

## **Executive Meeting- Conference Call Tuesday April 17, 2007 8:00 pm**

Present- Lorna, Chuck Stephanie, Amanda, Trish

Agenda- List of responsibilities

Late entries- deferred till later in the meeting when the rest of the executive will be present.

Signs- Amanda is taking care of all signs needed for the Hershey Center for Provincial's

Access to Hershey Center on Thursday evening should be ok for directional signs and mark ups for vendors.

T-Shirt Designs need to be revised and reviewed.

Spring Floors- will be arriving Wednesday evening, yet to be determined if we will need to store them or if the Hershey Center will be ready to take them.

Vendor and member fliers must be submitted to Stephanie by Monday April 23 to be placed in the coaches' packages.

Amanda is bringing extra backdrop, as a backup.

Stephanie to email the executive requesting Hotel information, time of arrival and cell phone numbers.

Karen present- 8:30 pm

42" television will be made available to place in the practice gym to post schedule.

Draw- Lorna and Deanna will complete draw within the next 24 hours for performance order.

Program- Trish volunteered to fold programs

Andy Present-8:50pm

Division Combination-

Andy motions to vote on combining -High School Unlimited Co-Ed level 4 and High School Limited Co-Ed level 4 to Create High School Co-ed level 4 Division

High School Unlimited Co-Ed level 3 and High School Limited Co-Ed level 3 to Create High

School Co-Ed level 3 Division

Small Senior limited Co-Ed level 4 and Large Senior limited Co-Ed level 4 to Create Senior Limited Co-Ed level 4 Division

Championship Banner- The banner can only be awarded if there are 2 or more teams. If there is only one team in a division there will be a first place trophy awarded.

Commemorative Championship T-shirts- The first place championship teams will be requested to fill out an order form, and submit them to Deanna.

Ramco will be supplying the T-shirts.

White long sleeve t-shirts at \$5.25 a piece.

Stephanie to create order form for shirts.

Rigging- F.P.I. will be taking care of the rigging.

Judges table- Not yet determined, two level possible, may have to be one long table, due to riser height availability.

Score Table- Curtained off directly behind judges table.

Sound System for practice gym- Provided by F.P.I.

Water in practice gym- Culligan delivering 30 tanks of water and 12,000 cups.

Judges- Currently 18 confirmed

Judges Transportation- Patti and Mike

Convenors: Deana, Trisha, Lorna, Amanda,

Allison present-9:50 pm.

Deanna present- 10:00pm

Event Staff- Waterloo has 8 people available (not for whole weekend) Lorna contacting Corby to confirm more event staff.

Trainers- Corby

Emergency Staff- two are provided by the Hershey Center.

Scholarships- Lorna, and Deanna will forward results of submissions to Executive.

Score Keeping- Deanna has taken care of it.

Ink, Paper, OCF Laptop and cords- Stephanie has everything.

Awards- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place trophy will be awarded 4<sup>th</sup> place and on will receive Outstanding performance trophy of the same size.

Stunt competition awards- 1<sup>st</sup> place team will be awarded trophy and medals, all others will be awarded medals.

Shirts- Spotter and event staff t-shirts are already available in storage.

Accommodations for judges- Andy and Karen will inform Chuck where everyone is staying  
and their arrival times.

Coaches packages- Copies of fliers must be submitted by Monday April 23<sup>rd</sup> to be placed in coaches packages. Stephanie will put together Coaches packages with Lorna's help.

Food- Karen and Patti have it all taken care of.

Spring floor ramp- Hershey Center is building a 6" ramp from floor to spring floor.

Coaches gifts- Lorna and Karen have ordered folders and pens, as well as table runners for trophy table.

AGM- Stephanie will inform membership that it has changed location and will be held at the Hershey Center on Friday at 8:30 pm.

Walkie Talkies- We will need more Lorna looking into a trial offer, and Deanna trying to get a set.

Registration- To prevent a second registration on Sunday, Chuck and Amanda are looking into Shoe tags.

Spotters- Three people lined up, Deanna will contact Queens University to see who is available.

Performance-Cheer Sport Dance requested to perform only at the competition. This is dependant on scheduling and they will pay the performance fee.

Late entries- All late entries must pay late fee.

Next Meeting- Conference call Tuesday April 24<sup>th</sup> 8pm.

