



National Governing Body of DanceSport, Member Organization of the US Olympic Committee, and the World DanceSport Federation

MINUTES FOR GC MEETING 2/11/19		
Voting Member	Title	In Attendance
Gary Stroick	President	Yes
Greg Warner	Senior VP	Yes
Jack Kellner	Secretary	Yes
Ruth Long	Treasurer	9:06 pm
Giacomo Steccaglia	DanceSport VP	9:40 pm
Melissa Dexter	Professional VP	9:04 pm
Leland Whitney	Social VP	No
Roger Greenawalt	DanceSport Delegate	Yes
Inna Brayer	DanceSport Delegate	9:05 pm
Michael Murphy	DanceSport Delegate	Yes
Damian Pataluna	DanceSport Delegate	Yes
Herb McGurk	Membership Director	9:19 pm
Kym Zion	K12 Programs Director	Yes
Open	Development Director	N/A
Open	Admin Support Director	N/A
Open	College Network Director	N/A
Don Davenport	Chapter Relations Director	Yes
Open	Marketing Director	N/A

**Roll Call:** There are currently 14 filled seats on the Governing Council. A quorum consists of 8 or more members in attendance. A **quorum is present** as 8 members are in attendance. A By-Law amendment requires a  $\frac{3}{4}$  vote of the filled seats;  $0.75 \times 14$  so 11 votes would be required to amend the By-Laws.

Called to Order by Gary at 9:01 pm EST, 12.11.2019.

1. **Motion to approve revised agenda** (Greg/Kym). Passed 8-0-0.
2. **Motion to approve amended minutes from 1-28-2019** (Roger/Greg). Passed 11-0-0.
3. **Motion to enter Executive Session** (Gary/Greg). Passed 11-0-0. The GC entered Executive Session at 9:13 pm.
4. The GC left Executive Session at 9:28 pm.
5. President's Report (Gary)
  - A. **Motion to approve a new chapter, #6125 Northeast Mississippi, and pass an accompanying Corporate Resolution for them to open a bank account** (Gary/Greg). Passed 12-0-0.



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B. Gary invited a guest, Mr. Wayne Crowder, who joined the meeting and discussed the proposed Adjudicator Conversion Exam on behalf of the Professional Dance Council. The conversion exam and fee structure proposals are attached in the appendix. Mr. Crowder took questions and then left the meeting.

**Motion to approve Adjudicator Conversion Exam proposal (Greg/Damian).** Passed 13-0-0.

**Motion to approve Adjudicator Conversion Exam Fee proposal (Roger/Greg).** Passed 13-0-0.

C. **Motion to award the 2021 WDSF Smooth World Championships (Adult/S1/S2/S3/S4) to Wayne Crowder, subject to risk mitigation measures such as event cancellation insurance and/or indemnification of USA Dance should the event be cancelled, as discussed at the December 17, 2018 Governing Council meeting (Ruth/Gary).** Passed 11-2-0. (Michael and Jack voted no.)

D. Gary nominated Ross Pearce for Collegiate Network Director. Ruth seconded. Approved by GC 13-0-0.

E. **Motion to approve contract with Chicago South Loop Hotel for 20 rooms 3/29-3/30/2019, for NCDC (Gary/Roger).** Passed 13-0-0.

F. **Motion to approve a rental agreement with Avant Garde Ballroom Dance Center to host the Bethesda Dance Camp on 2/24/2019 (Gary/Roger).** Passed 13-0-0.

G. Gary discussed the Universal DanceSport circuit of competitions being organized by Mark Tabor, and whether USA Dance competitions should participate. Many reservations were expressed by GC members.

6. SVP's Report (Greg)

A. **Motion to approve revisions to the Document Retention Policy (Greg/Roger).** Motion Passed 13-0-0. Attached in the appendix.

B. **Motion to approve proposed Member Personally Identifiable Information policy (Greg/Gary).** Passed 13-0-0. Attached in the appendix.

7. DanceSport Council (Roger)

**In the RuleBook, Section 4.8.2.2, delete the phrase: "(PreTeen I & II do not accrue Proficiency Points)" (Roger/Greg).** Passed 13-0-0.



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8. K-12 Programs (Kym)

Kym and her team recently completed 3 pilot programs for K-12 students. She reported that many more exciting ones are forthcoming.

9. Membership/Ethics (Herb)

- A. District Directors have been trained on the use of SocialLink.
- B. One Ethics Committee Hearing has recently been held.

10. Marketing (Ruth)

- A. Ruth is working on finding new leadership for the American Dancer magazine.
- B. Ruth and Herb are working on the forthcoming new website.

11. Old Business

- A. Gary distributed confidential samples from Susan Silva's theatrical dance syllabus to interested GC members to review.
- B. Michael is working on By-Law amendments to be presented at an upcoming meeting.

12. New Business

None.

13. Gary called the next regular GC meeting for Monday 2/25/2019 at 9 pm EST.

14. Adjournment

**Motion to adjourn** (Giacomo/Herb). Passed by unanimous consent. Meeting adjourned at 11:04 pm EST.

Respectfully submitted,  
Jack Kellner  
National Secretary



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## Appendix

# USA Dance Adjudicator Conversion Exam

This Exam is for adjudicator applicants who have teaching certifications from organizations outside of USA Dance.

1. Candidates submit their exam papers from a different organization for vetting by the USA Dance Exam Department (at least 3 Examiners).
  - a) The Exam Department may wish the candidate to retest in all or specific styles with a USA Dance Examiner. The Examinations Director will appoint an Observer to witness all examinations including the Adjudicator's Exam.
  - b) After the candidate has successfully completed the retest, should any be required, they are eligible to take the Adjudicator's Exam.
2. The Adjudicator's Exam will consist of two parts, written and technical demonstration with oral questions to be answered by the candidate.
  - a) The written exam will be based upon the USA Dance Rulebook regarding Adjudicators and the Code of Ethics.
  - b) The Technical Demonstration and oral questions will be based on the Dance Principals of the four styles of dance; Standard, Latin, Smooth, and Rhythm. The Candidate will be given 30 minutes on the written exam and two (2) hours on the technical demonstration and oral section.

### Study Materials

USA Dance Rulebook Sections 6. Rules for Competition Officials and Section 8. USA Dance Adjudicator's Code of Conduct and Standards of Ethics.

WDSF Manuals Latin Specific Principles and Standard Specific Principles.

Judging System 3.0 Latin and Standard documents. You will be tested on the 4 Judging Components; Technical Quality, Movement to Music, Partnering Skills, and Choreography and Presentation. As well as the definitions of the Sub-Components. You will not be tested on the specific Performance Assessment Standards, such as what constitutes an Above Average – 6 points from Very Good – 8 points or Outstanding – 10 points.



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## **Appendix**

# **USA Dance Adjudicator Conversion Exam Fees**

The cost of the exam will be \$345.00 plus the Examiners expenses should any be incurred.

- a) \$50 for USA Dance Exam Fee.
- b) \$250 for the Examiner's time.
- c) \$45 for Observer's time.
- d) All Exam fees will be paid before the exam is scheduled by the Exam Director.



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## Appendix

### USA Dance Records Retention and Destruction Policy

**Applies to:** All records and documents that are the property of USA Dance, Inc.

**Purpose:** This policy identifies the document and record retention responsibilities of staff, volunteers, GC members and outsiders for maintaining and documenting the storage and destruction of USA Dance's documents and records. This includes documents and records in all forms, paper and electronic.

**Definitions:**

**Document:** Information used to support an effective and efficient organizational operation.

**Record:** Evidence about a past event.

**Policy:** USA Dance's employees, volunteers, Governing Council members, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- Paper or electronic records and documents indicated under the terms for retention in the following section will be transferred to and/or maintained by the Treasure or his or her designee. The Treasure will notify the Governing Council at the first GC meeting of the year as to the location of these documents.
- All USA Dance members who retain USA Dance documents or records on personal devices are responsible for complying with this policy.
- A member who retains records longer than defined in this policy will be responsible for any and all expenses associated with producing these documents in the event of a relevant subpoena. Since this would be a policy violation, no Directors of Officers Insurance at that time or subsequently, would provide coverage.
- All other paper records and documents will be destroyed after 3 years.
- All other electronic records and documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year. All USA Dance National cloud based storage will be managed by an appointee of the Governing Council.
- No paper or electronic records or documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation;
- No paper or electronic records or documents will be destroyed or deleted as required to comply with government auditing standards.



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**Procedures:**

**Documents and Records Retention**

- Below and on following table
- See appendix for Disposition Log

The following documents must be retained **PERMANENTLY**:

- Articles of Incorporation
- Audit reports from independent auditors
- Corporate resolutions (bylaws, other major decisions by the GC)
- Checks
- Determination Letter from the IRS, and correspondence relating to it
- Year-End Financial Statements
- Insurance policies
- Insurance records, current accident reports, claims, policies and so on (active and expired)\*
- Minutes of Governing Council meetings and annual meetings of members
- Real estate deeds, mortgages, bills of sale
- Tax Returns (see later note regarding records substantiating the details of tax returns)
- Real estate transactions and property deeds
- Investment records
- Loan payoffs and lien release records
- Trademark registrations and copyrights\*
- Retirement and pension records\*
- Patents and related papers\*
- SafeSport Investigations and Reports

Documents and records with **2 (TWO)** year minimum retention requirement: \*

- Bank Reconciliations
- Correspondence (general)
- Correspondence (with customers and vendors)
- Duplicate deposit slips

Documents and records with **3 (THREE)** year minimum retention requirement: \*

- Bank Statements
- Employment applications
- Internal audit reports
- Inventory records for products, materials, and supplies

Documents and records with **7 (Seven)** year minimum retention requirement:\*

- Accounts payable ledgers and schedules



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- Contracts, mortgages, notes, and leases (expired)
- Expense analyses/expense distribution schedules
- Invoices (to customer, from vendors)
- Payroll records and summaries
- Personnel files (terminated employees)
- Timesheets
- Withholding tax statements
- Ethics Committee Investigations and Reports
- Rule Book Violations, Investigations, and Reports

Documents that should be destroyed **3 (THREE)** years after a **tax return** has been filed:

- Bank statements
- Forms 1099s issued or received by USA Dance
- Cash receipts records
- Invoices issued
- Canceled checks or other documents that identify payee, amount and proof of payment/electronic funds transferred
- Credit card receipts and statements
- Invoices received
- Credit Card receipts and statements
- Petty cash slips for small cash payments

\* From AICPA and National Council of Nonprofits

Type of Document	Minimum Retention
Accounts payable ledgers and schedules	7 years
Articles of Incorporation	Permanently
Audit reports	Permanently
Bank reconciliations	2 years
Bank Statements after tax return is filed	3 years
Checks (for important payments and purchases, such as loan payments)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Corporate resolutions (bylaws, any major decisions by the GC)	Permanently
Correspondence (general)	2 years





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Type of Document	Minimum Retention
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale – real estate	Permanently
Depreciation schedules	Permanently
Determination Letter from the IRS, and correspondence relating to it	Permanently
Duplicate deposit slips	2 years
Ethics Committee Investigations and Reports	7 Years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-End financial statements	Permanently
Insurance records, current accident reports, claims, policies and so on (active and expired)	Permanently
Internal audit reports	3 years
Investment records	Permanently
Inventory records for products, materials and supplies	3 years
Invoices (to customers and from vendors)	7 years
Minutes of GC, EC, annual membership meetings, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Rule Book Violations, Investigations, and Reports	7 Years
SafeSport Investigations and Reports	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademarks registrations and copyrights	Permanently
Withholding tax statements	7 years

\*Adapted from the AICPA and the National Council of Nonprofits



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**References:**

AICPA

National Council of Nonprofits

Opinion Letter – Steve Richardson and Company, June 8, 2018.

**Approved By:** Governing Council

**Effective Date:** July 30, 2018

**Revised Date:** February 11, 2019

**Next Review Date:** August 1, 2019.

**Contact Person or Position:** Director for Administrative Support.

**USA Dance Records Retention and Destruction Policy  
Disposition Procedure and Log**

**Record Document or Retention Type**

- Determine the applicable document or record being disposed per USA Dance Record Retention and Destruction Policy. Confirm that the documents or records in question have met their required retention.

**Inclusive Dates**

- List the beginning and end dates of the records being destroyed.
- Month and Year is fine or just Year destroying an entire year(s) at once.

**Person Authorizing Destruction**

- This may or may not be the same person who physically oversees the disposition.

**Disposition Method**

- Delete, shred, recycle, or transfer to archives (*do we want this available and if so, where?*).

**Disposition Date**

- The date the records are destroyed.

Keep entries in the log per the Shredding/Recycling Log record



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**USA Dance Documents and Records Destruction/Disposition Log**

Type of Record or Document	Inclusive Dates	Individual Authorizing Destruction	Destruction or Disposition Method	Date of Destruction or Disposition



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## Appendix USA Dance Use of Member Personally Identifiable Information

**Applies to:** All USA Dance members' personally identifiable information submitted to and stored by USA Dance.

**Purpose:** USA Dance members submit personally identifiable information (PII) trusting that USA Dance will protect it and not share it inappropriately. Members must have the assurance that USA Dance will only use their PII for USA Dance business as managed by the USA Dance Governing Council.

### Definitions:

**Personally Identifiable Information (PII):** Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Personally Identifiable Information is not linked to a single category of information and may include but is not limited to:

- Name and address
- Billing information such as that information submitted for membership application or renewal
- Email address
- Other personally identifiable information

**Policy:** It is the policy of USA Dance to protect personally identifiable information submitted by or acquired from USA Dance members. Member information will only be used for official USA Dance business. USA Dance member information will not be shared with or used by a third party without USA Dance Governing Council approval. USA Dance member PII will never be sold.

### Procedures:

#### **Email Lists**

Requests to use USA Dance member email lists:

- Companies under contract with USA Dance and/or individuals may request use of USA Dance member email lists for USA Dance authorized business. These requests must be submitted to the Governing Council for review and approval.
- These requests must be made at least 30 days prior to the scheduled time of requested/intended use.



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- Requests must be sent to the USA Dance central office.
- The requestor must clearly articulate the reason(s) the distribution list is requested and the potential advantages to the requester, USA Dance members, and USA Dance.
- Complex requests, i.e., those requests requiring creating subgroups of email lists or other manipulations of email lists may require a fee as established by the USA Dance Governing Council.
- If the Governing Council approves the request, the distribution will be coordinated through the USA Dance central office. Email lists will NOT be provided to a requestor unless circumstances are such that USA Dance can be better served through this process. These exceptions must be approved by the Governing Council.
- All distributions approved under this policy, that is each email, will be identified as having been approved by USA Dance Governing Council. For example, "The Governing Council has reviewed and approved this email."

#### **Requests for Member's Telephone Numbers or Personal Email**

- Requests for a USA Dance member's telephone number or personal email must be confirmed with individual before providing this information.
- The person whose telephone number or email is being requested must be contacted to authorize the release of the information to the requesting individual.

#### **Other requests**

- Requests to access or use other USA Dance members' personally identifiable information would be extremely rare.
- Any such request will be reviewed for appropriateness by the USA Dance Governing Council.

**Approved By:** USA Dance Governing Council

**Effective Date:** February 11, 2019

**Next Review Date:** February 11, 2020

**Contact Person or Position:** USA Dance Senior VP