USA Dance Chapter 2017
Meeting Minutes

Meeting/Project Name: April Board Meeting

Date/Time: April 04, 2025

Location: Teams

Organizer: Luke Collins

Attendance:

Board Members	Title	Present	Absent
Tony Nguyen	President		X
Luke Collins	Vice President	X	
Eric Hoyer	Treasurer	X	
Lillie Kuss	Secretary	X	
Catherine Donohue	Member at Large	X	
Allison Vitort	Member at Large	X	

Others present: None

Agenda:

Opening

- Call to Order: Luke Collins, Vice President

Reports

- Vice President
  - The April email newsletter has been sent
  - Created an "Intro to the Media Team" document for media volunteers to reference
  - Created a sponsorship package draft. It has been reviewed and is currently undergoing revisions.

- Treasurer
  - Built a proposed budget to be included for Fiscal Year 2025 Budget and submitted it to the other board members
  - Hundreds of volunteer hours were logged already this year. Keep up the great work!
  - Our new website is live! Luke Collins is accepting feedback.
  - A grant has been prepared and is ready to submit for summer programs

- Discussed Rochester Fest and rural dance event ideas
- We served 354 people this month, including 45 people at our featured event

- Secretary
  - February meeting minutes have been sent out to the board for approvals
  - Sent email response to address the complaint we received from an outside party, complete with a read receipt and delivery receipt
    - A response was received and was forwarded to all the board members at the request of the outside party
  - Updated our board meeting agenda file to include our updated logo, which includes our chapter number
  - Created a Meeting Minute Template that will help in creating meeting minutes more efficiently
  - Created an on-boarding form for the adding new volunteers to Teams
  - Printed the playlists, calendars, and upcoming event poster for our Red-Carpet Formal
    - Looked into using an alternative reduced cost printing option, but decided against it due to being unable to get receipts
  - Added a new media volunteer to Teams

- Members at Large
  - Cat Donohue
    - Discussed survey results from the Red Carpet Formal
  - Allison Vitort
    - The decorations for the upcoming dance have been planned by the tango society

Open Discussion

- Eric Hoyer
  - Created a tax-exempt account with the store we use for our printing services.
  - USA Dance Bi-Laws were discussed regarding employment, meeting minutes, the annual general meeting, and the election
    - Details for our 2025 General Meeting were discussed
  - Details regarding our chapter name, legal name, and designation were discussed
  - Presented date for the Enchanted Winter Formal
  - Discussed potential new name tags to be used for volunteers
  - Areas of improvement with the use of Teams software were brought up
  - Suggested new ideas of where to get more volunteers
  - Discussed partnership updates and live band opportunities at our events
  - Talked about plans for increased instructor compensation

  - Explained a new platform for raising money that we could use for our chapter as well as creating a campaign for local college ballroom dance groups

- Catherine Donohue
  - Discussed what USA Dance activities can be counted towards volunteer hours

Closing

- Announcements
  - Monday, April 7, 2025 Dancing Downtown
  - Saturday April 12, 2025 A night at Buenos Aries

- Adjournment
  - Eric Hoyer motioned to adjourn the meeting and Allison Vitort seconded the motion

- Next Meeting
  - Friday May 02, 2025 at 8:00 PM CST