



**Section 1 Meeting Minutes
March 30, 2014
Burlington, Vermont**



- I. Welcome
 - A. In attendance – Bruce Whitehead-NIAAA, Trish Witkin-NIAAA(CT), CT - Fred Balsamo, Dan Scavone, ME – Marty Ryan, Gary Stevens, Matt Lash, MA – Walt Sargent, John Lynch, NH – Carol Dozibrin, NJ – Robert Hopek, NY – Denny Fries, Alan Mallanda, Pete Shambo, David Garbarino, RI – Allen Huestis, Jeff Maidment, VT Mike O’Day, Tom Conte, Bob Hingston

- II. Housekeeping
 - A. 2013 Section Minutes from National Conference in Anaheim accepted – (Fries/Sargent passed unanimously)

 - B. Update of 2015 State Conferences (next available)
 1. CT – March 25-27, 2015 Rocky Hill Sheraton
 2. ME – March 31- April 3, 2015 Samoset Resort
 3. MA – March 24-27, 2015 Hyannis
 4. NH – May 20-22, 2015 Red Jacket Inn
 5. NJ – March 22-26, 2015 Atlantic City
 6. NY – March 18-20, 2015 Hilton, Saratoga
 7. RI – Summer 2015 TBA
 8. VT – March 30-31, 2015 Burlington

 - C. Section 1 Host Rotation: RI (15), CT (16), MA (17), NY (18), ME (19), NJ (20), NH (21), VT (22)
Next years section 1 meeting will be Wednesday May 13, 2015, Crown Plaza, Warwick, RI

 - D. Previous Board Members were handed out and reviewed.

 - E. Section 1 Treasurers Report – Ending Balance \$9873 all expenses were paid to date. (Shambo/Dozibrin passed unanimously)

Also discussed was maintaining the section 1 dues at \$200 per delegate –(Huestis/Dozibrin passed unanimously)

 - F. Section 1 Hospitality Suite- Many thanks were extended to Bob Hopek and the New Jersey delegation. Motion to continue (Fries/Huestis passed unanimously)

 - G. Dave Martens/Bob Leahy Scholarship- Only 2 states have taken advantage of this grant of \$250. The deadline for this year is extended to April 30 but all future years the deadline for submission to request these funds is January 31. (Fries/Balsamo passed unanimously)

 - H. States Selecting Delegates to Delegate Assembly
 1. Please check the LTI schedule and avoid appointing individuals with conflicts.
 2. Get Delegate information to Credentials Committee member from your section in a timely manner

- III. Review NIAAA Board of Directors and At-Large Rotation in your Section
- A. Sections 1, 4 and 7 only introduce new board members – Gary Stevens will be replacing Trish Witkin as the Section 1 Representative to the Board of Directors at the close of the conference in December.

IV. Current Business

- A. NIAAA 2014 Board Goals were reviewed.

- B. Scholarship Program

1. Each state shared their process for selecting their scholarship winners. The national rubric was distributed.
2. State Winners information will be forwarded to the NIAAA office.
3. States were asked to check the NIAAA website for accuracy of due dates listed. Discrepancies should be reported to the NIAAA office.
4. All submissions for section 1 were brought to the meeting and distributed to each liaison.
5. Results and scoring sheet tally must be sent to Trish by May 1, 2014
6. Reminder of Certificate on web site for **all** students who submit applications
7. Change: Section winners - \$1,500; National winners - \$2,500 effective July 1
8. Section 1 winners will be determined after all tally sheets are returned (Due May 1). Names will be forwarded to the NIAAA office by May 15, 2014.

- C. Selection of Frank Kovalski Professional Development section winner – Gary Stevens was put in nomination (Shambo/Scavone passed unanimously)

- D. Section Policies and Procedures Document –The first attempt to adopt Oday/Dozibrin was withdrawn. Edifications were made. Motion to accept as amended (Mallanda/Conte passed unanimously).

Note: the complete amended document is attached.

- E. Section 1 Summer Institute was discussed and suggestions were made to enhance its success. Electronic link to registration, use local instructors, publicize on each state website. The link for the Section 1 Summer Institute is: - <http://www.section1niaaa.org/SI14.htm>

- F. Professional Development Update:

1. State Professional Development (LTI/Certification) Coordinators Meeting
 - a. Indianapolis, Indiana –Sept. 6 - 8, 2014 – Crowne Plaza Hotel, Airport
 - b. **NIAAA pay cost of one room for each state in addition to food costs**
2. 2014 New Courses in Development
 - a. LTC 631 – **Emergency Management of Interscholastic Athletic Events**
 - b. LTC 626 – **Chemical Health of the Athlete**
3. 2014 Course Revision
 - a. 710A and B was started in February (ready for December, 2014)
 - b. 630 was started in February (ready for December, 2014)
 - c. 627, 703, 705, 720 and 721 will be started in July (ready for December, 2015)
4. Policy Changes
 - a. Effective July 1 – 612 will be retired as an LTI course
 - b. Effective July 1 - \$10 Certification application fee will be eliminated
5. University Degree Program Partners- The NIAAA has relationships with the following universities: Western Kentucky, Ohio University, Morningside College, American Public University, Central Washington University, Trine University, William Woods University, Southwest Baptist University, McDaniel University, Indiana State University and Grace College.

6. Graduate Credit University Partners: The NIAAA has partnerships for graduate study at Bemidji State (MN), Touro University (NV) and St. Francis University (IL).
 7. Webinar Classes- A summer session has been added to the webinar schedule. LTC 501 and 502 were added to the previously scheduled coursework. The spring sessions of these courses closed out quickly. Webinar information for the summer and fall session is attached.
 8. Professional Development Task Force met throughout 2013 and made some recommendations to the Board of Directors that were enacted in July 2013. Additional recommendations are expected for board consideration this July and for the strategic plan committee to consider.
 9. International Outreach NIAAA has applied for a \$225K grant over the next three years to fund our outreach to international AD's. If received, the grant would cover the cost of writing 4-6 courses directed specifically at AD's in international schools and would provide funding to conduct leadership training sessions in East Asia. Sheri Stice was in Brazil teaching LTC 501, 502, 504, 506 and administering the CAA exam.
 10. State Reimbursement for On-Line courses continues to increase. The NIAAA returned nearly \$18,000 to 46 states in 2013 and over \$63,000 to states since 2009.
- G. NIAAA Presentation – Bruce Whitehead/Trish Witkin
1. Membership/Member Benefits –Membership has been stuck at about 8500 for three years. Efforts to promote benefits of the NIAAA need to continue.
 2. Budget- Bruce presented a break down on income and expenses.
 3. Membership Database- The office staff has selected a new membership management system, "Yourmembership.com" that they hope to unveil in July. The new system will be easier for the membership to use and more efficient for the staff.
 4. Conference schedule items were shared. The opening general session speaker will be Cal Ripkin or Walter Bond. Joe Ehrman is confirmed as the closing general session speaker. Reagan Airport is the closest. Room Rates \$172. Banquet attire is changing to a less formal business casual.
 5. PSA's were discussed. A request was made to have them as a link on the NIAAA website.
 6. Provisions for Athletes with Disabilities: The NIAAA and NFHS have staff serving on a task force. The next meeting is scheduled for May 19.
 7. NCS4 –Pilot course held in Mississippi in March. Two additional pilots will be held in Connecticut (April) and Indiana (May). The curriculum was intended to be a blueprint for schools to create a safety team, facility management plan etc. LTC 631 will be a four hour version of what this curriculum was intended to provide.
 8. NFHS Coaches Education/Certification- Level One certification is going to be free in the near future. The process of developing level two certification is in progress. Tim Flannery is retiring as of July 1.
 9. Grant- Outreach opportunities are available through the endowment and states are encouraged to take advantage of those opportunities.

H. Committee Reports/Items

1. Committee Applications- Anyone interested in serving on an NIAAA committee should submit an application form to Doug Killgore.
2. Term Limits- The board appointed a sub-committee to study committee term limits for all committees.
3. Reports
 - a. Awards – The board has created and approved a hierarchy structure for the awards given by the NIAAA. A copy was provided for review and discussion. Susan Robbins has assumed the role of chair of the awards committee.
 - b. Coaches Education- The board has decided to drop “Ad Hoc” from the Coaches Education committee title.
 - c. Credentials – A request was made to explore electronic voting. The board did not act on this request and asked the committee to continue exploring electronic voting options.
 - d. Endowment – There will be no golf tournament in Maryland. A silent auction will be held. The board took no action on the request to add a statement to the membership form about contributing the member \$2500 life insurance to the endowment fund.
 - e. Hall of Fame- Larry Munksgaard has been extended as Chair through December 2015. This was to prevent the chair and vice chair from rotating off in the same year. The committee meets on July 31 –August 1 to screen nominees for the 2015 class.
 - f. NEN – National Emergency Network- Assistant coordinators will be added to the committee roster.
 - g. Publications- Committee welcomes new writers.
 - i. Accreditation-The committee will meet with Brenda Mason from NCA in National Harbor in December to begin planning for the NIAAA’s re-accreditation visit in December 2015.

I. Jim Teff Achievement Nominations are on the website. The coordinator selected for this award must have done something in the area of professional development that was creative or innovative. Due on July 1.

J. Endowment- The Endowment fund has had a very good year for growth. Outreach and Grant opportunities available up to \$1000 every 3 years.

K. 2014 Hall Fame Class - The 2014 class has 7 members. Six are post 1977, one is pre 1977. Inductee from section 1 is John Foley (NY).

L. Fourth Strategic Plan- 24 individuals were asked to serve on the 4th strategic plan. The leadership begins meetings in July with the full committee meeting in Indianapolis in October.

M. Green – Digital Publications- several publications are going electronic. Mike Blackburn reported the Profiles of an Athletic Administrator has been formatted. IAA will still be distributed in hard copy to the membership. The electronic version would likely go to principals, superintendents.

N. Future Conferences

National Harbor, Maryland	Gaylord National	December 12-16, 2014
Orlando, Florida	Marriott World Center (\$195)	December 11-15, 2015
Nashville, Tennessee	Gaylord Opryland(\$175)	December 9-13, 2016
Phoenix, Arizona	Sheraton/Hyatt/Con(\$150)	December 8-12, 2017
San Antonio, Texas	Marriott Hotels/Con (\$150)	December 14-18, 2018

V. Miscellaneous Documents were provided

1. February Minutes
2. Membership
3. Conference Schedule

- VI. Announcements/Reminder – alert NIAAA if members are not getting e-blasts and send any significant information to Mike Blackburn to be included in e-blasts
- VII. Around the Table/Adjournment

Respectfully submitted- Fred Balsamo, CMAA