

**VIAAA Board of Directors Meeting**  
**Monday, November 6, 2023 at 9:30 a.m.**  
**Hyatt Place - Charlottesville, VA**



**I. Call To Order – Trevor Coleman, CAA, President**

- Called to order at 9:41am

**II. Pledge of Allegiance --Jonathan Bukva, CMAA, President-Elect**

**III. Invocation – Christopher Felton, CMAA, Immediate Past-President**

**IV. Roll Call and Introductions – Matthew Pearman, CAA, Secretary**

52 members present

Special Recognition of Veterans Day by Trevor Coleman

- J. Dietze & M. Pearman - Veterans on VIAAA BOD

**V. Officers Reports**

**1. Minutes – Matthew Pearman, CAA**

- Minutes shared from 9/25/23 BOD meeting
- Motion to approve: Pearman; Second: Corprew; Unanimous approval

**2. Treasurer – Michael Payne, CMAA**

- Checking: \$29,891.90; Money Market: \$49,953.82; Total \$79,845.72
- Motion to approve: Corprew; Second: D. Jones; Unanimous approval
- Dual memberships have been processed as of Nov. 2
- Contact M. Payne if need to update membership prior to national conference

**3. President-Elect – Jonathan Bukva, CMAA**

- Scheduling of future meetings
  - Possible move September meeting up a week or two
  - Possible move November meeting back a week or two
- Online poll to be sent to BOD for feedback

**4. Past President – Christopher D. Felton, CMAA**

- Summary of VIAAA Awards deadlines and criteria
- Officers for 24-25, President-Elect & Secretary, Region Reps interest/applications due December 1
- Career Awards due Feb. 1

**5. President – Trevor Coleman, CAA**

- Straw poll of BOD members planning to attend National Conference

- Announcement - no VIAAA Hospitality room at National Conference
- Need Cornhole team reps for National Conference

## **Guest Presentations**

none

## **VI. Special Reports**

### **1. Executive Director/NIAAA Liaison – Bob Stratton, CAA**

- State conference schedule update
  - BOD meetings Tuesday night and Friday morning
- VIAAA Partnerships update - est. \$40,000 currently
- Proposing CD account to grow stagnant Money Market funds
- Process for Awards & Officer position selections
- Summary of VIAAA Awards
- Golf for AD's returning to 2024 State Conference
- Emphasized need for AD's to attend Vendor Hall events (lunch & gala)

### **2. NIAAA Section II – Lisa Corprew, CMAA**

- NIAAA Board Updates:
  - The NIAAA will hold its 54th annual meetings in conjunction with the conference at the Marriott World Center in Orlando, Florida from December 15 – 19, 2023. The conference registration fee is set at \$295 for current NIAAA members. Registration is \$390 for non-members who register prior to November 17, 2023. Payment for registration is by credit card only. Over 50 NIAAA educational and business meetings will be held in Orlando. The Delegate Assembly will meet on Monday, December 18, 2023, and the certification exams will be given on Tuesday, December 19, 2023. Please visit [NIAAA.org](http://NIAAA.org) for registration information. Join us for the Section II meeting on Sunday, December 17, 2023, at 1 p.m.
- Leadership Training Courses:
  - If you are planning to take a leadership training course, the price of each class is \$85 for members and \$150 for non-members. The NADC is a popular location to take classes, so please be certain to register early.
- Repeat Announcements:
  - National Athletic Directors Conference Schedule
    - Austin, Texas      JW Marriott/Austin Marriott December 13-17, 2024

- Tampa, Florida      Marriott/Embassy/Conv. Cntr  
December 12-16, 2025
  - Phoenix, Arizona      Phoenix Convention Center  
December 11-15, 2026
- NIAAA Committees
  - Anyone interested in participating on one of the NIAAA committees, please complete the interest application which can be found here. Completed applications should be sent to the NIAAA Secretary, Lauren Otero <lauren.otero@hcps.net>

### 3. VHSL Report – Chris Robinson, CAA

- Chris not in attendance. M. Hiserman shared Executive Committee info.
- Executive Committee – September 20, 2023
  - First vote – passed unless noted. Second vote will be February 6, 2024.
  - Coaches Education – adjust completion from two to one year. Renew every 10 years.
    - Please discuss that the 10 years will be continual education coaches can choose from – committee is working on this to present at executive committee.

Out of Season – approved dead period extensions. 15 days and 2 weeks. July 2024 will remain one week due to policy implementation. Fall, winter, and spring dead periods will be 15 days beginning with the 2024-25 school year.

Out of Season – postponed camp/league definitions to Feb. 6 meeting.

Transgender – postponed to Feb. 6 meeting to collect information to EC questions. Include impact of locker rooms, mental health of students, effect on current waivers, and data of competitive advantage or safety issues. If school division has final approval, do they have an appeal process?

- Rolling PPE Date – defeated.
- Alumni Games – removes contest language from handbook effective immediately.
- Scrimmages – requires registered officials be used for all scrimmages.
- Girls Lacrosse Suspended/Interrupted Game – aligns girl's with boy's lacrosse.
- Forensics Championships – aligns handbook with current practice for judging and scoring.
- Policy and Program subcommittee – 2023-24 school year, schools can play the additional game approved if they are playing in a tournament(s). Participation Committee will revisit to clarify for 2024-2025 school year.

- Fall Championships; our goal is 100% online tickets, however we will not turn anyone away but tickets at the door will be \$12.00.
- Complete all team rosters online. The online rosters are used for state programs and state announcers.
- AD's – please review the voting guidelines/format for selecting all state teams with your coaches before attending selection meetings. Review the number of athletes selected for each sport. Please refer to “Forms” tab and click on all state for updated selection materials.
- Remind regions they need to select three alternate sites in case of inclement weather/poor field conditions for state semifinal football games. Below is handbook language to reference.
- PM 68-4-7 (1) FOOTBALL/State Semifinal Sites (9-09)-For state football semifinal games, each region would determine at least three sites for the region to use as alternate sites in the event of inclement weather or poor field conditions and submit their sites to the VHSL office by October 1. All sites must meet the minimum criteria for hosting a state football
  - semifinal or have been pre-approved as an appropriate site by the VHSL staff. A Region Independent Inspection Study Team would determine the best site.
- PM 68-4-7 (2) FOOTBALL/Independent Inspection Study Team (9-09)-Each region will determine an inspection team to be a neutral decision making authority on suitability of semifinal sites in cases of inclement weather or poor field conditions. This team must be made up of a minimum of three members. Other suggestions for the committee include:
  - (a) Teams should have a coach, principal and athletic administrator represented (retired representatives could be used for institutional knowledge as well as neutral association).
  - (b) Some regions may need to select more than three sites based on geography.
  - (c) Reporting of findings should be made to both the host director as well as VHSL staff.
- 6. Regions will select 3 neutral sites for state semifinal basketball games. State Quarterfinal games will be played on home courts. All sites must meet seating/facility requirements and have the ability to stream using platforms other than Hudl.
- 7. Winter rule clinics will be posted on each sport homepage from November 1 – November 27.

#### 4. VISAA Report - Dick Kemper

- New Executive Director, Adam Brick (not in attendance)
- VIAAA in Soccer & Football championships
- Updated championship proposal to be submitted via email

5. VIAAA State Conference – Bob Stratton, CAA
  - Covered in Executive Director's report (above)

## VII. Standing Committee Reports

1. Awards – Chris Rollison, CAA and Bill Lawson, III, CAA  
(need email submission)
2. Diversity/Equity/Inclusion/Belonging – Shea Collins, CAA; Eyad Al'Taha, RAA; and Marcus Johnson Williams  
No report.
3. Exhibitors – Danny Tryon, CAA and Tom Horn, CAA  
No report.
4. Finance – Dwayne Peters, CAA and Tim Tryon, CAA  
Investigating CD investment opportunities.
5. Leadership Training – Kevin Adams, CMAA, Derek Farrey, CAA, and Richard Kemper, CMAA
  - D. Farrey proposed that Fairfax County Aspiring Athletic Administrator Academy pay only the NIAAA costs of the required courses. In exchange, Fairfax Athletic Administrators would be encouraged (required?) to engage in VIAAA State Conference and activities.
 Motion & Second, Unanimous approval.
6. Membership – Bradley Ricker, RAA; Michael Krulfeld, CAA, and Kirk Litton, CAA  
560 total members  
257 paid memberships  
303 lifetime memberships  
46 memberships expired since Aug. 1  
2 new memberships since Aug. 1
7. Mentorship – Scott Morris, CMAA, Laura Parker, RAA, and Eric Phillips, CAA
  - 25 new AD's with mentors.
  - Communications being shared with new AD's.
  - Contact Eric Phillips if you'd like to serve as a mentor AD.

8. Middle School – Marcus Carter, CAA and Caroline Heeter, CAA
  - Updated List of Middle School AD's:  
[https://docs.google.com/spreadsheets/d/1nWmOzMkflFJVHCiSC5dQrFM-cGnxROkw/edit?usp=drive\\_link&oid=110748240003961863495&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1nWmOzMkflFJVHCiSC5dQrFM-cGnxROkw/edit?usp=drive_link&oid=110748240003961863495&rtpof=true&sd=true)
  - Encourage High School AD's to reach out to Middle School AD's to get certified and join the VIAAA
  
9. POP Manual – Lisa Corprew, CMAA, Derek Farrey, CAA, Christopher Felton, CMAA, and Rick Lilly, CMAA
  - No report.
  
10. Professional Development – Carol Callaway, CMAA; Kristy Hunter, CAA; and Jeff Dietze, CMAA
  - 21 Certified Test Administrators around Virginia
  
11. Publications – Richard Farquharson, CAA and Greg Mullins, CAA
  - Articles for the next edition of the ADMission Newsletter are due on Nov. 6 and is scheduled to be distributed to the membership on Nov. 20
    - Reminder email was sent on 10/25 & 11/1 to those responsible (another reminder sent today).
    - Received 7 of 13 submissions to date.
    - Just a reminder that you don't have to write the article
    - Recertification points available and points toward CAA application
  
12. Public Relations – Jim Harris, CMAA and Brad Harper, CAA
  - Monitoring election results for potential legislation in the coming year.
  - AD Podcast schedule being set for the coming year, contact Jim or complete Google Form if interested.
  
13. Retired – Bruce Bowen, CMAA and Jerry Carter, CAA
  - If you run across a retired AD in your area, please have them send Bruce Bowen their personal email address, school addresses are not in use in many instances.
  
14. Scholarship – Wendy Baylor, CAA and Sarana Hyatt
  - Send scholarship applications by Dec. 1
  
15. Technology – Nathel Hailey, CAA and Anola Douglas, RAA

- No report.

16. Ways & Means – Doug Campbell, RAA and Jamie Plecker, RAA

- 50/50 for Scholarship Funds 'For the Kids'

### **VIII. Break**

### **IX. Unfinished Business**

1. State Conference Sessions - Survey (Bukva)
2. State Conference LTI Course Schedule (Farrey/Adams/Kemper)
  - D. Farrey to send email to current instructors soliciting interest.
3. VIAAA Online Store (Felton)
  - 33 items purchased through the store
  - Looking at reopening online store in the spring and having live store at the state conference

### **X. New Business**

1. VIAAA Special Awards/NIAAA Awards Nominations
2. 50/50 Drawing - after adjournment

### **XI. Announcements/Reminders**

1. Next BOD Meeting – Monday, January 29, 2024, at 9:30AM/Hyatt Place, Charlottesville
2. Future BOD Meeting Dates – April 16-18, VIAAA State Conference, Short Pump Hilton
3. CAA Exam – Nov. 7, 2023, Eastern Montgomery HS, 9:00 AM  
Nov. 8, 2023, Green Run HS, 8:30 AM
4. ADmission Issue #2 Submission Deadline – November 6, 2023
5. Be sure to renew your Membership (VIAAA/NIAAA – we are a DUAL Membership State) if it is expiring. Remember to allow a minimum of 30 days for processing.
6. State Conference – April 16 – 18, 2024 in Short Pump, Richmond, Virginia  
#MakeTheDaysCount

### **XII. Adjournment**

Meeting adjourned at 11:12am