USA Dance Chapter 2017
Meeting Minutes

Meeting/Project Name: October Board Meeting

Date/Time: October 02, 2025 at 8:00PM

Location: Teams (Virtual)

Organizer: Lillie Kuss

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

Agenda:

Opening

- Call to Order: Luke Collins

Reports

- President (Presented by Luke Collins and Eric Hoyer)
  - We have an instructor lined up for our Prince and Princess upcoming featured event
  - Our chapter has received good feedback from corporate, and we are sitting in a good position

- Vice President
  - Updated the newsletter to send out tomorrow
  - We have been asked by the Winona area dancers if anyone in our area would like to perform at their dances. Nobody from their end would perform in return.
  - Updated our social dance half sheet flyer, which Eric will send some to Winona. We received some of their half sheets and will be displaying them at our events.
  - The Luther Ballroom Swing Club responded to our email and is interested in coming to our dance opportunities
  - Had a meeting with Eric about the marketing budget and settled on three advertising campaigns
  - There is a media volunteer scheduled for the October featured event
  - Presented the analytics for our Post Bulletin advertising

- A consistent volunteer form is in the works

- Treasurer
  - Reported our bank account balance
  - Discussed if the treasurer gets paid for non-treasurer related work for USA Dance, it needs to be approved by the Chapter President or Vice-President
  - Set up Intuit QuickBooks for accounting and check printing purposes
  - Submitted the CMAC Grant Application with a request for $6000 to run our advanced program leading up to the Rochester Fest Capstone Project. We could offer the advanced program to the participants of the current Winter Dance Enchantment Project and also include a beginner level for newcomers.

- Secretary
  - Washed and folded tablecloths for our next featured event
  - Added cards and cupcakes to our budget template for next year
  - There are no member birthdays in October
  - Two memberships are expiring at the end of the month

- Members at Large
  - Created a volunteer agreement form and presented it to the other board members to review

- Nominations and Elections Committee
  - Will announce at October featured event that our election will be held at the next featured event
  - The plan is to have the voting during half time of our November featured event
  - Made a nominations form and will create a scannable QR code for each table at our next featured event. Luke is looking for feedback if the board can look over before our featured event.
  - We have not received any new candidate applications this past month
  - Eric asked every board member to nominate a couple people for a board position

New Business Initiatives

- **Eric Hoyer**
  - Our new sponsorship from Forte Living is moving forward
    - We are hosting a 50's and 60's themed event with them at their Rochester location on October 24th, 2025.
    - Eric has a contact who sells golf carts and may help provide a shuttle service to and from a nearby parking lot, in case the main parking lot fills up.
    - We will promote it in our upcoming newsletter and on Facebook and they will also promote it on their platforms

        - We do not have to cover the costs of the instructor and we can reuse decorations from our last 50s and 60s event
    - The History Center of Olmstead County is having their 100th anniversary celebration and would like our organization to be involved in planning and throwing an event
    - We have a permanent volunteer for the 125 Live Friday Dance Series.
        - She will set up the tablecloth, flyers, business cards, and answer any questions
        - This is great, because now Eric doesn't need to be there every Friday when he doesn't teach
    - U Dance Fest
        - Eric has been working with the USA Dance chapter up in the Twin Cities and corporate to plan some sort of ballroom competition in the Rochester Area
        - We are trying to get the current people running U Dance Fest to help us host it March of 2027 in Rochester. We would help get the venue and sponsors.

Open Discussion

- **Eric Hoyer**
    - Discussed the marketing budget for The Winter Formal and guidelines on what needs to be included on banners, yard signs, and flyers
    - Asked Catherine Donohue to create surveys to evaluate the grant use
    - Proposed putting the check in table out in the hallway at our 125 featured events and fill the extra space in the ballroom with more tables and chairs
    - Give Butter, the donation platform we are using, came out with event seating feature that we could possibly use for our winter formal

Closing

- Announcements:
    - Our next featured event is October 12, 2025, with the Princes and Princesses theme
- Adjournment:
    - Eric Hoyer motioned to adjourn the meeting, and Luke Collins seconded it.
- Next Meeting:
    - Currently scheduled for October 31, 2025. Lillie will be in charge of scheduling a new date if needed, since it is on Halloween.