



National Interscholastic Athletic Administrators Association, Inc.

www.section1niaaa.org

NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

Section 1 Meeting Minutes

Section: 1

**Recorder: Jeff Ramich, CAA
Brunswick (ME) High School**

Date: March 22, 2016

Location: Rocky Hill, Connecticut

Gary Stevens called the meeting to order at 1:29 p.m.

Number in attendance: 22, with 2 guests from NCAA

I. Welcome

NIAAA Board of Directors Section 1 representative Gary Stevens welcomed all in attendance to the meeting, and participants introduced themselves.

- A. Introduction of NIAAA Officer and Staff Member
 - Patricia Witkin (Connecticut) - NIAAA President
 - Bruce Whitehead (Indiana) - NIAAA Executive Director
- B. Introduction of State Attendees (New Jersey not in attendance because of their state conference is held at same time as meeting)
- C. The roll sheet was circulated for attendance purposes.
- D. General Session information items and announcements
- E. Fred Balsamo, Executive Director of the Connecticut Association of Athletic Directors welcomed everyone and shared information on annual state conference and other housekeeping details.
- F. Gary shared information regarding the meeting materials.

II. Guest Presentation:

Lisa Roesler and Tim Lewis of the National Collegiate Athletic Association (NCAA) Eligibility Center provided handouts regarding eligibility requirements for Divisions I, II, and III, including Division II requirements that will go into effect in 2018.

III. Section Housekeeping Items

A. Acceptance of December, 2015 Minutes:

Accept Section I meeting minutes from National Conference in Orlando, Florida
Motion Dennis Fries, (NY) second Pete Shambo, (NY)

Vote: 7-0, unanimous

B. Update 2016 or 2017 state conferences within Section 1 (next available)*

- Connecticut: March 23-24 2017, LTC on March 22 - Rocky Hill Sheraton, CT.
 - Maine: April 6-8 2017, LTC on April 5 (PM) and April 6 (AM) - Samoset Resort in Rockport, ME.
 - Massachusetts/Rhode Island: March 30-April 1, LTC on March 29 - Hyannis Resort and Conference Center. Section 1 meeting TBA
 - New Hampshire: May 25-27 2016, LTC on May 25 - Red Jacket Resort in North Conway, NH
 - New Jersey: TBA at the Golden Nugget, Atlantic City, NJ
 - New York: March 15-17, 2017 - Saratoga Hilton and Conference Center, Saratoga Spring, NY
 - Vermont: April 3-5 2016, LTC on April 3 (PM) and April 4 (AM) - Sheraton Burlington Hotel and Conference Center, South Burlington. Next Year's Conference: April 2-4 2017, LTC on April 2 (PM) and April 3 (AM)
- June 26 – 29 2016 – Section 1 Summer Institute will be held at the Ocean Edge Resort in Brewster, MA.

C. Delegate Assembly Delegates

Liaisons are reminded to be sure that delegates do not have a conflict with the meeting to be held at 3:30 on Monday, December 12th at the National Conference.

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

Gary reviewed the board of director's candidate's rotation as noted in the meeting manual.

Nominations will be made at the National Conference in Nashville in December 2016 to join the Board of Directors in December 2017.

For Section 1:

Massachusetts has a right to select the next committee member by rotation and has selected Jim Davis of Belmont High School to join the NIAAA Board of Directors in December, 2017.

Jim Davis (Mass) nominated by John Lynch (Mass), second Pete Shambo (NY)

Vote: Passes 7-0- unanimous

Jim Davis will replace Gary Stevens (Maine) in December, 2017.

The protocol for at-large candidacy will be reviewed at the Section I meeting in December. Qualifications for candidacy were reviewed as noted in the meeting manual. The following members spoke to promote their nominations of being at-large candidates:

Pete Shambo (Pennfield, NY)

Zac Stevenson (Lebanon, NH)

Executive session discussion occurred regarding the credentials of the candidates.

Peter Shambo (NY) nominated by Dan Scavone (Conn), second Jamie Vetelino (RI)

Vote: Passes 7-0, unanimous

Section 1 will donate \$1,300 towards the purpose of the Pete Shambo's campaign budget.

V. Current Business

A. NIAAA 2016 Board Goals

Gary Stevens reviewed The 2016 NIAAA Board goals as noted in the meeting manual.

New Initiatives

1. Initiate the implementation of the NIAAA Fourth Strategic Plan
2. Develop a standard of grievance procedure to document complaints of members and to track patterns of concerns
3. Promote NIAAA accreditation status and educational-based athletics with the key educational and governmental partners
4. Support the new NIAAA Executive Director and Associate Executive Director in their transition to these positions.

Ongoing Initiatives

1. Support Training and implementation initiatives for sectional and state leaders to utilize the NIAAA Membership Portal to conduct business.
2. Develop and implement increased opportunities for two-way communication with the membership.
3. Utilize the service of the NIAAA advocate to develop, inform, and enhance collaborative relationships with professional organizations and governmental agencies at the national and state levels.
4. Support initiatives that increase NIAAA membership and promote dual membership status.

B. Scholarship Winners

Gary Stevens has the packets of state winner's essays that will be distributed today for each of the state liaisons. The deadline for submittal will be April 30th. Gary will communicate with the state liaison's regarding the process.

There is a fillable certificate that can be used on the NIAAA web site.

It was requested that application be shared in fillable PDF and Word formats.

If states modify the application, they must be sure that the content meets the national document.

The liaison or his/her appointee contact information must be noted on the application form.

C. Selection of Frank Kovaleski Professional Development Section Winner

Each of the 8 sections is eligible to submit a nominee.

Gary shared information regarding the candidates who have submitted for consideration.

State directors/liaisons shared information regarding the candidates.

Nominees are:

Jeffrey Ramich, (ME)
Liam Frawley (NY)
Joseph Canzanella (CT)
William "Bill" Bruno (NJ)

The 2015 Section I Nominee will be Liam Frawley.

Following the vote, Dennis Fries updated the Section 1 representatives of the status of Liam's health. Liam suffered an aneurism a few weeks ago. If you would like to send a message his address is as follows:

Liam Frawley
314 Old Route 304
New City, NY 10956

D. 4th Strategic Plan Review

Discussion about a fourth at large board position

Vote: 7-0 to look at the five options that were on handout

Fred Blasamo (Conn) motion to a) endorse the concept balance by membership and b) the vote be conducted at the National Conference, second by Angelo Fantasia (NH)

Straw Vote: 7-0 passes, unanimous

E. Professional Development Update-

1. The state coordinators meeting will again be a combined meeting of the LTI and Certification coordinators held in Indianapolis on September 10-12, 2016 at the Crowne Plaza Hotel at the Indianapolis Airport. States are encouraged to send both the LTI and the Certification coordinator to this meeting. NIAAA will pick up food costs (while in Indianapolis) and the **cost of one sleeping room for each state. Please note each coordinator must bring a laptop as most of the work is done through the Portal.**
2. 2016 New LTI Courses in Development:
New courses are:
715- Maintaining Appropriate Professional Boundaries- piloted in July and again in September and will be taught in Nashville
510- 4th Legal course- piloted in September and taught in Nashville
610- Today's Athletic Technology Solutions for Productivity and Communication- taught in Nashville
503- No title as of yet, but will be taught in December in Nashville and will focus on providing:
Athletic Administrators a working of athletic-related topics in public relations, awards, special events, equipment, facilities, fundraising, and boosters.
3. 2016 Course Revision-
- 611 and 707 begun in February and the revised version will be taught in Nashville
- 615 revision will begin in June with hopes of teaching revised version in Nashville
- 616, 617, and 714 will begin in July
4. Changes to Course Structure
Courses may be three or four hours in length. This could necessitate some changes to certifications and allow universities to award three or four credits
5. Webinars
The webinar schedule was included in meeting manual. Those in attendance expressed concern with the ability to keep up with the text and audio aspects. Also it was noted that the handout should have the names of the courses listed out, instead of just the LTI number of the course.
6. Board approved of an Ad Hoc committee for International Athletic Administrators. Committee will meet in Indianapolis this summer.
7. Jim Teff Achievement Recognition for Professional Development.
Established to recognize a state LTI coordinator.
Recognition provides a \$1000 grant and three free LTI course for the state of the winner.
Submission deadline is July 1st.
8. QPA/CMAA
Application automatically becomes option for the CMAA project.
9. On line (ONLY) CAA exam will begin at the 2016 National Conference exam in Nashville. NIAAA will provide money toward internet costs at State conference to be able to administer this test. Since testing protocols will be different for on-line CAA exams, CTA's will need to become re-certified relative to the new protocols. A number of webinars will be conducted this fall for CTA's to become recertified on the new test procedures.

F. Staffing Additions-

1. Phil Rison- Associate Executive Director of the NIAAA
2. Nellie Crocker- coordinator of membership and communications services
3. New Contract Labor position- oversee publication of IAA magazine

4. New Full Time position Communication/Development Manager- this was a recommendation #45 from the Strategic Plan

G. NIAAA Staff/Officer Presentation

Bruce Whitehead and Trish Witkin presented a slideshow on the following topics:

- Membership/member benefits, liability insurance.
- Membership database and membership portal. Contact Nellie Crocker for spreadsheet of current members.
- Portal address- <https://niaaa.site-ym.com>
- Bruce showed the NIAAA website and how to navigate the pages
- NIAAA Budget Sources (income vs expense) 2015-2016 budget is \$1.8 million, endowment \$1.095 million, reserve fund \$1.4 million
- 2016 National Conference at Nashville Opryland Hotel December 9-13
 - *No 50-50 Tennessee law
 - *No golf tournament, instead silent auction
 - *No fun run on site, more info to follow
 - *Conference schedule online
- PSA's- eight radio spots, since inception NIAAA has saved \$15 million
- Print ads- use portal for print ads and PSA's
- Accreditation
- ESEA (ESSA) Every Student Succeeds Act
- Map of NIAAA Sections- Section 1 received 4 commendations
- NIAAA and State Memberships
- Newest Member Benefits- free app to schools <http://sidelineaccess.com/the-niaaa-app/>

H. Committee Reports

New Committees- Two new committees and expansion on a third were approved by the board at the February board meeting. Both new committees came out of the Strategic Planning recommendations (#14 and #15)

1. Membership Committee- to promote NIAAA membership with individuals, state associations and sections by emphasizing the benefits, professional development opportunities and programs available through the association; to identify, create and solicit growth initiatives to recommend to the board of directors; to implement and evaluate on-going programs for membership growth.
2. White Paper/Positions Committee- To identify and research contemporary issues that impact educations based athletics and athletic administration; to present topics to the Board of Directors for authorization to write white papers or position statements; develop member surveys that will provide a statistical basis for white paper or position resolution; to write white papers and /or position resolution that reflect the view of the NIAAA and athletic administrators for presentation to the Board of Directors.

People interested in submitting committee applications should do so to Doug Kilgore or Josh Scott. Applications can be found on the NIAAA web site.

Reports

Accreditation – NIAAA was granted Accreditation again after the December review. See video that Bruce talked about on NIAAA website.

Awards – Committee recommended minor changes to the Kovalski nomination form and evaluation rubric which was approved by the board. Updated form on NIAAA web site.

Credentials – Becky Moran (Illinois) is the new chair, Sandy Luu (Oregon) and Damian Frassinelli (Connecticut) are the new vice-chairs. The committee was encouraged by the board to continue to seek ways to further improve the electronic voting process begun last year. The committee has expanded to three members per section with additional appointments to be made at the July board meeting.

Hall of Fame- Scott Drabczyk (Florida) is the new chair and Fred Smith (Michigan) is the new vice-chair. The board asked the Hall of Fame committee to investigate the feasibility of a conference call or skype meeting to screen Hall of Fame nominees.

National Emergency Network- The board asked the committee to explore methods by which the committee can be of service to members or members schools who experience catastrophic events.
Publications – Myles Wilson (South Carolina) and Phil Poggi (Ohio) were appointed to the Publications Committee effective immediately. The committee would like to maintain a historical perspective for continuity purposes and continued quality of the IAA.
Retired- The committee will be expanded to include one retired member per section. This expanded committee will be asked to research potential Hall of Fame candidates that were prior to 1977.
Sports Turf – the committee was given permission to conduct a hands on field seminar at the national conference at an off site facility.

Endowment

Remember, the Outreach Application to reach a group of AD’s in your state who may not be active and also the \$1,000 grant application that states can apply for every three years to bring in a speaker or LTI instructor to your state conference.
 Fillable forms available on the NIAAA web site.

Hall of Fame

Congratulations to the newest class of inductees: Carol Chory (Virginia), Harold Erwin (West Virginia), Rodger Estes, deceased, (Missouri), Dennis Fries, (New York), and Leslie Moore (Colorado). States may nominate one person in each of the two categories every year.
 2017 nominees due by July 1st.

NIAAA Housekeeping- see agenda for info

1. If you would like our Advocate in Washington to secure a Congressman or Senator for an appearance at your state conference, please contact Bruce Whitehead or Mike Blackburn.
2. The state leadership Directory on the web site is accessed quite often. Please check to see if your state leadership information is accurate and in not, please forward correct information to Bruce or Mike.
3. The NIAAA has a platform used to teach webinar classes. That platform is available to the states for use on a first come first serve basis to conduct webinars within a state. Each webinar is limited to 25 people and the state would be required to pay the communication fee of \$3.00 per participant per hour.
4. President Armstrong’s theme for the year is “Reach Out.” We are all encouraged to reach out each day and touch people. The board has a goal of touching three people a day.

Future Conferences

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| Nashville, Tennessee | Gaylord Opryland | December 9-13, 2016 |
| Phoenix, Arizona | Sheraton/Hyatt/Con Center | December 8-12, 2017 |
| San Antonio, Texas | Marriott’s/Convention Center | December 15-18, 2018 |
| National Harbor, Maryland | Gaylord National | December 14-17, 2019 |
| Tampa, Florida | Marriott/Embassy/Con Center | December 13-16, 2020 |
| 2021 Pending at Western site | | |
| 2022- Open | | |
| Orlando, Florida | Marriott World Center | December 16-19, 2023 |

VI. Section Business/Announcements

Treasury

Gary reviewed the Treasurer’s Report and handout is included in folder.

Motion Fred Balsamo (Conn), Second Marty Ryan (Maine) to approve the treasurer’s report.

Vote: 7-0, unanimous

Section I Summer Institute

Peter Shambo shared information regarding the institute and handed out a packet of information. The registration deadline is June 5th. Some availability at the hotel has been already reserved. Prices have remained the same. Big Teams has been secured as a sponsor for the institute.

Motion John Lynch, second Pete Shambo that New Jersey continues to organize the hospitality suite at the national conference.

Vote: 7-0, unanimous

Gary talked about 2017 Section 1 meeting going paperless.

Motion to have Gary Stevens look into pursuing this. Motion by Fred Balsamo and second by Geri-Lyn Witalec,

Vote: 7-0, unanimous.

Section 1 Dues stay the same at \$200, Motion by Dennis Fries and second by Fred Balsamo

Vote: 7-0 unanimous.

Gary thanked several individuals and the Connecticut delegation for hosting the event.

Roundtable:

Discussion about gift to Bruce Whitehead for retiring- thoughts- \$1,000 toward at stay on Cape Cod, maybe to coincide with the Summer Institute, but for relaxing only...no teaching or speaking! (\$125 per state).

Motion to have each state give \$125 towards Bruce's gift made by Trish Witkin (Conn), second by Fred Balsamo

Vote: 7-0 unanimous

Motion Trish Witkin (Conn) to adjourn, second Jim Davis (Mass) at 5:36pm

Vote: 7-0, unanimous

Respectfully Submitted,

Jeff Ramich, CAA Brunswick High School, Brunswick, Me