



# NORTH STAR CIRCUIT

Color Guard Circuit of the Upper Midwest

## **NSC Board Meeting Agenda**

July 21, 2019

6:00pm

Lyndsey calls meeting to order @ 6:21pm, Andy seconds.

### **Attendance**

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

### **Approval of Agenda**

Lyndsey adds to review bylaws on state employee positions (like Chief Judge and Contest Director) and when their contracts end/begin.

Andy makes motion to approve agenda, Jessie seconds.

### **Approval of Minutes**

Lyndsey makes motion to approve the May minutes, Mary seconds.

### **Officers Report**

**President:** Want to follow up with groups that showed interest in our circuit from last year.

**Vice President:** Wil to update assets to our brand online, promotional assets and will create an email campaign for band directors encouraging their groups to join us. Will price out banners and equipment to display.

### **Treasurer:**

As 07/19/19

Checking: \$7,824.07

Savings: \$5,391.23

Angel Fund: \$3295.92

CD 6: \$3408.31

CD 12: \$3761.68

A quick review of the budget and noticed a few categories that were a bit higher (over budget). Just reviewed the medals category and finals fees. Need clarification on the payment to RCR for show fee. Need to review invoices for the category "Board Show/Supplies" as it went over



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budget. Souvenirs was grossly over budget. We should review if it's something we want to continue with or create something that the students would want to buy.

Will adjust Ad Sales/Shout Outs to \$250 and adjust the Education line item as it wasn't utilized last year.

**Secretary:** Need to get a CS account to review developer account and look into incorporating it into the site. Need to review bylaws changes and make those updates. Review documents that are now being accepted into CS. Log into CS and pull out contact info of directors for master list.

**Chief Judge Report:** Need to send a survey about judges and end-of-season. Andy to create questions and send to Jessi to create an end-of-season form.

## On-going Business

- Confirm Rosemount location for Spin Jam - Confirmed that Rosemount will NOT be able to host Spin Jam. Need to find a location for November 3rd. How are we marketing? What do we want to achieve with this? Is this something the board wants to continue providing? Jessi to share/ask on FB
- Non-profit status update - Dawn confirmed our reinstatement (via document)
- Clarification of bylaws regarding filling vacant positions. We followed the correct procedure as our by-laws stated.
- Storage clean out - Need to coordinate a date/who to help.
- Results of judges survey - Andy to create the survey. Will send to Jessi.
- Timeline document status - Will have ready to review at the next meeting.
- Review records retention policy - reviewed documents and will update the doc for final review by next meeting.
- Booth displays - need to be revamped - Discussed under VP report.

## New Business

- Budget review - Discussed under Treasurer report.
- 2020 season schedule -
  - **NSC Finals 3/28**
  - **NSC Premiere 02/1**
  - **(2/29 WGI midwest regional, 2/15-16 Indy)**
    - **Available show weekend: Feb 8, 22, March 7, 14, 21**
- Show host sign up deadline - 10 am Aug. 1 Via Email.



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- Premiere/Finals location discussion - Would like to reach out to Osseo again for finals. Eastview would like to host a show and as a non-member they could host Premiere. Lyndsey to reach out to Eastview-Dassel/Cokato. Wil to reach out to Osseo.
- Review the bylaws for the employee positions (Chief Judge/Contest Director). When do these positions end and renew? Add a line item to the survey about these positions. Could voting for these positions be done electronically? **Jessie motions to make Andy consultant/staff and Lanae consultant/staff members until next general membership meeting with voting into their positions. Much further discussion is needed, motion is not accepted. Jessie makes a motion to table this discussion until next meeting. Wil seconds motion.**

## Action Items

- Send contact info of new guards to Lyndsey to connect about their interest this winter - **Lyndsey/Andy**
- Need to get an extra medal for Eastview ASAP - **Andy**
- Need to reach out to RCR show host about invoice for show hosting for finals - **Jessie/Andy**
- Need the shirt/souvie invoice to review as it was grossly over budget - **Lyndsey**
- Need digital copies of all invoices before final budget review - **Jessie/Dawn**
- Ask for a host for Spin Jam on FB - **Jessi**
- Add paypal/venmo to the website - **Jessi/Jessie**
- Complete timeline document - **Andy/Lanae**
- Update website with WGI regional dates - **Jessi**
- Reach out to Eastview/Dassel-Cokato for Premiere location - **Lyndsey**
- Reach out to Osseo for Finals location - **Wil**
- Set up website for show host signup - **Jessi**
- Create correspondence to directors about upcoming dates/events for the season - **Jessi**
- Need to create judges/end-of-season survey - **Andy/Jessi**
- Complete records retention document - **Andy**
- Create a Competition Suite account for Jessi - **Andy/Jessi**
- Copy of updated by-laws - **Andy/Jessi**
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## Meeting Close

Andy makes motion to close the meeting at 8:21pm, Lyndsey seconds.