**NIAAA Board of Directors**

**July 8, 2018 – 8:00 am EDT**

**The meeting was called to order at 7:56 am EST, Saturday, July 8, 2018, by President Jeff Sitz,** CMAA, WI**. Members present included Todd Olson**, CMAA, ND, President Elect; **Rich Barton,** CMAA, UT, Past President**; Joshua Scott**, CMAA, MO, Secretary; **Jim Davis**, CAA, MA, Section 1; **Jimmy Lynch,** CMAA, PA, Section 2; **Tara Osborne**, CAA, AL, Section 3; Matt Hensley, CMAA, IL, Section 4; **Johnny Johnson**, CMAA, AR, Section 6; **Greg Van Cantfort,** CAA, HI, Section 7; **Scott Nordi,** CAA, WA, Section 8; **Lanness Robinson**, CMAA, FL, Region A At-Large; **Deb VanKuiken,** CMAA, MI, Region B At-Large; **Lisa Langston**, CMAA, TX, Region C At-Large; **Bruce Brown**, CMAA, OH, NEDC; **Mike Blackburn**, CMAA, Executive Director; **Phil Rison,** CMAA, Associate Executive Director.

President Sitz opened the meeting celebrating the great health news for Tara Osborne and discussed the familial nature of the Board. President Sitz welcomed Jimmy Lynch to the Board and encouraged the members to continue to “Go Beyond.”

1. **Information/Discussion/Action Items/Reports**
   1. April Conference Call Minutes – the Board reviewed the minutes from the April Board member call.

**On a motion by Lanness Robinson, seconded by Greg Van Cantfort, the minutes were approved.**

* 1. Financial Reports –
     1. Fiscal Year Report – Mike Blackburn discussed the year-end financial report. A detailed report is available in the portal. Certification, Leadership Training, Membership, royalties/commissions and sponsorships all realized gains.
     2. Reserve Funds – The reserve funds finished June 2018 at $1,221,165.05 and $600,596.87 respectively. The reserve funds ended last fiscal year at 67% of the NIAAA operational expenses. The funds grew over the course of 2018 by $150,000.
     3. Interscholastic Athletic Administrator Magazine – Mike Blackburn discussed the year-end financials for the IAA magazine. The cost of producing each issue remained under $1 per issue per members due to advertising. The cost of production in the IAA has decreased from $9 an issue to less than $1 an issue since 2005, however, printing and mailing continue to increase in cost, while increased membership brings additional print and mail. A good expenditure to have.
     4. Sponsorships Financial – Mike Blackburn outlined the year-end negotiated paid and in-kind sponsorship for the NIAAA.
     5. Athletic Administrator Outfitters – AAO – AAO is the logo shop for the national conference. Net income post 2017 conference was $4,278.70
     6. National Conference Outcome – Phil Rison reviewed the comparison of costs and partnership between the NIAAA and the NFHS. Mike Blackburn discussed the historical background in the forming of the relationship and business agreement between the NIAAA and the NFHS for the annual meeting. The NIAAA looks forward to a continued great working relationship with the NFHS and Dr. Karissa Niehoff who will replace Bob Gardner as the new NFHS Executive Director in August 2018.
     7. Endowment Report – 1853 – Phil Rison discussed the state of the endowment. The fund continued to grow which directly affects outreach benefit for NIAAA membership. $1,359,495.99.
     8. Past Presidents Dues – The current balance is $5,078.79.
     9. Retired Members Financial – The retired committee earns $5 for each retired conference attendee. The balance is $3,765.50.

**On a motion by Scott Nordi, seconded by Deb VanKuiken, the financial report was approved.**

* 1. Policy and Procedures Manual
     1. Rekeyed Document – the POP manual was rekeyed with updated numbering and index to make the document more intuitive for the membership. Format issues were resolved.

**On a motion by Joshua Scott, seconded by Todd Olson, the new format for the POP Manual was approved.**

* 1. Accreditation – AdvancEd & North Central Association
     1. Opportunities for Improvement – President Sitz discussed the following opportunities for improvement identified by the AdvancEd team.
        1. Revise staff job descriptions – The job descriptions were updated for the office staff – the POP and OPP update is ongoing.
        2. Add tuition policies and costs to the Professional Development Book - finished
        3. Review Course materials – ongoing.
        4. Incorporate a Conflict of Interest Policy – completed.
        5. Develop a standard Grievance Procedure – completed.
  2. Committee Appointments
     1. Josh Scott presented the following committee recommendations:

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMITTEE** | **SEC #** | **NAME** | **STATE** |
| AWARDS |  |  |  |
|  | 1 | Alfred Bunky Dow, CAA | Maine |
|  | 2 | D. Scott Morris, CMAA | Virginia |
|  | 8 | Wendy Malich, CAA | Washington |
| Coaches Ed |  |  |  |
|  | 3 | Curt Miller, CMAA | Georgia |
|  | 4 | Extend Doug Smith, CMAA | Indiana |
|  | 6 | Stacy Segal, CMAA | Texas |
|  | 7 | Karen Yoder, CMAA | California |
| Certification |  |  |  |
|  | 2 | Tony Butler, CMAA | Kentucky |
|  | 7 | Tim Jackson, CMAA | Nevada |
|  | 8 | Tim Graham, CMAA | Washington |
| Credentials |  |  |  |
|  | 7 | Extend Tina Tamura, CMAA – VC | California |
|  | 8 | Michael Schmidt, CAA | Montana |
| Endowment |  |  |  |
|  |  | Extend Todd Gilky – Chair thru 2019 | Idaho |
|  | 3 | Antony Fisher, CMAA | Florida |
|  | 5 | Brandon Clark, CAA | Missouri |
|  | 6 | Shiela Henderson | Texas |
| Membership |  |  |  |
|  | 2 | Paul Powers, CAA | Ohio |
|  | 6 | Dustin Smith | Arkansas |
|  | 7 | Brett Proctor, CAA | California |
| NIAN |  |  |  |
|  | 1 | Fran Whitten, CMAA | Massachusetts |
|  | 2 | Brian Geyer, CAA | Pennsylvania |
|  | 2 | Leah Conte, CAA | Virginia |
|  | 3 | Roy Turner, CMAA | North Carolina |
|  | 3 | Russell Wambles, CMAA | Florida |
|  | 4 | Harley Schieffer | Iowa |
|  | 6 | Tammy Richards | New Mexico |
|  | 8 | Lacey London, CAA | Washington |
| HOF |  |  |  |
|  |  | Thomas Nerl – move to VC 2019 |  |
|  | 7 | Ron Dolphin, CAA | Utah |
| RESOLUTIONS |  |  |  |
|  | 6 | Craig Denney, CAA | Colorado |
| Retired |  |  |  |
|  | 1 | Dennis Fries, CMAA | New York |
|  | 6 | Larry Waters, CAA | New Mexico |
| Sports Turf |  |  |  |
|  | 1 | Mike Desilets, RAA | New Hampshire |
|  | 3 | Mike Ellson, CMAA | Tennessee |
|  | 4 | Mel Dow, CAA | Wisconsin |
|  | 7 | Herman House, CAA | Arizona |

**On a motion by Scott Nordi, seconded by Rich Barton, the committee recommendations were approved.**

* + 1. Special Appointment for Committee Leadership –
       1. Publications Vice Chair – Joe Keller to replace Bob Stinchcomb 2018 & 2019.
       2. Publications Vice Chair – Mark Rerrick Vice Chair 2020.

**On a motion by Lanness Robinson, seconded by Jim Davis, the special committee appointments were approved.**

* + 1. Status of Rotation Policy – Mike Blackburn discussed the original plan for committee rotation. The policy is approximately 20% through implementation. The rotation has resulted in an increased participation for NIAAA members on national committees.
    2. Committee Reporting Form – Joshua Scott discussed the new committee reporting form – the reporting form and recommendation form were combined to one form.
    3. Staff Committee Contact – Phil Rison highlighted the division of responsibilities for the office staff in regards to committees.
  1. NIAAA Classroom – Learning Management System – Phil Rison updated the Board on the following items:
     1. Recent period with no login – YM moved their physical location of their server, which took 9-days affecting online courses and CAA exams without warning. The direct impact of YM’s upgrades negatively affected the NIAAA office technology, which resulted in the need for the staff to update technology within the office.
     2. Current Online LTI – LTC 510 has been launched. LTC 503 review has begun.
     3. Upcoming Potential Online – staff will continue to review potential future online course need
     4. State Coordinator Access – State Coordinators have access to all teaching materials through the NIAAA Classroom.
     5. Webinars – 2018 spring webinars stayed consistent with 2017 – 200 webinars have been registered for the summer 2018 session..
     6. Online Courses – Members took 581 online courses from January through June 2018.
     7. Royalties to State Associations – $26,800 was dispensed in royalties to state athletic associations by the NIAAA through the online initiative of state royalies including NIAAA webinars, NIAAA online courses, University of Maine online courses and the contract for NFHSLearn courses.
  2. Professional Development Academy Leadership Team
     1. Member Interns – Joey Struwe, SD and Art Ballard, KY were chosen as the first member interns for the PDA team. The positions were created to build capacity within membership, not as a line of succession. Both interns assumed active roles in July.
  3. Mentoring Ad Hoc Committee – President Sitz highlighted the recommendation from the Strategic Plan to fight the national epidemic of Athletic Administrators turnover. As identified in the strategic plan and a 2018 NIAAA Board goal, an Ad Hoc Committee was formed.
     1. Chair – Dory Smith, MO
     2. Committee Members – 20 members were identified nationally to serve on the committee.
     3. Categories of Development – goals of the committee are identified below:
        1. Template for States – the Board tasked the committee to form a template for states to follow to mentor athletic administrators.
        2. Webinars/Videos – the Board requested the Mentoring Ad-Hoc committee to contribute to the IAA and *AD Insider.*
        3. Bi-monthly contribution to *AD Insider*
  4. Awards
     + 1. Award of Merit - Award of Merit Winner 2018 – the Board recognized the efforts, commitment and service of Phil Rison to Athletic Administration and the NIAAA The Board is excited to honor Phil.
       2. Award of Merit Pool –
          1. **Rich Barton was added to the pool of candidates for the Award of Merit Pool.**
       3. Past Award of Merit Recipients – President Sitz reviewed the history of the Award of Merit recipients.
     1. Frank Kovaleski Professional Development Award - Awards Committee Ratings – President Sitz reviewed the Awards Committee ranking for applicants. Sections are encouraged to continue nominating deserving members.
        1. Discussion and Selection of 2018 Recipient –

**On a motion by Rich Barton, seconded by Deb VanKuiken, Gary Stevens was approved as the Frank Kovaleski Award Winner.**

* + 1. Distinguished Service Award
       1. DSA Rubric Consideration – President Sitz highlighted the history of the DSA and the 70% threshold for qualification of the award.
       2. Selection of 2018 DSA – The following athletic administrators were selected: **Bunky Dow, ME; Marianne Shultz, MD; Lisa Corprew, VA; Scott Garvis, IA; Ken Mohney, MI; Kevin Simmerman, NE; Lorell Jungling, ND; Bill Clements, SD; Jamie Sheetz, UT; Tol Gropp, ID; and Dave Tikker, WA.**

**On a motion by Lisa Langston, seconded by Jim Davis, 11 candidates were selected for Distinguished Service Award.**

* + 1. 2018 Special Commendations – President Sitz highlighted the following information

Outgoing Board Members – Rich Barton, Scott Nordi and Deb VanKuiken will be recognized at the Annual Meeting.

* + - 1. Outgoing Committee Chairs – Annette Scogin, TX, and Jean Ashen, CA will be recognized at the annual meeting for their service in ~~establishing~~ leading the Resolutions and Membership Committees respectively.
    1. 2019 “Bruce D. Whitehead” Distinguished Service Award
       1. The Board encouraged the Office to continuethe current plaque design with the addition of Bruce D. Whitehead name to the award in 2019.
    2. Citation Selection –
       1. President Sitz reviewed the scores and rubric for the Citation.
       2. 2018 Rating Outcome – The NFHS board approved the Citation selection. **Those selected were: Anthony Amero, ME; Robert Stratton, VA; Jim Cann, SC; Mike Morris, IL; Josh Scott, MO; Cliff Oldenwald, TX; Ray Moore, CA; Scott Nordi, WA.**
  1. Office Security System – Mike Blackburn discussed the potential addition of a security system for the office.

**The Board encouraged Mike and Phil to investigate possible solutions for additional security to the NIAAA Office**.

* 1. Office Policy Manual – Mike Blackburn discussed the paid holiday days for the Office Staff.

**On a motion by Rich Barton, seconded by Lanness Robinson, Dr. Martin Luther King Jr. day will become an annual paid holiday day for the staff.**

* 1. Insurance – Mike Blackburn discussed the insurance proposal. Premiums did increase slightly for the year; however, there was not a premium increase for life insurance policies. The insurance coverage the NIAAA Office was beneficial during the copyright litigation with PSA’s.
  2. NIAAA Credit Card – Phil Rison highlighted the 30-booked accounts for the credit card nationally – the office has received $400 from the credit card company.
  3. Endowment fund/Professional Outreach
     1. Professional Outreach –
        1. 2017-18 Financial Status – $1,816 was not used from the approved allocation by the Board for 2017-18 fiscal year. $58,828 was approved for the fiscal year professional outreach efforts.
        2. 2018-19 Outreach Budget - $9,260 has been approved in outreach by the Board.
     2. Grant Requests - No grants were acted upon by the Board.
     3. Outreach Requests – the Board discussed combined state outreach requests as a philosophical exercise. The Board is committed to continue to do what is needed to reach membership.
     4. Accumulative Outreach Statistics – 1,271 AD’s have been supported by outreach programs totally $286,739.24.
     5. 2017-18 Funds Transfer Report – Phil Rison discussed the funds from the 2017 annual meeting.
        1. The transfer into the Endowment was $23,383.08 from the 2017 conference.
        2. The transfer from the Endowment to cover professional outreach and grants was $58,598.
     6. Endowment Conference Call minutes were reviewed by Phil Rison. The endowment committee has a tremendous amount of planning and preparation for the 2018 conference, including but not limited to the Golf Tournament, Fun Run and endowment pins.
     7. Airport Transportation – Mike Blackburn discussed the increased cost of the transporting membership from their airport to the hotel. The board in February discussed the option for board members to Uber or Lyft options. The board encouraged use of Uber/Lyft or a taxi over the cost of the shuttle.

**On a motion by Lanness Robninson, seconded by Jim Davis, the Board moved to end investigation and discussion of using vans and retired athletic administrators for transportation purposes for NIAAA meetings.**

* 1. Finance Sub Committee – Scott Nordi reviewed the financials and finance committee minutes. Overall value of investments with Woodley Farra Manion is $3,184,835. Common belief is the financials status of the market is near the end of bull market with a possible approaching recession levels. The market and economy is still strong however. The NIAAA holdings are diversified which should protect the funds through any market correction. Mike Manion offered to meet with the Board regularly to report results of the portfolio.
  2. Office Personnel Procedures Sub Committee – Rich Barton highlighted the notes from the OPP subcommittee. The subcommittee reiterated the importance of Alex Fergusion’s new position and the intent to support Mike and Phil with their day-to-day obligations. Rich will meet with Mike and Phil to discuss the end of year evaluation.

**On a motion by Todd Olson, seconded by Tara Osborne, the OPP in the current version was approved.**

* 1. Marketing Sub Committee Report – Lanness Robinson highlighted the meeting. The committee is interested in urging members to use the NIAAA logo in email signature lines. Sherrice is working to make the NIAAA logo identified through an NIAAA mark program. The committee reviewed current sponsorships including renewals. Social media use by Sherrice and the emphasis of push notifications for the membership was discussed. Over 100 of the possible 300 vendor booths have registered for the 2018 meeting. Website improvements were also discussed to make a more user-friendly experience.
  2. Scholarship Sub Committee Report – Johnny Johnson highlighted the process for the selection of the national scholarship winners. The committee feels there is a need for a reminder to the states for a reminder of the scholarship opportunity. The committee also highlighted the importance of using the correct form/application.

**On a motion by Greg Van Cantfort, seconded by Lisa Langston, Sarah Rauch, Grayslake North High School, IL, and Evan Gwodz, Middlesboro High School, MA, were selected as the 2018 NIAAA scholarship winners.**

* 1. Membership – Official counts as of June 30th
     1. Lifetime Membership – 640
     2. Current Membership Total – surpassed 11,000 for the first time with 11,348 – new NIAAA record.
     3. Commendations – Mike Blackburn discussed the board commendations for the 2017-18 fiscal year. 29 states achieved or tied their states record high, 41 states met one category of the commendations. This is record number of commendations issued in a year.
     4. Dual and Modified – 28 states are dual and 17 states are modified dual states.
     5. Delegates – With the updated membership totals, 8 states increased their delegate count.
     6. Highest Per Capita – President Sitz highlighted the great growth per capita for several states. Tennessee had the highest per capita growth, and Section 3 had the best per capita among the sections.
     7. International Members – the current membership level of international athletic administrators is 111, including those from the Canada IAAA.
  2. Bob Gardner Retirement Gift – President Sitz displayed the NIAAA gift for Bob Gardner, retiring NFHS Executive Director, for his partnership with the NIAAA over the years of service. The NIAAA Board reiterated ~~their~~ appreciation for Mr. Gardner and his dedication to education based athletics.
  3. Future Board Position Rotation – President Sitz highlight the board succession plan moving forward including the At Large Region B election ~~B~~ to be held in San Antonio. Plans for 2019 and 2020 were also reviewed.
  4. Office Space – Dr. Blackburn discussed the status of the ~~lack of ability to grow in the~~ current office space.
     1. Lease Contract – the current lease expires in 2020.
     2. Availability – there is currently no additional room on the floor complex for additions. The staff will continue to monitor.
     3. Storage – Phil Rison highlighted the additional storage procured in the building. The storage space has freed up some office space.
  5. Hall of Fame
     1. July 1 Nominations – nominations have been turned in to the office and will begin a four step process.
     2. December Conference – the HOF committee will do the first step of screening those to be sent to the anonymous committee.
     3. Anonymous Rating Committee – this committee will rank the candidates and then send the rubric to the Board in February.
     4. Board selection of 2019 Inductees - The Board will approve the HOF nominees that will be honored and inducted at the national conference.
  6. Strategic Plan
     1. Mike Blackburn discussed the status of progress made on the 4th strategic plan. Initiatives completed through 2018 were:
        1. Establish secure on-line CAA exam.
        2. Explore an alternate option to obtain CMAA
        3. Provide a model for states that reflects the associations’ roles and responsibilities.
        4. Transition to the use of current technology to deliver LTI curriculum including all supplemental materials.
        5. Investigate the framework of LTI courses.
        6. Establish a model mentor coordinators program.
        7. Continue to expand the present international partnership.
        8. Expand the higher education partnership to include a minimum of one opportunity in each section.
        9. Create a CAA study session video.
        10. Transition the placement of LTI course information on the members profile pages for registered classes.
        11. Develop electronically submitted PDF’s for all association applications.
        12. Explore the creation of a Board of Directors Resolutions subcommittee.
        13. Create a standing membership committee.
        14. Utilize universities to acquire interns.
        15. Create a list of duties of staff general responsibilities located on the website.
        16. Develop evaluations tied to stipend job descriptions.
        17. Distinguish the sponsors on the website according to contribution levels.
        18. Create an association YouTube Channel.
        19. Continue to empower the NIAAA legislative advocate to promote the NIAAA to Superintends, Principals, School Boards and state and national legislation.
        20. Continue to evaluate and refine committee assignments to ensure diversity.
        21. Select the chair and sub-Committee chairs for the 5th Strategic Planning Committee.
        22. Promote the mission of the association.
        23. Explore a 4th At-Large Board member by adding a 4th region.
        24. Annual assessment of all office technology.
        25. Develop an information toolbox located on the website.
        26. Create a video tracing the historical growth and progress of the association.
        27. Live streaming of all awards ceremonies at the national conference.
        28. Obtain and institute an NIAAA credit Card.
        29. Continue to seek new resources of revenue and allow the Endowment Fund to grow naturally without designating a target line.
        30. Promote the association brand by increasing the availability and ease to the NIAAA logo products by expanding and reining the Online NIAAA Store.
        31. Maintain the “reserve fund” at 50% of the current operating costs.
        32. Research the cost effectiveness of transportation options for airport shuttles for meetings.
        33. Analytically look at the National Conference.
        34. Increase membership by 2% every year for five (5) years.
        35. Continue to increase the number of states offering dual memberships.
        36. Create the position of a Business Development Director.
        37. Foster a technological philosophy by pushing relevant information to the membership.
        38. Explore expansion of the office space to accommodate large group meetings/instructional/seminar and the possibility of additional storage.
        39. Develop and enhance existing and new relationships with partners, sponsors and affiliations.
        40. Expand retired athletic administrator’s committee responsibilities to assist with public relations and strategize marketing.
        41. Monitor the soliciting of vendors, organizing, and managing the Exhibit Hall at the National Athletic Directors Conference.
     2. 5th Strategic Plan – President Sitz lead the important selection of the leaders of the 5th Strategic Plan.
        1. General Chair –

**On a motion by Lisa Langston, seconded by Jim Davis, Mark Armstrong was selected the General Chair**

* + - 1. Financial Chair –

**On a motion by Jim Davis, seconded by Matt Hensley, Scott Nordi was approved as the Financial Chair.**

* + - 1. Operations Chair –

**On a motion by Todd Olson, seconded by Greg Van Cantfort, Rich Barton was selected the Operations Chair.**

* + - 1. Programs Chair –

**On a motion by Todd Olson, seconded by Jim Davis, Trish Witkin was selected the Programs Chair.**

* 1. Professional Development
     1. Certification Report – Sheri Stice and Pete Shambo addressed the Board. Job descriptions for the Certification Committee Chair and Vice Chair were developed. The PDA Leadership Team established a rubric for the oral CMAA to increase standardization in the process. The committee visited with Bruce Whitehead to review the international CAA exam. The December 2018 agenda development began. The team is working on the format of the Talking and Trading conference session and the expanded networking opportunities. Certification has been inundated with the oral CMAA applications along with traditional exams due primarily to the core requirement changes January 1, 2019. Nellie created a chat room to allow committee members reviewing the presentation to be able to communicate to themselves.
  2. LTI Report –
     1. Jim Watkins reported for the LTI program. The PDA Leadership Team would like to begin a Cohort opportunity with an opening class of 12 participants with 4 mentors. The 2019 and 2020 review schedule has been updated. The team continues to monitor the validity of each course. The team will offer 2 course options to the state coordinators to be piloted July and September 2019, and be offered at the 2019 National Harbor conference. The September coordinators meeting will focus on introducing several different segments of updated LTI courses to the coordinators. Guidelines for the course development will be added to each LTI guidelines. Course chair timelines were updated along with the self-assessment for the instructors. The August state coordinator newsletter is almost finished. The interns have proved to be of great value to the PDA team. Should two courses be added the 2019 conference will have too many courses for our available LTI slots at the conference dependent upon our contract with the convention centers. The LTI report was uploaded to the portal.
  3. Jim Teff Achievement Recognition
     1. Recipient – President Sitz introduced the nominees to the Board.

**On a motion by Scott Nordi, seconded by Lanness Robinson, the board approved an individual to be announced at PDA State Coordinator Meeting as the 2018 Jim Teff Award winner.**

* 1. PDA Items
     1. PDF Fees and Process – Phil Rison discussed the Personal Data Form process. The office is currently tracking all PDF’s when they are downloaded, whether or not they are submitting the application. With the additional requirements in January the accounting, procedures need to be updated. The Board requested the office locate a worksheet PDF for CMAA applicants before they pay for the submission.
     2. Certification Numbers – The NIAAA has approved 11,097 certifications in the life of the program.
     3. State Coordinators agenda – the meeting will be September 8-10 in Indianapolis. President Sitz requested the section representatives to reach out to the state membership to have at least one coordinator for each state in attendance.
     4. Fall webinar schedule – the schedule is available via social media and on the website.
     5. University Update – Mike and Phil continue to work to improve relationships with universities
     6. Authors of LTI course identification – the office is investigating identifying course chair, developers and contributors in order to provide a small gesture of appreciation.
     7. State PDA Promotion of Certification – President Sitz highlighted the South Dakota trifold to encourage certification through a cohort effort.
  2. Quality Program Award – President Sitz reviewed the letter of recommendation from Don Bales.
     1. Christ Presbyterian Academy –

**On a motion by Scott Nordi, seconded by Lanness Robinson, the recommendation for the QPA to Christ Presbyterian Academy was approved.**

* 1. Membership Portal & Website – Nellie Crocker reviewed the NIAAA Official YouTube page and encouraged the Board to champion the tutorials for the membership. Nellie also discussed the rebranding and updated website design beginning in February 2019. The NIAAA office will work with YM for the highest level of user friendly blending of the website, database and Classroom. 2018 conference app updates were highlighted with improvements to the personal schedule. Voting will be done for the At-Large election through the app in San Antonio. Either Becky Moran or Nellie will provide direction for voting after the speeches. Credentials should help with membership downloading the APP outside the At-Large speeches. The new conference website was discussed in detail with the potential to replace the conference booklet. The section meetings in 2019 will have a live interaction of the portal.
  2. Sponsorships –Sherrice Dubose reported on Development and Marketing Meeting. A current list of sponsors and advertisers was reviewed with the Board. Sherrice reviewed the new AD Insider newsletter in partnership with Clell Wade as an in-kind relationships. The IAA advertisers were discussed in detail. Sherrice highlighted the vendor registration process for the 2018 conference. The online logo shop was discussed in detail. Sherrice detailed her work on a Branding Guide for the NIAAA logo for consistency.
  3. Hall of Fame Display – Mike Blackburn discussed the cooperation with Nanonation for a traveling Hall of Fame display. There will be two displays with all awards winners for the NIAAA. The display will be set up in the office during nonconference times of the year.
  4. International Trademark – Jeff Sitz highlighted the work done for the option of an international trademark. The Madrid agreement is not all encompassing and would not cover all nations for trademark infringement. The Board is interested in the cost associated with an international trademark - office staff will continue limited investigation with the association attorney.
  5. GDPR – General Data Protection Regulations –
     1. Mike Blackburn discussed the emerging GDPR regulation affecting 28 European Union countries. The office in communication to investigate the NIAAA obligations. The NIAAA currently has eight international members who would fall under the policy. The possible solution is an opt-in/opt-out for members for storage and sharing of individual information.
  6. NIAAA Newsletter – Phil Rison discussed the development of online videos for a digital newsletter. The videos will be a part of the new AD Insider in a cooperation with Clell Wade Coaches Directory. Clell Wade is expanding the format from their Coach Insider directed solely for Athletic Administrators. Areas of interest will be mentoring, membership, new athletic administrators, NIAAA news, PDA, and an IAA article.
  7. Award Nomination Upload/Evaluation Software – Mike Blackburn discussed the request by the Awards Committee for uploading of award nominees of states to a host site for the national office and Awards Committee processes. The request centered on the Distinguished Service Award and the Kovaleski Award. Through conversation, research and investigation with vendors the office is comfortable with a bid from Final Forms that will be partially offset by a sponsorship. The board urged the office to move forward with the initial relationship with Final Forms for online submission with the DSA and Kovaleski awards. There is potential growth with FinalForms for other NIAAA Awards.
  8. 2018 San Antonio Conference - A detailed examination of the conference schedule ensued specifically addressing board member involvement, functions and obligations. The conference program and offerings has been updated adding more networking opportunities. The additional changes to the conference program need to be highlighted in an intentional social media campaign.
  9. President-Elect Process – Rich Barton highlighted the process for first and second year board members to apply to become President-Elect. The process for application and the duties of the President-Elect and President are outlined in the POP manual.
  10. Guidebook for Interscholastic Athletic Administration Textbook – Mike Blackburn updated the Board on the status of the 2nd edition of the guidebook. Work is on the horizon.
  11. National Public Address Announcers Association – the organization asked the NIAAA to add their award to our national conference. The board declined the request to add the award to the National Conference in San Antonio.
  12. Technology Report – Mike Blackburn discussed the 2018-19 hardware rotation. The document is fluid due to the possible need of a new server. The office has two servers, as the servers age the office will have to visit a philosophical question of cloud base vs. purchase vs. lease of a server. All software for the office is bought through TechSoup for non-for-profit organizations.
  13. Active Policy Solutions – President Sitz welcomed Terri Lakowski and Jason Marmon via conference call. Jason Marmon updated the board on the latest with the Department of Education. ESSA implementation has not been altered significantly. There has not been too much action on the Congressional side of education. The President has signed two initiatives, school safety and a push to increase youth sports nationally. APS has pushed into these two conversations to offer the NIAAA as a resource. The Government Accountability Office survey resulted in requesting Title IX coordinators becoming familiar with athletic directors in compliance of their programs. Terri discussed the 2018-19 APS strategic plan focuses on advocacy footprint, continue working on NIAAA brand recognition and tracking of state legislative issues. APS has requested $750 additional each month for a deeper dive for the three goals in the APS plan.

**On a motion by Scott Nordi, seconded by Lanness Robinson, a motion did not pass for no fee increase.**

**On a motion by Lanness Robinson, seconded by Rich Barton, there will not be a pay increase for 2018-19.**

* 1. 2018-19 Budget Development – Dr. Blackburn reviewed the proposed 2018-19 budget outlook in detail.

**On a motion by Todd Olson, seconded by Scott Nordi, the 2018-19 budget was approved.**

* 1. December Agendas – President Sitz reviewed the drafts for the board members in the Annual Meeting. The Board is encouraged to review each of the drafts for ideas of areas of emphasis and inclusion.
  2. Spring/Summer Section 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 Scott Nordi (Section 8), Tara Osborne (Section 3), Todd Olson (Section 5), Matt Hensley (Section 4), Jeff Sitz (Section 2). Johnny Johnson (Section 6), Greg Van Cantfort (Section 7) and Jim Davis (Section 1) provided a report during the April Conference Call.
  3. Section Meeting questions/comments – the following items were identified from comments/concerns out of the Section Meetings:
     1. Campaign Process – states are interested in if the practice of campaigning is still vital.
     2. Start time of online voting – What will the start time for voting be at the national conference.
     3. Webinar spring section meeting every 3 years – in an effort to save money should section meetings have the option of a webinar.
     4. Organizational membership fees – some states still question the legitimacy of the of the organizational dues, the board will continue to highlight the significant benefits that states and members receive due to NIAAA membership.
  4. Review of Goals –
     1. Board Goals – President Elect Todd Olson reviewed the 2018-19 Board Goals.
     2. Staff Goals 2017-18 – Mike Blackburn discussed the progress made and successful completion of 2017-18 staff goals. Relationship building, technology rotation and growth of the NIAAA Office have all been focus areas.
     3. Staff Goals 2018-19 - Mike Blackburn summarized the upcoming staff goals. Areas highlighted were the continued refinement of staff roles with the addition of new positions, enhanced communication with members, an increased online presence for professional development and work toward completion of the 4th Strategic Plan while planning for the 5th Strategic Plan.
  5. Publications – Mike Blackburn reviewed the Publications Committee meeting from July 1-3. The NIAAA confirmed the commitment to run an annual Memorial page~~s~~ each Spring edition. The board reiterates the importance of sharing the life insurance benefit with our membership. The benefit will be an agenda item for the NIAAA during the NEDC meeting. The Publications Committee will develop the networking sessional in San Antonio.

* 1. NEDC – Bruce Brown presented the NEDC report. Bruce delivered a detailed report for the sponsorships, summit schedule and operational budget. The NEDC is a chartered committee under the umbrella of the NIAAA.
     1. NEDC Budget –

Total New Income $36,550.00

Expenses to Date $2,500.00

Current Balance on Hand $59,200.21

Reserve Account $40,000

Total Assets $99,200.21

* + 1. NEDC Sponsors – All-American Publishing, Matrix Fitness, FinalForms, Platinum Royaltes, Varsity Athletic, Safe Sport Zone, RSchoolToday.
    2. For the summer summit the following are assisting the NEDC - Bright Ideas of Broad Ripple, NYSPHSAA, and NIAAA Section 1.

**On a motion by Lisa Langston, seconded by Johnny Johnson, the NEDC proposed budget for 2018-19 was approved.**

* 1. Sports Medicine Committee – NFHS – President Sitz highlighted the NFHS meeting – Jill Stobber, WI, attended the meeting on behalf of the NIAAA. The agenda was available to the Board with several position statements on current events. The inclusion of Jill meets a part of the 3rd Strategic Plan.
  2. Communications – President Sitz reviewed correspondence from the following individuals: Mimi Eavenson, Debbi Stinchcomb, Lilliam Hach, Marmion Dambrino, Bruce Whitehead and Kevin Horrigan.
  3. Legal Services Report – Mike Blackburn discussed the concluded settlement of a lawsuit brought against the 360 Group, the NFHS and the NIAAA by a photographer for potential photo copyright infringement during production of PSA’s. The NIAAA will not use any of the photos moving forward. 360 Group covered the settlement and all attorney fees for the preceding.
  4. Oral Presentation for the CMAA – President Sitz reviewed the Oral presentation for the CMAA – the goal is to give prospective Athletic Administrators a more clear understanding of what is expected in the process.
  5. Chris Hixon Fund – Lanness Robinson discussed the contributions to the Chris Hixon Fund. Total funds to date have exceeded $27,000. Mrs. Hixon has established a scholarship with the contributions for the county school system. Chris Hixon, an athletic administrator, lost his life during the March, 2018, Broward County, Florida, school shooting.
  6. National Certification Commission – Mike Blackburn discussed the annual renewal for the NIAAA. The new certification will be listed in the 2018 Professional Development booklet.
  7. Coaches Education Royalties – Phil Rison highlighted the rebates to date through online learning as discussed earlier in the board meeting.

eee. Checklist for mentor board members - President Sitz reviewed the mentor checklist for the board members serving in the capacity as mentor.

* 1. Resolutions Committee -
     1. Rework of Previous NIAAA Resolutions – Phil Rison reviewed the updates to the established Resolutions.

**On a motion by Greg Van Cantfort, seconded by Lanness Robinson, resolutions 3, 6, 20 (replacement for resolutions 7, 8, 18, 20), 9, 12, 13, 16, 17, 21, 22 were approved with the following amendments. Resolution 6, amend less than 1% of the budget to less than 3% of the overall budget; update resolution 22 to a membership over 11,000; and identify the NIAAA as the National Interscholastic Athletic Administration Association when first named in each resolution.**

* + 1. Board Thoughts on Survey – Jeff Sitz discussed the proposed survey from the Resolution Committee. The board discussed the survey rough draft in detail and encouraged the office to have the committee eliminate any open-ended narrative responses.
    2. Position Statement – student Health and Safety – the Board approved of the message, however, the board requested the Resolutions Committee use the standard resolution format.
    3. Future Resolution Possibilities – the NIAAA Code of Ethics, Leadership Training, the importance of professionalism as Athletic Administrators.
  1. State Conference Visited – Board members shared experiences from various conferences attended across the country.

ggg. Future Meeting Dates

* + 1. Fall Conference Call date – October 16, 2018 – 1:00 EST
    2. Professional Development state Coordinators – Indianapolis – September 8-10, 2018.
    3. NIAAA Annual Meetings, San Antonio, Texas – December 14-18, 2018 (Friday – Wednesday).
    4. NIAAA Board Meeting – Indianapolis – February 1-5, 2019
    5. NIAAA Board Meeting – Indianapolis – July 12-16, 2019 (Thursday – Mon)
    6. NIAAA Annual Meeting, National Harbor, Maryland – December 13-17, 2019 (Friday-Wed)
       1. Board arrive Thursday, December 12

The Board Contributed $173.00 to the Endowment fund.

**On a motion by Scott Nordi, seconded by Lisa Langston, the meeting adjourned.**