

## BOARD MEETING MINUTES

Retreat

May 3<sup>rd</sup>-4<sup>th</sup>

Chinook Winds Casino

**Present:** Sarah Devereaux, Courtney Schamp, Tracy Brandt, Christine Langley, Jenny Gonrowski, Missy Hippe, Brandie Seibel, Chante Potter, Melissa Gemmett, Karin Hoggard, Suzi Stavvas, Haley Thomas, Melissa Hoekert, Megan Day, Brianna McCain, Lisa Berg, Jessica Anderson, Bri MacInness, Melia Chinn, Jessica Bascom, James Underwood, Janet Fryback, and Natalie Stager (23)

**Absent:** Katie Underwood (1)

### REVIEW MINUTES FROM MARCH MEETING

**Natalie**

Motion to accept the minutes

#### **Motion to accept the minutes**

Christine makes motion, Jenny seconds; motion passes (22-0-0)

**Meeting called to order at 9:10 a.m.**

### *Executive Officers*

#### **TREASURER**

**Tracy**

- Financial Report
  - Account balance: \$85,494.87
- New Budget

#### **PRESIDENT**

**Sarah**

- Welcome to the Board
- New Business
  - OCCA Executive Board – New year, new focus
  - Board meeting behavior/expectations on events
    - Try hard to make it to all board meetings
    - Make sure to respond to emails in a timely manner, especially to membership
      - Shoot for within 24 hours
  - Set up board meetings for 2019-2020/Retreat 2020
    - Board Meetings
      - Sept. 15th @ South Albany
      - Jan. 5th @ OSAA Office
      - March 8th @ OSAA Office
    - Retreat 2020
      - May 29th & 30, 2020 - Location TBA
      - Have sign up for people who would like to stay for a second night and not drive home after Saturday meeting

#### **VICE PRESIDENT**

**Courtney**

- Team cheer clinic dates & locations have been set
  - Dates/locations
    - Southern Oregon - June 22nd @TBA
    - Eastern Oregon - July 27th @ Umatilla HS
    - Eugene - July 27th @ North Eugene HS

- Central Oregon - August 17th @ Ridgeview HS
  - Portland - August 24th @ Oregon City HS
  - Rec. - October 20th @ Newberg HS
- o 10:00-2:00 for most clinics, youth 1:00-4:00
  - Some clinics may have different times
- o Still looking for Southern location
- o Board members need to sign up to help at 1+ clinics. Try for more than 1.
- o Review Curriculum - More structured, detailed, consistent curriculum
- o Schedule for all board members will go out by May 15th for all clinics including teaching assignments and all information you need regarding the clinic.
- HOF – Discussion. HOF will be selected at Sept meeting, encourage nominations.
- Google Drive – Reminder to put all files in Google Drive
- Awards
  - o Table for later meeting: Should we change the rule about not being allowed to be a finalist for an award the year after you win it?
  - o Kim Hunter award
    - Teams can disqualify themselves with negative behavior toward QC throughout the season.
  - o Add program award - CLASS?
    - Discussion about nominating vs. applying
      - Possible for teams to nominate themselves, but other people can nominate them too
    - Show finalist videos throughout dinner at conference and then announce winner at end?
    - Make award qualifications specific so it doesn't get confused with COY
      - Nominate team/program vs. coach
      - Possible for teams to nominate themselves, but other people can nominate them too
    - Nominations typed up like normal, finalists make videos
    - Discussion about doing it earlier in the season to give teams time to get videos ready
      - Decided that it needs to be a little later in the season so teams have time to do all of their community service and events
    - Create a committee for this: Courtney took down names
      - Committee will discuss at lunch
    - James will mention in next CheerCast
  - o Pins for winners
    - Order new pins
  - o Youth/Rec Coach of the Year
    - Should we add this award?
      - Board agrees that it sounds like a good idea
      - Rec. Coach of the Year - same as all the other awards
      - Courtney moves to add Rec. COY award. Jenny seconds. Motion passes (22-0-0)
  - o Changing name of Rookie award?
    - Decided to keep the name of Rookie award

**SECRETARY**

**Natalie**

- Bylaw & Constitution updates/changes

- o Natalie moves to add sponsoring and coordinating the annual coaches conference to the purpose section of the constitution (II - Constitution). Christine seconds. Motion passes (22-0-0)
- o Melissa moves to strike that the membership fee be voted on at the annual business meeting (III. B. - Constitution). Brandie seconds. Motion passes (22-0-0)
- o Suzi moves to re-word VII. B. in the constitution to state that the Executive Board is required to provide general membership any proposed changes to the constitution via email four weeks before general meeting (VII.B - Constitution). Melissa seconds. Motion passes (22-0-0)
- o Bri McInnes moves to strike the newsletter from one of the responsibilities of Vice President (I.A.2 - By-Laws). Christine seconds. Motion passes (20-0-2)
- o Suzi moves that we change policy so that if OCCA President does not meet the required criteria to serve as an OSAA Rep., the President shall appoint an interim OSAA Rep. who will serve until the next general election (I.A.5.d.a. - By-Laws). Bri MacInnes seconds. Motion passes (22-0-0)
- o Christine moves to strike membership chair from Budget Committee (I.B.1.c - By-Laws). Tracy seconds. Motion passes (21-0-1)
- o Courtney moves to change Conference Chair to Conference Director (I.B.6 - By-Laws). Brandie seconds. Motion passes (21-0-1)
- o Natalie moves to change the wording for when board applications are due at conference from noon to the designated time (XI.C - By-Laws). Christine seconds. Motion passes (22-0-0)
- o Discussion about making sure to have bios and ballots are passed out at same time (or ballots after) to tables during conference so people have
- o When voting on Facebook, have discussion first and then voting
- Newsletter Ideas
  - o New format
  - o Maybe add hot links to help make it more concise
  - o Maybe use new program?
    - Canva
    - Smore.com
  - o OCCA Branding
- Board Meeting Minutes – Need to include when anyone leaves early.
- Maintain and monitor OCCAgeneral@gmail.com email account
- Currently working on an outreach letter about OCCA to schools who are not members and certain schools. Letter will be mailed to all athletic directors.

## OSAA REPS

**James and Christine**

- Going to be a new Activities Rep. to the Executive Board
  - o James and Christine will help interview
- Feedback from round tables regarding Game Day division at state
  - o Majority said no
    - Didn't want to have to pick one and split divisions
- Alternate numbers at state (increasing number of alternates allowed in/listed)
  - o OSAA would have to change in their bylaws
  - o In the past, OSAA has said that if you have that many alternates, why aren't they competing/participating?
  - o Not fair to some alternatives to not be listed in program due to a cutoff
  - o Dance gets more coaches in for free
    - Should ask for the same as dance gets
  - o No longer have small & large divisions. Why can't we list our whole Varsity roster?

- o Why can't OSAA just pull the full roster for the program?
- o Discussion about why we still have 20 maximum if we don't have small and large divisions
- o Will propose letting whole Varsity roster be in program and match dance with how many are allowed in (larger cap)
  - What would they do for medals? Maybe have extra? Will need to figure out logistics.
- Alternates and coaches being allowed to sit in front (or in taped off area in from corners) for state performance.
  - o Discussion about where coaches would be vs. extra coaches, alternates, etc.
    - Would there be a limit?
    - Could this cause a problem with voice being scored - more coaches/alternates on the floor could contribute to the voice
    - Need to have a cut off number?
      - Could be a logistical issue for people doing their jobs (i.e. Safety Judge needs to run between different places quickly)
  - o Coaches could still sit in front
  - o Could we section off a part of the seats where alternates/coaches can sit during teams (similar to Nationals)?
    - Have a set number of chair and then the alternates head off with coaches/team
    - Front row set aside for alternates/coaches up to 8
  - o Will propose 8 alternates, 2 coaches in front, and 1 person to play music
- Could potentially run into issues with the Board of Education asking why you have so many on team but a lot of them don't compete OR having boys on sideline team but not competing coed.
- James – Summer updates / OSAA Take Five articles
  - o James will continue to write Take Five articles

**Break from 11:10 - 11:25 p.m.**

### ***OCCA Special Appointment Personnel***

#### **VENDOR LIAISON**

**Brandie**

- 2019 Conference wrap up (Sarah)
  - o 14 vendors
  - o Varsity sponsored the awards banquet and chipped in \$5,000
  - o Feedback from vendors:
    - Loved the Friday night kickoff party
    - Passport game
    - Concerned about classrooms being in areas where there aren't vendors, so there were long periods of times where vendors wouldn't see coaches
- 2020 Conference
  - o New Ideas
    - Discussed in the past where vendors were able to introduce themselves during the fashion show. Might be good to include in the future.
    - Make sure that vendor raffles happen throughout entire conference
    - Maybe add a job for board members at conference that are in charge of raffles
    - Clear expectations for vendors about what is expected of them
  - o Vendor Sponsorship of the 2020 event
- Vendor rate sheet for OCCA events

- o Consistent rates
- o Add podcast sponsorship to rate sheet
- Brandie has goal of 5 new vendors for Conference
- Check vendor list to make sure that the representatives are current
- Vendor spotlight in newsletter - will work with Natalie

### **REC. LIAISON**

**Megan**

- Rec. One Day Clinic
  - o What makes sense to teach at this clinic
    - Will connect with Courtney to plan/modify content
    - Break up by skill/age
  - o Round table for coaches
- New ideas for outreach
  - o Clearly communicate what will be offered, what it is, expectations, etc.
  - o Gathering contacts
- Updated Handbook (Sarah)
  - o Will be on website and social media
- What are the biggest challenges right now with youth
- Will require rec. and all-star teams to show proof of insurance to compete at OCCA events
  - o Megan will keep track of rec.
    - Will reach out to programs
  - o Coaches can send to her and be checked off
- Safety concerns for rec. go to Haley to handle
- Natalie moves to change title of Youth/Rec. Liaison to Rec. Liaison. Jenny seconds. Motion passes (22-0-0)

### **Lunch Break 12:00-12:38**

### **SPIRIT SAFETY WORKSHOP – VIDEO CONTENT**

**James / Sarah / Haley**

- Discussion of content to include in spirit safety workshop video
  - o Discussion about new formats/requirements for the online test to help make sure coaches fully understand rules
- Adding a feature: if you don't pass the test at the end with a certain score, must wait 24 hours to retake it
- Haley is going to talk to federation about potentially allowing for an exception for some theme pieces that currently may not be allowed (for example: leis, senior sashes, etc.)

### **HISTORIAN**

**Janet**

- Working on collecting historical data from Jan
  - o Jan will send Janet items and then they can scan them and put them online (James will help with this)
  - o Can post old state videos on YouTube
- Adding a OCCA Library to conference 2020

### ***OCCA Operations***

### **SCHOLARSHIP CHAIR**

**Jessica B.**

- Confirm amount of encumbered scholarships
  - o Encumbered - \$28,750
  - o Unclaimed and expired - \$22,800 (over all the years)

- Anything need to update regarding the application process?
  - Jessica changed the application over the past few years. Thinks it's working well.
  - Felt essay question confused some applicants, but we decided to keep it because it is a strong question.
- Updated process of tracking scholarships.
  - Plans to track scholarships better this year
- Discussion about the process for letting applicants know their scholarship is about to expire
  - Jessica emails every summer to let applicants know that their scholarships will expire.
- Consider switching everything to electronic format for this year
  - Can accept emailed transcripts from registrar's as official instead of the mailed official version

### **COMMUNICATIONS CHAIR**

**Melia**

- Website Refresh
- New website platform
  - Moving away from Weebly
  - Melia looking into what other features we want and what could be added
  - Looking into costs
    - Current approximation about \$500/year
  - Want to make website as clear and easy to use as possible
- Discussion about OCCA app
  - Melia will look into it
- OCCA branding
  - Using a consistent font, logo, color scheme, etc.
    - When we get logo, create graphics for each OCCA event with same logo (i.e. Championships, Game Day, All-State, etc.)
  - Numerous options for graphic designers to help
    - Christine, Megan, and Melia have contacts
- General email addresses (example: president@occa.net)

### **MEMBERSHIP CHAIR**

**Suzi**

- Update on numbers - Approximately 205
  - Contact members who marked "no" about pictures being used
- New online form
  - Ready once an email is established

### **SOCIAL MEDIA CHAIR**

**James**

- Updates
- Hat hashtag - #myoccahat
- Sell CHEER hats for fundraiser?
- Facebook groups for each classification – Sarah/James

### ***OCCA Event Directors***

### **LES SCHWAB BOWL**

**Lisa**

- 2019 Game Updates- (Coaches, Team Selections, Gear, etc)
  - North Coaches - Christine & Brandie, South Coaches - Courtney & Robin
  - Suzi is choreographer - Dirk offered StyleShock
  - Staying at Embassy Suites - same as previous years

- Waiting to book rooms until we know final numbers, but they have openings
  - Tracy will book rooms when numbers are known
- o Becki is working on shirts
- o Poms being ordered - Omni
- o Smaller team this year with less applicants
- o School bows
- o June 15th
- New ideas for 2020 game
  - o Applications online

### SHRINE GAME

Melissa G.

- 2019 Game Updates - (Coaches, Team Selections, Gear, etc)
  - o Teams chosen
  - o Lower numbers this year
  - o Sarah is choreographer - Dirk offered StyleShock
  - o Coaches Megan Day & Amber Rosa
  - o August 3rd
- New ideas for 2020 game

### ALL-STATE

Katie – **ABSENT**

- 2019 Date: November 9th - Think Thurston will have an area available for All-State with the construction
- NFHS live stream this year
  - o Will have to pay for a subscription, but shouldn't have streaming issues like last year
- Presentation of 2019 changes include decreasing the amount of required teams for stunt divisions, number of athletes on each team, partner stunt definition of spotter/base, clarifying the tumbling skills (example: 4A athlete did a toe touch BHS and not a single BHS, requirement is standing or running BHS).
  - o Spotter/base clarification is needed
    - Intent of rule was that spotter cannot become a base
    - Katie will add clarification that a spotter cannot become a base in a partner stunt. The spotter and base cannot switch spots
    - Spotter can only be in one partner stunt
  - o Tumbling clarification
    - Issue: Standing BHS is required - one athlete did TT BHS but not a standing BHS alone
      - Decided this is okay
      - It must just be somewhere in the routine
    - Discussion about lowering minimum number of stunt groups required for own divisions at All-State
    - Suzi moves that we set the minimum requirement of stunt groups for All-State divisions to be separated at 8. Chante seconds. Motion passes (22-0-0)
    - Christine moves that stunt group awards should follow the percentage (35% up to 5) of teams that actually competed. Suzi seconds. Motion passes (22-0-0)
- Discussion about placements if there is a tie
  - o Example: Tie for 2nd - place should be awarded 1st, 2nd, 2nd, 4th, 5th, etc.
- Discussion about tenths of points and averaging scores
  - o **Should not be averaging scores at any competition**
- Website link: What is All-State, score sheets, general information, etc.
- Add box on registration for them to check saying they have the license for their music

## OCCA CHAMPIONSHIPS

Melissa H.

- Event details for 2020
  - Date - Feb. 23, 2020 (Sunday)
  - Venue - Salem Pavilion
  - Conflicts
- Major changes for 2020 event?
  - Discussion about adding a youth game day division
    - Long day - time could be an issue
      - If adding youth game day, could remove individuals to help with time issue
      - Judging game day performances faster than team routines or individuals
      - Only include one Game Day division for youth, so it wouldn't be adding that many divisions
    - Could raise more money by having a Game Day option
    - Teams would be able to compete in Game Day and their other team division
  - Will add Crowd Leading division for rec. and remove the individuals division for 2020
  - Missy suggests adding a worker to help with music in warm up
  - Discussion about music licenses of teams
    - Will be a box for them to check saying they have the license for their music (also add to All-State)
- Tabled for Retreat from January Meeting: not accepting personal checks for spectators
  - Melissa will add to the packet
- Tabled for Retreat from March Meeting: consider moving Rec teams back to morning and re-evaluating the individual category.
  - Melissa will move rec. teams back in morning session
- Melissa is looking into sound system for event

## OCCA COACHES CONFERENCE

Chante

### 2019 Wrap Up!

- 224 total attendees, up from last year
- 7 new attending schools
- Made classes 45 minutes, seemed to work well
- Total Profit - Approximately \$2,955
- 2020 Details
  - Date - April 17-19th, 2020
    - Discussion about April vs. May conference
  - Location/Venue - Salem Convention Center
  - Information needs to be sent out sooner so coaches can plan their budget and time.
  - Theme - Masquerade - "Unmask Your Teaching Talents..."
  - Keynote Speaker ideas – Debbie Love?
  - Discussion of potential changes for future conferences
    - Maybe a sticker on name tag for meals instead of bracelet
    - OCCA will not provide hotel rooms for instructors
    - Qualifying instructors (as determined by conference director each year) will be given additional \$100 to pay for lodging
    - Open up instructor application process to others who would like to instruct
      - Create a committee to help choose instructors
    - Change up how the judging scoresheet class is scheduled to get more participants?
    - Have instructor send detailed plan of class to make sure there isn't a lot of repetition
    - Make Friday night a really fun kick off night - panel, keynote, fashion show, etc.
    - Mail out save the dates and invitations
    - No longer create booklets?

- Everyone receive a spiral notebook with schedule inside
- Schedule has QR code in it that will link to information
- Online registration

### **Break 3:05 - 3:20**

### **OCCA GAME DAY CHAMPIONSHIPS**

**Bri MacInness**

- 2019 Event Details
  - o September 22<sup>nd</sup> / Willamette University (Will need a HS team to help)
    - Email out to ask for teams that would like to help
  - o Unsure if backdrop will be able to be used or not
  - o Bri will not be at setup (Saturday evening) the day before due to prior commitment, but she will have everything ready to be set up
- Fees
  - o Same as last year to get in
- Divisions offered
  - o Mascots - Exhibition only for this year
  - o Combining
    - Crowd Leading on its own
    - Combine band dance, situational, and fight song (in that order)
      - Have scoresheet go in same order
      - If a team doesn't have one of the categories, they will receive a zero in that category
- Specifying Division Rules
  - o Band Dance
    - Must use actual band music
  - o Do jumps/kicks count towards score when teams rally on
    - Last year did not count skills in the rally on, but did count skills in transition
    - Committee should discuss this and out of division skills
  - o Professional Choreography / Camp Material
- Specific game day score sheets
  - o Changes will take place within a committee
    - Will be online
    - Revisit allowing some more difficult skills?
    - No averaging of scoresheets
    - Discuss when skills count/don't count towards score
    - Jenny documented names of committee
- Timed warm ups this year
- If someone/school has not paid for a prior OCCA event/fee, they cannot participate in another OCCA event until they have paid the outstanding balance.
  - o Keeps going until the outstanding balance is paid (even if it goes over a year)
  - o School/Program is responsible for the balance, even if an individual coach has left

### **Event Assistant**

**Missy and Jessica**

- Split up events
  - o Sarah will assign to events at a later time

### ***Competition***

### **JUDGE COORDINATOR/PERFORMANCE JUDGE TRAINER**

**Jenny**

- Score sheets
  - o Presentation of proposals for change

- o Discussion about proposals
  - Adding in front vs. back flexibility extended one footed stunts as separate boxes which can count as two separate criteria to get you into a range
  - High to high tic in 8-10 range, high to low tic in 6-7 range
  - Inversion must have at least one foot above hip level, as well as shoulders below hip level, for the entirety of the inversion for it to count as an inversion
  - Pyramid twist must be at least a ½ twist
  - Full around from prep up to two footed extended stunt should be 6-7 range and full around from prep to one footed extended student should be in 8-10 range. Bases can only complete part of the rotation, not the entire rotation of the stunt.
  - Add basket tosses to the stunt rubric instead of having them in their own category
    - High school teams would now need 4 skills to get into a range (which would now include basket tosses)
    - Will rearrange scoresheets to balance them out after this change
  - Putting emphasis on synchronized tumbling as a driver through the range
  - Jump to tumble change
  - Jenny will write up and send out additional changes/additions
- Jenny moves to change scoresheets. Bri McInnes seconds. Motion passes (21-0-1)
  - o Move basket tosses to the stunt rubric
  - o Reduce jumps to 15 points
  - o Add five points in building creativity
  - o Move cheer skills to building score
  - o Four stunt skills are now required to get into a range
- Will live stream training this year
- New recruitment ideas for Performance Judges
- New performance judge training program
  - o Ongoing education
  - o Skill checks
- Quality Control – What is working and what isn't
  - o Working well
- Discussion about sportsmanship deductions
- Set Judge Training date
  - o August 18th @ 12:00 p.m. - I-5 Corridor
- Ongoing education for Performance Judge Trainer
  - o Christine moves that we continue to pay for Judge Trainer continuing education. Suzi seconds. Motion passes (20-0-2)
  - o OCCA will pay for Jenny to attend Varsity training

### **TECHNICAL CHAIR**

**Haley**

- New recruitment ideas for Tech Judges
- Rules Interpreter for OSAA
  - o Please encourage coaches to contact Haley directly
- NFHS – Spirit Rules Interpreter Meeting
  - o Sending Haley
- New tech judge training program
  - o Ongoing education
- Prop Violations – New Tiered system
  - o 1 point system, max out at 3

### **SPOTTER COORDINATOR**

**Karin**

- Building a core group

- o Recruitment / Spotters located in all areas of Oregon to limit driving
- Training Program
  - o New spotters go to One Day Team Clinics for training
- Discussion about spotters follow the same technical rules as participants (hair, jewelry, etc.)
- Have spotters sign a waiver? What is the liability?
  - o Karin will look into this

### **COMPETITION COORDINATOR**

**Bri McCain**

- Website clean up
  - o Try to make website even more clear for competition coordinator section
  - o Add in clear links for all divisions and information for all divisions. Example: Stunt Groups, click on it and it takes you to score sheets and all the general information needed (must be a minute long, performed to music, rules for using athletes, etc.)
- Director's letter, new ways of reducing the amount of information? Maybe we utilize website more?
  - o People should send in ideas
- New job duties – Judge scheduling
- Discussion about safety concerns with teams coming to the floor prior to awards
  - o Suggest that competition directors take this into account and plan/make rules accordingly
  - o Test it out at Game Day
- PENDING: sanctioning committee meeting date/time

### **OSAA STATE CHAMPIONSHIPS LIAISON**

**Sarah**

- Need to schedule meeting with Kelly
- Possible backdrop?
  - o Talk to OSAA/Kelly
- Leslie Maley Choreo Award
  - o Possibly give out 4? Two to morning session, and two to afternoon session
  - o Christine moves that we add two more choreography awards to award two for the morning session (1 per panel) and two for the afternoon session (1 per panel). Jenny seconds. Motion passes. (20-0-2)
- Base state schedule on placements throughout the competition season
  - o Assign points based on placements.
  - o Could do two draws for each division. Split in half and then randomly pick for bottom and top half of schedule.

**Meeting adjourned at 6:40 p.m.**

**Jessica B. moves to adjourn meeting. Natalie seconds. Motion passes (22-0-0)**

**Courtney & Jessica A. left early to go get dinner ready for the board**

