

**Region 5 Administrative Committee Meeting**  
**December 16, 2024, 9:037 p.m.**  
**Zoom**

**I. CALL TO ORDER**

The meeting was called to order at 9:07pm by Regional Administrative Committee Chairman, Tami Schaafsma.

**II. ROLL CALL**

*Present:*

Tami Schaafsma, Regional Administrative Committee Chairman (RACC)  
Sue Kane, Regional Technical Committee Chairman (RTCC)  
Kittia Carpenter, Regional Developmental Program Committee Chairman (RDPCC)  
Nancy Gibson, Regional Xcel Committee Chairman (RXCC)  
Norbert Bendixen, Illinois Administrative Committee Chairman (SACC: IL)  
Patrick Hatmaker, Indiana Administrative Committee Chairman (SACC: IN)  
Katie Haagen, Kentucky Administrative Committee Chairman (SACC: KY)  
Michelle Kocan, Michigan Administrative Committee Chairman (SACC: MI)  
Kristy Fries, Ohio Administrative Committee Chairman (SACC: OH)  
Debbie Campbell, Regional Judging Director (RJD)  
Augusta Lipsey, Regional Secretary and Hall of Fame Coordinator

*Absent:*

Patrick Jordan, Regional Administrative Committee Vice Chairman (RACVC)

**III. REGIONAL MEET UPDATE**

- A. Contracts for each Regional Meet facility have been signed.
- B. Tami Schaafsma (RACC) is working on the hotel blocks.
- C. All information on the Regional Meets will be kept in a Google Drive folder. All Regional Administrative Committee (RAC) members will have access to it.
- D. The Sports Authority of Mt. Pleasant, Michigan has given the RAC \$2000 toward the Level 9-10 Regional Meet.
- E. A quote was requested from Midwest Gym Supply and Elite Scoring. Midwest Gym Supply offered to transport scoring systems, banners, etc. to the meets.
- F. We will need two photo op back drops. Patrick Hatmaker will tweak the design. The cost will be approximately \$3000.00.

USA Gymnastics is changing how they cut checks. It will allow USA Gymnastics to get checks out more quickly and accurately. For the judges to be paid immediately after the Regional Meets the judges will need to set up their accounts in advance.

**IV. TO DO LIST**

- A. Norbert is responsible for the number and accuracy of the equipment and matting for the Regional Meets.
- B. Clubs in the area will be solicited to work the meets at \$30.00 per session per person. Kristie Fries has a sign-up form that she used last year that was sent to the nearby clubs

to solicit volunteers. The Level 9/10 Regional Meet will use Mid-Michigan Gymnastics and Midland Gymnastics to staff the meet. Sports clubs from Central Michigan University will earn volunteer credits for the set-up and tear-down of the equipment. The state chairpersons will name two to three clubs that are closest to the meet sites to solicit volunteers. Judges will be placed in volunteer positions before the club volunteers. Kristie Fries will coordinate the volunteer sign-ups.

- C. The Regional Administrative Committee asks for \$100.00 booth fee plus 20% of vendor profits. Fine Design has communicated that they would like to be our T-shirt vendor for all of the Regional Meets. Full Out Recruiting has also requested to be a vendor at the Level 9/10 Regional Meet. A one table advertising booth will be charged \$250.00. All members of the RAC will reach out to obtain vendors for all the Meets.
- D. Michelle Kocan will handle the catering for the Level 9/10 Regional Meet. Tami will take suggestions for the other Regional Meets. Breakfast will not be provided. Lunch and dinner will be provided for judges and coaches.
- E. Regional pins will be designed to give to all the gymnasts and judges, coaches and volunteers. Kristen from Set-10 developed the pins last year. Michelle will look into developing the pins.
- F. Tami will reach out to the state chairs to help with finding medical staff for the Meets. We will need one certified athletic trainer or medical professional for the Level 9/10 Regional Meet and two at the other Regional Meets. Michelle Kocan will look into finding medical staff for the Level 9/10 Regional Meet. Sue Kane will look into finding medical staff for the Level 6/7/8 Regional Meet. Patrick Hatmaker will talk to Tyler to provide medical staff for the Xcel Regional Meet.
- G. Norbert Bendixen will contact Eugene about using his bump-in device on floor.
- H. We will not use awards stands. Gymnasts will all be at the same level with placement placards.
- I. Sound systems and operators will be brought in from outside the facilities who can bring in their own auxiliary cords.
- J. Stretchy table coverings will be used for the judges, music and additional tables. Nancy Gibson will launder the coverings as needed. Michelle Kocan will look into the purchase price of the table coverings.
- K. Admissions will be cashless with on-line ticketing. The QR code will be available at the door.
- L. Announcers will be solicited for the meets. It was suggested that a pre-recorded announcement be used for the sessions. A short version of the National Anthem will be used and a play list will be put together so that music will be playing at all times.

## **V. ADJOURNMENT**

The meeting was adjourned at 10:39PM.

*Respectfully Submitted 12/18/24*

*Augusta A. Lipsey*

*Region 5 Administrative Committee Secretary*