



# NORTH STAR CIRCUIT

Color Guard Circuit of the Upper Midwest

## **NSC Board Meeting Agenda**

January 19, 2020

6:00pm

Lyndsey calls the meeting to order at 6:25pm, Mary seconds.

### **Attendance**

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

### **Absent**

Andy

### **Approval of Agenda**

Jessie motions to approve updated agenda, Lyndsey seconds.

### **Approval of Minutes**

Jessi makes motion to approve the December minutes, Mary seconds.

### **Officers Report**

**President:** Talked to Jeffery Peterson about the clinic. This will be a staff oriented clinic - lecture based. Need to confirm the location, description, compensation rate and date. Will reach out to Jeffery ASAP.

**Vice President:** Season promotion will start this week on social media. Daily posts with photos, countdowns and stories on the website.

### **Treasurer:**

Spoke with Jennifer Ruff from Ladysmith about receiving the Angel fund. Since they are only attending one show, they will hold off on using the funds until they need it.



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All dues have been paid on-time. Shirts have been delivered and will bring them to Premiere. Square readers will be available for ticketing and merchandise sales. Pricing for new shirts will be \$16. Old merch will be sold for \$5. Annual business filing has been submitted. Need to get W-9's on file from judges so we can send out 1099's by the end of the month. Will connect with Andy ASAP.

Created an Amazon account for the circuit.

**Secretary:** Will be sending out communication to directors with all the updates before Premiere.

**Chief Judge:** Absent

**Contest Director:** All staff have been scheduled for the season. Still looking for additional volunteers to run the ticket table/merch booth. Brenda and Kim volunteered to man a table. Consider creating a distribution list of potential volunteers.

## On-going Business

- Season roadmap review
  - First 3 show packets have been posted on the website. Finalizing Irondale's maps due to their construction.
  - Floor tarp logistics. Lanae is still looking for someone to help pick it up from storage. The schedule has not been sent out yet. Need to confirm the suggestions from Andy and then will send it out.
  - Scholarship applications are due March 13th (postmarked). Lyndsey to review the applications. Jessi to update the documents, if necessary, and will share with the GM.
  - Event badges have been ordered and will arrive this week.
  - Facebook event pages have been created.
  - Proposed April 26th for the Spring General Membership meeting at Silverwood.
  - Program is complete and will be getting it printed.
  - Booth shift schedule. Jessie to outline it.
  - Unit check-in (media release form, badges, gift bag, age-out sign up with unit members, number of members/staff)
  - Cash box - Jessie to bring 2 boxes with cash.
  - Storage unit keys (Andy, Lanae, Amanda). Consider Executive Board members to have one.



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- Trophies/Medals - need to confirm how many we have and determine how many we need.
- Hospitality room details - Budget is \$400. Brenda to organize and set it up.
- Need to confirm rolls of tape
- Tarp cleaning will happen at EP in the field house. Aim for 3:30-4pm to deliver the floor for cleaning.
- Amanda will be running sound at every show.
- EventBright for Premiere - Jessie has created our event for Premiere. This will be embedded on the website and shared on social media. Ticket pricing will be at the door \$14/\$10 with kids 5 and under \$12/\$8 in advance.
- Jeffery Peterson (judge) clinic details - discussed in President's report.

## New Business

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## Action Items

- Bring black table cloths to Premiere - **Lanae/Jessie**
- Director's Update - **Jessi**
- Details of Jeffery Peterson clinic - **Lyndsey/Andy**
- Need W-9's from some judges - **Andy/Jessie**
- Confirm help getting the tarp from the storage unit - **Lanae**
- Print the Premiere program - **Jessie**
- Confirm Silverwood for the Spring General Membership meeting and notify GM - **Mary/Jessi**
- Booth schedule - **Jessie**
- Unit check-in table and all the unit info - **Jessi**
- Make 5 total copies of the storage key - **Lanae**
- Trophies/Medals to order - **Jessi/Lanae**
- Ticket pricing/share - **Jessie/Jessi/Wil**
- Hospitality suite - **Brenda**
- Review Scholarship applications - **Lyndsey/Jessi**
- Create Director grab bags for check-in - **Jessi**
- Add Eventbright ticket sales to our website - **Jessi**

## Meeting Close

Wil makes motion to close the meeting at 7:49pm, Lyndsey seconds. Meeting closes.



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Next  
meeting  
will be

February 16th, 6pm.