the DDCA Band page*
  - *James will draft Band guidelines and will send to the board for approval*
- Manual Review Committee – Danielle
  - *The DDCA manual needs to be reviewed and updated this summer*
  - *Mackenzie, Emily, Karalee, Elle, and Danielle volunteered to undertake this task*
- Hour-A-Thon Fundraiser supporting the DDCA – Danielle
  - *Discussion RE: DDCA partnering with Hour-A-Thon Fundraiser*
  - *Tabled discussion until all board members are present*
- Info to James for Website update – (10 minutes)
  - DDCA Coaching Awards
    - *Elle to update the past awards document*
  - DDCA Scholarship amounts
  - Proposal template
  - Solo/Duo/Trio language
    - *James will draft language and will send to the board for approval*
  - Other updates?
    - *Discussion RE: updating the middle school page*
    - *Madison and James will discuss offline what information should be included*

- Other Items
  - *Considered the need to clarify the routine enhancement proposal (e.g. costume enhancement v. costume manipulation)*
    - *The board will review and establish parameters*
  - *Created a payment process for collecting unpaid fees from DDCA members*
  
- Tabled Agenda Items
  - Jr. Team Membership Fee
  - All State Committee
  - Revisit DDCA Scholarship Requirements
  - Payment collection protocol
  - Board Growth: DDCA Manual Review ([Section 6, page 29](#); [Section 7, page 31](#))
  - Outstanding OSAA Discussion Items
    - Culturally Inclusive Category

Reminders & Next Meeting Dates:

- Connect monthly with your call lists
- Please be saving documents in the DDCA's Google Drive
- Next Board Meeting – *Board Retreat (Friday, August 2nd and Saturday, August 3rd)*