

**FIAAA Board of Directors Meeting Minutes  
September 30-October 1, 2017  
Orlando Airport Marriott Lakeside, Orlando, FL**

**Saturday, September 30, 2017**

1. Meeting was called to order by President Drabczyk at 11:07 a.m.
2. Invocation by Chaplain Russell Wambles
3. Roll call:
  - a. Absent members: Jay Rader, Denarvise Thornton
4. President's welcome, introductions, and appointments
  - a. Welcomed new BOD Members  
Jay Getty – District 8  
Mark Marsala - District 13  
*Motion to approve by Colby, second by Buckner*
5. Meeting Minutes (Roger Mayo)
  - a. Approval of Post Conference and Annual Meeting BOD Minutes  
*Motion to approve by Wambles, second by Von Scherrer*
  - b. No discussion
6. Treasurer's Report (Mike Colby)
  - a. Explanation of current financial status  
*Motion to approve by Buckner, second by Harrison*
  - b. Discussion: Monies from general account will be used to bring balances to zero.  
Contingency account stays equal to Membership dues.
  - c. Discussion: Amount of money in Mandy Stoll Investment Account will be discussed by Higher Ed Committee and a recommendation to be brought to board for the amount to be left in account each year.
  - d. Name of Mandy Stoll Investment Account should be changed to the FIAAA Investment Account.  
*Motion by Kelly, second by Wambles*  
Discussion: Higher Ed Committee will discuss in their committee meeting and bring to the Board.
7. Executive Director Report (Ron Balazs)
  - a. National Conference in Phoenix, Az December 8-12. State Door Prize has been cigars (ask Lanness Robinson to obtain again)
  - b. Section 3 update – Highlight from 2016 was Lanness Robinson being elected as Representative for District 3. Reminder that scholarship applications will be judged according to a rubric. FIAAA sends delegates but anyone is welcome to attend the Section 3 meeting. Recommended that we continue the Section 3 Door Prize of a \$50.00 cash prize.  
Motion: Radar, second by Buckner.
  - c. NEDC Report – Update on number of states that have selected an Executive Director. Announced that Andy Chiles will be recognized with the National Distinguished Service Award.

8. Review of 2017 State Conference (Scott Drabczyk)
  - a. Vendors: some complaints on vendor behavior. The CEO of Varsity Letter Awards was very pushy and making ADs feel uncomfortable. Should not have to deal with that as we have vendors on a waiting list. Discussion to not allow alcohol inside the breakout sessions.  
*Motion to not allow Varsity Letter Awards to return as a vendor by Wambles, second by Kelly.*
  - b. No discussion
  - c. Discussion how to improve attendance at individual sessions. Led to a discussion not to allow alcohol inside breakout sessions
  
9. NIAAA LTI – State Coordinator Report (Jake Von Scherrer)
  - a. All entry level courses for CAA designation are now available online.
  - b. Online testing can be done as a group setting or privately now.
  - c. January 2019 – the requirements are going to change for CAA and for CMAA.
  
10. FHSAA Advisory Committee Report (Drabczyk)
  - a. Passed to have 8 at large track participants added to the region meet based on official times. The district qualifiers still advance 16.
  - b. A group made a presentation on adding Javelin as an event. Came from Track Advisory Committee and representatives from the National Javelin Association and a javelin vendor made presentations in support. There was much discussion from ADAC members about concerns for safety, facilities, etc. Item was tabled to be heard again in January.
  - c. Lanness Robinson expressed concerns that there should be a method in place to disseminate information such as this to the membership (FHSAA Reps/ADs) rather than just to the coaches.
  
12. New Business (Drabczyk)
  - a. Discussed creation of a Dan Comeau fund to help with expenses incurred due to illness of his wife. Donation could be made by school or as an individual. Contribution can be sent to Centennial – Steve Ripley.
  - b. Plea was made to Board for someone to take over the vendor responsibilities.
  
13. Committee Assignments, Meeting Times and Locations (Drabczyk)
  - a. List of meeting locations and adjusted times was discussed.
  - b. Meeting was adjourned at 12:04 pm and BOD members released to lunch.  
Motion; Harrison, second by L.Brown
  - c. Committee Meetings to begin at 1:30 pm.

## Sunday October 1, 2017

1. Meeting called to order by President Scott Drabczyk at 8:24 am.
2. Invocation by Russell Wambles
3. Roll Call
  - A. Absent members: Tammie Talley, Denarvise Thornton, Andy Chiles, Lanness Robinson

### **4. Committee Reports**

#### **A. Awards Committee** (Chiles)

1. Absent members: Denarvise Thornton
2. Highlights:
  - No changes to existing awards.
  - Discussion to implement Section AD of the Year at the awards meal
  - Change the form for the Meritorious Service Wayne Taylor Award
  - Make the district directors responsible for one submission from their district
  - Awards committee will separate by section, then nominate with criteria focused on the body of work
  - Discussion to make own certificate for Kovaleski nominee
3. Recommendations to the Board:
  - Discussion about perpetual plaques for each award
  - Change Kovaleski from 3<sup>rd</sup> to 5<sup>th</sup> in hierarchy
  - Change Clarence Noe file to keep for 3 years like HOF, Sec AD
  - Sectional AD criteria is 3 or more years on the job and service provided to school, profession & community beyond their daily duties and normal job description
  - Award suggestion for the Sectional AD is a shadow box with FIAAA "letter"
  - Plaques selected at meeting and approved for distribution in May
4. Follow up:
  - Chiles to speak to Rob about perpetual plaques for each award
  - Rader to consider the picture frame option
5. Motion carried to accept the report (second by Kelly)

#### **B. Higher Ed Committee** (Allen & Talley)

1. Absent members: Jay Rader
2. Meeting highlights:
  - Option added back on reimbursement
  - Update deadlines
  - Remove picture as it was not used at banquet (keep photo)
  - Begin promoting scholarship early fall as opposed to January
  - Email address for submission to [Scholarship@fiaaa.org](mailto:Scholarship@fiaaa.org)
3. Recommendations to the Board:
  - Add Mandy Stoll option back to the reimbursement form for board members
  - All applications submitted electronically via the established email address
  - Change test score requirements to 1200 and 26
  - Investment account to stay at 2 year allotment or \$10,000 minimum
4. Follow up:
  - Allen will continue to manage folders
  - Talley to update application and send to Colby to post on website
  - Danny and Pam will evaluate 1A,2A,3A applications

- Tammie and Josh will evaluate the 4A, 5A applications
  - Jay and Matt will evaluate 6A, 7A applications
  - Ron and Jake will evaluate the 8A, 9A applications
5. Motion carried to accept the report (second by Wambles)

**C. Sportsmanship Committee** (Gillis)

1. All members present
2. Meeting Highlights:
  - Introduction of new and old committee members
  - Making revisions to the Nominating and Certification forms.
  - Developed Policy and Procedure language
  - Discussed the need to emphasize criteria for nomination isn't stats
  - Revised the certification form to request specific contact information for the AD and local media outlets for the sportsmanship award winners
  - Reviewed the process for getting plaques and nameplates to award winners
3. Recommendations to the Board:
  - Recommend the Board accept the Sportsmanship Committee's policy and procedure document for addition to the FIAAA Handbook
4. Follow up;
  - Gillis will send revised forms & POP documents to Mike Colby for website and Handbook
5. Motion carried to accept the report (second by R. Allen)

**D. Corporate and Marketing Committee** (Fisher)

1. All members present
2. Meeting highlights:
  - Review of existing plan and thorough review of all in-kind agreements
  - Set committee goal of \$16,500 in 2017 to \$22,500 in 2018 (\$6000 increase)
  - Ideas to generate revenue – email blasts, inclusion of the 35 vendors on the waiting list and VNN website services
  - Branding and marketing suggestions – update and develop consistency with FIAAA logo, color scheme and font
3. Recommends to the Board:
  - Corporate dollars to be endorsed by the Corporate & Marketing Committee where necessary and to provide insight on where those funds go
  - Stop the FIAAA organization from paying a fee or website maintenance contingent on VNN being our new website host
  - Board members provide suggestions on FIAAA logo, color scheme and font with an Oct. 32 deadline
4. Follow up:
  - Fisher will get VNN to present their website offering during the January Board Meeting
  - Fisher will begin the branding process once all suggestions are submitted by FIAAA Board Members
  - Fisher will contact all Corporate Sponsors with in-kind agreements to ensure that FIAAA is in fact receiving fair or equal value in return
5. Motion carried to accept the report (second by McHale)

**E. Membership Services Committee** (Brown)

1. Absent members: Jay Rader
2. Meeting highlights:
  - Introduction of new and returning members
  - Discussed reason for recruiting retired ADs ( why not new ADs)
  - Discussed Code of Ethics, not aware of any revisions
  - Discussed ways to improve hospitality area
  - Discussed edits and revisions for duties and procedures
  - Questioned for the board why Past Presidents?
3. Recommendations to the Board:
  - Revise and review the committee
  - Clean and revise the POP (\*membership, \*sportsmanship, \*service recognition)
4. Follow up:
  - Larry Brown to submit revised POP duties at January Board Meeting

**F. Auditing Committee** (Otero)

1. All members present
2. Meeting highlights:
  - Research Marriott Rewards/Business program and credit card
  - Files and accounts reviewed by committee members
  - Files organized thoroughly
3. No recommendations to the board
4. Follow up:
  - Colby will look into Marriott Rewards card and credit card with rewards
5. Motion carried to accept the report (second by Radar)

**G. Professional Growth** (Von Scherrer)

1. Absent members: Lanness Robinson
2. Meeting Highlights:
  - Discussion regarding benefits of providing LTI courses vs the costs of doing so
  - Will no longer offer 790 free to AD's who have paid for two other classes. Doing so has accomplished a large pool of instructors
  - Will continue to offer 502 at no cost to first time attendees to boost attendance
  - Will offer all of the required courses for certification including those being added as requirements as of Jan 2019.
  - In May we will offer 501, 502, 503, 504, 505, 508, 510 and Middle school requirements of 700, 701 plus 610 and 714 for a total of 10 courses
3. Recommendations to the Board:
  - No longer provide unlimited drinks during LTI courses
  - Tea and water during a 30 minute window to coincide with the break during mid-course
  - Charge a flat rate of \$85 per course regardless of number of courses taken. Money saved will offset the lower fee for the course
  - Request that the Corporate Committee pay for any deficit incurred should course registration fees not cover expenses of offering the courses.
4. Motion carried to accept the report (second by Fisher)

#### H. **Mentoring & Professional Networks** ( Mayo)

1. Absent members: Denarvise Thornton
2. Meeting Highlights:
  - Committee agrees that mentoring is and will continue to be a prime objective but thinks that the committee 's name should be changed to "Professional Networking"
  - Rationale is that some individuals take the idea of mentoring as being told what to do as a negative thing. It would be more positive to just be a "resource" for best practices that they can use as needed.
  - There may be ADs that aren't involved with FIAAA that may have a skill set that they would be willing to share with others. This could become an outreach to those individuals.
  - Similar to the NIAAA emergency network, we could have a network of various resources available to all athletic administrators
  - One predictor of success is OPE (Other People's Experiences) Isn't that really what mentoring is all about?
3. Recommendations to the Board:
  - Proceed with the name change to "Professional Networking"
  - After surveys have been sent and information gathered, committee will make further recommendations at the January BOD meeting
4. Follow up:
  - Thornton will prepare and send out surveys
5. Motion carried to accept the report (second by Harrison)
6. Discussion: *Motion to have committee prepare language to change committee name to "Professional Networking" by Jake von Scherrer, second by Kelly.*

#### I. **Review Committee** ( Peek)

1. All members present
2. Meeting Highlights:
  - Discussed the ADAC report provided by Scott Drabczyk. Provided a report by FACA Reps and we discussed the desire to increase participation at the clinics
3. Recommendations to the Board:
  - Addressed the need for electronic rule books to be accessible in a more timely manner.
  - Possibility of the FHSAA providing the schools the option to purchase rule books through them. The FHSAA could request from schools prior to the year and include on an invoice if the school chooses to purchase the rule books for their coaches
  - Discussed the need for FHSAA to poll the FHSAA reps and not just the coaches
  - All recommendations were shared with the FIAAA Leadership Council to bring to the FHSAA.
4. Motion carried to accept the report ( Harrison)

#### J. **Constitution Committee** (Colby)

1. Absent members: Jay Rader
2. Meeting Highlights: reviewed the current constitution and determined the need for the revision of 3 articles of the constitution
3. Recommendations to the Board:
  - Amend Article IV. Section 1 (Board of Directors), modifying the Executive Board to add new Vice-President and one Past President. Modify the President-Elect position and modify the Past President position
  - Amend the Article VI. Sec 1 (Committees), modifying the Auditing Committee and the Past Presidents Advisory Committee.
  - Amend Article IX. Sec 1 (Amendments to the Constitution and Bylaws), add new sub-section on voting rights

4. Committee will present actual language of proposed amendments at January Board Meeting
5. Motion carried to accept the report (Harrison)

**K. Public Relations** (Ripley)

1. Absent members: Denarvise Thornton
2. Meeting Highlights:
  - Discussed format established last year for press releases
  - Discussed when updated nomination forms need to be submitted
3. Recommendations to the Board:
  - All nominee forms must have email address as media contact instead of phone numbers
  - Send the information about award winners on Twitter. Start using Twitter more.
4. Follow up:
  - Ripley will send nomination form revisions to Mike Colby by October 31
5. Motion carried to accept the report ( second by Wambles)

**L. Conference Special Events** (Conference Sub-Committee) Did not meet

**M. Nominating Committee** (Kelly)

1. All members present
2. Meeting highlights:
  - Committee considered candidates for the slate of officers.
3. Recommendations to the Board:
  - For the constitution proposal for 2018, committee proposes the following definition of “Active Athletic Administrators” as a person who is compensated to perform daily athletic administration responsibilities.
4. Follow up:
  - Jerri Kelly will talk with individuals to insure their willingness to serve on the Executive Board
5. Motion carried to accept the report (Peek)

**N. Hall of Fame Committee** (Chiles)

1. Absent members: Pam Lancaster, Jay Rader, Lanness Robinson
2. Meeting Highlights:
  - Reviewed the HOF guidelines and nominating packet and criteria. This will remain the same this year but will continue to review.
  - HOF nominations will still be submitted to Scott Drabczyk.
  - Discussion on ranking process.
  - Currently three nominations are in the pool
  - Any and all changes will be made and recommended as needed
  - 2 past presidents to be involved to selection. Committee will ask Mike Stutzky and Trish Highland
  - 2 alternatives were discussed in case they may be needed but names were not presented
3. Recommendations to the Board:
  - No sitting FIAAA Board of Director member will be eligible for the HOF.
  - Current nominees in the pool will be grandfathered in.
4. Follow up:
  - Chiles will speak with Stutzky and Highland about their willingness to serve in the process as the representatives of the Past Presidents
5. Motion carried to accept the report (second by McHale)

**O. Strategic Plan Committee** (Robinson)

(Did not meet)

**P. Conference Planning Committee** (President Elect Otero)

1. Preliminary overview of 2018 State Conference:
  - Everything IRMA ( Information and Responsibilities for Managing Athletics)
  - Discussed creating additional parking by moving valet and employees to grass fields
  - Registration to be raised to \$125.00 and increase spouse and retiree registration
  - Raise vendor fees from 400-600 to 500-700
2. Provided board with Preliminary agenda and discussed possible setups for breakout sessions and the FHSAA Compliance requirements
3. Discussed the fact we have the entire hotel for the conference so discussed how to best utilize meeting spaces, etc.
4. Motion carried to accept report (second by Wambles)

**E- Newsletter** (Rader)

- a. Updates on All American Publishing. Dale is no longer with them. The new person is Shirley Bates
- b. Will continue to be published 4 times a year.
- c. District Directors should check with all the ADs in their districts to verify that they are receiving the E Newsletter.
- d. Recommended must read article which is the interview with George Tomlyn, the new Executive Director of FHSAA.
- e. Will continue running the AD checklists in the newsletter.

Closing remarks by Scott Drabczyk

2018 NIAAA National Conference is Saturday Dec. 9 – Tuesday Dec. 11 in Phoenix, Arizona

Next FIAAA Board of Directors Meeting January 12-14, 2018 at Orlando Airport Marriott

Meeting adjourned

Respectfully,

Roger Mayo  
Secretary