

**USTA Annual Board Meeting
Agenda
February 2-4, 2018
Kansas City, MO**

Friday, February 2, 2018 5:00 - 6:30 pm

Present: Sue Skaggs, John Chamberlain, Jackie Stewart, Karen Cammer, Tom Breuckman (Jason Lee arrived later Friday night)

- I. The board selected Tom Breuckman to serve as Secretary.
- II. The board read, discussed and made additions to the agenda, then voted to accept it as revised.
Motion # 1: Move to approve the agenda as revised.
Moved: Sue Skaggs Seconded: Jackie Stewart
Passed Unanimously
- III. Karen Cammer read highlights from the Fall 2017 Annual Meeting, then the board voted to accept it.
Motion # 2 to accept the minutes from the August 2017 Annual Board Meeting.
Moved: John Chamberlain Seconded: Sue Skaggs
Passed Unanimously

Additional Comments:

Karen shared the accountants report for 2016-17 and indicated that she would share reports from Kathy Forsythe and Dale White to the board, as well as remembering individuals and or family members undergoing health challenges.

The board recessed for the evening at 7:13 pm.

Saturday February 3, 2018 8:30am

The meeting convened at 8:30. For the next 2.5 hours the board had an open discussion with one another regarding the Executive Director position moving forward.

- IV. **Call to Order:** The President called the meeting to order at 11:17a.m.
Present: John Chamberlain, Karen Cammer, Jackie Stewart, Sue Skaggs, Jason Lee, Thomas Breuckman

The board decision is to move forward in the hiring of an executive director

Motion # 3: Finding the Executive Director position to be desirable, the Board will commence a search for and hire a new Executive Director.

Moved: Jason Lee Seconded: John Chamberlain
Passed Unanimously

REPORTS

Departments and Operations: In the absence of an Executive Director, Board President Karen Cammer assumed responsibility for the monthly departmental leader phone conference. At the Board meeting, Karen shared department reports as well as a summary of the most recent departmental leader phone conference. She will also share information about the hiring process of an executive director with department leaders and invite input from them for the board to consider in hiring of a new EDOS.

Karen and Jackie Stewart summarized the recent WBTF Winter Meeting as well as the upcoming World Competition, which will be hosted by USTA, in Kissimmee, Florida. Karen shared details regarding the upcoming world competition at Kissimmee, Florida, including information regarding hotels, where events will be held, meals, etc.

The next Pan Pacific Cup will be held in Calgary, Alberta, Canada, from January 16 – 20, 2020. Bids for the next world championships are due in June.

There is a large number of photos from WBTF World competitions dating from 1980. These can be accessed at www.photo-wbtf.org

Judges who will adjudicate the 2018 US Trials: From the United States: Sheri Carter, Krystal Mignone, Kim Genton, Amy Kalin, Amanda Guidroz, Jason Lee, Kelly Mullins, Monica Lee. International Judges include: Catherine Lemyre from Canada and Samantha Novello, Italy

Old Business: This included a review of directives and motions from the fall meeting, which was completed Friday evening during the reading of the minutes.

A list of USTA equipment in various individuals possession was read: These individuals have iPads: John Chamberlain (Kristine Rodrigues), Lori Perkins, Jackie Stewart, Sandi Rios and Callene Derrick. Additionally, Mark returned the laptop that had been assigned to him and this was provided to Keri Cooke.

New Business:

The first order of business for the board was to address directives for committees and departments as well as motions for consideration. Much of the previous board discussion centered on obstacles for participation in the sport of baton twirling, and specifically, membership in USTA. Recognizing the need for new approaches, the board had some directives for departments and committees.

Directive A: USTA, as an organization, seeks to provide opportunities for members and supporters to participate in the sport of baton twirling at all recreational and competitive levels. There are, however, many barriers to entry that we may have erected that inadvertently dissuade or limit such participation. It is the goal of the Board of Directors that we make efforts to identify such barriers to entry and, to the extent possible, remove or minimize them. **The Board of Directors therefore directs each Department, as an initial step in such efforts, to:**

- Identify 3 – 5 aspects of USTA, within the purview of their Department, that hinder or dissuade people from participating in our organization,
- Propose 5 potential changes and/or initiatives that the Department could launch to address those issues, and
- Identify three of those five potential changes and/or initiatives that the Department would recommend that the Board of Directors fund or pursue.

This should be completed and reported to the President of USTA Board of Directors by February 28, 2018. (Extended to March 19th on Leadership call)

Directive B: To: Ways and Means Committee

Review current Membership fee structure
Analyze how new fee structures in Membership would impact USTA Finances
Propose a new Membership Fee Structure

Directive C: To: Director of the Technical Department

If the Technical Department judges it to be in the athletes' best interests, submit to the Board of Directors a proposal that the Board adopt a policy whereby USTA would purchase Compulsory attire for athletes selected to represent the United States at the World Championships in the soloist categories if:

The athlete has not previously purchased or received compulsory attire for use at a previous World Championships; or

The athlete has previously purchased or received compulsory attire for use at a previous World Championships, but that attire is no longer appropriate for use.

This should be submitted by Friday, February 23, 2018

Items regarding Nationals 2018, and the Judges' Liaison stipend had been added to the agenda. The Board discussed and acted. Regarding Nationals, the Board reviewed a request submitted by Kristine Rodrigues, National Contest Director for additional technology/equipment to meet all the needs at the National Competition. It was agreed that Karen and Tom would discuss Nationals in general to identify any potential challenging areas, and that they would purchase equipment in consultation with Mark.

Directive D: To: Karen Cammer and Tom Breuckman

Tom, check with Mark Nash regarding specific music/technology needed to support Nationals, then communicate that to Karen, who will purchase the appropriate equipment. Possible, potential equipment needed: 1 I-Pad mini, 1 portable CD player or drive and appropriate connecting cables as needed.

Directive E: To: Karen Cammer and Tom Breuckman

Discuss Nationals week to identify challenges and bring recommendations forward to the Board at its next conference call.

In follow-up to previous items brought to the Board, they will ask the Coaches and Judges Departments to consider some of the special awards at Nationals for clarity and consistency and to make recommendations to the Board.

Directive F: To Coaches and Judges Departments

The Board of Directors is concerned that the Esteemed award, Esprit de Corps award, and the Choreography Award lack clarity in implementation and may be duplicative in terms of rewarding teams that have already won their respective team event. The Board, therefore directs the Coaches and Judges Departments to confer and provide their thoughts and recommendations as to whether these awards should continue. If so, in what form, by which processes, and using what criteria. If not, which awards, if any should issue in conjunction with our National competition and the Festival of The Future Team Awards. These should be submitted by April 1, 2018.

The Board also reviewed the stipend for the National Judges' Liaison position.

Motion 4: The Judges Liaison will be compensated at the rate of \$175 per day for all USTA National Competitions in which the Judges Liaison is required to work. The Judges Liaison will be compensated \$250 for completing the US Pre Trials' Judges Assignments.

Moved: Jackie Stewart, Seconded: Sue Skaggs

Passed Unanimously

In the late afternoon/evening on Saturday, the Board engaged in a free-flowing discussion about baton twirling, the future of our organization and how to increase membership and participation.

- State and regional council connections to USTA -- yearly communication between state councils and USTA are not happening. How do we recreate the relationships and the structure within USTA?

- Utilize and invite individuals as ‘guest’ or ‘special’ board members to speak with us about future trends, opportunities for collaboration across organizations, etc. We would like to invite some individuals to join us at our August 2018 meeting
- Brainstorming about how we could support and build on World twirl day
- Improve and expand Social media
- Brand ourselves
- Build up male participation
- Jr. Councils (a la New York)
- RFP’s for ideas that will help twirling grow – put out
- Jason will work on budget challenge ideas for departments
- John will work on ideas for an RFP for individuals to submit ideas to grow and develop the sport (USTA Kickstarter)
- Karen will look for the old rec program from Starline
- Karen has asked the Ways and Means committee to review budget and to try and be prepared with a tentative budget by Nationals. Ways and Means (Sue, John and Tom) please meet at Nationals.

Sunday, February 4, 2018 9:30am:

The Board resumed its meeting on Sunday, February 4. As we returned to consideration of the next 6 – 8 months and the very busy schedule, Karen asked each board member to check in with Departments as follows:

John Chamberlain:	Membership Services
Sue Skaggs:	Bookkeeping
Jason Lee:	Technical Department, contracts, agreements and job descriptions
Tom Breuckman:	Communications (plus board communications to be posted)
Jackie Stewart:	Coaches and judges dept.
Karen Cammer:	Board, dept. leaders (monthly call) and events

Karen will communicate to department leaders this week and will include a synopsis of our expectations for communications, job performance, timelines, etc.

The Board returned to its discussion of the position of Executive Director:

Jason reviewed the job description for the EDOS. The board discussed the job description. We intend to consolidate the job description, shorten it cosmetically; more in line with current industry job postings. We discussed the aspects of management and developing a vision and the tensions between the two and our desire to ensure that we pay enough attention to the visionary aspect of the job.

The board continued reviewing the contract template for Executive Director and made changes to the document. Jason (assisted by Tom) will look for places to post the opening that will maximize exposure of this job announcement.

Elections: Board members on the slating committee will be contacting professionals in sectors to remind and encourage them to vote. Emails will review election procedures, different rounds and eligibility.

Future Meeting Schedule

- February 21 – Board conference call
- February 26 – Department Leader’s conference call
- February 16 – 28 – Board Slating Committee will email professional members in sectors to remind and encourage them to vote
- April 20 - 22 Board meeting Kansas City (depart Sunday morning)
- Fall meeting - tentatively Labor Day Weekend **with Department Directors**

Karen announced there would not be a formal board meeting at Nationals. She reminded the Ways and Means to review the budget and be prepared with a tentative budget by nationals

Motion 5: To adjourn the meeting.

Moved by Jackie Stewart, seconded by Sue Skaggs to adjourn the meeting.

Passed Unanimously

Respectfully Submitted,

**Thomas Breuckman
Secretary, U.S. Twirling Association**