USA Dance Chapter 2017
Meeting Minutes

Meeting/Project Name: December Board Meeting

Date/Time: December 05, 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

Invited Guests	Title	Present	Absent
Sheyenne Hannigan	Instructor/Potential Education Committee Co-Chair	X	

Agenda:

Opening

- Call to Order: Luke Collins
- Introductions

Reports

- President (Presented by Eric Hoyer)
    - Enchanted Winter Formal
        - The marketing banners have been completed
        - Gary Dahl will teach the Viennese Walz
        - The formal will start a half an hour earlier than normal featured events to make time for a half hour-long intermission with performances, giveaways, and a presentation
        - Will bring flyers to Dancing Downtown
        - Encouraged everyone to invite others to the formal

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- Vice President
    - Created ballots and administered the election at the November featured event
    - We have five new board members for next year
        - New board members have been emailed with the orientation date, time, and location
    - Sent out the MailChimp December Newsletter
    - Created a SOP to be used by the Nominations and Elections Committee for running elections in the future more easily

- Treasurer
    - Presented the chapter activity reports for September, October, and November
    - Shared our current assets
    - Asked for a documented approval from the Vice President to be paid for Winter Dance Enchantment Lessons, as well as rent and travel reimbursement
        - Corporate has approved this
    - Working on the 2025 Impact Report
        - We served 6,136 people so far this year, compared to 566 people last year
    - Adding the new Treasurer to all accounts
        - Eric will remain a secondary signer for the next two years as President
    - Removing previous board members from all accounts
    - Had two instructor no-shows for Friday Dance Series due to miscommunications
        - Eric will take steps to correct that and make sure it doesn't happen again
        - It would be nice for set up volunteers to have a basic understanding of the dance being taught, just in case the instructor doesn't show

- Secretary
    - Checking the info email twice a week, but have not received any emails worth noting this past month
    - Learned how to upload approved meeting minutes to our website
        - Uploaded the approved July Meeting Minutes
        - Eric suggested that both Lillie and Luke be on the marketing and media committee next year to help build out the website better
    - Emailed out the August Meeting Minutes to board members for approval
    - Mailed out birthday cards from last month's featured event, since nobody picked them up

- Members at Large
    - Catherine made a survey for the Winter Dance Enchantment Project online with a corresponding QR card that we can display, as well as paper copies of the survey
    - Please encourage people who come to our formal event to fill it out

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New Business Initiatives

- **Eric Hoyer**
  - Changed the emails for all board members to better reflect our roles and make it easier for board member transitions. Example: Eric.Hoyer@USADance2017.org was changed to President@USADance2017.org.
  - Encouraged board members to use the Microsoft Edge browser when working on USA Dance tasks. Log in with your USA Dance account and set up sync in settings. This will save bookmarks of commonly used websites for your role to your account, making board member transitions easier.

Open Discussion

- **Eric Hoyer**
  - Overview of Teams Changes
    - The Executive Board of Director folders have changed locations
    - Each Committee will have their own Team folder
  - Preview of Board Orientation Agenda
    - The committees we are going to set up include: the executive committee, membership committee, finance committee, nominating and governing committee, programmatic committee, fundraising committee, performance and production committee, education and training committee, outreach and partnerships committee, marketing and communications committee
    - Every committee will have its own email and calendar
      - Emails could be put on the website in the future
      - Will make it easier for the secretary to forward emails from the info mailbox to the appropriate parties
- **Cheyenne**
  - Agrees with the decision to form new committees based on the fact we are growing so quickly
  - Interested in joining the education and training committee as a co-chair to help guide lesson structure, lesson format, and policies such as the classification of professionals

Closing

- Announcements:
  - Board Orientation is December 6th, 2025 at 8:00PM – 4:00PM (tomorrow)
  - The Winter Dance Enchantment Formal is December 20th, 2025
- Adjournment:
  - Luke Collins motioned to adjourn the meeting, and Lillie Kuss seconded it

- Next Meeting:
    - The January Board Meeting date and time will be determined during Board Orientation