



## **Spring 2023 Secretary Report**

May 2, 2023

### **Overview**

This year, we hosted our second “post-pandemic” season with great success. It was a pleasure to see our circuit rebound, with more and more units entering competition.

As ever, this position exists primarily to serve as communicator to the rest of the circuit, as well as maintain records and other key documentation for the circuit. I will review the work that has been done this year below.

### **Communication**

We continued to use CompetitionSuite as the primary email function for the circuit. While we had discussed at the Board retreat about using a more aesthetically-pleasing platform (Constant Contact or a return to BEE Pro, for example), conversation on this matter was split due to the cost involved.

As I have done in the last few years, I created and maintained a spreadsheet that includes all unit information (directors, secondary contacts, phone and email for both) and shared it with all the Board—particularly the Reps. This helped facilitate reaching out to individual units as needed.

### **Record Keeping**

This year was the second year of implementing mandatory background checks and SafeSport training for all staff members and unit directors. We were more proactive this year in seeing that units fulfilled these requirements; however, I believe it could be even more far-reaching (see Future Plans). When units furnished these materials, they were saved in a Google Drive for easy access by those who would require it.

In reviewing last year’s report, the collection of other important information, such as proof of insurance or scholastic eligibility, in a timely manner continued to be a challenge, despite the annual checklist and frequent reminders. We will be discussing ways to improve communication in this regard at the Board retreat this summer.

Google Drive continues to be an accessible way to share information amongst Board members easily. Board and membership meeting minutes are shared there with all Board members and coordinators, as well as other pertinent information.

## **Future Goals**

In reviewing last year's report, many of the goals begun there continue to be a challenge for us that we need to address:

- While our social media strategy has been very successful, it is dependent upon the Reps continuing to do it. This particular aspect of communication is not defined clearly in the by-laws or rule book, so we may need to do that as a Board to clarify whose responsibility it is. It would be my suggestion to add a position exclusively for this purpose.
- The addition of the role of "compliance officer" and manage the collection of background checks and SafeSport.
- I will continue to make efforts to obtain login information for all Board members' emails, Slack accounts, etc. to make the transition between old and new members easier. I also encourage all Board members, coordinators, and committee chairs to create/update manuals for their positions to help newcomers understand their responsibilities.

In addition, I would add:

- Solidifying the forms used for scholastic eligibility. That was a problem for the last two years, leading to last-minute fixes. This will also be addressed at the Board retreat over the summer.

## **Conclusion**

In conclusion, it was an honor to continue to serve the Board and the entire Michigan Color Guard Circuit in this role. I look forward to continuing to do so, if the circuit sees fit to preserve my space on the Board.

Respectfully submitted,  
Issa Lewis  
MCGC Secretary