



NORTH STAR CIRCUIT

Color Guard Circuit of the Upper Midwest

NSC Board Meeting Agenda

October 20, 2019

6:00pm

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

Attendance

Wil, Mary, Jessi, Andy, Jessie, Kim, Lyndsey (phone), Brenda, Lanae

Absent

Dawn

Approval of Agenda

Jessie motions to approve updated agenda, Kim seconds.

Approval of Minutes

Andy makes motion to approve the September minutes, Mary seconds.

Officers Report

President: Put Lakeville in touch with Gary to help decide their classification.

Vice President: Reviewed the new branding items in full color. Profit margins will be good for shirts this season. With no year printed, we'll be able to carry them over if we have them left. Wil will get specific pricing so we can determine the quantity we need. Discussion on adding a secondary option of Cafe Press. Jessie will look into this option.

Treasurer:

Jessi makes a motion to remove our account balances from our meeting minutes. Jessie seconds.

Website hosting was paid for 2 years. Will file our form 990-N. Reminder if you are purchasing anything for the circuit and requesting reimbursement, let the vendor know we are a 503c non-profit. Would like to add a donation section to the website. Give to the Max is coming up.

Consider promoting it. Jessie will be changing the PO box to Eden Prairie for ease of checking the box. Would also like to look into a virtual address instead of a personal address so we don't have to keep changing it after board terms are complete. Would like to create a card with all our



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important

addresses/account numbers for the board to use for purposes of keeping our accounts to one point person. Jessie will research how we can get airfare and hotels covered without paying taxes.

Secretary: Need to update the website with upcoming important dates. Jessi to include the WGI manual to the director's page and will be sending out an email to directors regarding important dates.

Chief Judge Report: Waiting on some local judges for their schedules. We have a couple new judges-in-training. Was contacted by Ladysmith to attend 2 shows. Rosie Queen is unable to come out to judge but would like to have her do an instructors clinic next fall. Consider asking Brent Turner if she could judge YIM then she could attend our instructors clinic.

On-going Business

- Premiere Location Update - Royal Guard and Chops is checking availability to possibly host. Setting a deadline for November 1st to lock in a premiere location. Jessi to reach out to the two units for final decision.
- Code of Conduct policy review - Need a protocol to address if there is a violation. Need to table until the next meeting.
- Communication policy - Confirming our policy to not engage on FB regarding sending information. All information from the board will come from email and/or website.
- Black floor cleaning - Will wait until we have a premiere location to clean it there. Table this topic until the next meeting.

New Business

- Angel Fund policy/documentation - need to create an application process and guidelines. Our fund is here to help units participate. Jessie to draft guidelines/application process for us to review at the next meeting.
- Welcome info/packet for new units - Create one! Wil will research other circuits to see what they have and we'll work from one.
- "Questions" landing page - Create an FAQ for the backend and populate it with standard questions to start. Jessi to create/update.
- Show host duties document - There is a document in the google drive. It needs to be updated. Lanae and Andy to update. Wil to stylize it and Jessi to add it to the website. Discussion about a facility review. Should add a question on our end-of-season survey to ask opinions of facilities so we can make a better decision. Floor logistics to include enough tape for their show.



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- Voting electronically discussion - Would need to amend our bylaws to include electronic voting. Andy will research the online tools.
- School policy regarding combined schools - We will continue with our current policy.
- Show packets responsibilities - Show packets fall under the Contest Director position. Lanae will head these up. Jessi will remind host units to submit all documents.
- Tan floor logistics - Eastview needs a floor. Andy will coordinate with Kim to transport the floor for their use.

Action Items

- Need to review meeting minutes from 2018 to review the fees for units not wanting a full season experience. - **Jessi**
- Director update - confirmation of policies of combined schools. If you are going to WGI need to follow their policy. Important dates, show host paperwork request, premiere location finalize, etc. - **Jessi**
- Update website with WGI manual, other documents, questions landing page - **Jessi**
- Need to order more tape. Andy and Jessie will talk to Dawn about our inventory of tape.
- Show host document updates finalize - **Andy/Lanae/Wil/Jessi**
- Contact Chops and Royal Guard for Premiere location confirmation - **Lanae/Jessi**
- Angel fund guide/application - **Jessie**
- Electronic voting research - **Andy**
- Apparel pricing and secondary source (Cafe Press) - **Wil/Jessie**

Meeting Close

Wil makes motion to close the meeting at 7:53pm, Jessie seconds. Meeting closes.

Next meeting will be November 17th, 6pm.