



**National Interscholastic Athletic Administrators Association
2013 Section Meeting Minutes
May 22, 2013
Red Jacket Inn, New Hampshire**

- I. Welcome & Meeting Called to order 1:05pm
- A. In Attendance
- Trish Witkin, CMAA, NIAAA Section 1 Rep, CT
Mike Blackburn, CMAA, NIAAA Staff
Doug Kilgore, CMAA, NIAAA Secretary|
- CT** Fred Balsamo, CMAA, Brian Fell
ME Marty Ryan, CMAA, Gary Stevens, CMAA, Jeff Benson, CMAA
MA Walt Sargent, CAA
NJ Robert Rossi, CMAA
NH Carol Dozibrin, CAA, Howard Sobolov, CAA
NY Denny Fries, CMAA, Alan Mallanda, CMAA, Peter Shambo, CMAA
RI Allen Huestis, CAA, Jeff Maidment, CAA
VT Mike O'Day, CMAA, Bob Hingston, CAA, Tom Conte, CAA
- II. Housekeeping
- A. Accept 2012 Sectional Minutes from National Conference in San Antonio. (Motion O'Day/Dozibrin passed unanimously))
- B. 2014 State Conferences
1. CT - March 26-28, 2014 Rocky Hill, CT
 2. ME – April 1-4, 2014 Samoset, ME
 3. MA/RI – March 18-21, 2014 Hyannis , MA
 4. NH – May 21-23, 2014 North Conway, NH
 5. NJ – March 25-29, 2014 Atlantic City, NJ
 6. NY – March 12-14, 2014, Saratoga, NY
 7. VT – March 30-April 1, 2014, Burlington, VT
- Note: Next Year's Section 1 Spring Meeting will be at the Burlington, VT Sheraton on Sunday, March 30, 2014 at 1pm. More info to follow.**
- C. A handout of all previous Section 1 and Region A NIAAA Board members was distributed.
- D. The Section 1 Treasurers Report was discussed. Our ending balance as of 5/22/13 is \$9,195 (Motion Sargent/Dozibrin to maintain dues at \$200 per delegate per state passed unanimously) (Motion Dozibrin/Hingston to order more Section 1 pins passed unanimously)

- E. Section 1 Hospitality Suite – New Jersey was officially thanked for their continued coverage. Rhode Island is offering to assist again. Published times worked well. (Motion to continue the suite Fell/Hingston passed unanimously)
- F. Dave Martens/Bob Lahey Scholarship of \$250 to assist states in getting people to the National Conference was discussed. (Motion to continue with the scholarship Hingston/Huestis passed unanimously)
- G. Collect State Data – (use form)
A form was circulated updating state data and forwarded to the NIAAA
- H. States Selecting Delegates to Delegate Assembly
It was requested that states appoint delegates who will not have conflicts with the LTI classes which are offered at the same time. Please check the schedule and have them commit ahead of time.
- I. Contact Information on all attendees was collected.

III. Review NIAAA Board of Directors and At-Large Rotation in your Section

The Handout was discussed. Maine is next in rotation and they are currently involved in the selection process to be their candidate for the section 1 representative. The Section 1 At- Large Candidate for a region A election will be decided at this meeting. Qualifications in by-laws for these positions were provided.

IV. Current Business

- A. Section 1 At Large Nomination Process was presented and discussed. (After a few edifications a Motion was made Sargent/Shambo passed unanimously). See attached.
Further discussion resulted in a request to add wording to the criteria process we already had established requiring candidates to submit a resume at least 30 days in advance on the section 1 meeting. (Motion Dozibrin/Fries passed unanimously). As a result of these discussions we will work on a Complete At-large nomination document which will include all previous historical data in addition to the new process and the changes to the criteria.
- 2. Nomination – Following the new procedure we established, two candidates were introduced- Robert Rossi, NJ and Peter Shambo, NY. Both gentlemen were allowed to speak and then asked to leave the room.
- 3. Selection – After a lengthy discussion and a vote both gentlemen were asked to return to the room. **(Motion Ryan/Sargent placing Robert Rossi, CMAA from New Jersey into nomination for the Section 1 candidate for the Region A At-Large election in December 2013. Passed unanimously)**
- B. Scholarship Program - a scoring tabulation sheet was distributed and the winners for Section 1 will be Katrina Lapham, Maine and Matt St. Amour, Vermont.
 - a. Sharing on how this is done in states:
 - VT has 10 state winners and selects from that pool
 - CT has changed the submission date to Jan. 31 so the recipients can attend their awards banquet to receive a state gift or \$500
 - RI uses 4 readers who forwards the results to the liaison for tabulation.
 - A request was made to edit the form to include all 3 scores of the SAT. Math, Verbal and Written should all be on the form.
 - Next year, a check list will be sent out with state submissions so all applications are complete.
- C. Selection of Frank Kovaleski Professional Development Award – two names still remained the pool and this is their last year. Gary Stevens, Me. and Don Webster, NY. A vote was taken and the name of Gary Stevens, Maine will be submitted for the section 1 candidate for the award.

- D. Section 1 Summer Institute – This is the 10th year and it continues to financially support itself. No further contracts with the hotel have been entered into as of yet.
- E. NIAAA 2013 Board Goals were in the notebook and reviewed.
- F. NIAAA Presentation – Staff/Officer
1. Membership/Member Benefits – Section 1 was commended for all states having dual membership. Everyone should try and increase membership. The NIAAA currently has 8750.
 2. Budget - the income is up 5% and projected expenses is below what was expected by 3.8%. The endowment has \$835, 520.
 3. Conference - The schedule was reviewed. A sixth workshop session was added.
 4. Textbook – is on schedule and the final cost should be under \$40.
 5. NFHS Coaches Education/Certification- courses were reviewed.
 6. Advocate Report – FLSA – The handout was explained and the advocate’s goals were reviewed.
 7. Products/Services for Members/Schools- the various agencies/companies that can benefit the membership was discussed
 8. Adaptive Sports/Unified Sports- The different programs that exist were discussed and all should support these programs in their states.
 9. LTC 621 – will continued to be offered at the national conference
 10. Misc. – PSA’s are doing extremely well.
- G. Section 504 of Rehabilitation Act 1973 (ADA Act)- The “Dear Colleague” letter from the OCR and the Q&A were discussed. The NIAAA plans to offer workshops on this as well as make available all their resources to the membership.
- H. Professional Development Update:
1. State Professional Development (LTI/Certification) Coordinators Meeting was reviewed/
 - a. Indianapolis, Indiana –Sept. 7 - 9, 2013 – Crowne Plaza Hotel, Airport
 - b. The NIAAA will pick up cost of one room for each state in addition to food costs.
 2. New Courses in Development
 - a. 627 will be downsized– Strength & Conditioning Programs
LTC 627 – content is the administration of the facility and program specific to AD’s (all technical content to be removed and inserted into new course, LTC 628)
 - b. LTC 626 – Student Health Issues (Still in development – will not release in 2013)
 - c. 710A Module – Accommodations for Disabled Student Athletes will be a topic
 3. 2013 Course Revision
 - a. 719 was started in February (ready for December, 2013)
 - b. 625, 709, 724 and 799 will be started in July (625 and 799 ready for December, 2013)
 4. University Degree Programs- The NIAAA has agreements with the following Universities who are using NIAAA materials in their degree or certificate programs.
 - a. Western Kentucky, KY (on-line)
 - b. Ohio University, OH (on-line- 2 one week residencies)
 - c. William Woods University, MO (face to face)
 - d. Southwest Baptist, MO (face to face)
 - e. Morningside College, IA (on-line)
 - f. McDaniel College, MD (face to face)
 - g. Central Washington University, WA (on-line)
 - h. Trine University, IN (on-line)
 - i. Indiana State University, IN (courses taken through NIAAA or states)
 - j. Husson University, ME
 - k. American Public University, On-line

5. Graduate Credit – Bemidji State University, MN \$370 per hour
6. Webinar Classes – Fall coursework shared- Please publicize in your states. Electronic copies are available by contacting the NIAAA (if you wish to publish in newsletters).
7. Professional Development Task Force - A study of the current model is underway and recommendations for improvements will be made including marketing strategies.

I. Committee Reports/Items

1. Committee Applications- The form to join a committee is online as well as a list of members who serve on the committees. It was requested the application form have a spot for the state leadership to sign off on before an application could be processed.
2. Vice Chair Application- people should indicate a desire to serve in a leadership role.
3. Reports – committee updates were provided.
 - a. Awards- Cass Herbst will end her term as chair at year’s end. Susan Robbins was appointed Chair, Sean Moore as one vice-chair. A second vice-chair is needed.
 - b. Coaches Education – A strategies and benefits document is being created to highlight the importance of continuing education and certification. Foundations course has been updated.
 - c. Credentials- exploring electronic voting. Committee would like percentage of those voting to increase from the current response of 58-59%
 - d. Endowment – A golf tournament will be held in Anaheim. The Silent Auction will take the place of the golf tournament at the 2014 National Harbor conference.
 - e. Hall of Fame – Nominations due July 1. Committee will meet in August to review 2014 nominees.
 - f. NEN – National Emergency Network – seeking hotel partnerships to aid stranded members. Bill Mayo has been extended one more year as Chair.
 - g. Publications – Profile of Athletic Administration being revised. The IAA is 5 issues ahead with articles.
 - h. Sports Turf – working to find other instructors for the LTI

J. Jim Teff Memorial - information was presented and is on the website.

K. Endowment- discussed in committee report and budget

L. 2013 Hall Fame Class-was reviewed

M. Fourth Strategic Plan Committee – In February 2014, the board will identify individuals to be solicited to serve on the 4th Strategic Planning Committee (2016-2020). Between now and February, state should solicit individuals who might have an interest in serving. Names should be sent to Trish Witkin. Committee will meet in Indianapolis in October 2014 and again at the 2014 National Harbor conference. The current plan concludes at the end of 2015.

N. Future Conferences were reviewed.

Anaheim, California	Hilton/Marriott/Con Center	December 13-17, 2013
National Harbor, Maryland	Gaylord National	December 12-16, 2014
Orlando, Florida	Marriott World Center	December 11-15, 2015
Nashville, Tennessee	Gaylord Opryland	December 9-13, 2016
Phoenix, Arizona	Sheraton/Hyatt/Con Center	December 8-12, 2017

V. Announcements/Reminder

- Alert your members to let us know if they are not getting E-Blasts
- Outreach program forms are online.
- NIAAA Seeking mentor models. If you have one send to Mike.
- Send any significant things happening in your state to Mike for the E-Blast.

VI. Other NIAAA Information Items

1. February Board Meeting Minutes were provided.

VII. Around the Table/Adjournment

CT – new legislation was passed establishing required qualifications for Athletic Directors and it includes the use of the NIAAA Certification program.

ME – Also working on legislation. Working with state officials organizations to promote better health and fitness among officials.

MA – Thanked Carol and Trish for all their hard work.

NH – Thanked everyone for coming and enjoyed having us.

NJ – a message from Bob Hopek was relayed thanking everyone who contacted him and others in NJ during the hurricane.

NY – State is struggling with competitive equity. Starting an AD hall of fame. Developing a leadership model for students.

RI – Terminated contract with RI football officials and will be using Mass officials.

VT – Now has an executive director, Tom Benson, who was in attendance. Bob Hingston asked it be put into the minutes to thank Trish for an outstanding job especially in the development of the nomination process. Also, many thank you's were expressed to Carol and the state of New Hampshire for their work and generosity.

Adjourned 5:30pm

Submitted by Recorder – Fred Balsamo, CMAA, Ct.