FIAAA September Board Meeting

September 15-16, 2018

**Saturday, September 15, 2018**

1. Meeting called to order by President Otero at 11:02am.
2. Invocation by Chaplain Ron Allan.
3. Roll call
	1. Absent: Al Guzzo, Donny Peek, Mike Colby, Ron Balaz
4. President’s welcome, agenda and introductions
	1. New board members – none
	2. Change – Tony Fisher has left the state and board
	3. Appointments
		1. Mike Eto - Wemaster
	4. Motion to approve by Robinson; 2nd by Demer
5. Minutes (Rocky Gillis)
	1. Approval of Post Conference minutes
	2. Motion to approve Von Scherrer; 2nd by Robinson
	3. Discussion: none
6. Treasury Report
	1. Mandy Stoll – healthy
	2. Motion to approve – Buckner; 2nd Dung
	3. Reimbursements will be done by Peek at a later time
	4. Pay any amount owed
	5. 501c(3) status completed by Colby and appreciated by board
		1. Saving in last year’s conference expense would’ve been $2700
	6. Tax Exempt Certificate should be use for all FIAAA business
	7. Corporate Credit Card (Capitol)
	8. Motion to approve Demer; 2nd by
7. Old Business
	1. FIAAA Website
		1. .net and .org
			1. Add District Members list to .net website
		2. NIAAA Membership Requirement
8. Conference Report
	1. Appreciation of team effort for a successful conference
	2. Conference Financial Report
		1. Movement of funds from Corporate to cover conference costs
		2. Approval by full board to move the funds
	3. Highlights
		1. Less parking complaints
		2. Overall pleased with conference
		3. Vendors displeased with location of their booths
9. Section 3 Meeting
	1. 25 from 8 states Key: At-large process
	2. New certifications go in effect January 1, 2019
	3. CAA and CMAA certification stressed with Oral Presentation being an option
	4. National Awards nominations have been lacking. A need to clean up our process and push that
	5. Next Section 3 Meeting: Lake Lanier, May 18-19, 2019
10. State LTI Coordinator/Certification
	1. For CAA - NIAAA offering bundle that includes test fee
	2. For CMAA – you don’t have to go back for the 5th class
	3. New: Oral Option; Written Option still available
	4. Von Scherrer and Robinson to provide assistance to those that need and/or ask
	5. LTI-790 has been revised along with the two middle school courses; 4 courses in development
	6. The use of the portal as a communication tool
	7. List of Certified Test Administrators that are board members available taken by Robinson
	8. International certification in development
	9. Section 1 - Summer Institute flyer discussed by Von Scherrer
	10. All certification and courses are in the PDA that Jake handed out
	11. FIAAA (Von Scherrer) will explore the idea of a Florida Institute for an LTI retreat
11. FHSAA ADAC Report
	1. Met last week and some board members were in attendance
	2. FHSAA classification was the hot topic
		1. People are on both sides
		2. Breakdown of all sports if it was in effect based on last year’s MaxPreps rankings
		3. The ADAC felt that there should to be more communication on how to move forward.
		4. FHSAA is highly motivated to put this through (Colorado method).
		5. Straw poll for combination of enrollment and ranking to include a district tournament. Universal agreement that 3-team districts shouldn’t exist.
		6. FHSAA has only stated that it’s a great thing
		7. We will review and continue to discuss this issue
		8. Everyone needs to contact your FHSAA Board member
		9. FIAAA may need to look at taking a stand
		10. Possible solution should include enrollment, power rankings and open seats in schools
		11. Concern for everyone is, will opinions and input from ADAC be taken into consideration and carry any weight
		12. FHSAA made a change in the chairperson for the last meeting without notification
		13. Baseball will have a new pitch count form that is up & on the web
		14. Jv 2-hour limit is up to schools not an FHSAA rule
		15. Javelin passed by ADAC for 2020
		16. Tennis – designated assistant coach to give advice during state series. Eliminating clay courts wasn’t endorsed
		17. Open agenda item – open off-season and conditioning (hours per week, etc)
12. Committee Assignments, Meeting Times and Locations (Otero)
	1. List of meeting locations and adjusted times was discussed.
	2. Lunch served at 12:15pm
	3. Review of Sunday agenda
	4. Breakfast starts at 7:30am & meetings start at 8:30am
	5. Meeting was adjourned at 12: pm
	6. Committee Meetings to begin at 1:15 pm.

**Sunday, September 16, 2018**

1. Meeting called to order by President Otero at 8:30am.
2. Invocation by Chaplain Ron Allan.
3. Roll call
	1. Absent: Al Guzzo, Donny Peek, Ron Balaz
4. Committee Reports
	1. Awards (Chiles)
		1. Update POP Manual including forms & binder
		2. Update A. Policy
			* 1. Meritorious Service Award
				2. Wayne Taylor Distinguished Service Award
				3. Add to Policy– Four (4) AD Sectional Award Winners
		3. Make recommendation to NEFF on awards – Clock, Curved Glass, Shadow Boxes & other awards
		4. Require all District Directors to nominate 3 candidates for all awards
		5. Each District Director should nominate one Sectional AD
		6. Only one (1) Wayne Taylor Distinguished Award winner
		7. Review presentation format for the awards ceremony
		8. Require all Board members to attend the banquet.
		9. Solidify awards to be presented and final discussion on ceremony format in January to include stage size and drapes, etc
		10. Motion Carried to accept, 2nd Demer
	2. Higher Education (Talley)
		1. Develop a list of best auction items and how to coordinate with your contacts
		2. Create a contact list of Florida colleges, Universities, semi-pro and professional teams
		3. Encourage the board to bring big gifts early so we can promote them to the board and on our website prior to the conference**.**
		4. POP Manual will include NIAAA Scholarship information
		5. Requesting more time at banquet for scholar-athlete presentation of highlights
		6. Motion Carried to accept, 2nd Harrison
		7. 2nd was withdrawn
		8. Motion Carried to accept amended report, 2nd Allan
	3. Sportsmanship (Harrison)
		1. Effective immediately- the award will be known as the FIAAA Chris Hixon Exemplary Sportsmanship Award
		2. Emphasized that at no time during the nomination/qualification process should athletic performance/stats be included.
		3. The award is based on the definition of sportsmanship, which will be on the application and is as follows: Sportsmanship- fair and generous behavior or treatment of others, especially in a sports contest.
		4. The award will be applicable to all grade levels
		5. Nomination must have Principal’s or Designee’s signature
		6. Committee will keep a record of winners
		7. Plaques/award will be updated to match current FIAAA
		8. Motion Carried to accept, 2nd Allan
		9. Discussion – new logos and posting of winners on website
	4. Corporate & Marketing (Wambles)
		1. Approve consulting agreement with Tony Fisher and discussed follow up communication with him.
		2. Reviewed POP Manual
		3. Reviewed invoice process and point of contact information
		4. Reminded the Board of previously approved items
			1. Corporate Committee approves transfer of funds (will do will of sponsors & encourage non-designated funds)
			2. Purchase backdrops & stand-ups
		5. Motion Carried to accept, 2nd Von Scherrer
	5. Auditing (Mayo)
		1. Committee discussed the changing responsibilities of the audit committee over the years. The days of spreading our checkbooks and receipts and doing all the reconciliations is a thing of the past. With quicken and other online software, accounts are digital with immediate records and provide ample transparency. In addition this software allows for very thorough, accurate records that are provided at the Board Of Directors meetings and available on the website for review by all members
		2. Under the circumstances that the organization treasurer of many years has retired and a new treasurer is beginning his term and that we are also beginning our first year as a 501(3)(c) organization, the committee recommends that an outside audit be conducted to allow the organization a fresh start with a clean slate. This audit may be done during years when there is a transition to a new treasurer. The report is amended to include with the recommendation that the Board approve up to $1500 for the audit.
		3. Discussed acquiring quotes for audit and reporting to committee for decision on audit.
		4. Motion Carried to accept, 2nd Demer
		5. 2nd by Demer withdrawn
		6. Motion carried to amended report, 2nd Demer
		7. Have an Audit conducted vote - One opposed, all others in favor
		8. Costs of audit should not exceed $1500 and be approved by Executive Board. Motion to approve Demer; 2nd McHale
		9. Approve 25, opposed - 7
	6. Professional Growth (Robinson)
		1. Reviewed the POP, no changes**.** Reviewed instructor incentives Reviewed participant incentives. Reviewed courses to be offered in 2019. Encouragement of Board to become instructors.
		2. Board members should consider taking course(s) at National Conference or onlineandconsider becoming a faculty instructor
		3. Committee will distribute the courses that instructors are needed and Identify courses for Board members to take
		4. Motion Carried to accept, 2nd McHale
		5. A list of courses where instructors are needed will be sent out to get additional instructors
	7. Membership Services (Allan)
		1. Motion to combine committee with Mentoring & Professional Networks, 2nd Robinson
		2. Delete POP items 3, 5, 7, 8,
		3. Discussed and recommended the need to develop the new POP descriptions for the new committee by the January meeting
		4. Add newsletter
		5. Transfer
	8. Mentoring & Professional Networking (Comeau)
		1. Combined Mentoring and Membership Services committees to be re-named Professional Networking and will update POP Manual
		2. Draft of POP Manual language will be presented to the full Board in January
		3. Motion Carried to accept, 2nd Robinson
	9. Constitution (Wambles)
		1. Discussed the need for constitutional changes and updating the POP Manual
		2. Reminded the Board that committees were adjusted to delete Mentoring and have it fall under Professional Networking.
		3. Membership Services re-named to Professional Networking
		4. Recommended to move forward with constitutional changes and present the final language to be voted on in January.
		5. Motion Carried to accept, 2nd Allan
	10. Public Relations (Ripley)
		1. Decided that besides sending the press releases to the media sources and athletic directors we would also send to the district directors. Purpose of this is to get help making sure the media resources actually put it in the newspaper for us and now the award recipients have a better chance of getting the publicity they deserve.
		2. Take advantage of our FIAAA twitter.
		3. Recommendation to the Board:To accept the changes we want to make to POP Manual. We want to eliminate #3, thus making a #4-8 now becoming #4-7. And then have additional wordage on our duties: #2, new #4, and new #5. Replace in the new #6 the word president with the Executive Director.
		4. At January board meeting, we will provide the committees that give awards a template to use when giving our committee the award recipients information for the press releases.
		5. Motion Carried to accept, 2nd Harrison
	11. Hall of Fame (Drabczyk)
		1. POP was reviewed. Extensive discussion about the awards banquet and how we can improve.
		2. We are going to try to add background music and arrange seating on the side for people accepting awards for people to keep the flow going and to give more time to introducing each award winner.
		3. The "presentation" is going to be keyed on to continuing improving with music and screen video/graphics.
		4. Discussion on the HOF inductees being allowed to speak, and we will change that policy to allow them 2-3 minutes from a pre-approved script.
		5. We also had discussion on continuing to price out "traveling" HOF digital displays for all award winners. Finally we discussed that our pool of candidates is down to one and the committee came up with nine names that we will be reaching out to people throughout the state to hopefully nominate for this December.
		6. We would like to change the awards banquet to allow the HOF inductees to have the opportunity to speak (2-3 minutes).
		7. We will be presenting to the BOD in January new POP language that will be in reference to HOF removal for anything that may violate the FIAAA Code of Ethics, or anything that may be unbecoming an FIAAA Hall of Fame inductee.
		8. Motion Carried to accept, 2nd Talley
	12. Strategic Plan (Robinson)
		1. Discussed the purpose of the plan**,** Determined the timeline to be followed by the committee**,** Reviewed the make-up of the committeeandReviewed the existing FIAAA Strategic Plan
		2. Distribute the timeline to sub-committee chairs and request names of additional members
		3. Maintain communication with sub-committees and stay with the timeframes established
		4. Bring the accumulated product to January BOD meeting for final review
		5. Motion Carried to accept, 2nd Demer
	13. Nominating (Drabczyk)
		1. N/A
	14. Review (Demer)
		1. FIAAA Position Statement to FHSAA and PLC
		2. Discussed POP Manual and purpose of committee
		3. Committee should focus on the big issues of FHSAA, FACA, ADAC, Leadership Council and report back to the FIAAA BOD with recommended action items.
		4. Recommends that the committee be moved from a standing committee to a special committee and meet only when necessary.
		5. Motion Carried to accept, 2nd Wambles
		6. Discussion on position statement from Board
		7. Chiles stated that concerns for alignment proposal will be heard by FHSAA Board
		8. Demer will go to the FHSAA Board meeting and read the position statement
		9. FIAAA Board and stakeholders were encouraged to reach out to the FHSAA Board member that represents your are stakeholders
		10. Vote to approve sending Position Statement – 28 for; 2 opposed; 3 abstained (Otero, Chiles, Colby)
5. eNewsletter (Rader)
	1. 4 e-Newsletters go out each year: 1st issue going out this week, 2nd issue goes out 1st week in December, 3rd issue goes out end of Feb, 4th issue goes out at the end of year (1st week of May)
	2. Update AD’s so that they can all receive the e-newsletter
	3. Bullet points
		1. President Message
		2. President-Elect Message
		3. Editorial
		4. Copy of FIAAA Ethics
		5. Benefits of FIAAA
		6. AD Checklist
		7. FACA Calendar
		8. Corporate Sponsors & Vendors
		9. Breakout Sessions (FIAAA & NIAAA)
		10. 3 or 4 articles from IAA
		11. Hall of Fame
		12. Sportsmanship
		13. Highlights of FIAAA Board Members and stakeholders
6. 2019 FIAAA Conference Planning (Mayo)
	1. Drawing from his experience over the past 14 years
	2. Advice to new Board members
		1. Speak up
		2. Get involved and grow
	3. Solicited assistance from members for a successful conference
	4. LTI – 3 sessions; 12 courses
	5. Vendor location, days & hours
	6. Breakout sessions (23-25), New & old topics
	7. Use of OPE (Other People’s Experiences)
	8. Adding back Devotional Session, Session for retired Ads,
	9. Premium spots for Corporate/Platinum Sponsors available
	10. Colby stated the need to identify a Corporate sponsors deadline but Wambles stated that we must be flexible
	11. Communication between Tony, Colby and Wambles regarding vendor spots and waitlist
	12. VIP vendor spots $750, $1000
	13. Motion to approve Drabczky, 2nd Livengood
7. New Business (Otero)
	1. Section 3 Meeting - Dec. 16th, 1pm
	2. NIAAA Voting Delegates at NADC (Dec. 17th, 3:30pm)
		1. Notify Otero by Oct 1st
		2. Chiles explained to function of Delegate Assembly
	3. NIAAA Endowment Committee Donation
		1. Annual donation from FIAAA in the amount of $250 in honor of Chris Hixon
		2. Motion to approve by Drabczyk, 2nd Talley
		3. Robinson explained the NIAAA Endowment function
	4. FIAAA received a commendation for an increase in NIAAA membership
	5. Executive Director Search
		1. Ron Balaz is retiring as Executive Director, so we need to appoint someone
		2. The Ad Hoc Search Committee will define role, and outline the process for the search
		3. Historical information, information from other states as well as POP Manual information will be used for the process
	6. Website
		1. .net vs .org (Eto will work with VNN)
	7. McHale – presenting at NADC
	8. FIAAA Logo access
8. Closing remarks by Lauren Otero
9. Motion to adjourn Von Scherrer, 2nd by Eto at 11:56am

NADC December 15-18, 2018 (San Antonio, TX)

Winter FIAAA BOD Meeting January 19-20, 2019 (Orlando Lakeside Marriott)

41st FIAAA State Conference, May 3-6, 2019 (Orlando Lakeside Marriott)

Respectfully,

Rocky Gillis, Secretary