

NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

Section Meeting Minutes

Section: 1

Recorder: Gary Stevens, Maine

Date: Thursday, April 4, 2019

Location: Samoset Resort – Rockport, Maine

Number in attendance: 24

Connecticut: Fred Balsamo, Damian Frassinelli, Trish Witkin

Maine: “Bunky” Dow, Gerald Durgin, Martin Ryan, Rick Sinclair, Gary Stevens

Massachusetts: Andy Chrisafulli, Jim Davis, Fran Whitten

New Hampshire: Larry Averill, Carol Dozibrin, Lisa Gingras

New Jersey: David Suiter

New York: Brett Banker, Dennis Fries, Alan Mallanda, Scott Sugar

Rhode Island: Chris Cobain, Allen Huestis, Karen Massaro, Beth Penkala

Vermont: Geri-Lyn Witalec-Krupa

Guests: NIAAA Assistant Executive Director Phil Rison, NIAAA President Todd Olson, NIAAA Past Board Secretary Doug Killgore

Section 1 Board representative Jim Davis made some opening remarks to welcome the members to the Samoset Resort of Maine. He reviewed voting rules for the meeting.

Maine Interscholastic Athletic Administrators Association Executive Director Gerald Durgin welcomed the Section 1 representatives to the meeting. Gerry invited all attendees to the MIAAA social and Banquet.

IIA. Acceptance of December, 2018 Minutes:

Motion to approve the minutes of the December, 2018 Section 1 meeting minutes in San Antonio (Trish Witkin, Carol Dozibrin) – Approved 8-0.

IIB. List 2019-20 State Conference Dates, Cite and Site:

New Hampshire is only Section 1 state remaining to hold its spring conference. Jim Davis asked state representative to communicate upcoming events as they are confirmed so that they can be recorded and placed on the NIAAA Section 1 website.

IIC. Delegate Assembly Delegates

State representatives should communicate Delegate Assembly members to the Credentials Committee prior to October 31. People representing their state associations in the Delegate Assembly should make sure that their schedules are free of any possible conflicts (ex. Leadership Training Courses).

III. Upcoming Board Positions Review:

Section 1 has two individuals interested in being the Section 1 candidate the Region A at-large position on the MIAAA Board of Directors:

1. Damian Frassinelli , CMAA (Connecticut)
2. Scott Sugar, CAA (New York)

The person who wins the At-Large election will take office at the 2020 NIAAA Conference in National Harbor, Maryland.

The two candidates stepped out of the room while Jim Davis explained the ground rules for the process. Candidates had an opportunity to make an opening statement. Section 1 state representatives followed up with questions. Each state was allowed one vote in a secret ballot process.

Damian Frassinelli of Stafford Springs, Connecticut was selected as the Section 1 candidate for the Region A At-Large Voting process.

IV. Current Business:

A. 2019 Board Goals

Section 1 Board representative Jim Davis reviewed the 2019 NIAAA Board of Director goals. Jim participated on the Board subcommittee that developed these goals.

New Initiatives:

1. Explore using the Endowment Fund to target additional resources toward new AD's.
2. Evaluate the use of cohorts as a continuing education tool for Certified Athletic Administrators.
3. Effectively communicate to State Athletic Director associations the implementation of the Fourth At-Large position.
4. Evaluate the expansion of the international initiatives including membership, LTI courses and certification.
5. Support the efforts of the NIAN and the annual initiative of the committee.

Ongoing Initiatives:

1. Support training and implementation initiatives for section and state leaders to utilize the NIAAA Membership Portal to conduct business.
2. Promote the NIAAA Classroom as a professional development resource for the organization.
3. Support initiatives that increase NIAAA membership and promote dual membership status. ***Jim Davis acknowledged that all eight state associations in Section 1 have achieved this process and accompanying membership recognition.***
4. Continue to support the development of the NIAAA Fifth Strategic Plan. ***Jim Davis recognized Trish Witkin of Connecticut, who will serve as a chair of one of the three subcommittees that will be working on this plan.***
5. Support and encourage efforts to improve the NIAAA website.

B. Scholarship Winners

All information (i.e. student essays) related to Section 1 scholarship nominees has been loaded onto the NIAAA Portal. Jim Davis has asked all state associations to rank order all candidates (excluding the candidate of the state casting the ballot). Ballots are due to Jim Davis by April 25.

The NIAAA has a fillable certificate available on the Awards section of the NIAAA website for state associations to recognize students submitting essays. The MIAAA Scholarship Committee is asking that each state association representative send a letter to each student-athlete who completed an essay to acknowledge and thank them for participating in the process.

Reminder: State Liaison order plaques for male and female state scholarship winners. Plaques are invoiced to the NIAAA.

Awards Unlimited

800-950-3553 or 402-474-0815

Tim Moravec: tmoravec@awardsunlimited.com

Shannon Pleines: spleines@awardsunlimited.com

Allen Huestis articulated a concern that many essays are being submitted in handwritten form. Allen suggested that there be more explicit instructions to submit essays electronically. Geri-Lyn Witalec identified how Vermont communicates to students as to how to complete the fillable PDF. Phil Rison commented that he would have the Scholarship Subcommittee of the NIAAA Board of Directors examine this issue at its summer meeting.

C. Frank Kovaleski Nomination Process

Jim Davis asked all representatives to access the scoring rubric for the Frank Kovaleski Professional Development Award and review criteria for consideration for this honor.

Section 1 has five candidates at this time – each state association representative offered some background on these individuals:

1. Maine – Todd Livingston
2. New Jersey – Bill Bruno
3. Connecticut – Joe Canzanella
4. New York – Peter Shambo
5. Massachusetts – Richard Lewis

The Section 1 nominee for the 2019 Frank Kovaleski Professional Development Award is Peter Shambo of New York.

D. State Award of Merit

Name of nominee and photo for a state's State Award of Merit must be submitted by October 1 to have that information printed in the Winter edition of IAA Magazine. Information should be submitted electronically to: aferguson@niaaa.org

E. Fourth Strategic Plan Review Items for 2019

Jim Davis offered an update on the progress being made in addressing a series of Fourth Strategic Plan items, including items being worked on in 2019 and on-going topics.

Fred Balsamo expressed concerns about the vetting process for committee assignments (one of the on-going Fourth Strategic Plan items). Phil Rison reviewed how the Board secretary reviews applications and reaches out to state association members for references on candidates.

F. Professional Development Academy Update

The Professional Development (LTI/Certification) State Coordinators Meeting will be held at the Crowne Plaza Hotel (Airport) in Indianapolis from September 7-9, 2019. The NIAAA will pay the cost of one room for each state in addition to food costs while the individual is in Indianapolis. It is critical that attendees bring a laptop and that all states should be represented by at least one person. It is strongly urged that both the LTI and Certification coordinators be in attendance.

G. Certification Program

In 2018 the NIAAA established a new record for total certifications earned. In addition, each of the four levels (RAA, RMSAA, CAA, CMAA) established record numbers. The organization is continuing to build upon its initial efforts in international certification.

The CAA exam is an on-line examination and has been in effect since January, 2017 through Proctor University. Certified Test Administrators (CTA) must be cognizant of having access to wi-fi and band width. CTA personnel can obtain recertification through the CTA Tutorial (available on NIAAA Classroom). CAA candidates can also prepare for the examination via a tutorial available on the NIAAA Classroom.

The CMAA oral evaluation process is also currently available as an alternative to submitting a written document. A committee is assigned to a candidate, and the process is done electronically.

A reminder that effective January 1, 2019, Leadership Training Course 503 is required for RAA, MSRAA and CAA. Leadership Training Course 510 is required for CMAA.

G. NIAAA Classroom

1. National Conference workshop presentations can be found on the NIAAA Portal.
2. Courses required for certification can be accessed on-line.

I. Leadership Training Courses

1. 2019 New Courses in Development
 - a. LTC 706 Coaching Coaches – Pilot in July and September and first course offered in December at the 2019 National Conference
 - b. LTC 621 Synthetic Turf – a committee is currently authoring a course – the program is written **by** athletic administrators **for** athletic administrators
 - a. Goal is to have that ready for 2020 at the Tampa National Conference
 - c. Potential New Courses
 - a. Mental Health of the Athlete
 - b. Diversity
 - c. Ethics and Decision Making
 - d. 2019 Course Review
 1. LTC 611, 626, 703 and 709 started in February (ready for December 2019).
 2. LTC 627, 719, 721, and 724 in July.

The course review and revision process contributes to the NIAAA maintaining its accreditation through AdvanceEd.

e. Webinar Schedule

Jim Davis reviewed the webinar schedule for the spring, summer, and fall. Jim encouraged the representatives in attendance to share it with their state association members.

J. Educational Cohort

An educational cohort pilot began in December, 2018 and is in process currently through 2019 national conference. The next cohort will open for registration in September for 2019.

K. Jim Teff Recognition

Nominations for the Jim Teff Achievement Recognition must be submitted by July 1. Candidates remain in the pool for three years.

L. University Affiliations

There are twelve colleges and universities currently utilizing Leadership Training Courses within their curriculums. The University of Maine is using it in Section 1.

V. **Staff/Officer Presentation:**

NIAAA Assistant Executive Director Phil Rison and NIAAA President Todd Olson offered a presentation updating the work being done at the national level. Phil thanked the Maine host committee as well as all Section 1 members for participating in the meeting and being advocates of education-based athletics.

A. New 4-Region At-Large

The new four-region at-large program begins in National Harbor with two elections (New Region A, New Region B). This was one of the recommendations of the Fourth Strategic Plan.

In 2018, the organization completed 33 years of three region at-large elections and twelve rotations per region of at-large elections.

In order for the at-large candidate to truly represent the entire membership, there has to be an election. Phil Rison reviewed the guidelines and procedures (ex. speaking opportunities, \$1300 budget) for candidates for the at-large election as incorporated into the Policies and Procedures (POP) Manual. If any members have ideas or suggestions related to these protocols, please contact Jim Davis or Phil Rison.

Question: Can we utilize technology more effectively to facilitate the election process?

B. Student Scholarship

2018 National Scholarship Winners:

1. Sarah Rauch (Grayslake, Illinois)
2. Evan Gwozdz (Middleboro, Massachusetts)

The NIAAA Board of Directors are exploring raising scholarship revenues to fund state winners and increase funding for sectional recipients.

C. Fourth and Fifth Strategic Plan Update

Recent Initiatives

Item 5. Explore the option of developing a "University of NIAAA"

Item 6. Develop a continuing education plan for certified athletic administrators

- Item 25. Select 5th Strategic Planning Committee members
- Item 30. Fuse the association website and portal
- Item 33. Video outlining core beliefs and mission

2021-2015 Fifth Strategic Plan Committee Structure

General Chairman – Mark Armstrong
Finance – Scott Nordi
Operations – Rich Barton
Programs – Trish Witkin

D. Professional Development Academy Internships

Art Ballard of Kentucky and Joey Struwe of South Dakota have participated in the Professional Development Member Intern Program. They made seventeen visits to various events to learn about the work that is involved with leadership in the Professional Development Academy. People who are interested can apply by May 1.

E. Certification Numbers

There has been a record year in certification in the NIAAA. Adding new requirements has actually jumpstarted this effort.

F. NIAAA University

Professional Development Academy Historical Components

1. Assessment
2. Certification Program
3. Educational Initiatives
4. Leadership Training Institute

NIAAA members are taking approximately 30 on-line courses per week.

Potential NIAAA University Components – Currently in the visionary phase – more discussion will take place in the planning of the Fifth Strategic Plan.

1. Continuing Education (AdvanceEd and Strategic Plan)
2. Recertification (AdvanceEd 2010 Evaluation visit)
3. Leadership Cohort Pilot and Program (Continuing Education)
4. Fourth Strategic Plan components

3. Quality Program Award

2018 – Christ Presbyterian Academy of Nashville (Mike Ellison, athletic administrator) earned the Quality Program Award.

Mike Ellison has developed an article for the upcoming issue of IAA Magazine to discuss how schools can approach this process.

4. NIAAA Website/Membership Portal

The NIAAA website is under construction. Work is being done to make it more user-friendly.

Components:

1. Tutorial
2. Dual & Modified Member States
3. State Groups
4. Resources (Members only)
5. My profile – Bio
6. NIAAA Classroom
7. State Leadership Directory
8. State Event Submission
9. Calendar of Events

5. NIAAA Member Data Protection Policy & Statement

The NIAAA has developed a member data protection policy statement to protect the personal information of its members.

6. Financial

a. Budget

- i. July 1, 2017-June 30, 2018 – Income of \$1.9 million
- ii. July 1, 2017-June 30, 2018 – Expenses of \$1.85 million
- iii. Membership comprises 37% of all income while Leadership Training ranked second at 28.2%
- iv. On the expense side, the largest expenditure is administration (26.6%) – staff has expanded from four to seven
- v. The NIAAA is experiencing a good cycle economically.
- vi. FY 2019 Budget - \$2,103,750
- vii. Reserve Fund – above the required minimum budget amount of a 50-60% range of annual working budget on hand
- viii. Budget Items
 - i. Accreditation Visit
 - ii. Fifth Strategic Plan
 - iii. Website construction
 - iv. Technology rotation
 - v. National conference offerings and expenses
 - vi. Staff position(s)
 - vii. Professional Development Academy Leadership Team
 - viii. Marketing – Social Media Campaign, Public Service Announcements, Adult Fan Behavior
 - ix. Office and Storage Space

2. Endowment

- i. Endowment (4/1/19) - \$1.5 million
- ii. Todd Olson: Endowment is “the engine” that drives the organization to create outreach opportunities
- iii. 5% of three-year rolling average dedicated to Professional Outreach and state association grants
- iv. 15 states per year can use money from this source to assist in the funding of their state events

7. National Athletic Directors Conference

The National Athletic Directors Conference will take place at National Harbor, Maryland from December 14-18, 2019. The NADC was last at this venue in 2014. A preliminary schedule has been developed. There is an additional session for LTI and four networking opportunities.

Speakers: Dr. Adolph Brown (Opening Session) – talks about “real talk”
Kevin Laue (Closing Session) – “Long Shot” – overcame obstacles to become Division I Basketball player

8. Zoom Us Platform

The NIAAA is using this for video conferencing. The next Board meeting will be done via video conference call. The NIAAA Cohort will also use this process to communicate.

9. Comments from State Presidents Breakfast

The NIAAA has compiled comments drawn from the State Presidents Breakfast.

10. Public Service Announcements & Social Media Campaign

The NIAAA Public Service Announcements are distributed to 10,000 radio stations in the nation. The seven-year total value of the free air time contributed to PSA's is in excess of \$39.9 million. In 2019 it is projected that there will be a \$7.6 million value.

This year's focus was on the NIAAA's "Greatest Hits" – spots that have been utilized:

1. More than Extracurricular (30 seconds)
2. This is Sportsmanship (30 seconds)
3. Close to the Game (30 seconds)
4. Leadership You Can Believe In (60 seconds)

These spots are valuable because of the civility issues in the nation's athletics.

The NIAAA will be sending prepared e-mail messages, scripts, and social media posts (Facebook, Twitter) that will address unruly fans and poor sportsmanship; these messages are going to principals and superintendents in addition to athletic administrators.

Phil Rison: "If we are not the advocates of our own business, then we let them [unruly fans] drive it."

11. Accreditation

The NIAAA was accredited by AdvanceEd in 2011 and 2016. Current commendations from this organization:

1. Empowerment at all levels
2. Volunteers are engaged
3. Shared vision and high ethical standards
4. Strategic plans and continuous improvement

12. NIAAA Credit Card Cancellation

The credit card was an item on the Fourth Strategic Plan. The First National Bank of Omaha has pulled out of the NIAAA credit card agreement as they stated that it was not beneficial to it.

13. Section Membership

Section 1 has best percentage of possible membership (88.4%). Four states in the section had 100% membership.

14. Organizational Membership

Often times it is asked why there is a \$25/delegate fee for each state. Reasons:

1. Unites state association with national association and its offerings, benefits, programs, recognitions, services
2. Displays that the state association is a functioning, viable, organized entity
3. Helps add validity that the state association is recognized

15. Membership Benefits and Numbers

Todd Olson identified a number of benefits for NIAAA organizational member states and for individuals paying the \$80 member dues.

There are 29 dual member states currently.

There are 2029 NIAAA members currently in Section 1 with a possible number of 2166.

16. Multi-Sport Certifications

1. Scholar-Athletic Award Certificate – available on-line
2. Three Season Athletic Certificate

17. Professional Outreach – Change from RAA to Online 503

LTC 503 is a certification requirement. With an outreach, there is no immediate RAA certification as LTC 503 is on-line.

18. Sports Facilities Committee & Sports Facilities Advisory Council

The NIAAA has now changed the Sports Turf Committee to Sports Facilities Committee. The committee consists totally of athletic administrators with an Industry Advisory Council consisting of industry people. The committee will work with a number of facilities-related topics, including seating. It may allow the organization to conduct its marketing in some different ways as the purview of the committee is wider.

19. Wounded Warrior Project – National Initiative and Assistance Network Committee (NIAN)

Fred Balsamo of Connecticut, the vice-chair of the committee, reported on the current work of the group. The committee is identifying an annual initiative to be addressed. The Wounded Warrior Project is the current project. The goal is to have a program recommendation by July 1 so that (a) the NIAAA Board can vote and (b) state organizations can plan accordingly. There is a competitive component of this process for each section to raise certain goals. The current goal is \$5.00/member. Full participation would result in \$56,740 contributed to Wounded Warriors. Section 1 is currently up to over \$3800.

Dave Suiter suggested a return to putting the card in the IAA Magazine for members to use. This information is available on-line.

Dennis Fries suggested identifying the theme for the program a year ahead to give states an opportunity to do additional planning. The November announcement may be too late for any states that have already planned their conferences.

VI. Reporting – Jim Davis

1. Committee Applications
2. a. Accreditation (Steve Young: Section 1 representative) – Merger and plans for AdvancEd visitation in 2010 in Tampa.
- b. Awards (Bunky Dow and Murphee Hayes: Section 1 representative)
 - i. Committee is exploring on-line process
 - ii. Eight-point scoring of applications approved by NIAAA Board
 - iii. Rename Distinguished Service Award to Bruce D. Whitehead Distinguished Service Award
- c. Certification (Pete Shambo and Dave Lezinski)
 - i. LTC 503 on-line
- d. Coach Education (Ted D'Alessio: Section 1 representative) - newsletter will continue; committee would like to have it placed on state athletic website
- e. Credentials (Damian Frassenelli and Sean Dowling: Section 1 representatives)m – will continue with electronic voting via email used in 2018 – 1500+ people voted during the San Antonio conference
- f. Endowment (Jeff Benson and Micah Hauben: Section 1 representatives) - committee is studying the feasibility of golf tournament as fundraiser
- g. Hall of Fame (Beth Penkala: Section 1 representative) - extenuating circumstances for nomination of one who has not retired.
- h. Membership (Jason Corley: Section 1 representative) – reach out to states with new membership initiatives
- i. National Initiative and Assistances Network (Fred Balsamo and Fran Whitten: Section 1 representatives) – See Above
- j. Publications (John DiColo: Section 1 representative) - conduct a membership survey
- k. Resolutions (Tom Holgate: Section 1 representative) – continue to explore possible resolutions and looking to survey membership to determine stance on issues.
- l. Retired (Dennis Fries: Section 1 representative)
 - i. looking to have retired people from all states participating with the committee
 - ii. have involved themselves in disaster relief last during the three years.
 - iii. Collecting ideas that various states have used to involve retirees
 - iv. “Swan Song” article for IAA – at least two articles per year
- m. Sports Facilities – change in name and goals – See Above
3. Committee from profession.
 - o. Conference Advisory – shared committee with NIAAA & NFHS

C. Hall Fame Class of 2019 – Announced with all honorees notified

1. Holly Farnese (Pennsylvania)
2. James Gagen (Missouri)
3. Dick Kemper (Virginia)
4. Scott Lindgren (Wisconsin)
5. Doug Smith (Illinois)
6. Sheri Stice (Texas)

7. Faye Thornton (Kentucky)

D. NIAAA Housekeeping

1. President Olson Theme for Year – “Advance” – idea of advancing the baton
“We are running one leg, and then we pass it on to others. We must advance the baton.”
Jim Davis committed the section to doing its part to help “pass the baton” to others
2. Professional Development Academy Booklet – available on-line (www.niaaa.org)
3. LTI courses taken and conference sessions attended will be listed on transcript on the NIAAA Portal for one year.

D. Future Conferences

National Harbor, Maryland	Gaylord National	December 14-17, 2019
Tampa, Florida	Marriott/Embassy/Con. Center	December 14-17, 2020
Denver, Colorado	Hyatt Regency/Convention Ctr.	December 12-16, 2021
Nashville, Tennessee	Gaylord Opryland	December 9-13, 2022
Orlando, Florida	Marriott World Center	December 16-19, 2023

E. Section Business

- a. Treasurer’s Report
 - i. Section 1 Treasury is currently at \$13,016.12
 - ii. Section 1 cannot establish its own checking account with taxation risk due to current banking laws requiring a Tax Identification Number
 - iii. MIAAA will continue to house this account; we are examining two separate checking mechanisms under the same account.
 - iv. Motion to approve (Allen Huestis/Fred Balsamo) – Approved 8-0
- b. Dues for 2019-2020
 - i. Motion to maintain current dues structure (Allen Huestis/Fred Balsamo) – Approved 8-0
- c. Section 1 Summer Institute
 - i. 16th annual event at Ocean Edge Resort
 - ii. Information on the Section 1 website (www.section1niaaa.org)
 - iii. Challenging as the dates selected are the last week of school
- d. Section 1 Hospitality Suite for NADC
 - i. Section 1 appreciates the efforts of Bob Hopek and the Directors of Athletics Association of New Jersey for their work once again this year
- e. Allen Huestis noted that there is an error on the succession order in the Board history

VII. Announcements/Reminders

1. Dinner at the MIAAA Spring Conference banquet has three reserved tables on the left
2. Maine Maple Syrup bottle was donated by Susan Robbins of Yarmouth High School (Maine) and her family. The Section 1 representatives in attendance appreciate the gift.

VIII. Around Table

Each attendee of the meeting had a chance to express his or her appreciation for the hospitality of the Maine staff and the experience that they enjoyed.

Motion to adjourn the meeting at 6:17 pm (Fran Whitten/Carol Dozibrin): Approved 8-0

Respectfully submitted,

Gary Stevens
Assistant Executive Director
Maine Interscholastic Athletic
Administrators Association