



# *National Interscholastic Athletic Administrators Association, Inc.*

## *Section 1*

*www.section1niaaa.org*

**2003 Section 1 Spring/Summer Meeting**  
**(Friday, March 14th in Saratoga Springs, N.Y.)**

### Minutes

#### **I. Welcome**

- A. Introduction of attendees; special recognition for Past NIAAA Presidents.  
Present: Joe Tonelli - Connecticut; Marty Ryan and Gerry Durgin - Maine; Walter Sargent, Richard Qualey, and Jim Ashley - Massachusetts; Carol Dozibrin - New Hampshire; Robert Hopek and Bob Rossi - New Jersey; Dave Martens and Alan Mallanda - New York; Allen Huestis and Jean Angell - Rhode Island; Kevin Reill - Vermont ; Frank Kovaleski - NIAAA National Director; and Dennis Fries (NY) Section 1 Representative to the NIAAA Board.
- B. Pass around roll sheet: Done.
- C. General information items; request for additional agenda items: No additional agenda items.
- D. Past Presidents acknowledged: Dave Martens, Alan Mallanda, and Marty Ryan.

#### **II. Introduction of NIAAA Officers:** Carol Dozibrin (Region A - At Large) & Frank Kovaleski (NIAAA National Director)

#### **III. Old Business:**

- A. Accept 2002 Spring/Summer minutes **(Addendum 1)**  
Allan Huestis moved, Walter Sargent seconded to **approve - carried.**
- B. Accept 2002 Sectional Minutes from National Conference in San Antonio **(Addendum 1)**  
Joe Tonelli moved, Walter Sargent seconded to **approve - carried.**
- C. Update of 2003-2004 State Conferences:
  - 1. State; 2. Locations; 3. Date; 4. Other information **(Addendum 2 - 2002-2003)**

CT - March 24-25, at the Holiday Inn - Cronwell, CT  
ME - April 6-9, at the Samoset Resort - Rockport, ME **(Section 1 meeting location)**  
MA & RI - March 16 - 19, at the Sheraton Hotel, Hyannis, MA  
NH - May 19-21, at the North Conway Grand Hotel, North Conway, NH  
NJ - March 21-25, at the New Resorts and Casino, Atlantic City, NJ  
NY - March 17-20, at the Prime Hotel, Saratoga Springs, NY  
VT - March 15 & 16, at the Burlington Sheraton, Burlington, VT
- D. States are asked to send nine (9) copies of their conference programs to Dennis Fries. He will then collate them and send a set to each state's liaison.

#### IV. Review NIAAA Board of Directors and At-Large Rotation

A. Region 'A' - An 'At Large' Candidate needs to be identified and later announced at the December 2003 NIAAA Conference for December 2004 NIAAA at-large election to replace Carol Dozibrin. (States **eligible** to nominate are: Connecticut, Maine, Massachusetts, and Vermont) Process/procedure to proceed were discussed as noted below. (**Addendum 3**)

##### **Determining Eligibility for the Section 1 At-Large Candidate**

###### **PREMISE:**

1. No state should potentially have more than one person on the NIAAA Board at the same time.
2. No state should serve consecutive **TERMS** (at-large, rotation) on the NIAAA Board.

###### **AGREEMENT:**

1. States who are **JUST COMPLETING THEIR TERM** (at-large, rotation) on the NIAAA Board of Directors shall remove their State from eligibility for the up coming At- Large election.
2. States who are **NEXT IN LINE** to place an individual on the NIAAA Board of Directors as part of the Sectional rotation shall remove their State from eligibility for the up coming At-Large election
3. Any State who **CURRENTLY HOLDS A SEAT** (at-large, rotation) on the NIAAA Board of Directors which will not conclude prior to the At-Large election shall remove their State from eligibility for the up coming At-Large election.

\*\*Walter Sargent moved, Carol Dozibrin seconded to accept the concept regarding the Section 1 Agreement for Determining Eligibility for the At-Large Candidate as outlined above - carried.

Appreciation was expressed to Dave Martens and Fred Balsamo for their work in researching this issue.

B. FYI - Board Member taking office December 2005 - Section 1; replacing Dennis Fries - appointment from Rhode Island needed at next year's Section 1 meeting in Maine..

##### **Section 1 Rotation for Representation on NIAAA Board**

<b><u>At-Large Board</u></b>		<b><u>Rotation Board Member</u></b>	
<b><u>Marty Ryan (ME)</u></b>	'98 - '99		'98-'99
	'99 - '00	<b>Bob Hopek (NJ)</b>	'99-'00
	'00 - '01		'00-'01
<b><u>Carol Dozibrin (NH)</u></b>	'01 - '02		'01-'02
<b>Designate in Dec. '03</b>	'02 - '03	<b>Dennis Fries (NY)</b>	'02 -'03
<b>Vote in Dec. '04</b>	'03 - '04	<b>Designate in Dec.'04</b>	'03 -'04
<b><u>New At-Large</u></b>	'04 - '05		'04 -'05
	'05 - '06	<b>New Rotation (RI)</b>	'05 - '06
	'06 - '07		'06 - '07
<b><u>New At-Large</u></b>	'07 - '08		'07 - '08

V. New Business:

A. NIAAA Board 2003 Goals: (**Addendum 4**): (**In notebook.**)

Frank Kovaleski indicated that the NIAAA will have its own web server after this weekend. The current strategic plan ends in 2005.

B. Leadership Training Update:

1. State Leadership Training Program Coordinators Meeting in Indianapolis, Indiana  
September 13-15, 2003

2. New Courses Developed

- a. 500 - Middle School Athletic Administrators - This summer.
- b. 516 - Indoor Facilities - TBA - John Olson is writing this course.

3. LTP Course Videos

- a. www.CoachesLocker.com - There is a contract to produce 10 video courses. The videos and cd roms are working well as teaching aids.
- b. Ohio University on-line program (Masters Program)

4. (FYI) February 2003 NIAAA Board Meeting Minutes (**Addendum 5**)

5. Leadership Training Summer Institutes:

- a. Indianapolis, IN - July 29-31
- b. Illinois - July 18-20
- c. Kentucky - July 20-22
- d. Ohio - July 14-16
- e. Utah - June 10-13
- f. Virginia - July 17-18
- g. Minnesota - TBA

\*\*Walter Sargent will investigate having a summer institute in Section 1 in August of 2004. A committee was formed to help organize this program: (Sargent - MA (Chair.), Huestis - RI, Brown - VT, Webster - NY, and Ryan - ME)

C. Committee Reports/Items:

- 1. Awards - Get 2003 nominations to Bruce Whitehead by April 1<sup>st</sup>.
- 2. Certification - Refer to Addendum 5.
- 3. Credentials - At Large Election Process - Due in part to the decline of the number of people who vote in the Annual meeting's 'At-Large' election, there is a sense that a longer voting period would be of value. There was agreement that the voting should begin after the candidates speeches with two voting booths and that the booths should be open until the next general meeting. The times and placement of the booths should be well advertised. The Section 1 representative was given direction to support a change in the voting procedures that would allow this longer balloting time frame. This new voting procedure, if adopted, would be initiated in December 2003.

4. Publications - Gerry Durgin asked all liaisons to keep an eye open for possible article topics. Remind conference presenters that their power point presentations can be shared on-line. Another article might come from the topic of: "What would a retired AD have interest in doing for the association?"
5. Retired Members - No report. Remember retired AD's are a valuable source of information.
6. Endowment - Allen Huestis - There will be a silent auction in Indy to benefit the endowment; possible bowling tourney in Indy; State donations were received last year from New Jersey and Maine; the endowment fund is working toward the \$500,000.00 mark.
7. National Emergency Network - (Joe Tonelli) **(Addendum 6)**  
Joe Tonelli reported that the NEN continues to provide emergency support for our Membership on an as need basis. Appreciation was expressed for Bruce Whitehead's work in getting the NEN information published in the *NIAA* magazine. Note that the National Emergency Network is now on-line at: [www.section1niaaa.org](http://www.section1niaaa.org)
8. State Executive Directors: Summary of meeting(s) and focus for the future **(Al Mallanda)**  
This group met at the National Conference and identified areas to work on. The information sharing was very beneficial. The next meeting is: June 6-8, 2003 in Raleigh/Durham, NC in the State athletic office.
9. Section 1 - NIAAA Standing Committee Candidates **(Addendum 7a)**  
Recommendations for standing committee candidates were requested. We should be looking to put forth more names of qualified candidates.

#### D. Strategic Plan:

1. A look at the strategic plan: Items completed & those in progress. **(Addendum 8)**
  - a. The National Board is continuing to work to complete the various goals.
  - b. Proposed timeline for Second Strategic Plan - 2006-2010 **(Addendum 8)**  
The Board is looking for recommendations for committee members. We need diversity. If you would like to suggest committee volunteers, please send names and contact information to Dennis Fries and/or Carol Dozibrin. This process will begin this coming December 2003.
2. Technology Committee -
  - a. The T.C. is looking for volunteers to help with set-up and take down for LTC's during the annual conference. (Some security and logistic problems) The T.C. is looking for one volunteer per session. Send names to Dennis Fries.
  - b. The technology committee needs defined goals and objectives before it can take off. There are many issues to be examined and the focus refined in order to understand our direction. There will be more to come on this issue.

E. Future Conferences:

1. Indianapolis, Indiana -- Dec. 13-17, 2003 - There will be a new format in Indy (S-M-T-W).  
The Banquet is on Tuesday night. There are 4 slots w/16 LTC courses.
2. New Orleans, Louisiana - December 10-15, 2004
3. Orlando, Florida ----- December 13-18, 2005

F. NFHS Student Leadership Conference: July 10-13, 2003; Marriott Hotel; Indianapolis, IN

G. NIAAA National Director Report and Q&A's - Frank Kovaleski

1. The NIAAA Conference started in 1971 under the auspices of the NFHS. 1977 - 1<sup>st</sup> annual meeting at the National Conference. One benefit of this partnership is that the NFHS signs the contract for a 6,450 room block. They (the NFHS) takes the financial risk.
2. The NIAAA income comes from: LTC courses, Certification exams, memberships and sponsorships.
3. The NIAAA is associated with the NFHS Headquarters and gets many services at no cost to the NIAAA.
4. The NIAAA National Director is paid by the NFHS.
5. The NIAAA is looking at web casting the LTC courses. Courses are live and/or recorded.
6. The Ohio State Masters program is now ready on-line.
7. The Bollinger Insurance Company is now handling all life insurance claims.

H. Miscellaneous Section Business & Reminders:

1. Selection of the Section 1 'Region A - At Large' candidate - Marty Ryan (ME)  
**moved Gerry Durgin** as our candidate, seconded by Carol Dozibrin; Robert Hopek  
**moved** to close the nominations, seconded by Joe Tonelli - **carried.**; The vote on Gerry Durgin's nomination followed - **carried.** Good luck Gerry.
2. Section 1 website: We will work to keep it current. Send information and suggestions to Dennis Fries.
3. a. Section 1 pins (Cost & distribution) - The new lapel pins were distributed as follows:  
Connecticut - 30, Maine - 15, Massachusetts - 25, New Hampshire - 15,  
New Jersey - 25, Rhode Island - 15, Vermont - 20. Total - 145 distributed.
- b. States will be billed \$2.00 each for the pins. These pins will be given out to attendees at the National Conference's Section 1 meeting and should be worn at Section 1 functions.
- c. Dave Martens was thanked for his work in designing these pins.

4. Section 1 financial report and dues (Hospitality room in Indianapolis, and the at-large election escrow for Region 'A' Section 1 At-Large Candidate in 2004).
- a. Robert Hopek provided a 2002-2003 expenses report for Section 1 as shown below:

<b>Beginning balance (as of 11/26/02)</b>	<b>\$4,101.55</b>
Hospitality Suite - River Center Marriott (6 nights)	\$2,665.45
Beverages/Food/Gratuities/Misc.	\$1,100.00
Total expenses:	-\$3,765.45
<b>Ending Balance:</b>	<b>\$336.10</b>

Note: A check for **\$336.10** was given to Dennis Fries from Robert Hopek.

#### Cost Analysis

	<u>2001</u>	<u>2002</u>
Expenses:	\$922.66	\$1,100.00
Suite:	\$2,807.00	\$2,665.45
<b>Total:</b>	<b>\$3,729.66</b>	<b>\$3,765.45</b>
<b>Difference:</b>	<b><u>\$35.79</u></b>	

- b. 2002 Section 1 State assessment was \$100/delegate.
- c. Walter Sargent moved, Robert Hopek seconded to **support an assessment increase** to **\$150.00** per delegate - carried. Dennis Fries will send the bills out. (CT-4, ME-3, MA-4, NH-2, NJ-5, NY-5, RI-3, VT-2)
5. Dual membership concept (Combining National with State membership dues) FYI  
The various states are asked to consider this concept.
6. Section 1 Meeting site rotation **(Addendum 7b)** :

### Section 1 Meeting Rotation

2004 - Maine (4/8/04)	2008 - Rhode Island
2005 - New Jersey	2009 - Connecticut
2006 - New Hampshire	2010 - Massachusetts
2007 - Vermont	2011 - New York

**Next meeting in Maine on Thursday, April 8, 2004.**

7. Robert Hopek was recognized for his representation of Section 1 on the NIAAA Board 1999-2002 with the presentation of a plaque. Thanks Bob!
- I. Around the table:
1. Maine is working on an AD Certification.
  2. Many "kudos" for New York State members for the hospitality extended the respective out-of-state Section 1 representatives.

Adjourned - 3:50 pm