

# NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

## Section Meeting Minutes

**Section: 1**

**Recorder: John Fraraccio**

Date: 4-21-2020

Location: Zoom Conference, Meeting was originally scheduled for March 16, 2020, Atlantic City, NJ

**Number in attendance: 32**

The meeting was called to order by Jim Davis, CAA, Section 1 Representative to the NIAAA Board of Directors. After welcoming all attendees to the "virtual meeting, Jim thanked Mike Blackburn and Phil Rison for what they do and that Phil was instrumental in the running of the meeting virtually. Attendance and sign in was taken by going around the room for introductions.

**IIA. Acceptance of December, 2019 Minutes:** Jim Davis asked for approval of the December 2019 minutes. The meeting minutes were provided prior to the meeting. Motion to accept the minutes made by Dave Suiter (NJ), 2<sup>nd</sup> by Carol Dozibirin (NH). No discussion, no opposed, no abstentions, the Motion passed unanimously.

**IIB. List 2020-21 State Conference Dates, Cite and Site:** Jim Davis asked for people to report where each state was with regard to State conferences, what they were planning moving forward, awards, etc.

Conn- Holding pattern, 1 day PD before the end of the year with awards banquet moving to next year. The exception being the essay contest winners. Thank you to Fran, Bob and Allen for making the decisions at the same time

Maine- did not have a conference, held on as long as they could, right now in a holding pattern, would like to have an informal or formal recognition of award winners, notified the scholarship award winners and looking for a date to recognize. Maine has a fall conference and they will move all workshops to the fall. Looking forward to the fall with more PD options. Reaching out to membership. State wide Zoom meetings on various topics. Hoping to move forward

Mass- FW- All of the same page. Proceeded with scholarships to essay winners. AD's will get them the awards. Will present awards at Sectional meetings. The more "significant" awards will be presented next year, double up, still deciding.

New Hampshire- Awards are not given at conference, given at State Athletic Association meeting. Reason being , bigger audience, more recognition. Trying to get info of scholar athletes to media, will run a "hometown hers" segment. Having Zoom meetings. The conference speaker will speak at May meeting.

NJ- Bob Hopek- holding pattern, just as everyone else, Zoom meeting with BOT's to determine next steps. Relying on Governor Murphy for decision on schools being back in session. Doubling up awards for next year if we cannot have a ceremony in May of June. Financial considerations for the canceling of conference. Working on details. NJ was really looking forward to hosting Section 1 meeting.

NY- 1<sup>st</sup> to cancel conference, were at the hotel when governor made the decision. Keeping the slate of officers for one more year. Scholar athletes are going forward this year. Doing workshops and LTI's next year, speakers lined up and are all coming back

RI- "piggy backed" with Mass. Awards banquet on May 18<sup>th</sup>, roll over deposits, Scholar athletes were notified and were trying to do a virtual banquet. Met with state about possibility of spring sports. Encouraging members to complete LTI's.

Vermont- fees were moved to next year or refunded. Vendors were very understanding. There was a problem with the venue but they were reminded of the financial considerations moving forward. Scholarships are awarded separately, thank you for awarding John Miceli as the Section 1 winner. Meet once a week via Zoom. Final decision on Spring Sports. Not going back to school. Holding spring Association meeting virtually. Please what is being offered remotely.

Tom asked about talking to superintendents about paying spring coaches. Geri sent a joint letter explaining the value of coaches, the Superintendents Association ruled that the coaches can be paid, allowed for local control, some districts were paying 50 % to coaches, some pay in full. Coaching is not game related, it is full year responsibility. The letter was shared via email to the group

Jim Davis applauded the group and reiterated that Section 1 is a leader and shared info and decision making with each other

**IIC. Delegate Assembly Delegates-JD-** Deadline needs to go out in the fall. Due October 31<sup>st</sup>. Please make sure that nominees have no conflicts and need to be present.

**III. Upcoming Board Positions Review: JD-** rotation of Board, at large election for region C, involved sections 3 and 4

Review of Qualifications of BOD position, Damian is the At-Large candidate, make sure we are moving good candidates forward and understand the requirements

Replacement for Region A, JD stated that the following states were not eligible, NH, NJ and NM

No Questions

#### **IV. Current Business:**

A. 2020 Board Goals- JD- Review of NIAAA Board goals, working in sub committees

Unrepresented areas- "beef up" our numbers

Support PD Academy, matrix

There is a lot taking place this year, important that the board is ready and has a vision to move forward, JD acknowledged the leadership of the president

Review of On-Going Initiatives

JD- take great pride in Section 1 dual memberships and continued growth by states

JD- this is an action packed year, all good things taking place on behalf of the association

Questions?

B. Scholarship Winners-JD- Scholarship program, thank you to all state liaisons, take care of this prior to meeting, thank you to Gary Stevens for putting together the matrix to make it simple. Will share with Lisa going forward.

Scoring Rubric-Handout C

Female – Isabelle Smith, Westhampton Beach, NY

Male – John Miceli, Bur & Burton Academy, Manchester VT.

JD- Reminder that sections winners names have been forwarded, plaques ordered, shipped to home addresses, state award winners can be ordered by states, **AWARDS UNLIMITED**, will share info with liaisons, info for AWARDS UNLIMITED was provided

**Motion for Section 1 Scholarship winners by Trish Witkin- Conn, 2<sup>nd</sup> my Carol Dozibrin- NH, No discussion, passed unanimously**

- C. Frank Kovalski Winner- JD- thank you to liaisons, keep names in pool, candidate not selected will remain in pool

**Bill Bruno from NJ is the nominee, motion made by Denny Fries- New York, 2<sup>nd</sup> by Allen Huestis- RI, all voted in favor, motion passed**

Bob Hopek- NJ- shared that Bill has been sick of late and has been in and out of the hospital and this was welcomed good news

JD- Congratulation to Bill along with thoughts and prayers

Scoring Rubric-Handout D

- D. State Award of Merit-JD- dates to remember Jan 1 to June 30, need nomination by and photo by October 1 for Winter IAA publication. Forward to Alex Ferguson at home office
- E. 4<sup>th</sup> Strategic Plan Review Items for 2020- JD- 4<sup>th</sup> strategic plan, items being addressed and ongoing items, Explanation of goals, changes and additions  
Diversity of board, cognizant effort, well thought out
- F. Professional Development Update  
State Coordinators Meeting- JD- states are encouraged to send both LTI and Certification person to the meeting - need a laptop. Currently scheduled for Sept 12-14 at Crown Plaza Hotel near Indy Airport.
- G. Certification Program- JD- numbers continue to grow, all testing on-line at sites or Proctor U, Must be aware of the IT needs for online testing, states have done a nice job thus far, CMAA oral presentations is a nice option, Pete Shambo was a pioneer RIAA now available  
Questions?
- H. NIAAA Classroom- JD only accessible for state coordinators. Members can access presentations resources from past NADC's on the website in the conference Registration Section.

## I. Leadership Training Courses

1. 2020 New Course- JD- new courses and pilot courses, changes to some courses, course revisions New LTC 621, LTC 628, both scheduled to be piloted in July 2020.
2. 2020 Course Review- Following courses are scheduled for review LTC 630,631,705,723, 511,627,640,715 & 723.
3. Webinar Schedule- JD shared the Webinar schedule

J. NIAAA U – Cohort Study- JD- info on cohort background, great success, student and professional Led, Need for additional cohorts is a driving force, all levels of experience, new vehicle to continue to learn if you have maxed out on LTI's, thank you to Phil and Mike

K. Jim Teff Recognition- JD- explanation, states to submit nominations, \$1000 scholarship plus 3 courses, applicants stay in pool for 3 years, NIAAA web-site for info, due July 1st

L. University Affiliations- JD- utilize LTI curriculum, whole or blended form, If you know of any institutions that might be interested please share with Mike and Phil

## V. Staff/Officer Presentation:

NIAAA office staff, Lanness Robinson, NIAAA President and Dr. Mike Blackburn, NIAAA Ex Director

A. New NIAAA Board of Directors – Mike Blackburn- 16 member board, mentoring has been tremendous

B. Certification Numbers- MB- 1000<sup>th</sup> CMAA sometime in 2020, 942 at present, confident it will happen in Tampa. RIAA was approved, CIAA received approval in Feb.

C. Student Scholarship- MB- Scholarship winners from last year, section 1 is very active, amazing group of winners, thank you to section 1 for diligence and continued promotion of the scholarship program

D. State Presidents Discussion- LR- happy to be here but sad not in New Jersey, summary of state presidents breakfast, web- site is more user friendly and was the transition was seamless,

E. Quality Program Award- LR- States appreciate the recognition, there was a question about digital banners, they are available and states are aware

Quality program award, Trish Witkin, Glastonbury HS,

F. Mentoring Committee- LR- new mentoring committee, full committee, was ADHOC appreciate all that were involved, committee is ready to begin, excited to see this in 2020, use on a mobile phone, feedback was tremendous.

Social Media- effort to use in positive light, amount is good and impactful, long term plan, various platforms, different levels of use among members

#### H. 5<sup>th</sup> Strategic Plan Review – 35 Potential Items

LR- thank you to people from section 1 who were involved,

MB- great plan, board has reviewed, bring potential items to membership, ask for feedback

Item #1 Finance- additional revenue streams, online store

Item #2- Finance- LTI Revenue Sharing- review contacts with all parties

Item #3 Finance- maintain balance and reserve fun of current and future operating costs- monitor and assess to ensure the funds are meeting the needs

Question- what is the finance calendar? July 1- June 30

Item #4 Finance- policy and procedures of endowment fund- continue with 5 % growth

Item #5 Finance- cost of saving strategies for all committee and staff travel- current condition has forced a review of travel policies.

Item #6 Finance- Increase membership 3% every year for 5 years- focus on underrepresented states and new/potential Athletic administrators

Item #7 Finance- Continue to pursue 100% dual membership, 30 states now, NIAAA benefits, largest budget item

Item #8 Finance- Evaluate current and future office space to accommodate growth- discussed idea of not having office, work from home, communal spaces, original thought was expansion, coming full circle in discussions,

Item #9 Finance- explore and enhance existing and new relationships with sponsors- marketing sub committee will be assistance- professional sports, principals and superintendents organization, coaches organizations

Item #10- Finance- Allow members to opt out of printed/mailed IAA- seek online version of IAA to all members

LR

Item #11- Operations- Strategic plan members- rewarding and value to organization, individuals to serve

Item #12- Operations- Stay current with communication strategies- forced to learn over the past 6 weeks, continue to look at what is current

Item #13- investigate productivity and collaboration tools, software and products to advance organizational efficiency-

Item #14- Operations- NIAAA Mobile app for providing member services and information- Request RFP and RFQ from developers

NY Jim Wright- options for apps-

Item #15- operations- review opportunities for membership to be involved at national level- how can membership be more involved? What is out there? What can we do to improve?

Item #16-operations- explore the creation of other potential committees- 15 and 16 connected

Comment from Beth RI- people roll from one committee to the next, any consideration of 1 or 2 years between committees?

LR- haven't talked about it but worth looking out

MB- rules prohibit this, only ones that have been put in because they hold a requirement, board is aware and try to refrain from it

Gary Stevens- How you put these into action? 15 and 16 are tremendous, people that are in leadership need to recruit quality individuals, we need mentors to get people involved, use the leaders already involved to recruit people

GW- Vermont- form a social media committee, this how we get younger people involved, this is what needs to go to the top,

Item #17- operations- review and assess At- Large selection process- congrats to Damian for completing the process, 2 elections in one year, financial aspect of the process, this is consistent topic of conversation, speeches are so important

FBalsamo- \$1300 was reasonable, great unifying activity

DF- agree with Fred

MB- most sections want the budget, do we do things more digitally? Keep budget and do things, open house, meet the candidate type of activity, more it earlier into the conference

Carol- social media, amount of money people spend on packets, don't know if it is worth it, social media can save money and amount of money spent

LR- great conversation, not one answer

FBalsamo- if it isn't broke don't fix it, don't change for the sake of change

LR- recommendations are coming from committee although the board has talked about it, ideas to consider over life of the plan

Item #18- operations- continue to evaluate and assess the process of diversity- key word is "continue", continue conversations, best amount of representation

Item #19 operations- explore the addition of copywriter position- well underway, great asset to office

Item #20 operations- investigate the creation of additional executive level leadership positions- responsibilities have grown, sharing of jobs, time to expand,

Item #21= office/facilities- PD for executive leadership and office staff- "be Better", push everyone to continue to be better

Item #22- office/facilities- provide training opportunity for compliance, safety and regulatory updated (diversity, inclusion, sexual harassment, customer service, ethics, etc.)- yearly updates in these areas

Item #23- explore the creation of service committee to help facilitate operations and on-site programs during the national conference-

Item #24 – operations- establish written contacts for national conference- roles and responsibilities have changes, formal contact can improve us as an organization

Item #25- operations- review and assess the effectiveness of the advocate/lobbyist position- hard to determine value until you are not at the table

Denny- how many times a year do you speak with the lobbyist?

MB- conference call monthly, meet with board a couple times of year, at national conference, aware this item is out there, efforts to educate our people, do report

JDavis

Item #26- programs- increase awareness of accreditation and certification with key decision makers (supers, principals,BOEd, etc)- show our organization in what we have to do, PD ongoing ed

Item #27- PD- Create an addendum to the profile of athletic administration booklet to define the profession and target of upper level administrators

Item #28- thought the NIAAA explore specialized PD opportunities using the cohort model concept to benefit additional members

Item #29- Investigate a comprehensive process for the review, revision, rewrite and retirement of leadership training course-

Item #30- Investigate the streaming of select NADC workshops-

Trish- many people cannot attend national, reach out to many more

Is this a revenue generator?

Committee was just looking at it as a member benefit not a money maker

Item #31- Develop a nation wide list serve for member benefits

Item #32- Create and orientation program to provide support and encourage professional growth for the new athletic administrator- videos and resources

Item #33- Increase the engagement of non-active and no-member athletic administrators in the NIAAA

Item #34- Intentional recruitment of and enhanced engagement for underrepresented groups

Item #35- Explore the guidelines and implementation of NIAAA recognition for the NEW AD (1-4) and Middle School.

GD- “rising Stars” program and recognizing Middle School AA

Trish- the theme is “engagement”

Carol- In NH- a new ad is recognized, ad with 1-3 years experience, one of the duties is to speak at new AD orientation

JD- will take recommendations back to board

#### I. Financial- LR and MB

1. Budget- MB- budget presentation, new budget will be formed in July
2. Endowment

#### I. Future Board Rotation-

#### J. Accreditation- LR- site visit in Tampa 2020

K. Membership Commendations- LR- section 1 membership is great, section 1 is a leader and will continue to be a leader

#### L. Dual Membership- LR- hoping that states with Dual Membership will influence other states

#### M. Hall of Fame- LR shared a slide of HOF Inductees

N. Public Service Announcements & Social Media Campaign- LR- PSA's, 60 second and 30 second spots, tell the story of HS sports, advocate for educational based athletics, provide positive feedback

MB- Rally Cry Sports- will roll out for fall sports, social media, themes to promote areas within the NIAAA that are new, special days throughout the year

Dealing with unruly adult fans campaign

O. Tunnels To Towers- LR- with conferences not taking place which was primary source of donations , will extend it for another year

P. National Athletic Directors Conference- LR- big plans for Tampa, hopefully COVID 19 doesn't impact it

MB- shared schedule for next year's conference

#### Q. President Robinson – “Be Better” theme

### VI. Information/Reporting

#### A. Committee Reports

1. Committee Applications- JD- applications for standing committees is online- PDF format
2. Committee Reports
  - a. Accreditation- JD- working through it, groundwork is done
  - b. Awards Committee- JD- streamlining it, forms online, info for state awards chairs  
MB- deadlines have been extended, please nominate, if you have a worthy person please re-nominate, matchups for awards are never the same

- c. Certification- JD- trained to assist with online CMAA, more people can participate
- d. Coaches Ed- worked toward streamlining their process, goals of coaches ed., create partnerships
- e. Credentials- Will continue to use Online Voting via email push after At Large speeches.
- f. Endowment- looking forward to having a golf tournament, will take place in Tampa, encourage states to participate
- g. Hall of Fame Committee- EP- numbers of applications and quality are getting better
- h. Membership- JD- focus on states that may be underserved at this time, recruitment, organize a state conference to continue to promote importance of NIAAA
- i. Mentoring-
- j. NIAN-Committee- FB- growing, this year's mission raised over \$40,000 generated primarily through membership, awareness of organizations that are out there  
Fran- more of a grass roots movement, students to understand what benevolent giving is  
JD- applaud the work of this committee, not only in section 1 but across the nation
- k. Publications- continue to review and look for authors  
Gary Stevens- content for IAA on COVID 19 material, connected with a lot of section 1 people, 3 different articles, one of executive directors in section 1 have done since COVID 19, how AD's have to deal with leadership within their schools, How Ad's are helping students compensate for loss (seasons, proms, etc)
- l. Resolutions- JW- one Zoom meeting, mental health, next meeting more info
- m. Retired- DF- one rep from each state
- n. Sports Facilities- transform focus of committee from just sports turf to sports facilities, bigger picture ideas, expand and evolution of committee
- o. Conference Advisory- Exited about being in Tampa for NADC, 1st time should be an excellent conference. Speakers are line up and workshop schedule is coming together nicely.

B. Delegate Assembly in Tampa- JD- bylaw change and secretary elections, have new secretary in place for next year to shadow current BOD Secretary for one year before starting their official term.

C. PDA Interns- continue to offer in 2020 and 2021, 2 cycles

D. Professional Outreach – Changes- grants are available

E. Multi-Sport Certificates

1. Scholar Athletic
2. Three Season Athletic

F. NIAAA Housekeeping

Sessions at National are recorded, available for one calendar year

LR- Yearly Theme, Be Better, something that I try to live by, every decision that is made should be made to make organization better, leave egos and preferences at the door, best version of themselves possible

## **Section 1 Business:**

### Section 1 Treasury Report

Gary Stevens- Treasury Report, Thank you to NIAAA staff

Summary of activities, not much activity

2 documents attached

Motion to accept report Alan Huestis RI, Denny Fries 2<sup>nd</sup>, passes



## Summer Institute

Dennis Fries- Summer institute not cancelled, but working with the hotel, holding pattern

## NADC Hospitality Suite

BH- hospitality suite- account set up, \$2300, 3 states and a sponsor, used to purchase what was needed for the room, recommend

**Motion for set number of dollars for hospitality suite of \$5000 Dennis Fries, NY 1<sup>st</sup>, Tom Conte, Vermont 2<sup>nd</sup>, passed unanimously**

## 2021 Section 1 Meeting Date & Location

Carol- New Hampshire will host sectional meeting next year, not hosting meeting in conjunction with conference, meeting date is April 5<sup>th</sup>, 2021 at 4 pm at Wentworth by the Sea in New Castle, New Hampshire, 4 pm meeting with dinner included, 1 room per state, breakfast on Tuesday. 4 pm meeting is time for travel, direct flights into Boston...looking forward to hosting the meeting

Dates of 2021 State conferences:

CT - March 24,25 & 26

ME - April 6-9

NH - May 26-28

MA - March 23-26

NJ - March 15-19

RI - March 23-26

NY- March 16-19

VT - March 28-30

JD- section dues, no increase.

Gary Stevens- good position, no raise in dues

Rhone Island contribution to NJ will be credited to next years

## G. Future Conferences

Tampa, Florida	Marriott/Embassy/Conv. Cntr	December 13-16, 2020
Denver, Colorado	Hyatt Regency/CC	December 10-14, 2021
Nashville, Tennessee	Gaylord Opryland	December 9-13, 2022
Orlando, Florida	Marriott World Center	December 16-19, 2023
Austin, Texas	JW Marriott/Austin Marriott	December 13-17, 2014

## **VII. Announcements/Reminders**

### **VIII. Around Table**

Around the room, thank you from all of the states reps

No New Business

Motion made Denny Fries NY, 2nd by Allen Huestis RI, to adjourn the meeting at 5:50 pm