USA Dance Chapter 2017
Meeting Minutes

Meeting/Project Name: January Board Meeting

Date/Time: January 02, 2026 at 7:00 PM

Location: Teams (Virtual)

Organizer: Lillie Kuss

Attendance:

Board Member	Title	Present	Absent		Board Member	Title	Present	Absent
Eric Hoyer	President	X			Catherine Donohue	Director-At-Large 1	X	
Luke Collins	Vice President	X			Lily Porter	Director-At-Large 2	X	
Steven Benton Jenne	Treasurer	X			Ashley Grant	Director-At-Large 3	X	
Lillie Kuss	Secretary	X			Judy Savage	Director-At-Large 4	X	
					Farbod Maya	Director-At-Large 5		X

Committee	Representative	Role	Voting Member (Y/N)
Executive	Eric Hoyer	Chair	Yes
Membership	Catherine Donohue	Chair	Yes
Finance	Steven Benton Jenne	Chair	Yes
Governance	Luke Collins	Chair	Yes
Programmatic	Judy Savage	Chair	Yes
Fundraising	Eric Hoyer	Chair	Yes
Performance & Production	Lily Porter	Chair	Yes
Education & Training	Eric Hoyer	Chair	Yes
Outreach & Partnerships	Steven Benton Jenne	Chair	Yes
Marketing & Communications	Ashley Grant	Chair	Yes

Invited Guests	Title	Present	Absent
Cheyenne Hannigan	Professional Instructor	X	

Purpose: This recurring meeting brings together board members, committee representatives, and stakeholders to report on progress, conduct governance, and align on initiatives that advance Southern MN USA Dance's Mission.

Agenda:

Opening

- Call to Order: Eric Hoyer, President

Review of Mission, Vision, Values, and Strategic Statement

- Mission Statement
    - To enrich lives by hosting community-centric dance events and educational programs, creating a platform for social dancing, competition, and volunteerism, where everyone from beginners to advanced competitors can find joy, opportunity, and a sense of belonging.
- Vision Statement

USA Dance Chapter 2017
Meeting Minutes

    - Our vision at USA Dance Chapter 2017 is to see our events filled with enthusiastic dancers, enhancing our community's growth and skill, ensuring knowledge retention, promoting social connections, and inspiring the youth to participate and enjoy dancing.
- Values Statement
    - Our values at USA Dance Chapter 2017 include respect, teamwork, and responsibility, where inclusivity and learning lead to sustainable growth, all while we serve our community with transparency and commitment.
- Strategic Statement
    - As we build toward our long-term strategic plan (developed by the Executive Committee), today's meeting focuses on collaborative reporting and decision-making to drive operational excellence, community engagement, and scalable growth in Southern Minnesota.

Introductions and Meeting Expectations

- All board members introduced themselves, stating their name and role within the organization
- Meeting expectations were discussed
    - Participation is limited to board members, committee chairs or representatives, and invited guests. Members are welcome to observe but must hold questions or comments until the open discussion portion.
    - Everyone is expected to uphold our values of respect and teamwork

Committee Reports and Appointments

- Executive Committee Report
    - Will be focusing on engagement, a dance floor, and partnership development over the next year
        - Committee does not feel the need to change the mission, vision, or values statements to be able to accomplish these goals

- Committee Appointments
    - The Executive Committee will be Chaired by Eric Hoyer and Co-chaired by Luke Collins. Members include S. Benton Jenne, Lillie Kuss, and Catherine Donohue.
    - Catherine Donohue was appointed Chair of the Membership Committee
    - S. Benton Jenne was appointed Chair of the Finance Committee and Luke Collins will be Co-chair
    - Luke Collins was appointed Chair of the Nominating and Governance Committee
    - Judy Savage was appointed Chair of the Programmatic Committee and Lilly Porter will be Co-chair
    - Eric Hoyer will be the Chair of the Fundraising Committee
    - Lilly Porter was appointed Chair of the Performance and Production Committee
    - Eric Hoyer will be the Chair of the Education and Training Committee and Cheyenne will be Co-chair
    - S. Benton Jenne was appointed to the Outreach and Partnership Committee
    - Ashley Grant was appointed chair of the Marketing and Communications Committee and Luke Collins will be Co-chair

- Membership Committee Report
    - Catherine Donohue will discuss with her committee what we would like to do with the Facebook Group Page that is currently public and no longer updated. An idea was brought up to change the group page to private and use it for members only.

- Finance Committee Report
    - Our organization is sitting good financially
        - We have doubled what our assets were last year
        - Our current sponsors will receive their perks through June 2026

USA Dance Chapter 2017
Meeting Minutes

    - We have submitted grant applications for the upcoming year and have sent out sponsorship requests for the upcoming sponsorship season

- Nominations and Elections Committee Report
    - Luke Collins made a SOP for running elections to hopefully make it easier for the next committee to run the next election
    - The board member terms for Luke Collins, Catherine Donohue, and Lillie Kuss will be ending at the end of 2026
        - Eric and S. Benton will be reaching out to each of these members in March to see if they have continued interest to stay on the board

- Programmatic Committee Report
    - The January schedules for Dancing Downtown and the Friday Dance Series have been sent out to the Rochester Downtown Alliance and 125 Live, respectfully
        - The Friday Dance Series events still need to be added to Facebook
    - Eric is hoping to have instructor dance opportunity sign up sent out within the next week for the first quarter
    - The Programmatic Committee, the Performance and Production Committee, and the Marketing and Communications Committee will need to work together on Teams to get events created and posted on Facebook
    - Sixteen people submitted SEMAC Grant surveys at our Winter Dance Enchantment Formal
        - Catherine Donohue will send them to Eric for reporting

- Fundraising Committee Report
    - Eric asked the board to start brainstorming ideas for what we would like to do as a fundraiser to raise money to keep our organization running
        - Our current fundraiser is selling Kwik Trip gift cards

- Performance and Production Committee Report
    - The next performance opportunity is at our April 11th Formal
        - Looking for Pro-Pro and Pro-Am performances
    - On April 25,th there is a showcase at The Chateau Theater for the History Center of Olmstead County event "Dancing Through the Decades"
        - The performers from our formal event are invited to perform at this event as well

- Education and Training Committee Report
    - Working on making a program for youth
        - Will be asking board members to read through the SafeSport training in the future
            - Will require youth instructors to also take the training
            - Currently, both Eric Hoyer and S. Benton Jenne are certified in SafeSport
        - Will ask the board at a future date to review the SafeSport "Minor Athlete Abuse Protection Policies" with the intent of enacting those policies for our chapter as is, or with some changes based on board feedback
        - Planned to enroll board members in Board Academy Training through Rochester Area Foundation, but there isn't a session this winter
            - Reach out to the executive committee if you need additional training

- Outreach and Partnerships Committee Report
    - Our newest partnership is with The History Center of Olmstead County
        - Dancing Through the Decades partnership event
            - Every Sunday, starting February 7,th and leading up to the final event on April 25th for the history center's 100th birthday
            - Our logo will be on advertising
            - USA Dance members will receive a discount
            - Eric has worked with them to assign instructors and help plan the event

USA Dance Chapter 2017
Meeting Minutes

- The final event on April 25th will be an upscale black-tie event with a dance and showcase performances

- Marketing and Communications Committee Report
  - The Monthly Newsletter
    - January's newsletter has been drafted and sent to Eric for review
    - Moving forward, each committee will be responsible for a section of the newsletter. This will allow the Marketing and Communications Committee to spend more time developing the website and posting on social media.
  - Removed old events from our website and added our January Event
  - Created Instagram posts for the Winter Dance Enchantment Formal
  - Will be creating a post for our upcoming January featured event

- Miscellaneous Report
  - Lillie Kuss
    - TechSoup
      - Our organization has been validated to receive offers through TechSoup, a website providing non-profits with technology discounts, computer software discounts, and training webinars
      - If your committee is interested in computer software that isn't free, reach out to me and I'll check to see if TechSoup has a discount for it
        - Example: The Finance Committee uses QuickBooks for accounting and check-writing purposes. We can get the computer software at a discounted rate through TechSoup.

Open Discussion

- Eric Hoyer
  - Committee Meeting Guidance
    - Start off by meeting once a month sometime before our monthly board meeting
    - The chair of each committee will be responsible for presenting a brief three-to-five-minute committee report at each board meeting, or asking a co-chair/member to fill in for them if they cannot attend
  - Committee Membership
    - If any existing board members are doing a job that falls within a specific committee, join that committee
    - Feel free to become a member of additional committees if they interest you
  - Setting Up Committee Meetings
    - Every committee has an email and a calendar
      - Set up your meetings through your committee calendar and CC Board@usadance2017.org, so it falls into the board calendar as well

Closing

- Announcements
  - The next featured event is the Beauties and Beasts Social on January 10th
- Adjournment: Eric Hoyer motioned to adjourn, and Luke Collins seconded it.
- Next Meeting: February 6th on Teams at 7:00 PM