**FIAAA Executive Board Meeting**

July 28-29, 2018

Tampa, Florida

1. Meeting called to order by President Otero at 4:54pm
2. Invocation by Ron Allan, Chaplain
3. Roll call by Rocky Gillis, Secretary. Absent and excused Russell Wambles & Kevin Demer.
4. Welcome and thanks to Andy, Mike and Lanness for joining the Executive Board for this weekend’s meeting by President Otero. President Otero gave an overview of the weekend meeting.
	1. Saturday after meeting - Dinner and hanging out
	2. Meeting tomorrow at Tampa Sports Commission
	3. Lanness gave instructions for parking, security and entrance
	4. Made reference to Jason Aughey with Tampa Sports Commission and trying to host the state conference and preparing for 2020 NIAAA Conference
	5. Sunday meetings will start at 8:15am.
5. Minutes from pre-conference, annual, and post-conference meeting presented by Rocky and reviewed by the Executive Board.
	1. Question as to Jamie Rohrer’s attendance at post-conference board meeting.
6. Donnley Peek transitioning to Treasurer
	1. Mike Colby announced that the FIAAA 501c.3. status is official. (990 EZ-form must be filed annually based on our income)
	2. Should receive FIAAA tax exemption certificate soon and would have saved of over $2700 if we had tax exempt status over the last year.
	3. Looking into whether certificate is needed if printed on debit card.
7. Member Services process:
	1. Mike Colby explained Credit Card process - RegsOnline currently charging 4.95% vs using our own bank. If we take credit cards, the charge would be $24.95/month to FIAAA. Individuals would pay 3.95%.
	2. Going through our own bank, the FIAAA would pay $300/year and the individuals would save approximately $3.00 each.
	3. The convenience for our members is a tremendous value. The use of the cube for on-site transactions would also be available.
	4. Executive Board has made the decision to pursue this.
8. President Otero thanked Mike for revisions to the FIAAA Handbook. Executive Board made the recommendation to continue to have Mike Colby make the necessary revisions.
	1. Follow-up with Committee Chairpersons on updating their information in the POP Manual. Create separate form for changes to POP Manual that should be given to Vice-President. Vice-President will provide changes to Mike Colby. Andy suggested that an email go out to committee chairs to remind them to review POP and bring changes to each meeting.
	2. Election of Directors method may need to be changed and defined. Lanness asked Lauren to speak with FHSAA to see if we will still have some access.
	3. Website has been hosted on FHSAA server in the past and the FIAAA’s website has been moving towards VNN as our host.
	4. VNN (Corporate Sponsor: Gold - $2000 in-kind; $2500 donation)
	5. VNN website (fiaaa.net) also on Twitter
	6. Executive Board reviewed website and had discussion on the capabilities. Executive Board made a decision to go to VNN. Jake motioned; 2nd by Scott. Have Lauren and Tony contact FHSAA concerning using .org or .net - Approved
9. ADAC – one District Director allowed and Ron Allan is now Chaplain so he will be replaced as a District Director. Three members of the Executive Board Scott, Roger and Jerri. The Board recommends to have Ron replace Jerri since she is going off. Motion Jake; 2nd Roger; Approved
10. Constitution should reflect that the Executive Director will be the NIAAA-FIAAA Liaison
11. District Director must be active athletic administrator will be changed in the constitution.
12. Mike Colby received letter from Danny Ninestein for donation to endowment in the name of Chris Hixon. Executive Board will recommend to the full board that a $250 donation be made to the endowment fund.

Meeting adjourned for the day and will resume tomorrow morning.

1. Meeting reconvened at 8:30am on Sunday morning.
2. President Otero welcomed all back for today’s session and introduced Jason of the Tampa Sports Commission
	1. Jason talked about the Tampa area and its amenities as well as ongoing growth. Footprint of downtown Tampa will be vastly different when the NIAAA is hosted in 2020.
	2. Jason talked about the convenience and showcasing downtown area including the entertainment.
	3. Overview of major events that have been hosted and are on schedule to be hosted in the near future.
	4. Offering to work with the FIAAA about hosting the state conference in Tampa after the current Orlando contract expires in 2021.
3. Lanness and the group thanked Jason for his time and opening the doors of their facility for the Executive Board on a Sunday.
4. Invocation by Ron Allan, Chaplain.
5. Roll call by Rocky Gillis. Absent and excused were Kevin Demer and Russell Wambles.
6. Treasurer’s report by Donnley Peek. Colby explained the current negative amount in the regular account. Scott said that we could move money from the Corporate account to cover negative in regular account. Discussion on process for covering deficit. Lanness raised the question if the actual movement of funds needs to go before Corporate Committee for approval. Suggestion was made to table this decision to move the funds until full board meeting in September. Lanness and Donnley stated the funds we have received from people taking LTI classes.
7. Donnley reported his findings on research he was directed to do regarding rewards credit cards. Recommended that we look at the cash back cards but someone must be personally responsible. Discussion on looking at cash rewards versus room night rewards. Suggestion is to make the cash rewards card be put into the Executive Director contract for the card responsibility and a stipulation that protects the Executive Director. Motion by Scott to make the Executive Director responsible contingent upon the fact that we can make a change in 2 months, 2nd Ron Allan. Discussion on Capital One vs Wells Fargo. Amended Motion by Scott to make the Executive Director responsible and go with Capital One cash rewards card. 2nd Ron Allan Approved.
8. Otero reviewed 2018 State Conference.
	1. Roger Mayo reviewed surveys and recommended more time between LTI and next sessions.
	2. Not favorable to vendors to be in two different rooms. Roger has ideas to improve since we will be there for three more years.
	3. Vendor Evaluations
		1. 65 Negative comments – Main one was space/location
		2. 36% - Booth location
		3. 32% - Too many days
		4. 31% - Hours were too long
	4. Colby shared that we had the same number of vendors during the last two conferences. Vendor location choices should be included in their registration. Corporate sponsors get their booth location choice first. Vendors were told that if the setup is the same, auxiliary room vendors will not be in there the next year.
	5. Suggestion was made to carve out a time that the vendors are open and no sessions are taking place. Roger stated that there is a way to find some blocks of time that the vendors are open without sessions. We will evaluate what we believe will work best overall.
	6. Recommendation made to have Corporate Committee and FIAAA District Directors will reach out to major (Platinum) sponsors to get their feedback and try to resolve their issues.
9. Previous research of hotels in Orlando, Tampa and Daytona led the FIAAA to the Airport Marriott Lakeside for the 3-year contract. Caribe double booked and we were left out. Cancellation fee to leave Marriott prior to the end of the contract. President Otero asked Donnley to research getting out of the 2021 FIAAA Conference. Lanness has already had a conversation with Jason about getting in Tampa for 2021 and will report to the Board in September. Scott asked if we have to be locked into using hotels as the conference space. Maybe look into hotels vs conference space venues. Balazs suggested that the Site Selection Committee should be reinstituted.
10. Executive Director – Sites, POP Manual updates, Balazs gave NADC Report to give new information: listened to keynote speaker presentations and ranked them; a full day of idea sharing, vendor roundtable discussion, how to encourage and keep people at awards banquet (sizeable door prize); software used; NIAAA presentation (new logo shoppe); NIAAA membership; Certification changes; using Apps instead of printing program; next year’s Executive Director’s meeting is in Canton, Ohio followed by Deadwood, SD.
11. Awards – Russell stated to Scott that the banquet is too formal and scripted. Ron stated that awardees should have an opportunity to say a few words with a time limit and all Executive Board members agreed. Andy said that the banquet has to be streamlined to stay within time constraints. Concerns for awards program included – no salads out until designated time; someone else needs to be on the stage to assist with the awards presentations (President & Executive Director); awards design, size, and quality is an issue and do we need to change to a different vendor if NEFF can’t provide what we want. We should decide what we want and go through the vendor that can provide it. Research value of in-kind product to what we actually get from the vendor. Andy will connect with Tony about what we want and then go to NEFF regarding what they can provide. We should have a reserve table for Board of Directors. We need a real push for more awards nominations. Lanness stated a need to start a process to get nominations and hold them accountable. We need to require more of our District Directors.
12. 2019 Conference – Roger respects the past but stated that out of the box thinking is needed and there will be new ideas. Roger has started preliminary work in the following areas:
	1. Banquet, LTI, FHSAA, Awards, Golf, Cornhole,
	2. Conference Theme: Not yet
	3. Keynote Speakers possibilities in the works
	4. Dr. James Andrews is committed
	5. Schedule – started backwards (Monday); FHSAA Roundtable (Sunday); Workshop sessions (save a good topic for late in the conference);
	6. Andy brought up concerns for board membership and image.
	7. FIAAA Backdrop needs to purchase several new ones (Scott)
13. Hall of Fame – Scott
	1. Clean up nomination form
	2. Increase the number of nominations submitted
14. Strategic Plan (2014-19)
	1. See where we are in the current plan
	2. Identified some people that need to be involved
	3. Review current plan and look into development of new plan
	4. Sub-committees restructuring (add 3 more people that aren’t on the board keeping geographical diversity in mind)
	5. Increased communications throughout the year outside of the board meetings
15. LTI – CMAA Certification is changing in Jan 2019
	1. Discussed by Jake along with the ‘Oral Option’ to complete the CMAA Certification
	2. Andy mentioned the possibility of having a breakout session on getting CAA and moving towards CMAA
16. 2019 Executive Board Meeting Location – Potentially in Pensacola for next year.
17. Review of Board appointments
	1. Must be updated to include Kevin Demer as the 2nd Past President
	2. Note for Constitutional Committee to look at the name
		1. 2nd past president vs immediate past president & past president
		2. Change Mark Lee (District 5) school to Hernando HS
18. Committee Assignments –
	1. Review assignments & make revisions
	2. Review Committee members need to be changed to coincide with the FIAAA Constitution
19. September BOD Meeting Agenda
	1. Revise morning schedule
20. FIAAA PO Box Location – Maintain the Gainesville PO Box and look at getting an additional one (possibility of that being Executive Director responsibility)
	1. Tax ID currently tied to Gainesville PO Box
	2. Registered agent is also tied to the PO Box
	3. Must leave current PO Box open for 3-4 years minimum to prevent problems with lost mail.
21. Constitutional changes
	1. Review Committee
	2. Name of 2nd Past President
	3. NIAAA-FIAAA Liaison
	4. Active athletic administrator as a requirement for District Director
22. Mentoring – Dan Comeau
	1. Working with FHSAA to assist with our mentoring program
23. Corporate Updates
	1. Picking spaces
	2. Deadlines (2/1) for sponsorships to pay to get discounted rate, space, and speaking opportunity
	3. Social Media blast as sponsors payments are received

For The Board Location

NIAAA-FIAAA Liaison – Ron recommend that this language taken out of the constitution and add it to the job contract of Executive Director; 2nd Jake Approved

1. Motion to make Balazs NIAAA-FIAAA Liaison; 2nd by Scott Approved

Board Member Rooming Coordinator

* + 1. Recommendation that the Vice-President become Rooming Coordinator
		2. Motion that the Rooming Coordinator be the Vice-President by Scott; 2nd by Peek; Approved
		3. Colby and Otero will assist Jake
		4. Peek asked for a clarification of the roles in the rooming list process and payment of hotel invoices
1. Discussion on the need for the roles of Vice-President and Executive Director to be defined.
2. NIAAA Voting Delegates
	1. 5 Delegates –
	2. Delegates are recommended and participate in the voting at the NIAAA and needs to fulfill their commitment
3. NADC 2020 – start the planning now. Recommended President Otero chair National Host Committee. Discussed contracted hotels and proximity to convention center. Tampa Sports Commission will be heavily involved in hosting of NADC in 2020. Asked for input from Balazs, as he’s served on three previous NADC Host Committees
4. Conference App – President Otero will speak with Tony
5. Executive Director search – developing a process
	1. Balazs/Colby will provide a copy of the contract
	2. Process
		1. Ad Hoc Committee
			1. Criteria and expectations (job description)
			2. Nomination form/application (Oct 1, 2018)
			3. Deadline for submission (Nov 1, 2018)
			4. Interview questions
			5. January – Have interviews /screening and/or weeding out process at the beginning of the Board Meeting and the full Board would interview the final 2-3 to decide by the end of January Meeting
			6. Motion for the president create the committee by Jake; 2nd by Ron; Amend motion so that Chairs of the Strategic Plan plus three others; Amended motion 2nd by Ron; Approved
			7. Lanness stated that the Ad Hoc Committee should be created by the getting input from entire Executive Board and not solely by the President. Peek stated that we could use the Strategic Planning Committee Chairs as a starting point to create the Ad Hoc Committee.
			8. Executive Board decided that the Ad Hoc Committee be comprised as follows:
				1. Lanness Robinson
				2. Scott Drabczyk
				3. Lauren Otero
				4. Jake Von Scherrer
				5. Roger Mayo
				6. Jerri Kelly
				7. Rocky Gillis
				8. Steve Ripley - Alt
				9. Dan Comeau - Alt
				10. Tammie Talley – Alt
				11. Jodi Phillips – Alt
			9. The Ad Hoc Committee will screen applications and make a decision on which applicants will be interviewed. The full Board will sit in on the interviews and vote on the interviewed applicants with the President asking the questions to decide the new Executive Director.
6. Adjourned at 3:10pm and safe travel wished for all.