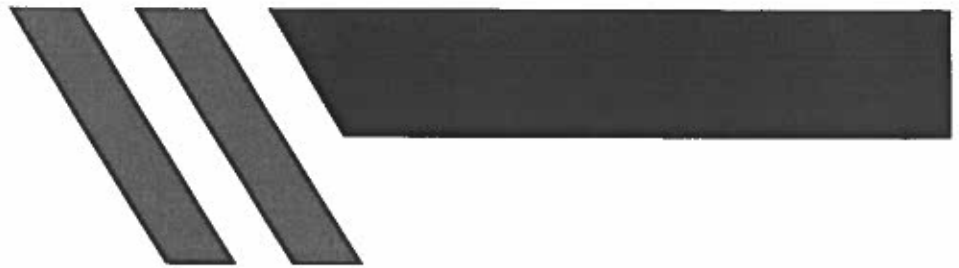


## Board of Director's Meeting

- I. **Call to Order – Derek Farrey, CAA, President**
  - a. Pledge of Allegiance
- II. **Roll Call and Introductions**
  - a. VHSL Staff
- III. **Announcements**
- IV. **Reading and Approval of the Minutes – Brad Qualls, CAA, Secretary**
- V. **Treasurer's Report – Michael Payne, CAA, Treasurer**
  - a. Current Balances (Checking: \_\_\_\_\_ Money Market: \_\_\_\_\_)
  - b. Outstanding Bills
- VI. **President's Report**
  - a. Summer Work Session
  - b. Approval of the revisions to the appendices—Rick Lilly or Lisa Corprew
  - c. Final Forms or VIAAA Amp Site
    - i. Confirmation
    - ii. Dual Membership State
    - iii. Record Number of Memberships this year
  - d. New Athletic Director's Workshop (45 Participants NEW RECORD)-Chris Felton
    - i. NIAAA Outreach Grant approved
  - e. Merging the VIAAA Summer Institute/NADW/ CAA Exam into a 3-day event during the week of July 17<sup>th</sup>.
  - f. VIAAA Out Teach Grant
- VII. **President Elect's Report – Joe Breinig, Jr., CMAA**
  - a. Updated BOD and Committee Chair Contact List
  - b. Region Reps and Committee Chair Current Vacancies
- VIII. **Past President's Report – Dwayne Peters, CAA**
  - a. Pop Manual Updates
  - b. VHSL Foundation Representative
- IX. **Executive Director– Bruce Bowen, CMAA**
  - a. Current Quarterly Task Update
- X. **Corporate Sponsorships**
- XI. **VISAA Report – Dick Kemper, CMAA**
- XII. **Independent Schools meet separately**
- XIII. **VHSL Liaison – Tom Dolan, CAA**
  - a. Overview of current VHSL topics
  - b. Additional information from the Executive Committee Meeting





- XIV. **NIAAA Liaison – Dave Nelson, CMAA**
  - a. NIAAA Section 2 Meeting Review and Update
- XV. **Standing Committee Reports**
  - a. Awards – Chris Rollison, CAA; Tom Dolan, CAA
  - b. Exhibitors –John Fox
  - c. Finance—Mike Tribus, CAA
  - d. Leadership Training – Kevin Adams, CAA; Dick Kemper, CMAA
  - e. Mentorship Program – Scott Morris, CMAA; Tim Leach, RAA
  - f. Membership – Bob Robbins, RAA; Lisa Corprew, CAA
  - g. Middle School – Andrew Wynn
  - h. POP Manual – Lisa Corprew, CAA; Scott Morris, CMAA
  - i. Professional Development – Kristy Hunter, CAA; Jeff Dietze, CMAA
  - j. Public Relations – Lucas Brown, CAA; Mickey Swartz, RAA
  - k. Publications – Jessica Horning, CAA; Lisa Makowski, CAA
  - l. Retired – Bob Stratton, CAA; Donna King, CMAA
  - m. Scholarship – Chris Felton, CAA; Mike Costello, CAA
  - n. Technology – Matt Pearman, CAA; Lisa Corprew, CAA
  - o. Ways and Means – Dan Jones, CMAA
- XVI. **Old Business**
- XVII. **New Business**
- XVIII. **Professional Development—Lora Bickley, VHSL Staff “Understanding Event Sanctioning”**
- XIX. **Adjournment**

## 2019-20 VIAAA Board of Directors Meeting Dates

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### Officer Meeting Dates

Tuesday, July 30, 2019	Lake Anna	10:00 a.m.
Sunday, September 29, 2019	English Inn, Charlottesville	4:00 p.m.
Sunday, November 17, 2019	English Inn, Charlottesville	4:00 p.m.
Sunday, January 26, 2020	English Inn, Charlottesville	2:00 p.m.
	Past President’s Meeting	4:00 p.m.
	Past President’s Dinner	7:00 p.m.
	(Snow Date: TBD)	
Tuesday, April 21, 2020	Pre-Conference Officers, Norfolk	9:00 a.m.
Sunday, May 3, 2020	English Inn Charlottesville	4:00pm





**Board of Director's Meeting Dates**

Monday, September 30, 2019	VHSL League Office, Charlottesville	9:30 a.m.
Monday, November 18, 2019	VHSL League Office, Charlottesville	9:30 a.m.
Monday, January 27, 2020	VHSL League Office, Charlottesville	9:30 a.m.
	(Snow Date: TBD)	
Tuesday, April 21, 2020	Pre-Conference BOD, Norfolk	6:00 p.m.
Friday, April 24, 2020	Annual Business Meeting, Norfolk	10:45a.m.
Friday, April 24, 2020	Post Conference BOD, Norfolk	2:30 p.m.
Monday, May 4, 2020????	VHSL League Office, Charlottesville	9:30 a.m.

**Executive Committee Meeting Dates**

- September 18, 2019 – Executive Committee
- October 17, 2019 – Group Boards/Membership--Charlottesville
- January 22, 2020 – Executive Committee
- March 12-13, 2020 - Group Boards/Membership----Richmond
- May 7, 2020 (Thursday) – Executive Committee

**NIAAA Section 2 Meeting**

**Summer Institute (Charlottesville) – July**

503, 508, 510, 613, 625, 626, 703, 710B      English Inn, Charlottesville

**NADW Dates**

- Tuesday, July 16, 2019, VHSL Office and English Inn
- Wednesday, July 17, 2019, Fluvanna High School, Charlottesville

**Golf Tournament Date**

Wed, October 16, 2019, Course TBD--Charlottesville

**National Conference Dates**

December 14-17, 2019	National Harbor, Maryland
December 12-15, 2020	Tampa, Florida
December 10-14, 2021	Denver, Colorado
December 9-13, 2022	Nashville, Tennessee

**VIAAA State Conference**

April 21-24, 2020	Norfolk, VA	Waterside Marriott
March 22-27, 2021	Charlottesville, VA	The Omni
March 21-26, 2022	Charlottesville, VA	The Omni

**CAA Test Dates**





Thursday, October 17, 2019	Doubletree, Charlottesville	1 pm
Monday, Jan 27, 2020	VHSL Office Charlottesville	1 pm
Tuesday, April 21, 2020	Norfolk Waterside Marriott	3 pm

### **LTI Course Schedule**

October Meetings (Charlottesville) – October 16

617, 619, 503, 504, 506, 511, 614, 705

## ***VIAAA & NIAAA Dual Membership***

### ***Membership Benefits***

- Interscholastic Athletic Administration, a quarterly professional journal written by and for athletic administrators
- \$2,000,000 student injury and property damage liability insurance while performing the duties of an athletic administrator
- \$2500 term life insurance
- A.D. Mission: The 3 issues of the VIAAA Newsletter
- Complimentary Tickets to numerous state college and universities (You must join by August 15th)
- Accidental Death Insurance: \$10,000 in accidental death and dismemberment insurance (24-hour Coverage) VIAAA application must be received by September 10<sup>th</sup> for the life insurance to be effective. Coverage is effective from October 1<sup>st</sup> to September 30<sup>th</sup>.
- Ability to purchase Long Term Health Care at discount rates, as well as discounts on Cancer Insurance and Accident Insurance
- Discount on registration fees for the National Athletic Directors Conference in addition LTI classes, certification and other services
- Opportunities to serve on national committees
- Support, communication and informational materials regarding key issues, through interpretation, best practices, research, explanation and education
- Opportunity to nominate students from your school for the NIAAA Scholarship annually
- Opportunity for national recognition through the NIAAA Awards Program





## Regional Representative Responsibilities

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- A. Serve as a liaison between the VIAAA and the athletic administrators in the representative's region.
- B. Encourage and promote VIAAA and NIAAA membership.
- C. Communicate periodically with the VIAAA Chairpersons in matters relating to Association business.
- D. Attend all Board of Directors meetings or notify the President and be granted permission to miss the meeting and send an alternate.
- E. Inform their respective Regional Councils of matters pertaining to business relating to the VIAAA and the VHSL.
- F. Assist the VIAAA in all matters pertaining to the operation of the organization.
- G. Directly assist in the regularly scheduled meetings, conferences and the day-to-day operation of the VIAAA.

### Monthly Responsibilities - September 2019

- Distribute VIAAA membership applications to the Athletic Administrators in your region. Please use the VIAAA website for an electronic copy of the membership application. Click on the membership info tab to obtain the application. Hard copies are also available on the back table.
- How can you help the VIAAA communicate better with your region? Please provide your electronic response to Joseph Breinig @ [Joseph.E.Breinig@lcps.org](mailto:Joseph.E.Breinig@lcps.org)
- Homework for the November meeting.
  - Please remind all AD's to post all (especially football) scores to their RSchool calendar.
  - Who is a member (type), certified and to what level (RAA, CAA, CMAA) in your region? Please provide electronic responses to Derek Farrey at [Joseph.E.Breinig@lcps.org](mailto:Joseph.E.Breinig@lcps.org) by **Thursday, November 1, 2019**.
  - Identify Athletic Administrators in your Region that are interested in helping with the 2018 VIAAA State Conference in Roanoke.
- There are two awards you or your region should be considering nominations for:





- Athletic Administrator of the Year - due November 1, nomination and instructions are available at <http://www.viaaa.org/forms-and-resources>. Four athletic administrators are awarded - 1/2 A, 3/4 A, 5/6A and Independent.
- Distinguished Service Award - due December 1, nomination and instructions are available at <http://www.viaaa.org/forms-and-resources>.

**Additional responsibilities include:**

VIAAA Information: <http://www.viaaa.org/>

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## Committee Chair Responsibilities

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### **Awards Committee**

**Statement of Purpose** – The committee exists to recognize and award individuals in and outside the field of athletic administration for their contributions to athletics.

**Job Description of Chairperson** – The chairperson shall: Supervise the administration of the awards process from nomination to selection.

- Meet with and report to the Board of Directors.
- Develop nomination forms consistent with requirements established by the Board of Directors.
- Maintain a record of nominees and recipients for Board of Directors and web page.
- Notify award recipients and arrange for their attendance at the Conference.
- Supervise the presentation of awards at the Annual State Conference.
- **Committee Responsibilities** – The committee shall:
  - Appropriately advertise the awards, the criteria for each, and solicit award nominations.
  - Establish time-lines for submitting award nominations.
  - Recommend award recipients to the Board of Directors.
  - Assist the chairperson in the maintenance of records.
- **Types of Awards for which the Committee is responsible**
  - NIAAA Awards (in consultation with the NIAAA Liaison)
  - VIAAA Annual Awards
  - VIAAA Special Awards

### **Exhibitor Liaison**

**Statement of Purpose** – To encourage businesses from across the state to exhibit at our Annual Conference.

**Job Description** – The liaison should work closely each year with the current Conference Exhibitor Chairperson.

- **Liaison Responsibilities** – The liaison shall:
  - Keep a current mailing list of all exhibitors.
  - Mail the first Conference mailing to all exhibitors and charge it to the VIAAA (not the host committee).

### **Membership Committee**

**Statement of Purpose** – The membership committee shall encourage and promote VIAAA membership by emphasizing benefits and services of the Association.

**Job Description of Chairperson** – The chairperson shall:

- Develop the current membership percentage from each region by using the master membership list. This should be reported to the Board of Directors at each meeting.





- Work with Regional Representatives to develop a plan of action to contact and solicit membership of all state athletic administrators through District Representatives.
- Send membership cards to all members (\$5.00 for replacement cards).
- Committee Responsibilities – The committee shall:
- Encourage membership from each region by making a personal contact to each non-joining member.
- Work with Regional Representatives to encourage 100% membership from each area of the state.
- Encourage independent school membership and middle school memberships.

### **Middle School**

Statement of Purpose – The middle school committee shall encourage and promote VIAAA membership and professional development by engaging middle school athletic administrators throughout the Commonwealth of Virginia.

Job Description of Chairperson – The chairperson shall:

- Develop workshop sessions for the middle school athletic administrator for the annual conference.
- This should be reported to the Board of Directors at each meeting.
- Work with Regional Representatives to develop a plan of action to contact and solicit membership of all state athletic administrators through District Representatives.
- Committee Responsibilities – The committee shall:
- Encourage membership from each region by making a personal contact to each non-joining member.
- Work with Regional Representatives to encourage 100% membership from each area of the state.
- Encourage independent school membership and middle school memberships.

### **NIAAA Liaison**

Statement of Purpose – To have one person consistently communicate with the NIAAA Board of Directors.

Job Description of Liaison – The Liaison shall:

- Communicate on a regular basis with the NIAAA.
- Report the current number of NIAAA members at each Board meeting.
- Oversee the NIAAA Emergency Network within the state.
- Report NIAAA information to the *A.D. mission*.
- Submit CAA test schedule and sites.
- Attend the Section 2 meeting.
- Attend the NIAAA Conference and NIAAA Liaison meeting.
- Oversee all NIAAA/NFHS Award nominations and selections.
- Ensure VIAAA membership to NIAAA.







### **Professional Development**

Statement of Purpose – To administer the professional development programs of the VIAAA and NIAAA.

Job Description and Chairperson – To supervise professional development programs for the membership.

#### **Committee Responsibilities**

- To supervise the Annual Conference Leadership activity.
- To develop curriculum and facilitate the New Athletic Director's Workshop.
- To oversee the NIAAA Certification programs.
- To supervise other professional development programs requested by the Board of Directors.
- To update membership on current issues pertaining to athletic administration..
- Note: All members whose LTI 790 instructor's fee is paid by the VIAAA are obligated to teach for 2 years.
- The following reimbursements will be given for professional certifications
- RAA - \$37.50
- CAA - \$75.00
- CMAA - \$125.00

### **Leadership Training Committee**

Statement of Purpose – To administer the NIAAA Leadership Training Institute curriculum.

Job Description of Chairperson – To ensure LTI courses are available in sufficient quantity and variety and to support LTI instructors in the delivery of courses.

#### **Committee Responsibilities:**

- To survey membership and develop an annual calendar of LTI offerings based on the results of survey.
- To encourage the development of additional LTI instructors and maintain a current list of courses they are eligible to teach.
- In consultation with the officers develop a proposed schedule of LTI offerings to be presented to the Board of Directors for approval.
- To assist the officers in the administration of Out-Reach and Out-Teach programs.

### **Public Relations Committee**

Statement of Purpose – To keep the Board of Directors abreast of political situations that could affect the interscholastic athletic programs in Virginia.

Job Description of Chairperson – To report to the Board of Directors any political actions that have taken place in the state.

#### **Committee Responsibilities – The committee shall:**

- Keep in close contact with area Delegates.





- Communicate with all areas of the state to keep abreast of the current political climate.
- Update and display the VIAAA display board.
- Keep membership apprised of current issues, both politically and changes to rules, equipment and facilities.

### **Publications Committee**

Statement of Purpose – The committee is responsible for the Association newsletter and other publications that will be distributed to provide a source of communication, information, and the opportunity for professional growth and development of the membership.

Duties of Chairperson – The Chairperson shall:

- Solicit information, articles and materials to be included in the newsletter.
- Coordinate production of the newsletter with a professional service to be emailed to members a minimum of three times per year.
- Meet with and report to the Board of Directors concerning the publication of the newsletter and information to be included therein.
- Send mailing list program to the vice chairperson to cross-check the membership list with the mailing list. The Retired Athletic Administrator should also get a mailing list from the vice chairperson.
- Assign the rotation and topics of professional articles for the year at the May Board of Directors meeting. Refer to the Publications Time-line for further information.
- E-mail the *A.D.mission* to principals and superintendents.
- Committee Responsibilities – The committee shall:
  - Submit professional articles for the *A.D.mission*.
  - Submit tips for sharing with other athletic administrators across the state.
  - Review regional report and committee reports for items to be included in the *A.D.mission*.

### **Scholarship Committee**

Statement of Purpose – To annually award scholarships (three Youngblood Scholarships, one Dodson Scholarship and Past President's Scholarship).

Job Description of Chairperson – The chairperson shall:

- Recommend the deadline date for scholarship applications to the Board of Directors.
- Update the scholarship application form as needed.
- Receive and review all scholarship applications with committee.
- Committee Responsibilities – The committee, which consists of the At-Large-Delegates, shall:
  - Encourage students to apply for these scholarships.
  - Meet in January to select award recipients.
  - Prepare a news release for and notify scholarship recipients.





- Administer collections of pictures and make banquet arrangements for recipients and their guests (3 tickets). Greet recipients and notify them when they may leave after completion of dinner at the banquet.
- Ensure the scholarship winners complete forms required by Treasurer to issue payment on student's behalf.

### **Ways & Means Committee**

Statement of Purpose – The committee shall function to establish a financial program to enhance and promote the goals of the VIAAA.

Job Description of Chairperson – The chairperson shall:

- Develop a plan of action for projects and the financing of such projects.
- Coordinate the operation of the 50/50 raffle at the VHSL Legislative Council meetings, the Annual Conference, and Board of Directors meetings.
- Meet with and report to the Board of Directors.
- Committee Responsibilities – The committee shall:
  - Assist in formulating an action plan for financing projects.
  - Help at all 50/50 raffles.

### **Conference Review Committee**

Statement of Purpose – The committee shall assist current and future conference chairpersons with planning of the Annual Conference.

Job Description of Chairperson – The chairperson shall:

- Update conference planning notebook annually and distribute to all conference committee members at the conference.
- Coordinate conference committee meetings.
- Make recommendations to the Board of Directors for future Conference sites.
- Committee Responsibilities – The committee shall:
  - Meet as requested.
  - Review all committee needs for the Annual Conference and hold at least one meeting at the Conference.
  - Evaluate the Conference and suggest improvements for future conferences. This information should be summarized and distributed to all future conference chairs.

### **Leadership Training Committee**

Statement of Purpose – The committee shall schedule LTI courses and assign instructors.

Job Description of Chairperson – The chairperson shall:

- Schedule LTI courses and assign instructors.
- Provide all materials and support for the instructors.
- Committee Responsibilities – The committee shall:





- Maintain current list of qualified instructors.
- Solicit information for best choosing the courses to be offered each year.

### **Technology Committee**

Statement of Purpose – To utilize technology to promote the VIAAA goals.

Job Description of Chairperson – The chairperson shall:

- Update and supervise the web page.
- Develop a PowerPoint presentation for Awards programs.
- Committee Responsibilities – The committee shall:
  - Review and update the web page.
  - Update the website with items as directed by the Board of Directors.

### **P.O.P. Liaison**

- Nomination – P.O.P. officer shall be appointed by the President with no term limitation.
- Shall update policy manual as needed.
- Report all policy changes to VIAAA webmaster.
- Shall maintain a master copy to be kept at the VIAAA library at the League office.
- Shall forward a copy of all changes to the President.

### **Past Presidents' Council**

Membership and Duties – All Past Presidents of the Association shall be members of the Past Presidents' Council. Any Past President may serve as the chairperson. The duties of this council shall be to assist and advise the Board of Directors of the Association.

Duties:

- To assist and advise the Board of Directors.
- Select the recipient of the Athletic Director of the Year Award and the Distinguished Service Award.
- Nominate individuals for the Virginia High School Hall of Fame and other awards.
- The Nominating Committee for the election of President-Elect shall consist of any Past President acting as chairperson, and all Past Presidents attending the January meeting. Members of the Board of Directors eligible for nomination for President-Elect shall be notified in writing of the nominating process by the committee chairperson.
- Process
  - The President-Elect position will be announced at the VIAAA Annual Conference Sectional meeting (one year in advance).
  - The vacancy will be announced in the Fall *A.D. mission*.
  - Applications will be due by October 1. President-Elect applications will go to the Immediate Past President.
  - The Past President's Council will review all applications and will interview the President-Elect candidates prior to the January Board meeting





- One nomination for President-Elect will be presented at the January Board of Director's meeting. The Board of Directors will approve one nominee to become President-Elect, by majority vote at its January meeting.
- The Past Presidents' Council will interview the President-Elect candidates at the January Board meeting.
- Two nominations for President-Elect will be presented at the February Board of Director's meeting. The Board of Directors will approve one nominee to become President-Elect

VIAAA Information: <http://www.viaaa.org/>

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