

NIAAA Board of Directors Meeting 1
December 11, 2015 – 1:00 pm EDT

The meeting was called to order at 1:00 pm EDT, Friday, December 11, 2015, by President Trish Witkin, CMAA, CT. Members present included: Mark Armstrong, CMAA, NE, President Elect; Andy Chiles, CMAA, FL, Past President; Doug Killgore, CMAA, AR, Secretary; Gary Stevens, CMAA, ME, Section 1; Karl Heimbach, CMAA, MD, Section 2; Paul Pendleton, CMAA, TN, Section 3; Jeff Sitz, CMAA, WI, Section 4; Lane Green, CMAA, KS, Section 5; Sandra Howell, CMAA, TX, Section 6; Mark Horak, CAA, OR, Section 8; Carter Wilson, CMAA, GA, Region A At-Large; Rich Barton, CMAA, UT, Region C At-Large; Bruce Bowen, CMAA, VA, NEDC; Bruce Whitehead, CMAA, Executive Director; Mike Blackburn, CMAA, Associate Executive Director. Not present: Sister Nancy Perlick, CMAA, AZ, Section 7; Also present were 2016 incoming members; Matt Shomper, CMAA, OH, Section 2; Todd Olson, CMAA, ND, Section 5; Scott Nordi, CAA, WA, Section 8; Josh Scott, CMAA, MO, Secretary Candidate, as well as Region B At Large Candidates, Deb VanKuiken, CMAA, MI, Section 4 and Kevin Simmerman, CMAA, NE, Section 5.

President Witkin extended a welcome to all members and began the meeting reminding the group of the Building Bridges theme began in February. She announced the mid-year NIAAA membership stands at 10,127, the highest total in history!

Introductions

Incoming board members and At-Large candidates were introduced. All current board members provided self-introductions.

Action Items:

A The October Conference Call Minutes were reviewed.

On motion by Mark Horak, seconded by Gary Stevens, the October Conference Call minutes were approved.

B Financial Reports – Bruce Whitehead and Mike Blackburn presented the financial reports.

1	YTD Income	\$ 653,822 (6.8% below projections)
	YTD Expenses	\$ 707,230 (3.8% below projections)
2	Reserve Fund	\$1,188,074
	(50% required; stands at 64.1%; \$264,684 more than required)	
3	Endowment Fund	\$1,108,880 (+1.1% from 11/30/14)
4	Retired Members	\$ 2,223
5	Past Presidents	\$ 4,398
6	AAO (Balance remaining)	\$ 1,629
7	2014-2015 Surplus Report	\$ 145,000 projected spending
	(\$164,250 available)	

On motion by Rich Barton, seconded by Paul Pendleton, the financial reports were approved as presented.

Discussion/Action Items

A Staff Health Insurance Deductible – Bruce Whitehead reported a \$100 increase in the deductible for each eligible employee.

On motion by Paul Pendleton, seconded by Gary Stevens, a deposit of an additional \$100.00 in the HSA Accounts of Patty Conrad and Cheryl VanParis was approved.

B Professional Outreach – Applications were received from Missouri and Ohio. Each application was for fewer than 20 participants.

On motion by Jeff Sitz, seconded by Rich Barton, the Missouri Outreach Request was approved.

On motion by Lane Green, seconded by Karl Heimbach, the Ohio Outreach Request was approved.

C Auditors Report – Bruce Whitehead reported the auditors' findings. All management procedures were approved and the ongoing management of the association remains healthy and in accordance with standard operating procedures.

On motion by Andy Chiles, seconded by Carter Wilson, the auditors' report was approved.

D Life Insurance – Bruce Whitehead reported the status of life insurance premium costs for 2016. Premiums will remain the same as in 2015; \$14.95 per retired member and \$6.35 per active member.

On motion by Gary Stevens, seconded by Sandra Howell, the life insurance report was approved.

E Professional Development –

1 The Webinar Schedule was presented for 2016. Eight classes will be taught in the spring, six classes in the summer and eight classes in the fall.

On motion by Jeff Sitz, seconded by Mark Horak, the Webinar Schedule was approved.

2 The Online State Rebates for the final six months of 2015 were reviewed. Once again, nearly \$10,000 will be returned to the state associations.

F Reducing Organizational Dues – Trish Witkin reported the increase of organizational dues was instituted to benefit the Endowment Fund. As the Endowment Fund has expanded and is healthy, discussion ensued regarding reducing the dues of member organizations.

On motion by Lane Green, seconded by Rich Barton, the organizational dues will be reduced to \$25 per delegate effective the 2016-17 school year.

G Academy for Sports Dentistry Request – A request was received asking for a joint venture for the benefit of both entities. After discussion, fulfilling the request was not supported. Bruce Whitehead will communicate the decision.

H Potential Contract Service Position – Mike Blackburn shared ideas on securing contracted services for much of the production of the IAA. This would relieve a significant amount of the workload by the office staff while allowing the publication to remain under the oversight of the staff and committee members. An estimate of \$8,000-9,000 expenditure was given, that would include also considering a journalism intern(s) for writing support articles directed primarily at NIAAA programs and initiatives.

On motion by Doug Killgore, seconded by Karl Heimbach, the idea of investigating the development of a contract services position devoted to the production of IAA was approved. The executive staff is asked to prepare a report for the February meeting.

I Staffing – A report was given by Trish Witkin; Walt Sargent plans to retire from his marketing position effective June 30, 2016. Bruce will request a formal letter of retirement.

Additionally, the disbursement of commissions was discussed. Action will be deferred until February after address by the OPP committee.

Trish Witkin reminded the board of the departure of Shannon Arvin to pursue other opportunities. Andy Conrad will fill-in on an interim basis through 2015, and early 2016 as his schedule allows. The executive staff will present options at the February meeting.

Information Items.

A Goals

1 Board Goals - Mark Armstrong reported on the progress of fulfilling the Board Goals. Continued progress is evident in addressing these goals.

2 Staff Goals - Bruce Whitehead reported on the progress of the Staff Goals.

B Incoming Board and At-Large Candidates – Trish Witkin reviewed the plans for seating new board members through the end of the 2017 conference.

C Mike Blackburn presented the Membership Report. Membership continues to grow with a mid-year count currently standing at 10,127, a record high membership. He also reported that 38 states received acknowledgement for 2014-15 membership commendations, record membership, 100% membership and per-capita growth

D Bruce Bowen reviewed the NEDC Agenda. The group will meet in conjunction with the conference executive directors/state liaisons meeting. Their summer meeting will be in Minneapolis, Minnesota.

E Outreach Report – Mike Blackburn updated the totals of the Outreach Program. State programs continue to reap benefits for both members and the association in general. Expenditures from the Endowment Fund for professional outreach has surpassed \$200,000.

F PSA Program – Mike Blackburn reviewed the program and the use of print ads emphasizing the benefits and qualities of participation.

G Advocate Update – Bruce Whitehead reported that Terri Lakowski will likely attend the February board meeting to personally update APS activities. APS continues to secure support from congressional delegations honoring scholar athlete recipients. Work continues on the ESEA process with some advancements being realized in getting the profession of athletic administration recognized in the language of the bill.

H Mike Blackburn reported on the Blue Ribbon Panel. The session will occur Sunday morning with IAA reviews in future issues.

I NFHS Sports Medicine Committee Appointee – The board will address appointing a new NIAAA representative to the committee at the February meeting.

J NFHS Sports Medicine Meeting Report – The report is available for all to review in board addenda.

K Conference Schedule – The schedule was reviewed with emphasis placed on activities and events requiring board member involvement.

On motion by Sandra Howell, seconded by Rich Barton, the meeting was adjourned at 4:00 pm.

NIAAA Board of Directors Meeting 2
December 15, 2015 – 7:30 am EDT

The meeting was called to order at 7:30 am EDT, Tuesday, December 15, 2015, by **President Trish Witkin, CMAA, CT**. **Members present included: Mark Armstrong, CMAA, NE, President Elect; Andy Chiles, CMAA, FL, Past President; Doug Killgore, CMAA, AR, Secretary; Gary Stevens, CMAA, ME, Section 1; Karl Heimbach, CMAA, MD, Section 2; Paul Pendleton, CMAA, TN, Section 3; Jeff Sitz, CMAA, WI, Section 4; Lane Green, CMAA, KS, Section 5; Sandra Howell, CMAA, TX, Section 6; Mark Horak, CAA, OR, Section 8; Carter Wilson, CMAA, GA, Region A At-Large; Rich Barton, CMAA, UT, Region C At-Large; Bruce Bowen, CMAA, VA, NEDC; Bruce Whitehead, CMAA, Executive Director; Mike Blackburn, CMAA, Associate Executive Director.**

President Witkin began the meeting with the sad announcement of the passing of NIAAA Board Member, Sister Nancy Perlick. Her loss will be deeply felt. A moment of silence and remembrance was observed in Sister Nancy's honor.

ACTION:

A Andy Chiles reviewed the President Elect process and reminded board members of the expectations and responsibilities. The candidates, Rich Barton and Paul Pendleton, made presentations and answered the directed questions prior to the vote being taken.

B The board was presented the 2016 slate of officers.

President	Mark Armstrong, CMAA, Lincoln, NE
President Elect	Rich Barton, CMAA, Richfield, UT
Secretary	Doug Killgore, CMAA, N. Little Rock, AR
Past President	Trish Witkin, CMAA, Glastonbury, CT

On motion by Trish Witkin, seconded by Mark Armstrong, the 2016 slate of officers was approved.

INFORMATION:

A Committee Reports – All committee report documents will be available to board members at the February board meeting upon receipt by the secretary.

1 Publications – John Evers presented the report. Phil Poggi, OH and Myles Wilson, SC were invited to attend this year and were recommended for membership. Bob Stinchcomb will lead the Blue Ribbon Panel. He informally addressed the following recommendations:

REC – Committee's Historical Perspective – It is critical; please maintain in committee
REC – Chair Succession; name new chair before conference.

2 Certification – Sheri Stice presented the report.

3 Accreditation – Gerry Durgin presented the report.

4 Awards – Susan Robbins presented the report.

5 Credentials – Todd Sampson presented the report.

REC – Increase membership to 3/Section for efficiency as some members are delegates and thus unavailable for some activities.

REC – Address leadership due to Josh Scott’s election as Secretary Elect of the NIAAA

6 Coaches Ed – Bobby Guthrie presented the report. Board members may contact either Bobby or Lane Green to access NFHS courses at no charge.

7 NEN – Bill Mayo presented the report.
REC – The NEN will request funding to deal with individual crises with NIAAA members.
Mark Armstrong inquired of the development of an “NEN Action Plan” for addressing situations.

8 Sports Turf – Hugh McReynolds presented the report.
REC – Maintain local exposure to real world high schools situations.
REC – Produce sports turf Professional Development programs for presentation at state conferences to reach the masses.
REC – Create an award/recognition program addressing scholastic sports fields.

B Immediate Action Items – There were none requiring immediate address.

C Conference Meeting Reports –

1 NEDC – Bruce Bowen presented the report. The 2016 summer meeting will be in Minneapolis, Minnesota; the 2017 summer meeting will be in Milwaukee, WI. The next board representative will be Bruce Brown of Ohio, replacing Bruce Bowen after the 2016 conference.

2 Past Presidents – Andy Chiles reported on an idea of the installation of three Past Presidents in the Hall of Fame. They also addressed current issues including NIAAA finances, the scholar athlete program, professional development, board and staff goals and selected the TEF award recipient. It was recommended to move the TEF process to the top of the Past Presidents agenda to facilitate the award recipient selection process.

3 Section Meetings – Mark Armstrong presented the report. There was some concern with the timeline of the electronic testing process to ensure complete education at the state level. Additionally, meeting circumstances were addressed in the Section 3 meeting. A total of \$1,142 was raised benefiting the Endowment Fund.

4 Liaisons Meeting – Mike Blackburn reported that 78 (liaisons and spouses) were in attendance. The business of the association was reviewed as all pertains to attention to the calendar and necessary due dates as well as reports from Athletes for a Better World and NCS4.

5 As all board members were present at the meetings, the reports on the State President’s and Delegate Assembly were unnecessary.

On motion by Sandra Howell, seconded by Lane Green, the meeting was adjourned at 9:50 pm.

NIAAA Board of Directors Meeting 3
December 16, 2015 – 7:00 am EDT

The meeting was called to order at 7:00 am EDT, Wednesday, December 16, 2015, by President Trish Witkin, CMAA, CT. Members present included: Mark Armstrong, CMAA, NE, President Elect; Andy Chiles, CMAA, FL, Past President; Doug Killgore, CMAA, AR, Secretary; Gary Stevens, CMAA, ME, Section 1; Karl Heimbach, CMAA, MD, Section 2; Paul Pendleton, CMAA, TN, Section 3; Jeff Sitz, CMAA, WI, Section 4; Lane Green, CMAA, KS, Section 5; Sandra Howell, CMAA, TX, Section 6; Mark Horak, CAA, OR, Section 8; Carter Wilson, CMAA, GA, Region A At-Large; Rich Barton, CMAA, UT, Region C At-Large; Bruce Bowen, CMAA, VA, NEDC; Bruce Whitehead, CMAA, Executive Director; Mike Blackburn, CMAA, Associate Executive Director. Also present were 2016 incoming members; Matt Shomper, CMAA, OH, Section 2; Todd Olson, CMAA, ND, Section 5; Scott Nordi, CAA, WA, Section 8; Josh Scott, CMAA, MO, Secretary Elect, and Region B At Large selection, Deb VanKuiken, CMAA, MI.

I Discussion/Action

A Committee Reports

1 Endowment – Kevin Horrigan presented the report. It was reported that in excess of \$201,000 has been used for Outreach efforts benefitting 882 members. He reported on the success of all ventures; golf tournament, run/walk, equipment cart raffle and pin sales. The Nashville conference will host a silent auction in lieu of a golf tournament. \$14,817 was raised as a result of conference activities. Expenses have yet to be accounted for.

2 Retired – The report was given by Les Wright. He reported the experience of an excellent conference with 108 retirees attending. The group realized 50/50 sales of \$5,200 resulting in a contribution of \$1,300 to both the Endowment and Retired funds. He gave input on the group's perception of the receipt of \$.05 per member.

REC – Eliminate the \$.05 contribution to the Retired Fund

He remarked on the need to submit proper forms by the January 31 deadline to secure legislative permission from Tennessee to hold the 50/50 raffle at the Nashville conference.

3 Hall of Fame – The report was given by Larry Munksgaard. The conference received a great benefit from the Hall of Fame induction event and the quality of those selected for this class. It is a tribute to the work of the committee and their devotion to the task of honoring those who have contributed so much to our profession.

4 Leadership Training – Jim Watkins reported that about 1400 participants took courses, approximately 65 worked as facilitators and 10 new instructors were added for the national conference. He related his intention is to develop an instrument to assuage the fears and anxiety of new instructors and to maintain the quality and integrity of the program.

B The NCA Accreditation visiting team presented a synopsis of their exit report. They extended appreciation for the warm welcome and transparency the visiting team enjoyed while attending the conference. Areas of commendation included:

- ▶ The shared vision and high ethical standards of the executive leadership and board;
- ▶ The strategic plan and philosophy of continuous improvement;
- ▶ The volunteer engagement of dedicated service to the NIAAA is unparalleled;
- ▶ That stakeholders are empowered at all levels of activity;

Included in their Improvement Priority for immediate action was:

► Develop a standard grievance procedure to document complaints of members in order to track patterns of concerns. This item should be addressed and developed in two years or less. Based on their findings, the review team will recommend the reaccreditation of the association. If approved by the AdvancEd board, official notice should be received sometime in March.

Trish Witkin extended great appreciation for the efforts of the visiting team for their activity and devotion to duty, all for the benefit of the NIAAA. She also thanked Gerry Durgin and Al Sersland and the Accreditation Committee for the diligent efforts to prepare for the process.

III Information

A Annual Meeting Report – Trish Witkin summarized the proceedings of the meeting. A recommendation was submitted regarding reciting the Pledge of Allegiance before the meeting.

B Marketing Report – Walt Sargent presented the reported and updated the board on the state of sponsor agreements. Progress continues including the finalization of a new three-year agreement with Daktronics.

C Recognition of outgoing board members – Andy Chiles, Karl Heimbach, Lane Green and Mark Horak were honored for their service to the board and the NIAAA.

D Trish Witkin recognized the expectation of leadership and passed the gavel to incoming president, Mark Armstrong.

E Andy Chiles lauded the person and work of Trish Witkin and presented her the NIAAA President's ring.

F President Mark Armstrong assigned the board mentor associations for the coming year. Scott Nordi by Carter Wilson; Matt Shomper by Gary Stevens; Todd Olson by Jeff Sitz; Deb VanKuiken by Trish Witkin and Josh Scott by Doug Killgore. Sandra Howell will mentor Cindy Riley, CAA, Desert Christian High School, Tucson, AZ, to complete the final two years of the current Section 7 term on the NIAAA Board of Directors..

G Mark Armstrong assigned board members to board sub committees of Finance, Marketing, OPP and Scholarship.

H Mark Armstrong assigned the board committee liaisons to NIAAA committees.

I Board members were reminded to complete the Committee Chair Evaluations and submit to the secretary by January 10.

J Bruce Whitehead addressed travel needs for the February board meeting. The schedule has been adjusted a bit to accommodate the Assistant Executive Director hiring process.

K Bruce Whitehead addressed the 2016 board meetings including dates and travel plan arrangements.

IV Once Around the Table

On motion by Sandra Howell, seconded by Scott Nordi, the meeting was adjourned at 11:15.