USA Dance Chapter 2017
Meeting Minutes

Meeting/Project Name: February Board Meeting

Date/Time: 02/06/2026 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	
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	Eric Hoyer	Substitute	Yes
Finance	Benton Jenne	Chair	Yes
Governance	Luke Collins	Chair	Yes
Programmatic	Eric Hoyer	Interim Chair	Yes
Fundraising	Eric Hoyer	Chair	Yes
Performance & Production	Lily Porter	Chair	Yes
Education & Training	Eric Hoyer	Chair	Yes
Outreach & Partnerships	Benton Jenne	Chair	Yes
Marketing and Communications	Luke Collins	Co-chair	Yes

Invited Guests	Title	Present	Absent
Cheyenne Hannigan	Education and Training Co-chair	X	

Agenda:

Opening

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- Call to Order: Eric Hoyer, President
- Introductions: All members introduced themselves, stating their name and role within the organization

Reports

- Administrative Report
    - Microsoft Teams permissions have been set up for the committees
        - Every committee has an email and that email has a calendar
        - Schedule your committee meetings through your committee calendar, including the Board of Director's email in the invite
        - Make your committee calendar(s) visible within the Teams app by selecting it on the calendar left side panel

    - Phishing Email
        - Eric recently received a phishing email, reported it, and got the fake website shut down
        - Phishing email red flags to watch out for:
            - Urgent response needed
            - Pending payment
            - Asking for login information
            - Unknown sender (call them to see if they are legit and if they sent it)
        - More information on how to spot a phishing email can be found in a document saved in the Education Channel within Teams

    - Good Practice for Login Passwords
        - Use uppercase letters, lowercase letters, numbers, symbols, and 16 characters in length

    - Communication
        - Emails are used for regular operating business. Flag the email if it is urgent or needs the attention of other people
        - Teams messaging is for ongoing conversations
        - Text messages are for when someone is away from Teams or if a response is needed at a higher urgency
        - Phone calls are for talking something through or if you need help right away. Call twice for the highest urgency.
        - 911 is for life emergencies

- Executive Committee Report
    - We are off to a good start to the year as formed committees are meeting

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- Please reach out to any Executive Committee Member for committee support
- Judy Savage has resigned from the board, so there is an opening for the Programmatic Committee Chair position. She is still interested in volunteering with our organization, just not on the Board of Directors.

- Membership Committee Report
  - Our new Members include Benton Jenne, Lily Porter, EJ Yi-Chieh, and Cheyenne Hannigan
  - Thomas Cameron Waller is a renewing member
  - Please track volunteer hours to help our organization qualify for funding and to help divvy out the workload more fairly
  - Dancing Through the Decades Help Needed
    - On March 29th, Lillie K. and Eric will be in Pittsburg, so a volunteer is needed to make sure they have music and a microphone at the History Center of Olmstead County.
      - Please reach out to Eric if you are interested, or know someone who would be willing to help out
  - Membership Committee Members to be added within Teams
    - Farbod Yousefi
    - Lillie Kuss

- Finance Committee Report
  - In January we served 258 adults and 86 youth at Dancing Downtown
  - At our January monthly dance, we had 30 adults and four youth
  - We spent $1328.80 and made $941.00, for a loss of $385.80 this past month

- Governance Committee Report
  - Eric sent Safe Sport Policies to Cheyenne for review

- Programmatic Committee Report
  - Eric will be the interim committee chair
  - Asked for everyone to help us find someone who can fill this role by reaching out to others in the dance community
  - Instructors are scheduled until the end of March. Sign-up opportunities for instructors have been made available through June.
  - Programmatic Committee Members to be added within Teams
    - Lily Porter

- Fundraising Committee Report
  - Fundraising Event ideas for National Dance Day on Saturday, September 19th, 2026
    - Dinner at a restaurant, having a percentage of sales go to us
    - Formal event with a big-ticket item raffle or silent auction
    - Dance-a-thon

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- Performance and Production Committee Report
    - Created a list of decoration items for Juliette's Garden of Love featured event
    - Held a committee meeting and got acquainted with Teams
    - Planning to meet with Eric soon
    - Brainstorming a special couples/non-couple dance to do during half time at our Valentine's Featured Event
    - Open to any suggestions or questions about featured events
    - Created folders and a note sheet for each of the featured events in Teams. Feel free to add ideas to them.
    - Forte Living is ready to host another event at their location in March
        - They would prefer Friday, March 20th
            - Cheyenne and Farbod are available to help on that day. Since there are enough volunteers, we will plan to schedule it for this day.
            - Benton and Lily could help if it ends up being the Thursday before or Saturday after
    - New Performance and Production Committee Members to be added within Teams
        - Luke Collins

- Education and Training Committee Report
    - SafeSport
        - Minor athlete abuse prevention policies
        - Adopted by USA Dance Nationals
        - Find these policies in Teams in the "Educational Resources" folder in the "Shared File" tab or in the folder for today's meeting
            - The policies will also be sent out in an email to all board members before the March board meeting
        - The committee recommends adopting these policies as is
            - Asked the board to review the policies and be to be prepared to vote on them in the next meeting

- Outreach and Partnerships Committee Report
    - Got acquainted with the Teams committee folder
    - Planning a meeting with Eric
    - Planning on further developing our partnership with the Latin dance community

- Marketing and Communications Committee Report
    - Luke, Ashley, and Lillie had a meeting to divvy up tasks for Facebook, Instagram, MailChimp, and our website
    - Our newsletter viewing is down due to the authentication of our new email, which Eric will be fixing

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- Members to be added to the Marketing and Communications Committee within Teams
  - Lillie Kuss

New Business Initiatives

- Eric Hoyer
  - Board Expectations
    - All board members should feel empowered to get things done within their committee roles without constantly asking for permission
      - One exception is expenses over $500, which must first get approved by the board
    - Keep the board informed on happenings through board meetings
      - Add committee report information into the meeting agenda document and put additional documents referenced in the meeting in the meeting folder (example: the chapter activity report)
  - Coaching Initiative
    - Eric is working with leadership coach LuAnn Buechler to set up a strategic plan to effectively drive growth and stability within the organization
    - There will be an anonymous survey sent out for everyone to complete
      - LuAnn will be invited to a board meeting to share survey results and plans for moving us forward

Open Discussion

- Luke Collins
  - Spring Formal, The Royal Coronation Ball
    - Proposed to make it a black and white theme
      - Discussion was conducted regarding a recent black and white formal in Winona, MN to consider. In the end, an agreement was made to change the Spring Formal colors to black and white, without changing the title of the formal.

Closing

- Announcements: Our next featured event is February 14th, 2026
- Adjournment: Eric Hoyer motioned to adjourn the meeting. Benton Jenne seconded the motion.
- Next Meeting: March 06, 2026