

**NIAAA Board of Directors**  
**July 8, 2017 – 8:00 pm EDT**

The meeting was called to order at 8:12 am EST, Saturday, July 8, 2017, by President Rich Barton, CMAA, UT. Members present included: Jeff Sitz, CMAA, WI, President Elect; Mark Armstrong, CMAA, NE, Past President; Joshua Scott, CMAA, MO, Secretary; Gary Stevens, CMAA, ME, Section 1; Phil Poggi, CAA, OH, Section 2; Todd Olson, CMAA, ND, Section 5; Johnny Johnson, CMAA, AR, Section 6; Cindy Riley, CAA, AZ, Section 7; Scott Nordi, CAA, WA, Section 8; Lanness Robinson, CMAA, FL, Region A At-Large; Deb VanKuiken, CMAA, MI, Region B At-Large; Bruce Brown, CMAA, OH, NEDC; Mike Blackburn, CMAA, Executive Director; Phil Rison, CMAA, Associate Executive Director. Tara Osborne, CAA, AL, Section 3, participated by conference call for part of the meeting as she recovers from an illness.

Rich Barton opened the meeting discussing the awesome responsibility the Board of directors has being a part of the NIAAA – all bring a special knowledge and should readily share for the betterment of our members and association.

**I. Discussion/Action Items**

1. The minutes of the April 2017, call meeting were reviewed.  
**On motion by Gary Stevens, seconded by Phil Poggi, the April, 2017, minutes were approved.**

**2. Budget and Financial Reports**

A Mike Blackburn gave the report on the financial condition of the association as of June 30, 2017.

1	Income YTD	\$2,676,481.22
	Inclusive of national conference registration.	
2	Expenses YTD	\$2,445,177.49
3	Reserve Fund YTD	\$1,676,468 (Increase of \$74,080)
4	Endowment YTD	\$1,265,436 (\$89,988 increase)
5	2016-17 Surplus	\$106,877
6.	2016 National Conference share	\$134,625

Membership is 10,703 which reflects a 400 member increase.

- B IAA Magazine – Mike Blackburn presented the report on the status of the IAA income/expense balance. The magazine production cost remained less than \$1 per issue per member. Production cost rose due to the increase in NIAAA membership.
- C Athletic Administrator Outfitters – Phil Rison presented the report. Last year realized approximately \$11,200 income from AAO merchandise sold. The original loan payment to begin the Logo Shop has been paid off, as has all inventory purchased for the conference. The balance in AAO is currently \$3445.

- D Past Presidents – Phil Rison delivered the status of the account, which remains healthy even after contributions to memorials.
- E Retired Members – Phil Rison reported the account remains stable. The retired members contributed last year to Gatlinburg fire victims.
- F Surplus Report – Mike Blackburn discussed items purchased from the 2015-16 surplus: Learning Management System, public service announcements and NIAAA office improvements. Highlighted items were technological and office improvements.

**On motion by Todd Olson, seconded by Lanness Robinson, the financial reports were approved.**

3. Accreditation - Rich Barton discussed items from the AdvancEd and North Central Association.

- A Review and revise job descriptions in in Office Policy Manual and POP Manual to be consistent. – Mike Blackburn shared changes in the job descriptions and evaluation tools for the office staff. Each staff member took an active role to identify their responsibilities in the office. Job descriptions are no longer generic in nature and more accurately portray office roles. Mike and Phil successfully piloted new evaluations for the office staff for the 2016-17 fiscal year.
- B Add tuition policies and costs to the Professional Development book and place information on the web site. The fee structure for all NIAAA services was listed on the website and is a strategic member benefit.
- C Review Course materials for consistency in format and assure learning objectives are clearly stated in printed material – Process is continually taking place as course are revised.
- D Incorporate the Conflict of Interest Policy and signature page in both Office Policy Manual and the POP Manual – The actual policy and signature page was added to the POP manual.
- E Develop a standard grievance procedure and incorporate this procedure into the POP manual to document complains of members and track patterns of concerns. – The Grievance Policy was developed and approved in February, 2017, and has been placed the POP Manual.

**On a motion by Jeff Sitz, seconded by Scott Nordi, the accreditation items were approved.**

4. Committee Update

- A Committee Roster –

Josh Scott reviewed with the Board the composite committee application list. The Board members were reminded to reach out to their sections for more representation.

**B**     Committee Member

    Awards

        Section 2     Andy Jalwan, CAA             OH

        Section 5     Todd Palmer, CAA             SD

    Certification

        Section 1     David Lezenski, CMAA         MA

        Section 6     Sandra Howell, CMAA         TX

    Endowment

        Section 1     Mike Gatley, CMAA            NJ

        Section 5     Chris Loofe, CAA             NE

        Section 6     Matt Heckel, CAA             CO

        Section 8     Shelly Heath, CAA            ID

    Retired

        Section 2     Dave Bell, CMAA             OH

        Section 7     David Boyack, CAA            UT

**On Motion by Josh Scott, seconded by Lanness Robinson, the members were approved.**

**C**     Committee Leadership Appointments

    Resolutions Vice-Chair             Robert Swaim, CMAA - WA

    Membership Vice-Chair             Scott Dorsett, CAA – TN

**On Motion by Josh Scott, seconded by Scott Nordi the members were approved.**

**D**     Hall of Fame Rating Committee – Mike Blackburn shared that the HOF screening committee has two recommendations to ensure equal representation among sections.

**On Motion by Cindy Riley, seconded by Todd Olson the nominations for the HOF screening committee were approved for Sections 4 and 5.**

**E**     Conference Advisory Committee –

    Renee Regoli – Campo Verde HS, AZ

**On Motion by Phil Poggi, seconded by Mark Armstrong the nomination was approved.**

**5. Membership Portal and Website**

**A**     Reminder of Tutorial – President Barton requested Board members to urge state leadership to drive members to the portal. A tutorial of the Portal is available via the NIAAA Website.

- B Website Considerations – the website is a separate entity from the Portal and the office is investigating options for creating a website through YM to make the transition between the Portal and the website more fluid.
- C State Membership Chairs Meeting – Nellie Crocker requested a follow up meeting with state membership leaders at the 2017 conference. Scott Nordi recommended the Membership Committee invite and follow up with state leadership for this meeting. Bruce Brown stated inclusion of this announcement at the NEDC meeting in Wisconsin. The Board supported Nellie’s recommendation to hold this meeting annually if deemed profitable.
- D. New AD Packet – Digital on the Website – Mike Blackburn detailed the status on the updated materials designed for new athletic administrators as a digital packet available for anyone on the homepage. The packet will serve to introduce new athletic administrators to the NIAAA and the field of Education-Based Athletics.
- E. CAA Exam Online – Cheryl Van Paris discussed the successful transition to online testing. Most issues were due to either bandwidth or members not knowing their member number. 243 exams have been conducted online since January 1, this year.
- F. CAA Practice Exam – the Certification Committee created and uploaded a practice CAA exam for members and the office has received great feedback from members.
- G. Career Center Income – the NIAAA has received about \$70 monthly as royalties for the career center since becoming involved.
- H Conference App – Phil Rison discussed the Conference App for 2017, including the change for voting under the tab of other than surveys.
- I Online Community Discussion – the office staff recommended the Portal to incorporate online communication without incurring additional cost by securing a third party company and an annual cost.

#### 6. “NIAAA Classroom” – Learning Management System

- A University Ordering of Manuals – Cheryl Van Paris updated the Board on the 4 University/College systems that purchase LTI manuals online. Patty and Cheryl receive a daily email report for manuals ordered.
- B State Coordinators Access of LTI Manuals – Cheryl discussed State Coordinators ability to order manuals online identifying shipping dates and locations. The lead time remains 3-weeks prior to the course being taught. The Office staff will unveil this optional practice in the September meeting with State LTI Coordinator.

- B Webinars – members or nonmembers can enroll in the online course and Nellie Crocker will contact them with a code for the manual to be downloaded. The office transitioned to e-manuals for all webinars and online courses.
- C Online Learning – Phil Rison shared a promo trailer for the new online learning format. The process was built on the premise of online active learning.
- D State Coordinator Access to LTI Materials - course materials are uploaded in the Classroom and available for State Coordinators to download. State associations should determine how to handle their association practice with alerting members of online materials. Past conference workshop presentation materials are also available.
- E Royalties to State Associations – Phil and Mike will travel to Wisconsin with royalty checks to the National Executive Directors Conference totaling \$14,225 for online webinars through 2017 spring. The royalties are generated through webinars and online courses taken by individuals in the respective states.

#### 7. Professional Development Academy Leadership Team

- A PDA Meeting Outcomes – Rich Barton discussed the status of this strong group.
- B Staff Conditions and Considerations – Annual and Conference – Mike Blackburn discussed the need for members to shadow the Professional Development Academy leaders at the Phoenix Conference.
- C Discussion of Assignments – Mike Blackburn discussed the PDA Leadership Team positions.

#### 8. Mentoring Program

- A Creation of Advisory – Rich Barton shared the vision to create a national mentoring program as a facet of the 4<sup>th</sup> Strategic Plan. The office reached out to the states to begin establishing a meeting in Phoenix that may lead to a task force to study.

#### 7. Awards

- A Award of Merit –Updates were made by the members of the board to the pool of candidates. **Dr. Lee Green was selected as the 2017 Award of Merit recipient.**
- B 2017 NFHS Citation Recipients - Recipients who will be recognized at the national conference were reviewed. Presentations will be made during the Awards Luncheon
- C Frank Kovaleski Professional Development Award  
**Darryl Nance was approved as the 2017 Frank Kovaleski winner.**
- D Distinguished Service Award Selection

**On motion by Todd Olson and seconded by Lanness Robinson: Trish Witkin, CT; Steve Young, NY; D. Scott Morris, VA; Andy Chiles, FL; Paul Pendleton, TN; Brent Cook, IA; Lane Green, KS; Mike McGurk, MO; Lawrence Johnson, NM; Everett Kelepolo, UT, and Steve Bridge, WA, were approved as DSA recipients for 2017.**

- E 2017 Special Commendations – Rich Barton shared with the Board outgoing committee chairs and Board of Directors.
- F NIAAA Multi Sport & Academic Achievement Recognition – Mike Blackburn discussed certificates to be available on the portal for members to download and use. Gary Stevens recommended a draft of the certificates for the October conference call to honor 3-sport athletes, and an award for multiple-sport athletes with a B, or equivalent, GPA.
- G Current NIAAA Awards – Appreciation, Donor, and Meritorious – Rich Barton brought attention to the language from the POP manual for Appreciation Awards at the discretion of the NIAAA Board.  
**On motion by Jeff Sitz, seconded by Rich Barton, Pat Gowan from Travel Leaders was approved for an Appreciation Award.**
- H Frederick Award POP Manual Language Clarification – Mark Armstrong discussed the recommendation from the Past Presidents meeting from the 2016 National Conference.  
**On a motion by Gary Stevens, seconded by Todd Olson, the language was clarified on the Thomas E. Frederick Award application to verify recipients must be, or have been, an athletic administrator.**
- I Bruce Whitehead Name Recognition – Mark Armstrong discussed possible name placement to recognize Bruce Whitehead within the NIAAA organization. Mark will continue vetting options with the Board sub-committee.
- J Insurance  
Mike Blackburn presented the report as given by the NIAAA insurance provider, Bollinger Insurance. Rate increases were due primarily to increased membership. The only coverage change was a decrease in liability to \$2 million per member due to the provider allowance.
- K Finance Sub Committee Report – Scott Nordi discussed the Finance Sub Committee Meeting. Scott highlighted the financial records for the past year. The association again realized significant growth financially. The NIAAA's portfolio is projected to meet 6-8% return for the year. The Board applauded Mike Manion who has overseen NIAAA returns of 9.84% in the history of our portfolio.
- L Office Personnel Sub Committee – Mark Armstrong discussed the sub-meeting that reviewed office goals, and job descriptions and evaluations.

1. Action Items

a. Maternity/Paternity Policy – Mark Armstrong discussed the need for a maternity policy within the organization.

**The Board requested Mike and Phil further develop a maternity/paternity draft they provided for the committee.**

b. Mark discussed contract practices for all NIAAA Staff – The OPP committee recommended the following language addition to the annual contracts:

- Employment of the NIAAA Office Executives and Office Staff is continuous.
- Mid-year reviews and salary recommendations for the next fiscal year will be discussed by OPP Committee in February with the Executive Director.
- Salary recommendations for all office staff personnel will be acted upon in April by the NIAAA Board.

**On motion by Mark Armstrong, seconded by Todd Olson the recommendation was approved.**

c. Mark Armstrong discussed the revised job descriptions and evaluation instruments of the Office staff to more accurately portray the current roles and responsibilities of the staff.

**On a motion by Mark Armstrong, seconded by Gary Stevens the new job descriptions were approved.**

d. Staff Review – Mike Blackburn reported on the development of the office team. Roles, responsibilities and teamwork are strongpoints and continue to be an emphasis. Phil, the office staff and Mike have become a great team implementing strides forward in online learning, increased certification and membership with an emphasis on servant leadership.

e. PDA Leadership Team pay scale - **On motion by Jeff Sitz, seconded by Scott Nordi, contract labor stipend salary increases was passed.**

f. The OPP Committee recommends approval of the National Conference expenses to NIAAA International Liaison along with a \$1,500 stipend.

**On motion by Mark Armstrong, seconded by Todd Olson, the motion passed.**

g. Conflict of Interest Procedure - **On motion by Mark Armstrong, seconded by Jeff Sitz, the Conflict of Interest form will be signed annually by Executive Staff, Office Staff, PDA Leadership Team and Board of Directors.**

M Marketing Sub Committee Report – Gary Stevens presented the report. The Board reviewed LTI 621 & 622 courses taught by Mark Nichols and property of Turf Industry.

**On a motion by Rich Barton, seconded by Phil Poggi, LTI 621 & 622 have been indefinitely suspended from course offerings, as well as participation in the a conference turf seminar.**

N Scholarship Sub Committee – Todd Olson reported the committee minutes. The committee recommended Hope Baldwin from Section 4 and Michigan’s Hackett Catholic Prep, as the female winner, and Ethan Shuster from Section 1 and Connecticut’s Shelton High School as the male winner.

**On motion by Todd Olson, seconded by Lanness Robinson, Hope Baldwin from Section 4 and Ethan Shuster from Section 1 were approved as the 2017 Scholarship Recipients.**

O Sponsorships – Rich Barton discussed the current sponsorships and advertising status. Mike Blackburn discussed the final year of commission for Walt Sargent.

P NIAAA Credit Card – the card is available and the Office Staff will heavily publicize the cards availability at the National Conference.

Q Endowment Fund

1. Grant Requests

a. Maine IAAA

b. Nevada ADA

c. North Dakota IAAA

d. Wisconsin ADA - \$500 – 2016-17

**On Motion by Mark Armstrong, second by Scott Nordi, all grant requests were approved for \$1000 each except for Wisconsin’s \$500 request.**

**Through contributions the Board donated \$184 to the Endowment Fund.**

2. Outreach Request – Michigan and South Dakota.

**On Motion by Jeff Sitz, seconded by Mark Armstrong both outreach requests for LTC 501 and 502, one-year membership and RAA certification were approved.**

3. Professional Outreach – Annual Financial Status – for the 2016-17 year \$35,902 was spent.

4. Accumulative Outreach Statistics – 1,158 Athletic Administrators have benefited from the \$269,825.24 used for outreach since 2005.

5. 2017 Fun Run – the fun run will return to the National Conference in Phoenix. The NIAAA will provide transportation to the course.

7. Endowment committee conference call meeting minutes were reviewed.



8. A report on the annual income for NIAAA Endowment Fund, and expenditures from the endowment for the Professional Outreach Program was shared by the directors.

R Membership

1. Lifetime Membership – Total lifetime membership stands at 710 members. Half of the membership fee goes into the Endowment fund.

2. 10-year membership History –increase of 400 members from last year ending the year at 10,703. The growth of the NIAAA membership was detailed by Mike Blackburn including Commendations for qualifying states, record membership by states, those with 100% membership, dual and modified states, number of delegates per state, section membership recognitions and best per-capita growth.

S Future Board Positions – The future board rotation was discussed for the outgoing board members and through 2019 National Harbor Conference.

T Office Property

1. The office lease contract will expire in 2020. Through the strategic plan the office staff continually investigates any need for, and possibilities for expansion. Currently there are no options or need.

2. Office Improvements were detailed via surplus activities from 2016-17 funds.

U NIAAA 40<sup>th</sup> Anniversary – Mike Blackburn reviewed the status of the short and more comprehensive video by Rick Wagner for the national conference. Key photos and events from the history of the association have been used in production of the project. Phil Rison discussed the conference gifts the 40<sup>th</sup> anniversary. Rich Barton highlighted the 40 for 40 push on the website and through social media for endowment contributions for both for members and state associations.

V 4<sup>th</sup> Strategic Plan – The 2017 and ongoing topics were addressed by President Barton and Mike Blackburn.

W Professional Development

1. Certification Report – Ed Lockwood discussed the progress made by the Certification leaders. Ed celebrated the success of transition to online CAA test administration. The past year has seen completions of the following items from the Strategic Plan:

- Secure on-line CAA Exam
- Explore an alternate option to obtain CMAA
- Develop a continuing education plan for CAA
- Create a CAA study session video

The Certification Committee discussed the positives and negatives of the piloted Oral CMAA. Steps are being taken to create the standardization of the Oral

CMAA to protect the integrity of the certification. Ed shared the committee's progress of the transition toward regular committee status.

Action Items:

**On motion by Lanness Robinson, seconded by Scott Nordi, the Board approved the Oral CMAA project option as an approved route to the CMAA.**

2. LTI Report – Jim Watkins presented the PDA report. The Nashville Conference was revisited to discuss items to improve registration for individuals. All courses have at least two instructors with the goal to reach three for each course. Course Chairs are identified and each chair received monthly checklist for their course. New course development and existing course revisions continue as scheduled. The QPA taskforce has updated the process to encourage Athletic Administrators to work toward certification.

3. Jim Teff Achievement Recognition – Rich Barton reviewed that the recipient of this award will be recognized at the September LTI Coordinator meeting. **The selection for the recognition was selected and will be named as the 2017 Jim Teff Achievement recipient at the State Coordinators meeting in September.**

4. PDA Items – Rich Barton reviewed courses affiliated with outside businesses. Certification numbers were identified with 10,395 total certifications from 1988. Fall webinar schedules as well as the State Coordinators agenda were made available. Mike Blackburn discussed the status of relationships between the NIAAA and university contract obligations. Phil Rison shared that resources formally available on CD's in the back of LTC books have been transitioned to the portal with the eventual goal for the NIAAA Classroom.

X Quality Program Award (QPA) – Rich Barton reported on the piloted QPA of Gettysburg High School and shared the Board's appreciation for their willingness to take part in the exercise. Mike Blackburn discussed the review of updated QPA scoring guide. The Board reviewed the point total for North Hunterdon High School.

**On motion by Gary Stevens, seconded by Todd Olson, North Hunterdon High School of New Jersey was approved for the Quality Program Award.**

Y After School Security and Safety Course – Phil Rison reviewed the status of the cooperation with the NFHS for an After School Security and Safety course. Target date for roll out is August 1, 2017. The course will be available on both the NFHSlern and the NIAAA Classroom.

Z 2017 Phoenix Conference - A detailed examination of the conference schedule ensued specifically addressing board member involvement, functions and obligations. There were no significant changes to the standard format for the

conference. The Fun Run and Golf Tournament are reinstated for the 2017 conference.

- AA Technology – Mike Blackburn reviewed the new tentative office technology rotation plan as recommended by the 4<sup>th</sup> Strategic Plan. Discussion centered around creating a yearly line budget item and not waiting on surplus funds.
- BB Active Policy Solutions – Advocate/Lobbyist – Rich Barton led discussion related to the advocates in DC and introduced Terri Lakowski of Active Policy Solutions. Terri presented a detailed update on progress being made raising awareness and supporting the positioning of the NIAAA in the activities of the federal government. APS developed relationships with over 200 representatives in DC. These representatives now consider the NIAAA an expert in field of athletics. A good deal of effort is directed to include the athletic administration profession in the ESSA. APS created three options to educate Athletic Administrators about the language in ESEA and its impact. The NIAAA will distribute the prepared information to the membership. Terri stated that APS will continue to monitor the crumb rubber issue. A request was made of APS for examples of best practices for state associations or building athletic administrators dealing with the synthetic turf fill issue. Terri detailed the new budget proposal for 2017-18 fiscal year highlighted by increased hours to work with state athletic administrator associations and create increased visibility for the NIAAA.  
**On motion by Josh Scott, seconded by Cindy Riley, the Board approved continuing the NIAAA relationship with APS at the current contract level.**
- CC Report by 2016-17 Surplus Sub-Committee – Jeff Sitz reported minutes from the Surplus Sub-Committee.  
**On recommendation by Jeff Sitz, seconded by Cindy Riley, the Board approved surplus spending of \$92,360.00 to be included in the income of the 2017-18 budget.**
- DD 2017-18 Budget Development – Mike Blackburn reviewed the preliminary budget outlook for 2017-18 in detail.  
**On motion by Todd Olson, seconded by Lanness Robinson the 2017-18 budget was approved.**
- EE Committee Initiatives Discussion  
1. Network & Service Committee – NEN – Rich Barton shared that the NEN will meet in Phoenix and begin redefining the committee’s purpose. Based on discussion from the Sections meetings, there is national support for the effort.  
2. Resolutions Committee – President Barton reviewed the potential topics that the Committee brainstormed at the 2016 National Conference. Gary Stevens reviewed the committee’s questions/concerns from the meeting as the Board liaison. The Board recommended the committee review previous resolutions while simultaneously prioritizing topics that may need to be addressed.

3. Membership Committee – Rich Barton addressed with the Board the committees request for direction. As board liaison, Jeff Sitz discussed conversations from the membership meeting. Gary Stevens brought to the table the idea of including the International Ad Hoc group. The directors will provide a beginning list for committee discussion.

## II. Information/Report Items

A. December Agendas - Board members who have items for any of the agendas for December meetings should forward those items to Phil Rison. Samples are in the board portal.

B. NIAAA Guidebook for Interscholastic Athletic Administration – the book is promoted in the core LTI courses and the board supported the book go through an update edition.

### C. Review Goals

1. – Board Goals 2017 - The 2017 goals were reviewed by Jeff Sitz. Steady progress continues on completion of the goals; a credit to the efforts of many including office staff.

2. – Staff Goals 2016-17 - Mike Blackburn addressed the progress of the 2016-2017 goals. Advances in technology equipment and highly capable personnel are supporting completion

3. – Staff Goals 2017-18 – Mike Blackburn summarized the upcoming staff goals. Areas highlighted were the continued refining of staff roles, enhanced communication with members and state associations, increased online presence for professional development and implementation of the 4<sup>th</sup> Strategic Plan.

### D. Publications

1. IAA Ads – President Barton reviewed the 2016-17 advertisers for the IAA publications including size of ads and number.

2. Raising Student Membership fee – Rich Barton discussed the \$15 fee for undergraduate to be a member of the NIAAA. The office will work with the Universities and Colleges to better identify who is eligible at this student rate.

3. Staff Organization – Developmental Editor – Mike Blackburn discussed the flowchart illustrating the roles for the members of the Publications Committee of the IAA magazine.

### E. International Requests

1. EARCOS – Manilla, Philippines – President Barton discussed that Doug Kilgore will travel to teach two law courses and a Sports Management LTC. His expenses will be covered by EARCOS, as well as to coverage of the courses.

2. AASSA – Central & South America – The AASSA is paying the way of the instructor to come and teach NIAAA LTI courses for the first time at their conference.

F. Spring/Summer Sectional Meeting Reports - Section board representatives reported on the advances and concerns expressed at each of the section meetings. Great activities benefited those attending. Those reporting included Lanness Robinson (Section 3), Cindy Riley (Section 7), Todd Olson (Section 5), Jeff Sitz (Section 4), Phil Poggi (Section 2). Gary Stevens (Section 1), Mark Holderbaum (Section 6) and Scott Nordi (Section 8) provided a report during the April Conference Call.

1. Meetings-Questions/Comments

A – 4<sup>th</sup> At Large Implementation clarification – Mike and Phil did an excellent job working with the roll out in each section. The chart/graphic was tremendous help.

B – Campaign Process and Voting – Discussion was held regarding the need for print materials verses app materials. Ideas will be researched for enhancement of the app and the timing of voting and if the campaign is advisable to continue.

C – Endowment Fund – A few concerns were at section meetings regarding use of endowment funds. Following our investment advisor's philosophy we believe that as the endowment increases, so does membership return in the amount available for professional outreach. This is a direct membership benefit.

D – Selection rotation verses eliminating the At-Large election – the board is committed to the At-Large candidate as an elected position.

E – Eliminate Organizational Membership Fee – Phil Rison discussed the value state memberships gain for their \$25 per delegate membership dues. Blackburn shared philosophy of NIAAA support of the designated athletic administrator association and the importance of what that tie might be, whether per delegate or a set amount equal for each state.

F – Cost of Meals for Retirees – Mike Blackburn discussed options that the office will continue to investigate ways to limit waste of meals, use tickets of those departing the conference early and increase attendance at the Hall of Fame and awards ceremony.

G. Office and Member Calendar – Phil Rison discussed a calendar of events for the NIAAA. Promotional items noted will be the annual conference, committee meetings, CAA test dates, section meetings, webinar dates, state LTI offerings with opportunities for states to submit their dates of significance. The calendar is another opportunity to promote the NIAAA brand per the 4<sup>th</sup> Strategic Plan.

H. NEDC – Bruce Brown discussed the upcoming NEDC meeting in Milwaukee, Wisconsin. The NEDC Summit has transitioned to a professional development opportunity. The schedule is heavy on shared best practices.

I. Sports Medicine Committee – NFHS – Rich Barton shared the report from the NIAAA representative to the NFHS sports medicine meeting. Jill Stobber represented the NIAAA and brought several topics of note to the Board. Key items included preparing for emergency situations before events, and the initiative of an AED at all events.

J. Hall of Fame Committee – Rich Barton shared the annual review of the Hall of Fame committee and its new time cycle.

K. Legal Services Report – Mike Blackburn reviewed the monies spent last year for clarification of several documents of need for the association. The NIAAA acronym were recertified by legal services. Contracts were reviewed through legal representation.

L. Staff Report – Mike reviewed yearly recertification with the National Certification Commission and re-verification of the trademarking for the NIAAA acronym. Phil Rison updated the Board on the PSA campaign. The Board requests the PSA's continue via the airwaves in addition to the new possibilities of a social media campaign. PSA's are available via State Athletic Associations. A series of notes and greeting cards were shared that had been received in the office.

M. Coaches Education Royalties Report – The NIAAA has signed an agreement with NFHSlearn that will allow state athletic director associations to receive royalties through the NIAAA for coach education courses taken by persons in a respective state. No contract will be necessary with the state as this is an NIAAA benefit to state athletic administrator associations.

N. Checklist for mentor board members with new board members – Board Members were reminded to review the POP manual for checklist of mentor responsibilities. Board members were reminded that they represent the NIAAA at state, sectional and national levels.

O. State Conferences Visited - Members reported on attendance at various state level events.

P. Future Meeting Dates

1. Professional Development State Coordinators – Indianapolis, Sept 9-11, 2017
2. October Conference Call – Tuesday, October 17, 2017, 12 pm EST.
3. Annual Conference and Meeting – December 8-13, 2017, Phoenix, AZ
  - a. Board should arrive Thursday, December 7
4. Board meeting – February 3-6, 2018, Indianapolis
5. Board meeting – July 6-10, 2018, Indianapolis
6. Annual Conference Meeting – December 14-19, 2018, San Antonio, TX
  - a. Board should arrive Thursday December 13

Q. Once Around the Table

**On Motion by Johnny Johnson, seconded by Scott Nordi, the meeting was adjourned at 11:25 am, July 10, 2017.**