



NORTH STAR CIRCUIT

Color Guard Circuit of the Upper Midwest

NSC Board Meeting Agenda

August 18, 2019

6:00pm

Lyndsey calls the meeting to order at 6:08, Andy seconds.

Attendance

Wil, Mary, Jessi, Andy, Jessie, Kim, Lyndsey, Lanae

Absent: Brenda

Approval of Agenda

Andy motions to approve agenda, Lyndsey seconds.

Approval of Minutes

Andy makes motion to approve the July minutes, Jessi seconds.

Officers Report

President: Nothing to report

Vice President: Pricing on trade show pop-ups, banners, equipment, etc. through Vista Print. \$1360 minus 20% coupon through the site. Will discuss more during budget review. Considering a new version of the badges so they are more evergreen instead of new badges every year. Will continue to research. Confirming Osseo for championships depending on availability. EP will be a back-up for Premiere and Championships. EP will also host S&E at their show. NSC will provide staff for S&E as EP might not have the capacity. Robbinsdale-Cooper is interested in a flagline group. Will be sending an email out to band directors

Treasurer:

As 08/18/19

Checking: \$7,592.41

Savings: \$5,391.23

Angel Fund: \$3295.92

CD 6: \$3408.31

CD 12: \$3761.68

Will go over budget line-by-line later in the meeting. Jessie to touch base with Dawn on the transition of the position.



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Secretary: Fix form settings as Dawn and Andy are getting notified when new members sign up. Will complete season survey and send to board for proofing. Meeting minutes will now be posted online after approved. Remove new guards from member page online until they are full members.

Chief Judge Report: Sent survey questions to Jessi. As schedule is now set, will send out invitations to judges mid-september. Will complete the new level 400 WGI certify for Open Class.

On-going Business

- Send contact info of new guards to Lyndsey to connect about their interest this winter - Lyndsey has reached out to various groups and hasn't heard back.
- Need to get an extra medal for Eastview ASAP - Andy will get the medal after tonight's meeting.
- Need to reach out to RCR show host about invoice for show hosting for finals - Dawn will send the chain of emails for an explanation (for record keeping).
- Need the shirt/souvie invoice to review as it was grossly over budget - Talked with Becky Z. and still waiting to find the invoice/quote.
- Need digital copies of all invoices before final budget review - Dawn has all the paper invoices and Jessie will scan them for our google drive.
- Ask for a host for Spin Jam on FB - Continued discussion on hosting this event.
- Complete timeline document - Not done
- Reach out to Eastview/Dassel-Cokato for Premiere location - Lyndsey reached out but haven't heard. Minnetonka is interested in hosting but nothing concrete.
- Reach out to Osseo for Finals location - Wil connected with them and they are checking their calendar.
- Need to create judges/end-of-season survey - Done
- Complete records retention document - Andy sent the link for final review.
- Discussion of by-laws and board roles - Chief Judge and Contest Director terms overlap. In reviewing by-laws, we need to determine the entities of the board. Would like to define when the nomination process and voting will happen for these two roles.
Change to bylaws: Article 2 section 2: add Spring General Membership Meeting.
Andy motions to add new language to the bylaws, Lyndsey seconds. Motion passes
Will revisit the rest of the bylaws for the next meeting.



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- Budget review:
 - Remove booth rental revenue, remove student clinic revenue.
 - Dues: Stays the same as previous 2 years.
 - Show hosting fees: \$450.
 - Adjust show contest expenditures down to 9 shows, not 10.
 - Increase food budget to \$300 and cater both shows.
 - Marketing: Will make recommendations per Wil's research.
 - Add music licensing fee to budget.
 - Considering a smaller storage unit for a smaller fee. Need to clean it out to minimize.
 - Adjust scholarships to \$1500 as we've counted \$500 as revenue.
 - Try to maximize donations like Give to the Max, donate on the website (paypal), Amazon smile, etc.

New Business

- Tarp cleaning logistics - Mary might be able to get a cleaning machine at her work to clean it.
- Define communication channels for unit directors. Recommending all communications from the board will come via email and/or the website. We will not communicate via FB.

Action Items

- Budget adjustments - **Jessie**
- Tarp cleaning - **Mary**
- Director's Update - **Jessi/Wil**
- Complete timeline document - **Lanae**
- Make by-law changes to send out to GM - **Jessi**
- Fix new membership form on website - **Jessi**
- Confirm premiere location - **Lyndsey**
- Update membership landing page - **Jessi**
- Post meeting meetings after they've been approved - **Jessi**
- Treasurer hand off - **Jessie/Dawn**
- Banner pricing - **Wil**
- Confirm Championships - **Wil**
- Band Director email - **Wil/Jessi**



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Meeting Close

Wil makes motion to close the meeting at 7:54pm, Jessi seconds.

Next meeting will be September 15th, 6pm.