

NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION
Board of Directors Meeting

Friday, December 11, 2009 2:00 –5:00 p.m.
Gaylord Texan Hotel & Conference Center, Grapevine, Texas
Palomino 1

President Rasmussen called the meeting to order at 2:00PM and made opening remarks.

Present at the meeting were: Sam Rasmussen, IN, President; Darryl Nance, SC, section 3; President-Elect; Joni Pabst, AZ, Past President; Holly Farnese, PA, Secretary; Frank Pecora, VT, section 1; Pat Briscoe, Washington, DC, section 2; Larry Moklestad, Iowa, section 4; Steve Berseith, SD, section 5; Lawrence Johnson, NM, section 6; Marc Hunter, UT, section 7; Tracy Leinen, ID, section 8; Tommy Marshall, GA, region A at-large; Doug Smith, IL, region B at-large; Annette Scogin, AR, region C at-large; Bruce Whitehead, Executive Director; Michael Blackburn, Associate Executive Director.

Excused Absent: Jerry McGee, NC, NEDC representative,

I. Introductions

- A. Sam Rasmussen introduced
 - 1. Incoming Board Members; Section 2 – Phil Rison, CMAA, Mt. Sterling, Kentucky, Section 5 – Dory Smith, CMAA, St. Louis, Missouri and Section 8 – David Williams, CAA, Billings, Montana
 - 2. At-Large Candidates; Section 4 – Geoff Penrod, CMAA, Columbia City, Indiana Section 5 – Richard Bechard, CMAA, Overland Park, Kansas, the Region B At-Large Candidates.
 - 3. Others
- B. The present member of the Board of Directors made self-introduction.
- C. Tommy Marshall will receive the NFHS Citation Award and was applauded by the Board.
- D. Patricia Briscoe was presented the NIAAA State LTP Coordinator Certificate for service of five or more years.

II. Action:

- A. *On motion by Tracey Leinen, seconded by Marc Hunter, the Board approved the minutes of the October Conference Call Meeting. Unanimous.***
- B. *On motion by Larry Moklestad, seconded by Tommy Marshall, the Board approved the Financial Reports from July 1-November 30, 2009. Unanimous.***

| | | |
|----|-----------------|--------------|
| 1. | Reserve Account | \$668,725.40 |
| 2. | Endowment | \$554,475.00 |
| 3. | Retired Members | \$3,948.59 |
| 4. | Past Presidents | \$3,893.79 |
| 5. | AAO | \$2,003.09 |

C. On motion by Steve Berseth, seconded by Doug Smith the Board approved the affiliate organizational membership of the Alberta Interscholastic Athletic Administrators Association to the NIAAA. Unanimous.

III. Discussion/Action:

A. Gerry Durgin presented the Third Strategic Plan Report. The committee will be meeting tomorrow to review and revise the sub-committee recommendations developed in the October meeting.

B. By-Law for Article IV-Section 1-B Change

1. This article lists the enhanced needed qualifications for Board of Directors members.

On motion by Tracey Leinen, seconded by Marc Hunter, the Board approved in concept, if this By-Law will pass the Delegate Assembly the Section 3 and Section 6 candidates already chosen will be grandfathered from the new By-Law qualifications. Unanimous.

C. The Hall of Fame Selection Committee has ranked the candidates for induction to the NIAAA Hall of Fame 2010. These rankings were presented to the Board of Directors. The Board held discussion related to selection of the 2010 Hall of Fame Class and a final decision will be made in February.

D. The Structure and Development for the NIAAA Athletic Program Site Assessment Model was presented to the Board in concept. The structure could consist of coordinators and teams for each section. The coordinator could be a retired AD and a CMAA, and could be trained for two days in Indianapolis. Each team will consist of 10-12 members, selected by application and team members must have a CAA minimum level of certification and taken LTC 799. An assessment tool would need to be developed as well as a cost structure. A marketing plan would need to be created.

On motion by Lawrence Johnson, seconded by Tommy Marshall, the Board directed the NIAAA Staff to develop a framework of a model to present to a sub-committee, chaired by Darryl Nance at the February Board Meeting. Unanimous.

E. The Athletic Program Self Assessment/Recognition Model was presented to the Board. A timeline, reading process, recognition process, and budget were to be included in the model. The officers will come in one day early in February to work with John Olson to develop the entire plan for the model.

F. Leadership Training In-Service Program Pilots have been presented in four states and the LTP Staff will present the report to the Board in February.

G. Mike Blackburn and Bruce Whitehead presented information of costs for On-Line Course State Rebate. This is to return money to states, which have members who have taken part in on-line courses.

On motion by Annette Scogin, seconded by Joni Pabst, the Board approved the On-line State Rebate, of \$25.00 per course taken by state members. Unanimous.

Checks will be sent to states in late January for on-line courses completed as of December 31, 2009.

On motion by Marc Hunter, seconded by Annette Scogin the Endowment Fund Monies Use will increase to a total of \$4,300 in grant money July 1 to June 30 of any calendar year. Unanimous

I. Bobby Guthrie presented the NFHS Coaches Education report.

1. He addressed the following highlights from the minutes of the meeting;
 - CPR/AED Education
 - The relationship between NIAAA and NFHS
 - The creation of an ad hoc advisory committee of NIAAA members.
 - The benefits of taking these coaching classes
 - Recommendations from the NFHS Sports Medicine Advisory Committee to create future classes in concussion evaluation and care, hydration, and strength and conditioning, female triad, psychosocial issues

On motion by, seconded by the Board appointed the following to the NFHS Advisory Committee on Coaching Education; Ted D'Alessio, Section 1, Bruce Brown, Section 2, Angela Miller, Section 3, Priscilla Dillow, Section 4, Jean Kinn Ashen, Section 7, Bill Gahn, Section 7, and Michael Maghen, Section 8. This is a short term ad hoc committee. Unanimous.

IV. Information:

- A. The review of Board Goals and Staff Goals has been moved to the February Board Meeting.
- B. The Board reviewed Incoming Board/At-Large Candidates
 1. 2010 Incoming Board Members
 2. Region B Election, Sections 4 and 5
 3. 2011 Section Board nominees
 4. Region A Election, Sections 1, 2 and 3 for 2010
 5. Secretary Election for 2010

- C. Jerry McGee will present a report from the NEDC summer and conference meeting at the Wednesday December 16, 2009 Board Meeting.
- D. Michael Blackburn presented the IAA printing costs. He also presented University Libraries, University Departments, Additional Agencies and Subscription Companies, which have subscribed to IAA Magazines, which total 100.
- E. Bruce Whitehead reported that the first College Fair will be presented in Indianapolis. This program was approved for support by the NIAAA Board in July 2009.
- F. Bruce Whitehead presented the Membership Report. Total NIAAA Membership as of November 30, 2009 is 8,215.
- G. Bruce Whitehead reviewed the Member Database and reported on the 40TH National Athletic Directors Conference Registration which was done through the NIAAA database for the first time.
- H. Michael Blackburn presented the list of states that will receive Membership Commendation. The list includes twenty-three states.
- I. Two Professional Outreach Programs were presented since July 1, 2009. They were Pennsylvania and Maine.
- J. The Audit Report is in the hands of all Board Members. Bruce Whitehead highlighted that this was a clean audit.

On motion by Tracey Leinen, seconded by Steve Berseth, the Board approved the Auditors Report. Unanimous.

- K. Sam Rasmussen reviewed NIAAA Meeting schedule for the conference.

1. Friday – December 11

- a. New Board Orientation - 1:00 – 1:45 pm Darryl Nance
- b. LTP Course Chairs Meeting - 2:00 – 4:00 pm
- c. Board Meeting - 2:00 – 5:00 pm
- d. Publications Committee
 - i. 3:00 – 7:00 pm
 - ii. Saturday, 9:00 am – 1:00 pm
- e. Sectional Meeting Agenda Review Darryl
- f. Endowment Committee - 6:00 – 9:00 pm

2. Saturday – December 12

- a. Endowment Golf Tournament/5K Walk-Run

- b. Certification/LTP Leadership Meeting - 8:00 – 9:00 am
- c. Sports Turf Seminar
- d. Publications Committee - 9:00 am – 1:00 pm
- e. Committee Chairs/Vice Chairs Meeting - 10:00 – 11:00 am
- f. New Committee Member Orientation - 1:30 – 2:30 pm
- g. LTP Course Chairs/Vice Chairs Meeting - 2:00 – 4:00 pm
- h. Awards, Credentials, Certification, Hall of Fame Committee Tab and Sports Turf Committees - 3:00 – 5:30 pm; Certification 2:00 – 5:30 pm
- i. Retired AD's Reception - 3:00 – 4:30 pm

3. Sunday December 13

- a. State President's Breakfast - 8:00 – 10:00 pm
- b. State Certification Program Coordinators Meeting - 9:00 – 10:30 am
- c. Section Meetings - 3:00 – 4:15 pm
- d. State Awards Chairs Meeting - 4:30 – 5:30 pm
- e. President's Reception - 6:00 – 7:30 pm

4. Monday, December 14

- a. Past Presidents Council – 8:00 – 9:00 am
- b. CAA Test Administrators - 8:00 – 9:00 am
- c. State Executive Directors meeting - 8:00 am – 11:30 pm
- d. President Elect Interviews – 10:00 – 11:00 am
- e. NFHS Citation Luncheon - 12:00 – 2:00 pm
- f. Delegate Assembly – 2:15 – 3:45 pm
- g. Former Board Member Reception - 5:00 – 6:00 pm

5. Tuesday, December 15

- a. Board Breakfast – 7:00 – 8:45 am
- b. State Coordinators Meeting - 7:30 – 9:00 am
- c. Retired Breakfast - 8:30 – 10:30 am
- d. CAA Exam - 9:00 – 11:00 am
- e. Liaisons/Executive Directors Luncheon Meeting - 11:15 am – 1:15 pm
- f. NEN Coordinating Committee - 1:15– 1:30 pm
- g. NIAAA Annual Meeting – 3:00 – 4:00 pm
- h. NIAAA Awards and Hall of Fame Banquet - 6:00 – 9:00 pm

6. Wednesday, December 16

- a. Board Meeting - 7:00 – 9:30 am

On motion by Lawrence Johnson, seconded by Steve Berseth, the meeting was adjourned at 5:00PM. Unanimous.

NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION
Board of Directors Meeting

Tuesday, December 15, 2009 - 7:00-8:30 a.m.
Gaylord Texan Hotel – Grapevine, Texas
Palomino 1

President Rasmussen called the meeting to order at 7:30AM and made opening remarks.

Present at the meeting were: Sam Rasmussen, IN, President; Darryl Nance, SC, section 3; President-Elect; Joni Pabst, AZ, Past President; Holly Farnese, PA, Secretary; Frank Pecora, VT, section 1; Pat Briscoe, Washington, DC, section 2; Larry Moklestad, Iowa, section 4; Steve Berseth, SD, section 5; Lawrence Johnson, NM, section 6; Marc Hunter, UT, section 7; Tracy Leinen, ID, section 8; Tommy Marshall, GA, region A at-large; Doug Smith, IL, region B at-large; Annette Scogin, AR, region C at-large; Jerry McGee, NC, NEDC representative, Bruce Whitehead, Executive Director; Michael Blackburn, Associate Executive Director.

Absent: None

I. ACTION:

On motion by Joni Pabst, seconded by Tracey Leinen, the Board approved the 2010 slate of officers;

| | |
|------------------------|---|
| <i>President</i> | <i>Darryl Nance, CMAA, Greenville, South Carolina</i> |
| <i>President Elect</i> | <i>Annette Scogin, CMAA, Springdale, AK</i> |
| <i>Secretary</i> | <i>Holly Farnese, CMAA, Drexel Hill, Pennsylvania</i> |
| <i>Past President</i> | <i>Sam Rasmussen, CAA, Valparaiso, Indiana</i> |

Unanimous.

II. INFORMATION:

A. Reports - Conference Meetings

1. Joni Pabst presented the Past President's Meeting report. Twenty past presidents attended. Their passion for the organization remains strong and their desire to serve as needed remains their commitment.
2. Sam Rasmussen shared information from the State President's Breakfast. Ideas for growth of membership and the impact of the economy on the national and state organizations were discussed.
3. Darryl Nance reviewed all Meeting Minutes of Section Meetings as reported. Total attendance at all eight section meetings was 363. Section 4 had the highest attendance. Section 4 raised \$650; section 6 raised \$210, section 7 \$340 for the Endowment Fund. All submitted date and time for spring/summer meetings.

| | |
|------------------------------|------------|
| Section 1 Saratoga, NY | March 19 |
| Section 2 Canton, OH | June 17-19 |
| Section 3 Stone Mountain, GA | May 22-23 |
| Section 4 Naperville, IL | June 21-23 |

| | |
|------------------------------|----------|
| Section 5 Omaha, NE | June 9 |
| Section 6 Albuquerque, NM | March 11 |
| Section 7 Las Vegas, NV | June 4-5 |
| Section 8 Coeur d' Alene, ID | June 5 |

4. Sam Rasmussen presented the Delegate Assembly report.

B. Committee Reports

1. **Awards** Mark Armstrong presented the Awards report. All is in order for the luncheon and banquet. All recommendations will be discussed at the February Board Meeting.

2. **Certification** Scott Lindgren made the certification report. All recommendations will be discussed at the February Board Meeting.

3. **Hall of Fame** Bill Mayo reported all is in order for the banquet. He extended thanks to the board for all the dedicated wisdom and energy to fulfill the dream of the first NIAAA Hall of Fame. Bill Mayo recognized Art Newcomer and Erv Kau who are rotating off the committee. All recommendations will be discussed at the February Meeting.

4. **Endowment** Sandy Hadaway made the Endowment Committee report. 100 Golfers and 31 walkers/runners participated in the Endowment Events. The fund received a memorial check from the publication committee to honor Jack Foley.

5. **Sports Turf** Rich Bechard made the Sports Turf Committee Report. Twenty-five people attended the seminar. The committee has had more requests for info on synthetic turf. All recommendations will be discussed at the February Board Meeting.

6. **NEN** Dave Martens reports, "No news is good news". All is in order through out the country and all states are represented. All recommendations will be discussed at the February Board Meeting.

Note: A detailed report must be submitted to the Secretary by January 10, 2010

On motion by Annette Scogin, seconded by Holly Farnese, the Board adjourned the meeting at 8:30AM. Unanimous.

NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION
Board of Directors Meeting
Wednesday, December 16, 2009 - 7:00 - 9:30 a.m.
Gaylord Texan Hotel – Grapevine, Texas
Palomino 1

I. President Rasmussen called the meeting to order at 7:00AM and made opening remarks.

Present at the meeting were: Sam Rasmussen, IN, President; Darryl Nance, SC, section 3; President-Elect; Joni Pabst, AZ, Past President; Holly Farnese, PA, Secretary; Frank Pecora, VT, section 1; Pat Briscoe, Washington, DC, section 2; Phil Rison, Mt. Sterling, Kentucky, section 2 –Larry Moglestad, Iowa, section 4; Steve Berseth, SD, section 5; Dory Smith, CMAA, St. Louis, Missouri, section 5, Lawrence Johnson, NM, section 6; Marc Hunter, UT, section 7; Tracy Leinen, ID, section 8; David Williams, CAA, Billings, Montana, section 8, Tommy Marshall, GA, region A at-large; Doug Smith, IL, region B at-large; Richard Bechard, CMAA, Overland Park, Kansas, region B At-Large, Annette Scogin, AR, region C at-large; Jerry McGee, NC, NEDC representative, Bruce Whitehead, Executive Director; Michael Blackburn, Associate Executive Director. CMAA,

Absent: None

II. Discussion/Action:

A. Committee reports

1. **Credentials** Gregg Ficarra presented the Credentials Report. 830 members voted. Times for voting next year were suggested. All recommendations will be discussed at the February Board Meeting.

2. **Retired** Les Wright presented the Retired Committee report. The new initiative to have a group of retirees visit each booth was a success. The vendors appreciated their courtesy and the Board expressed its thanks to those who participated. The committee transferred \$500 from the Retired account to the Endowment Fund. \$4700 was raised through the raffle. All recommendations will be discussed at the February Board Meeting.

3. **Leadership Training** Jim Teff presented the LT report. Approximately 1100 class seats were taken during the conference. All recommendations will be discussed at the February Board Meeting.

4. **Publications** Tim Graham presented the publication report. The committee brainstorming needed topics that revolve around budget, risk management, and finance. Committee responsibilities and job descriptions were reviewed. Articles were reviewed. The "Profile of the Athletic Administrator" is being updated. The committee will meet in July in Indianapolis.

5. **Strategic Plan** Gerry Durgin presented the Third Strategic Plan report. He reviewed the timeline, the communication line, and plan of

action. It has been an inclusive venture. The committee worked diligently in both October and December and the chairs and the Board will handle the remainder of the project. The board will vote final approval in July and the final product will be presented to the membership in December 2010.

Note: A detailed report must be submitted to the Secretary by January 10, 2010

- B. ***On motion by Joni Pabst, seconded by Larry Moglestad, the Board approved the recommendation by the Awards Committee to present one DSA Award Category. Unanimous.***
- C. ***On motion by Pat Briscoe, seconded by Annette Scogin, the Board approved the appointment of Lane Green, Bruce Parish, and Ron Allen to the Publication Committee. Unanimous.***

III. Information:

- A. Jerry McGee presented the NEDC report. 32 states attended. A Policy, Operations and Procedures Manual is being developed. A nominating committee has been put in place to make recommendation for the positions of Chair, Vice-Chair, Secretary, NIAAA Board Representative, and Director of Business Development. The NEDC Meeting in 2010 will be in Stone Mountain, GA and 2011 will be Louisville, KY and 2012 will be Prescott, AZ.
- B. Report of NIAAA Conference Functions
 - 1. Mike Blackburn made a summary report of the Liaisons/Executive Directors Meeting.
 - 2. Sam Rasmussen presented a report from the annual meeting.
- C. Walter Sargent presented the Marketing Report. Return on Investment remains the key to sponsors. He reviewed his action this year on behalf of NIAAA.
- D. The Board recognized outgoing members of the Board, Joni Pabst, Tracy Leinen, Pat Briscoe, Doug Smith and Steve Berseth.
- E. Sam Rasmussen passed the gavel to Darryl Nance.
- F. Joni Pabst presented the president's ring to Sam Rasmussen.
- G. President Nance made the following Mentor assignments;
 - Holly Farnese will Mentor Phil Reisen
 - Sam Rasmussen will Mentor Rich Bechard
 - Annette Scogin will Mentor Dory Smith
 - Larry Moglestad will Mentor David Williams
- H. President Nance made the following committee liaisons assignments;

| | |
|---------------|-------------------------------|
| Awards | Richard Bechard/Holly Farnese |
| Certification | Phil Rison/Marc Hunter |
| Credentials | Dave Williams/Annette Scogin |
| Endowment | Sam Rasmussen/Larry Moglestad |
| Hall of Fame | Lawrence Johnson |

| | |
|-------------|--------------------------------|
| LTP | Bruce Whitehead/Mike Blackburn |
| NEN | Jerry McGee |
| Publication | Mike Blackburn/Dory Smith |
| Sport Turf | Tommy Marshall |
| Retired | Frank Pecora |

- I. President Nance made the following appointments to Board Sub Committees;
 - Marketing**
Marc Hunter, Chair, Tommy Marshall, Dave Williams
 - Office and Personnel**
Holly Farnese, Chair, Sam Rasmussen, Lawrence Johnson, Phil Rison
 - Finance**
Larry Moglestad, Chair, Frank Pecora, Jerry McGee
 - Scholarship**
Annette Scogin, Chair Dory Smith, Richard Bechard
- J. Board Members were reminded to provide Holly the committee chair evaluations.
- K. Items for the Board February Meeting were formulated.
- L. Future meeting dates:
 - 1. Board of Directors
 - a. President/Pres-Elect Orientation February 6, 2010
 - b. New Board Member Orientation – February 6, 2010
 - c. Sub Committee meetings – February 7, 2010
 - d. Board of Directors - February 7-9, 2010
 - 2. Board of Directors - July 8-12, 2010
 - 3. NIAAA Annual Meetings – Orlando, FL – December 14-19, 2010
 - 4. Board of Directors
 - a. President/Pres-Elect Orientation - February 5, 2011
 - b. New Board Member Orientation – February 5, 2011
 - c. Sub Committee meetings – February 6, 2011
 - d. Board of Directors - February 6-8, 2011
 - 5. Board of Directors – July 7-11, 2011
 - 6. NIAAA Annual Meetings – Indianapolis, IN – December 10-14, 2011

IV. Once Around

On motion by Steve Berseth, seconded by Tracey Leinen the meeting was adjourned at 9:30AM. Unanimous.