

FIAAA Board of Directors Meeting Minutes
January 14 & 15, 2017
Orlando Airport Marriott Lakeside, Orlando, FL

Saturday, January 14, 2017

1. Meeting called to order by President Jerri Kelly at 11:31am
2. Invocation by Russell Wambles
3. Roll Call:
 - a. Absent members: Steve Luppert, Cameron Yearsley
 - b. Jerri Kelly addressed board regarding committing to meetings if going to be a board member. Will follow up with board members who have had chronic absenteeism from meetings.
- 4-5. Welcome/Adoption of Agenda (Kelly)
 - Asked the board to speak opening, share opinions and respect others' opinion
Motion to approve agenda by Donna Blumer, 2nd by Bill Weed. Approved.
6. Approval of September Board Meeting Minutes. *Motion by Lanness Robinson, 2nd by RJ Costello. Approved.*
 - No Discussion
7. Treasurer's Report (Colby)
 - Explanation of current financial state. Corporate sponsors helped offset costs of hospitality at National Conference. Recommendation to leave excess dollars in contingency fund, as opposed to moving to different sub account. *Motion to approve report by Lanness Robinson, 2nd by Andy Chiles. Approved.*
8. President's Report (Kelly)
 - New committee sheets distributed.
9. Executive Director's Report/NIAAA Section 3 Report (Balazs)
 - Congratulated Lanness Robinson on election to the NIAAA BOD. Thanked all who assisted with his campaign.
 - CAA Exam is now online. Anyone who wants to be a test administrator needs to become certified. Those who are already certified need to redo it. New format to obtain CTA certification in the form of a webinar.
 - Delegate Assembly: now have two at-large members on the board at the same time.
 - District Directors need to encourage their district to join the NIAAA. Explained the benefits of membership.
 - Now that NIAAA BOD election is over, need to focus on nominating members for National awards.
10. NIAAA 2016 Conference Discussion (Balazs/Chiles/Robinson/Drabczyk)
 - Robinson: thanked people for their help with campaign

- i. Board meeting committee topics discussed include:
 1. Retirees: social media session being created
 2. Certification: CAA exam now done electronically. LTC 503 & 510 required for CMAA certification starting in January 2019.
 3. Resolutions: focusing on research on developing issues in high school athletics.
 4. LTI: conference totals: 115 LTI faculty members (15 new), 44 classes, 88 facilitators, 1632 attendees. Six courses to be reviewed for next year.
 5. Endowment Fund: \$1.2 million in account
 6. Drabczyk appointed to chair of National Hall of Fame committee
 7. Spring Webinar offerings: LTC 501, 502, 504, 504, 508, 625, 701, 799
 8. Scholarship application has changed, refer to website for new form.
- Chiles: people who are interested in serving on National committees and LTI faculty need to speak up, complete application.

11. Pending Legislation/Exec. Director Search/Software Update (Colby)

- Proposed HB119 to allow charter school students to participate at private schools of their choice (representative out of Naples)
- Non-member private school to allow students to participate at member home school or other private school
- Gender Unconformity: gender identity can change on any given day.
- Executive Director Search: 22 applications, 7 rejected, 3 withdrew application. Executive Director Search Committee will select 3-5 at January BOD meeting to be interviewed in March.
- Software Update: committee has reviewed various software programs. ADs need to complete survey. If school/AD is requesting something specific, need to speak up.
- Representative Assembly: eight proposals went into effect immediately.

Discussion: (Robinson) What is the feedback from legislators regarding new legislation in place? Colby: Dr. Dearing has met with them and they appear to be happy with changes.

Discussion: (Robinson) Is C2C included as an option of one of the new software companies? Colby: No.

Discussion: (Ripley) Possible legislation to mandate athletic trainers discussed at FACA.

12. LTI Report (Robinson)

- a. Given during National Conference report

13. Mentoring Report (Comeau)

- a. to be discussed during committee reports tomorrow

14. Certification Developments (VonScherrer)

- a. Encouraged members to push NIAAA membership
- b. CAA/CMAA requirements changing go in effect 2019
- c. CMAA certification changes include 1 course from 600, 1 from 700, other four to be person's choice between 600s and 700s. No longer 3-600s, 3-700s

- d. Considering alternative ways to earn CMAA certification instead of a project to include: video/oral presentation
- e. Question of whether or not to require recertification protocols ongoing—nothing in place as of yet.
- f. Unsure if webinar to become Certified Test Administrator will come with a cost. Took names of those who are interested in becoming CTAs.

15. E-Newsletter (Rader)

- a. Last newsletter sent in December. Next edition to come in February. This edition will push conference and student awards.
- b. NIAAA benefits section included in newsletter

BOD members dismissed to lunch/committees at 12:45pm.

Sunday, January 15, 2017

1. Meeting called to order by President Jerri Kelly at 8:11am.
2. Invocation by Russell Wambles
3. Roll Call:
 - Absent Members: Cameron Yearsley, Steve McHale
4. Committee Reports:
 - Awards Committee (Chiles)
 - Highlights:
 - 2017 Award Winners:
 - Dr. Clarence Noe: Jody Phillips (nominated by Russell Wambles)
 - FIAAA Meritorious Service Award: Nick Grasso (nominated by Albert Bennett)
 - Dorothy Brunson Special Services Award: Ronald Corbin (nominated by Mark Cowles) and Kim McWilliams (nominated by Jake VonScherrer)
 - Outgoing Board Members:
 - Donna Blumer
 - Kevin Demer
 - Dan Comeau
 - RJ Costello
 - Cameron Yearsley
 - Outgoing President Award: Jerri Kelly
 - NIAAA State Award of Merit: Lauren Otero
 - Frank Kovalski Award Nominee: Jake VonScherrer
 - Recommendations to Board:
 - Require each District Director to nominate a Section AD of the Year. Names would go into a three year pool.
 - Suggestion to incorporate the name “Wayne Taylor” as an award. Possibly the “Wayne Taylor Distinguished Service Award”
 - Honor Frank Kovalski nominee as “winner” recognized at the banquet in May.
 - Hierarchy of awards: HOF, Clarence Noe, DSA/Frank Kovalski nominee, Sectional AD of the Year, State Award of Merit
 - Committee Follow Up Responsibilities:
 - Look at nomination form descriptions and add verbiage to form
 - Motion carried to accept the report (2nd by Rader) Approved.
 - No Discussion
 - Higher Ed Committee (Talley)
 - Highlights:
 - updated application with SAT score revisions & classification changes
 - discussed OneDrive submissions
 - February-open, March-reminder, April 6 – 1 week

- [email address established: Scholarship@fiaaa.org](mailto:Scholarship@fiaaa.org)
 - Add school, AD email address & media contact to certification sheet
 - Recommendations to Board:
 - Our goal is to have "as close as possible" ALL submissions be submitted electronically...but we will allow traditional "paper submission" at BOD meeting to be accepted.
 - Online submissions guarantee consideration, even if district director cannot make the BOD meeting deadline
 - Allows committee members who can review the applications in advance can let district directors know if there are things missing in the application; there is a history of applications being disqualified due to "technicalities" like missing information and signatures
 - Makes the selection process easier, more time efficient, for judging by the committee
 - If lack of tech knowledge to submit is an issue, please contact chair Tammie Talley.
 - Committee Follow Up Responsibilities:
 - Talley to Colby: confirm live email address for scholarship submission to Ron Allan. Send final application for posting on website
 - Talley to Allen: Setting up OneDrive folders for committee members
 - Talley to District Directors: mail application and cover sheet to District Directors on Feb. 1st to begin soliciting nominees.
 - Motion carried to accept the report (2nd by Gillis) Approved.
 - Discussion: awards to be sent to one specific email, then moved to One Drive for committee members to review applications
- Sportsmanship Committee (Gillis)
 - Highlights:
 - Made the necessary changes to the Nomination and Certification forms. Reviewed revised forms and reiterated the need to inform the directors of the April 15th deadline. Discussed the need to develop Policy and Procedure language since the committee will now be recognized as a standing committee. After consulting with the Public Relations Committee, we have revised the Certification form to also include contact information for the AD and local media outlet for awardees.
 - Recommendations to the Board:
 - We recommend the Board accept and approve these changes.
 - Committee Follow Up Responsibilities:
 - Gillis: Send revised forms to Mike Colby to be put on the website.
 - Committee Members: Develop language for POP Manual
 - Motion carried to accept the report (2nd by Weed) Approved.
 - Discussion: only district directors need access to email to upload nominations
- Corporate Committee (Demer)
 - Highlights:
 - Four platinum sponsors have been confirmed at \$4,500. Neff Co. is returning as gold sponsor with cash and in-kind donation. Spectrum (Brighthouse Sports) is 50-50 as a returning silver sponsor. School Insurance of Florida is

coming on board as a silver sponsor with the donation specified for use as “better” door prizes, hospitality and golf tournament gifts and prizes. Mascot Media (formerly 5-Star) is looking at options, as are Coaches Directory and League Minder. Romine printing remains as a bronze sponsor (in-kind) for all conference materials.

- Recommendations to the Board:
 - If corporate sponsors designate that their money is to be allocated in specific ways, then we must adhere to those requests. (POP manual will be revised to reflect this)
 - Demer would like to speak to the county athletic directors briefly following the meeting to ask them for their help in possibly setting up meetings with Ephesus Lightning as Orange and Hillsborough has done.
 - All four platinum sponsors will be allowed to introduce themselves to both the attendees at the conference and the county athletic directors based on communications with them and conference schedule.
- Committee Follow Up Responsibilities:
 - Demer: Companies who have not committed yet will be contacted again at end of January.
 - Demer: Platinum sponsor introduction times will be determined based on conference schedule.
- Motion carried to accept the report (2nd by Weed) Approved.
- Discussion:
 - (Rader) for newsletter, should touch base in one month for finalized list of corporate sponsors to be advertised.
 - (Chiles) do corporate sponsors know where shortages are to donate specific funds towards (i.e. LTI, hospitality, etc.). Demer: not specifically, only if potential sponsor asks. Committee works with sponsors to build relationships to be flexible for what they want. Suggests option for corporate sponsors to be introduced/speak at County AD meeting
 - (Robinson) Suggests platinum sponsor to have sign at LTI classes to promote company. *Drabczyk to take care of ordering signs.*
- Membership Services (Rader)
 - Highlights:
 - Previous minutes directed the committee to reach out to district directors to survey their districts to help determine/identify retirees, middle schools who might benefit from FIAAA membership, and encourage submission of years of service information. Communication was sent to district directors. Even if done once already, district directors should continue to seek this information in future communications to their schools.
 - Florida Emergency Network (FEN), mirroring the NIAAA Emergency Network, has been published/advertised via the e-newsletter, FIAAA website, and encouragement to district directors to let schools in their district know of such emergency contacts. Schools are encouraged to include such a list in their emergency medical forms "packet" required for all athletes/teams when traveling. *Note from BOD...check to see list includes cell phone contacts, in addition to school contact

- FIAAA Benefits Trifold.... useful, (perhaps) necessary, when FIAAA membership was voluntary (and not part of FHSAA dues).... not so much necessary now as FIAAA benefits are listed on FIAAA e-newsletter...no need for a trifold with a front page with logo and address...and back page with corporate sponsors (who change yearly)...and AD testimonials...not necessary to "re-print" paper copies of FIAAA Benefits.
- Tracking of attendance.... (1) track attendance of AD attendance at 2015 national conference in Orlando... (2) 2016 state conference in Orlando (3) 2016 in Nashville.....want to look at attendance patterns....those who attend national conferences but not state conferences....repeat attendance patterns at state conferences....if you attend one, do you attend the next year ??....especially important to track 2016 attendees, who may have attended because of FHSAA compliance seminar requirement...do they return in 2017 when there is no FHSAA compliance attendance requirement....perhaps develop a survey monkey separate from the general conference evaluation to give/send to first time attendees.
- Last year's first time attendees were "offered" a free LTI course (502) at a future conference. Tentative LTI conference schedule has 502 offered in the first time slot on Friday, May 5th, which would mean that these folks would probably have to travel on Thursday night, incurring an extra night of lodging expense...which might be a significant hardship for some. Suggestion that, if possible, could 502 be moved to a different slot (later in day or Saturday).
*Note: LTI Committee report moved 502 to Saturday morning...so, this concern was addressed and "solved."
- Motion carried to accept the report (2nd by Ripley) Approved.
- Discussion:
 - (Chiles) FEN lists AD's office number. Majority of emergencies are going to occur during non-office hours. Suggest listing AD's cell phone number. Anyone not wanting their cell phone number listed should let Balazs know.
- Public Relations (Ripley)
 - Highlights:
 - We fine-tuned the direction we wanted to go in from the September meeting, regarding what information we wanted to see from the awards committee, and the other award categories.
 - Committee Follow Up Responsibilities:
 - By the May conference Donny Peek will have all the templates needed for the different committees. With the addition of the AD information to be added for each category
 - Motion carried to accept the report (2nd by Wambles) Approved.
 - No Discussion
- Professional Growth (Robinson)
 - Highlights:
 - Review of course offerings at 2017 state conference
 - Switched time slot of 501 and 502 offerings to allow for travel the day of and still take the free course offered to 1st time attendees
 - Reviewed incentives to participants and faculty members

- Recommendations to the Board:
 - Since the LTI balance is only \$115, requested a transfer of \$2500 from the general account to cover costs of the 2017 state conference
- Committee Follow Up Responsibilities:
 - Robinson: Instructor assignments, communicate roles and responsibilities, order staff shirts for new instructors and provide presentation materials.
 - Colby: Track enrollment and order appropriate materials. Bring electronic equipment to conference for presentations. Make refreshment arrangements with hotel.
- Motion carried to accept the report (2nd by Wambles) Approved.
- Discussion:
 - Balazs: \$2500 moved from general account to LTI to cover shortage. Funds are for free course offerings and ½ lodging costs of Friday morning instructors. Approved.
- Mentoring (Comeau)
 - Highlights:
 - Dan Comeau to roll off the board, Jake VonScherrer to assume the roll of Chair for mentoring, contacted county AD's as directed to from the Sept. meeting.
 - Received list of new AD's from FHSAA
 - Recommendations to the Board:
 - Lots of transitions for this spring. New Executive Director, new mentoring chair, new software. Good time to take a fresh look & direction for the program.
 - Committee needs to work closely with the FHSAA in regards to the compliance seminar with new AD's.
 - Committee Follow Up Responsibilities:
 - N/A
 - Motion carried to accept the report (2nd by Harrison) Approved.
 - Discussion:
 - Robinson: recommend someone from mentoring committee come speak at County AD meeting at conference
 - Chiles: complimented Comeau for job well done on instituting mentoring program
 - Thornton: turnover of County ADs resulting in additional mentoring problems. Suggests mentoring committee should extend mentoring to new County ADs
 - VonScherrer: FACA noted that some not attending compliance seminars because they'd just rather pay the fine. Recommends FIAAA create a position statement that FHSAA should increase penalty because compliance should be mandatory by attending conference or seminar. Fine should not be an option to be in "compliance".
 - Comeau and Mayo to take concern to respective councils (Leadership and ADAC) for agenda item to discuss.
- Review (Otero)
 - Highlights:
 - FACA:

- AD conference had various FIAAA presenters.
 - Football point system discussed further.
 - January conference has strong emphasis on ADs, encourage more to attend.
- Representative Assembly: eight proposals, all related to verbiage. No impact on rules or “red book”.
- Leadership Council:
 - continued issues finding state championship hosts. Suggest change in negotiation tactics. Current negotiation tactics resulting in disservice to athletes and inequity among sports.
 - FHSAA advertised “reclassification” of football districts, but nothing was actually done. FHSAA wanted something to compare from last two years.
 - Current capacity in schools being taken from FISH report to determine available “seats” at schools.
 - Discussed different software programs FHSAA committee is looking at
 - Reviewed International Student proposal. Suggested percentage needs to be equivalent to the student body number
- ADAC:
 - Officials want to increase football officials to 7-man crews for one game. ADAC recommends officials to fund this themselves.
 - Officials requesting raise every three years beginning 17-18. ADAC recommends to be considered at all, must include review process, which includes professional development component.
 - Recommendations:
 - Invite officials to attend district sport’s meetings
 - Increase football roster from 60 to 70. To be voted on at the January FHSAA BOD meeting.
 - Volleyball to have same association for line judges and stands.
 - Move golf planning meetings to April/May
- Motion carried to accept the report (2nd by Demer) Approved.
 - Discussion:
 - Thornton: officials increase did not pass ADAC. What is the position of the FIAAA?
 - Robinson: if officials pay is simply tied to including evaluation, does not support increase in raise. Consensus is that BOD supports not increasing pay, but still having an evaluation tool.
 - Colby: explained International student proposal for 40% of student population. Wambles: focus of policy has changed from taking students opportunity away vs. having a competitive edge.
 - Thornton: wants to emphasize his vote to accept report does not support agreement of items in report.
- Constitution (Colby)
 - Highlights:
 - The committee reviewed three proposals to amend the constitution choosing to only move two forward for the delegate session in May

- Recommendations to the Board:
 - Send amendments for two new standing committees to the delegate session in May – see below
 - Amend Article IV, Section I, Sub-Section D to read:
 - D. Executive Board
 - The Executive Board shall consist of the following officers: President, President-Elect, Past President, Secretary, Treasurer, Chaplain, ~~and~~ Historian and two (2) active former Past-Presidents to be selected by the Past-President Advisory Committee. Officers of the Executive Board shall be elected to a one-year term. The Executive Director will serve as an ex officio, non-voting member of the Executive Board. The Executive Board shall meet at least once a year at such time and place as designated by the President. The President reserves the right to invite other such members of the Board to attend any meeting of the Executive Board.
 - ***After much discussion and based on the minutes of the September meeting, the committee chose not to send this amendment forward to the delegate session over concerns of the definition of “active” to be used in the amendment, as well as a conflict with Article VI, Section I (the Past President Advisory Committee is only charged with providing advice to the board, as such, would not be authorized the select the 2 past presidents; this section would likewise need to be amended, which procedurally could not be done until next September, as per the POP manual)***
 - Amend Article VI, Section I by adding two (2) new Sub-Sections
 - N. Mentorship Committee. ***(Approved by committee to be sent to the delegate session)***
 - The President will appoint a Mentorship Committee and chairperson that will develop, implement and oversee a Mentorship Program of the association. The committee shall, in cooperation with the District Directors and the FHSAA, identify athletic administrators that could benefit from the Mentorship Program.
 - O. Sportsmanship Committee. ***(Approved by committee to be sent to the delegate session)***
 - The President will appoint a Sportsmanship Committee and chairperson that will develop, implement and oversee a Sportsmanship Program of the association, which could include, but not limited to, a recognition program of deserving schools and/or student athletes and/or coaches.
- Committee Follow Up Responsibilities:
 - By May 8, 2017: Offer amendments for two new standing committees at the delegate session at May conference

- By September 16, 2017: Discuss amendment to Article VI, Section I, Sub-Section I to accommodate the amendment to Article IV, Section I, Sub-Section D
 - Motion carried to accept the report (2nd by Harrison) Approved.
 - Discussion:
 - Chiles: Questioned why waiting one year to propose constitution change in May, if board agreed in September to send amendment to May meeting?
 - Robinson: expressed opinion that two roadblocks mentioned could have been resolved during yesterday's meeting.
 - Thornton: shared that significant discussion to take action and let the board decide was discussed during yesterday's committee meeting. Upon conclusion of committee meeting, decided to respect due process and follow through with current protocols to ratify constitution.
 - Weed: committee didn't feel it was the constitution committee's responsibility to define "active" as referenced above. Emphasized that the Executive Board still has the right to invite two past presidents to advise on the committee.
 - Balazs: reiterated that it's the constitution committee's duty to follow the constitution and make decisions in a procedural manner.
 - Chiles: who comes up with the definition of "active" and proposing an article change? Colby: past-president committee needs to hold a meeting in May to come up with the language.
- Hall of Fame (Drabczyk)
 - Highlights:
 - The Hall of Fame 'Selection' Committee met on Friday January 13th to review, discuss, and select the 2nd Annual FIAAA HOF Induction Class of 2017. Six candidates were nominated (4 pool holdovers, 2 new applicants) and each packet and individual were thoroughly discussed and reviewed. Extensive discussion took place on our committees' policies and procedures in terms of should "active" athletic administrators and/or current FIAAA BOD members be eligible for induction to the HOF.
 - Recommendations to the Board:
 - Recommendation #1) to accept the 2nd Annual FIAAA Hall of Fame Class of 2017: Ron Balazs, Trish Highland, and George Phelan. Motion Wambles/Second Chiles-Pass 8-0
 - Recommendation #2) Motion Robinson/Second Wambles-Pass 8-0: To revise the HOF POP and criteria to state that "A nominee of the FIAAA Hall of Fame must not be a sitting Board of Directors member" (Also that anyone currently in the pool of candidates nominated under the old criteria and forms will be grandfathered in under the original standards until they are either inducted or roll out of the pool.)
 - Committee Follow Up Responsibilities:
 - By May 2017: Chairman to meet with Past-Presidents at 2017 conference to discuss their role in selecting the two past presidents that will make up the 2018 HOF selection committee.
 - Motion carried to accept the report (2nd by Weed) Approved.
 - No Discussion

- Strategic Plan (Robinson)
 - Did not meet
- Auditing (Drabczyk)
 - Did not meet.
- Past Presidents'/Nominating Committee (Costello)
 - Highlights:
 - Selected the Executive Board Member slate for the 2017-2018 school year:
 - President: Scott Drabczyk
 - President-Elect: Lauren Otero
 - Past-President: Jerri Kelly
 - Secretary: Bill Weed
 - Treasurer: Mike Colby
 - Chaplain: Russell Wambles
 - Historian: Jay Rader
 - Recommendations to the Board:
 - Effective the 2018-2019 school year: must be an “active” member to be a member of the FIAAA board.
 - Committee Follow Up Responsibilities:
 - Chair: Make sure to bring the FIAAA past-president autographed football to the annual conference.
 - Chair & Vice-Chair: make sure that each president & spouse receive two drink tickets before the awards ceremony.
 - Chair & Vice-Chair: coordinate with awards committee to acquire any nominations for NIAAA/NFHS awards.
 - Motion carried to accept the report (2nd by Chiles) Approved.
 - No Discussion

5. 2017 Conference: (Drabczyk)

- Will start pack out at 4pm on Friday in Augusta room for anyone available to help
- Need to come up with a way to advertise Early Bird social
- FIAAA gifts will be distributed from corporate sponsor booths
- Let Drabczyk know of any potential conference speakers
- (Gillis) Questioned theme of conference: what type of leaders are we creating? “Dynamic and servant leaders” or “Dynamic servant leaders”.
- (Brown): door prize session #7 to be added to hospitality that evening
- (Kelly): suggested selling 50/50 raffle tickets all throughout the conference. 50% of the funds to go towards 2018 retirees event in order to have a more formal event, not just cocktails. Suggested putting area at registration booth to sell tickets.

6. New Business

- Robinson:

- Only one CTA in the state. Recommend approval of funds for four more people to become CTAs. (2nd by Brown) Approved. Names of those interested in becoming CTA should go to VonScherrer.
- Kelly: request removal of Cameron Yearsley and appoint person to fill in until next election. (2nd Rader) Approved.
 - Discussion:
 1. Thornton: was this communicated to member (Kelly: yes)
 2. Robinson: person to be removed has shown consistency of non-attendance. Need people who are going to be here on a regular basis.
- Balazs: Section 3 meeting moved to Lake Lanier. More expensive than when it was at Stone Mountain. Already approved \$500 for up to how many people that will cover. Let Ron know if you're interested in attending.
- Kelly: two corporate sponsors donated towards hospitality for National Conference.
- Robinson: looking for LTI instructors. Send email if interested and indicate which course you're interested in teaching.
- Colby: odd calendar year—odd districts up for re-election. Must fill out declaration form.
- Thornton: plea to think in terms of all stakeholders, not just your position. Put yourselves in other people's shoes.

Upcoming Dates:

- Annual Conference: May 5-8 @ Orlando Airport Marriott Lakeside, Orlando, FL

Meeting adjourned at 11:10am.

Respectfully submitted,

Lauren Otero
Secretary