

## FIAAA Executive Board Meeting Minutes

August 6-7, 2016

Orlando Airport Marriott

1. Meeting called to order at 1:39pm by President Jerri Kelly
2. Invocation by Russell Wambles
3. Roll call: all Executive Board members present. Also present: Andy Chiles
4. Welcome and opening remarks by President Kelly
5. Secretary's report of pre- and post-conference Board of Directors meeting minutes and annual meeting minutes by Lauren Otero:
  - a. No changes or revisions.
  - b. Jerri Kelly suggested to Scott Drabczyk to review conference suggestions/feedback from post-conference meeting minutes.
6. Treasurer's report by Mike Colby:
  - a. Change over in computer system has not been as efficient as previous program. Still a few checks from conference that have not cleared. Conference account's current balance is **-\$3250.54** without any cooperate money being used. Not out of the ordinary to have negative balance.
  - b. Executive Director's account is used to keep track of expenses. Well within budget.
  - c. Suggest recommendation (without dollar amount given) to use for technology update for LTI classes and conference breakout sessions. Money would come from general account. Suggested two computers and three projectors. Mike Colby will look into prices.
7. Review of 2016 Conference by Jerri Kelly, Ron Balazs and Mike Colby
  - a. Suggestion to delegate more jobs to conference committee.
  - b. Discussion regarding vendors taking time from actual presentations. Gatorade vendor took majority of FHSAA Executive Director's session, resulting in loss of attendance. Recommended presenters go before any vendors speak.
8. Executive Director's Remarks by Ron Balazs:
  - a. Future conference sites in 2019:
    - i. Caribe is the popular/favored hotel. Don't expect to get price at the same rate we've been used to. Need to look at sites now and suggest three-year deal to not jump around for conference planner's sake.

- ii. Recommend to have something in place for 2019 conference to be discussed at January's BOD meeting.
      - iii. When looking at hotels, need to consider room rates, vendor space and meeting space.
    - b. Pop Manual Update: All updates completed. Suggest to Jerri to email committee chairs to look at responsibility before September BOD meeting. Committee chairs should be the ones to provide updates for pop manual. Should be done at May meeting for year going forward. Add minutes and treasurer's report to portal. *Jerri to email board members to look at Board section of website prior to board meeting to review committee descriptions.*
    - c. Leadership Council Make- Up: previously made up of past-past-presidents (not immediate past-president) and non-ADAC members. Recommend having Russell Wambles, Dan Comeau, and Donny Peek as new members.
    - d. Corporate Sponsors Neff vs. Varsity: approached by Varsity as to why they cannot be a corporate sponsor—Neff requested that they not be one due to competition. FIAAA's choice to select corporate sponsors.
    - e. All-American Update: Ron signed new three-year deal.
    - f. New At-Large Election procedure: people will vote immediately after speeches from candidates. Recommendation to change procedures of one section voting against another. Will determine at delegate meeting to decide if to change to this format.
    - g. Online Registrations—credit card payments: Multiple options and companies to choose from. Multiple credit card fees would have to be added to each component of costs. (I.e. LTI classes, banquet, golf, etc.). Will look at PayPal and "reg-online" for options.
    - h. Other: N/A
9. Awards Committee Item by Andy Chiles:
- a. Requesting that awards committee and HOF committee members remain the same for the next couple of years to maintain consistency.
  - b. Photographer needs to arrive earlier than in the past.
10. Hall of Fame by Scott Drabczyk:
- a. Future classes will be smaller.
  - b. Recommend for sound/tech equipment set up to be paid for by professional company. Committee members need to assist more.
  - c. Include diversity in selection committee.
  - d. Russell suggested look at option of video to introduce members, instead of reading bio word for word. Recommend/suggest two scripts: one for program and one for bio.
  - e. Andy suggest money for awards to come out of general account, not awards committee account. Russell: suggest certain amount of money to be kept in HOF account. Ron: suggest \$1000 each year to be approved to HOF committee in September. Can ask for additional money in January, if necessary. HOF account needs to include money for past-presidents to come in January for selection process.

11. LTI:

- a. Lanness and Mike going to Indy in September to find out procedures for administering certification test via computer.
- b. Will need to look at format of last two classes that were offered Monday night with change to conference schedule moving to Friday-Monday and banquet on Sunday night.

12. 2017 Conference:

- a. Banquet will remain on Sunday due to space needed where vendors set up.
- b. Saturday night will be cocktails and hors d'oeuvres, instead of lunch with vendors.
- c. Possible continental breakfast with vendors on Sunday morning.
- d. Discussed accountability options to keep track of what sessions people attend.

*Meeting adjourned at 5:13pm. To be continued Sunday, August 7, 2016.*

Meeting called to order at 8:20am.

13. Review of appointments/current standing and special committees:

- a. Discussion of board members strengths for committee assignments. Need for chairs to know what their responsibilities are as a chair and to review the responsibilities with each committee members.
- b. Discussion of need for special events committee and what their role is. Discussion of combining member services and special events committees and differences between each.
- c. With one new board member, instead of doing New Board Orientation, do Chair/Co-Chair orientation instead.

14. Committee chairs and Committee appointments: Combined discussion with the above topic.

15. Development of September BOD meeting agenda:

Suggested time line for agenda:

- a. 10am: Committee Chairs meet
- b. 10:30am: District Directors meet
- c. 11am: Full BOD, lunch from 12:30-1:15pm
- d. Conference committee will meet during committee meetings
- e. Need to add portion of meeting to discuss Lanness' campaign
- f. Block 1 & 2 committee meetings for all members
- g. Block 3 & 4 for special committees

- h. Committee meeting times need to include the first 15 minutes to review committee responsibilities.
- i. Committee meeting locations need to be assigned and formal spaces. Not “in front of the TVs, by the bar, etc.”
- j. Hospitality budget: Friday to be very minimal (chips and drinks), Saturday will be given budget of \$400 for drinks and apps.

16. Open Discussion:

- a. Spouses wanting to attend functions such as banquets need to pay, if member is not getting an award.
- b. Honorary/lifetime members need to be well-thought of and earned.
- c. Jay: going through historian boxes from Tom Stoll. Asked if various editions of the constitution need to be kept—Yes.
- d. Jay: recommendation to keep all items and write down key points in history.
- e. Mike: will look into company that will digitize hard copy files
- f. Jerri: questioned who discusses with BOD members what is financially covered (i.e. travel, lodging, etc.) Ron and Mike typically discuss at New BOD member meeting.

Meeting adjourned at 10:45am.

Respectfully submitted,

Lauren Otero, Secretary