



**Board of Directors Meeting  
Monday, September 16, 2024  
VHSL Office - Charlottesville**



- I. **Call To Order** – Jonathan Bukva, CMAA, President – Meeting called to order at 9:37am
- II. **Pledge of Allegiance** – Shea Collins, CAA, President-Elect – Pledge of Allegiance lead by Shea Collins
- III. **Invocation/Moment of Silence** – Bruce Bowen, Retired – Mr. Stratton introduced Mr. Bowen for a tribute and moment of Silence from Mr. Dietze.
- IV. **Roll Call and Introductions** – Jonathan Bukva, CMAA, President  
Meeting attendance: Jonathan Bukva, Shea Collins, Bob Stratton, Lisa Corprew, Trevor Coleman, Shani Twyman, Ricky Tallman, Matt Pearman, Travis Gray, Tim Tryon, Courtney Atkins, Bradley Lang, Matt Hiserman, Greg Wade, Jeremy Eubanks, Chad Byler, Kirk Litton, Derek Farrey, Richard Farquharson, Caroline Heeter, Marcus Carter, Bill Lawson, Sarana Hyatt, Wendy Baylor, Ryan Patterson, Pat Full, Mike Krulfeld, Bruce Bowen, Chris Robinson, Dwayne Peters, Scott Morris, Jamie Plecker, Doug Campbell, Rusty Beamer, Lucas Brown, Joe Fowler, Glenn Anderson, Kevin Adams, and Marcus Williams.
- V. **Officers Reports**
  1. **Minutes – Lisa Corprew, CMAA** – minutes are posted on the VIAAA website.
  2. **Treasurer – Shani Twyman, CAA** – \$57,473.01 in the checking account, \$50,000. We need to remove the following people from the account: Chris Felton, Michael Payne, and Matt Pearman.
  3. **President-Elect – Shea Collins, CAA** – Looking to create more content on social media using the technology committee and the publications committee. Hoping to have information posted at least three times per month.
  4. **Past-President – Trevor Coleman, CAA** – deadlines for all applications are December 1, 2024. The following applications are due: Secretary, President-Elect and Student Scholarships. There will be a vote for secretary at the State Conference.
  5. **President – Jonathan Bukva, CMAA** –
    - Our theme this year is Better Together.
    - Attended the NIAAA Leadership Training Summit in Indianapolis in September. There are a couple of new courses that you should consider taking at the NADC – LTI 727: Building, Cultivating and Sustaining a Championship Culture and LTI 635: College Bound Athlete new courses at the NADC.
    - There will be additional communications using our sportsYou page, AMP and social media channels.
    - Don't forget to pick up a save the date card for the State Conference and share it with people that need the information for their principals and superintendents.
- VI. **Special Reports**
  1. **Executive Director/NIAAA Liaison – Bob Stratton, CAA-**
    - Had an opportunity to represent the VIAAA at the NEDC in Hawaii.
    - Secretary position that is open until the state conference where will we have a vote. Interested candidates should submit an interest letter to Trevor Coleman by December 1<sup>st</sup>.
    - We now have a new partner for awards – Proposal that US Awards will provide awards for the VIAAA (Pearman, Morris) – Motion passes – 33-0

- We will in November, we will nominate for all of the VIAAA awards. Shea Collins will ensure that all schools are aware of the VIAAA awards that we present. We will update the awards sheet to include the Dietze, Kemper, King Professional Development Award
- Motion to approve sponsorship of a golf hole at the NADC in Austion (Coleman, Farrey) – 33-0
- Proposal to move the \$50,000 Money Market to a Safe CD for a year. Bowen, Stratton and Twyman to search for a bank with the best rates. (Litton, Campbell) Motion passes: 33-0
- Proposal that VIAAA sponsor the NIAAA endowment initiative to support the St. Jude of \$500 (Litton, Carter) Motion pass: 31-0
- BigTeams website currently is hosting our website. They will charge us \$2500 a year to host our website beginning in September, 2025. We will be looking for a new website vendor to host the VIAAA website. Officers will explore the possibilities that exist.
- Final Forms training was completed by officers with current updates
- NIAAA Scholarship platform is transitioning to Final Forms to update their information. AD must be a member of the VIAAA for students to be eligible for the scholarship.
- Proposal for \$10,000 to be used for the New Athletic Directors Workshop in the case that we do not receive the NIAAA grant to help offset costs.
- Partnerships with Robbie Lightfoot, Boxout sports who will offer the same resources as Gipper.
- We have about \$52,000 worth of partnerships for the VIAAA that run in two cycles. Contracts are signed in September and in January.

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

- Tom Horn will serve as the new presenter for the Sports Law in Review at the NADC National Conference in December 13 – 18, 2024 in Austin, Texas. Hotels are filling up fast, please ensure that your register soon.
- The next NIAAA BOD meeting is in October via Zoom
- If you would like to serve on a National Committee, please let me know and I will send you an application.
- Introduction of VIAAA members on NIAAA Committee's: Jeremy Eubanks, Publications, Marcus Johnson-Williams, DEIB, Scott Morris, Awards and Carol Calloway, Certifications
- Congratulations to Scott Morris, Fluvanna HS, 2024 NFHS Citation Award Winner

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

- Legislation Review by the Executive Committee on Wednesday, September 18<sup>th</sup> are mostly first vote items that include:
  - Rule clinics – ask for consideration for the head coach to complete the rules clinic instead of just a coach.
  - Coaches Education – first year coach would complete it in their first year, after the 10<sup>th</sup> year would require 10 hours of recertification before their 11<sup>th</sup> year
  - Grade rule – Winter students to do have the ability to complete the winter sports season. Stafford County asking for clarification of the rule for the post-grad
  - Transfer rule – looking to clean up a loophole in the transfer rule. Students withdraw and enroll in a virtual program to
  - Wrestling contest limits – increase the number of tournaments from 5 to 8

- Cheer – provide clarification about what is allowed in sideline/competition cheer of when choreography can begin
- Drama – handbook change about advancements
- Scholastic Bowl – define advancement format to the state tournament
- Theater – add language to the handbook that prohibits microphone use
- Debate – Changing the prep time from 2 to 3 minutes and summary time for speakers to align with national best practice
- Publication – update language
- Robotics – align entry deadline with the VHSL calendar
- Film Festival – allowed multiple enters which points for the National Guard Cup to be clarified
- Announcements:
  - Rule clinics need to be completed by Activity Advisors posted on September 1
  - Wrestling rules clinic will be in person
  - Region C overseeing All-State voting with Mike McCall
  - If you want to host a State Event, submit your interest to the
  - State Leadership Conference – November 8 & 9 at Potomac High School
  - Laura Parker working the ADs to host monthly webinars
  - E-Sports registration is September 27<sup>th</sup>
  - 27 schools received letters about putting together a Sportsmanship Plan, schools that submitted a plan and have ejections will receive a letter of warning and will be placed on probation
  - Membership meeting on October 24<sup>th</sup> in Richmod
- 4. **VISAA Report** – Conference representation to rotate people. Championship dates have changed and will rotate around the station
- 5. **VIAAA State Conference** – Bob Stratton, CAA -

## VII. Standing Committee Reports

1. Awards – Tom Nadeau, CAA and Bill Lawson, III, CAA – All awards nomination packets are due by December 1, 2024. VIAAA Career Awards information is due by February 1, 2025.
2. Diversity/Equity/Inclusion/Belonging – Eyad Al'Taha, RAA and Marcus Johnson Williams – Publications and Technology will meet with Shea
3. Exhibitors – Danny Tryon, CAA and Tom Horn, CAA – No report
4. Finance – Tim Tryon, CAA and Mike Payne, CMAA – No report
5. Leadership Training – Derek Farrey, CAA and Richard Farquharson CAA –

The professional development courses are offered online and in person throughout the year, so there are many opportunities to fit any schedule. Leadership Training Institute (LTI) classes are listed on the NIAAA website under the learning catalog.

The VIAAA offers classes throughout the year at the VIAAA State Conference, Summer Institute, and New AD's workshop. A list of upcoming LTI classes can be found on the VIAAA website.

The VIAAA offers a great incentive for anyone who obtains a certification. After submitting the required paperwork and proving their certification, a VIAAA member can be reimbursed 50% of the certification application fee for NIAAA /VIAAA members.

LTI Opportunities for the 2024/2025 school year:

### **VIAAA OutTeach Grant**

VIAAA OutTeach Grant is an opportunity to bring professional development to your district, region, or geographical location. The VIAAA provides this grant as an incentive to our members to continue their professional development and maximum participation in LTI classes. The grant covers the cost of all course materials. A VIAAA member may make this request to the Board of Directors. The request should include the following information.

- LTI class being offered
- Location
- Date
- Time
- Number of members enrolling in the course

### **VIAAA State Conference**

Course Offerings at the State Conference are as follows:

LTC 601 Athletic Administration: Developing Athletic Department Handbooks (Pending NIAAA Grant to bring in Course Creator)

LTC 603: Building Athletic Program Alignment in K-12 School Communities

LTC 611: Concepts and Strategies for Interscholastic Marketing, Promotions and Fund-Raising

LTC 613: Technology I – Productivity and Collaboration with Google Workspace

LTC 615: Athletic Field Management

LTC 701: Leadership and Administration of Middle School Athletic Personnel (Available Online)

LTC 703: Student Centered Educational Athletics Performance Beyond the X's and O's

LTC 705: Coach Centered Educational Athletics – A Character Based Coach to Coach Mentoring Program

LTC 707: Improvement of Athletic Programs and Personnel Through Assessment

LTC 790 Athletic Administration: Leadership Training Instructional Methods and Techniques

### **2025 VIAAA Summer Institute**

The VIAAA offers a wonderful workshop each summer for new athletic administrators or for anyone that would like some refresher information. During the professional development three-day seminar the LTI 501, 502 & 503 classes are offered to get you on your way to the RAA certification. For summer 2024, the VIAAA is offering the New AD's workshop, Summer Institute and CAA exam in the same week. This is a great opportunity for athletic administrators to take advantage of other LTI classes being offered (617,619,621,625,627,715,717,719,721,723)

**Online Course Offerings - The VIAAA will no longer be offering Foundational courses since they are available through online courses, which offers members the flexibility to take these courses at their own leisure. The exception to this rule is the New AD Summer Workshop.**

Now available in the Classroom is an interactive online course option you can take on your own time, at your own pace, and wherever you would like. These four-hour courses include a digital manual, an interactive teaching style, instructional videos, an acknowledgment of course completion, and more

to help make the learning process easy and convenient for you. Check back regularly as we release more courses in this new format. Each online course is \$125 for our members and \$210 for non-members.

Link: <https://members.niaaa.org/page/LeadershipTraining>

Available Courses Include:

- LTC 501: Guiding Foundations & Philosophies
- LTC 502: Strategies for Organizational Management
- LTC 503: Enhancing Organization Management
- LTC 504: Legal Issues I (Liability for Sports Injuries & Risk Management)
- LTC 506: Legal Issues II (Title IX & Sexual Harassment)
- LTC 508: Athletic Administration: Legal Issues III (Hazing, Constitutional Law, Disabilities Law, & Employment & Labor Law)
- LTC 510: Athletic Administration: Legal Issues IV (Social Media, Transgender Participation, Event Management & Security, Pregnant & Parenting Student-Athletes, & Intellectual Property)
- LTC 901: Introduction to International School Athletic Program Administration
- LTC 902: Principles, Strategies & Methods for Athletic Programs in International Schools
- LTC 903: Concepts of Program Philosophy
- LTC 904: Child Protection Overview for the International School Athletic Administration

### **LTI CLASSES VIA WEBINAR:**

To meet the needs of individuals who desire to enhance their knowledge of interscholastic athletic administration and cannot attend the national conference or state conference, the NIAAA offers selected courses utilizing the internet through webinars. This offers the opportunity to take Leadership Training courses from the comforts of the office or home and receive the same quality instruction and the ability to ask questions and interact with peers as is provided in the classroom setting. [Click here for more information.](#)

Additional Resources:

[VIAAA Professional Development](#)  
[NIAAA Leadership Training Institute](#)

6. Membership – Michael Krulfeld, CAA; and Kirk Litton, CAA – There are 590 current members in the database with 17 the expired memberships as of September. The NIAAA will increase membership dues by \$20 in July, 2025.
7. Mentorship – Scott Morris, CMAA, Laura Parker, RAA, and Eric Phillips, CAA – There are 25 new athletic directors with mentors. Scott is attending the monthly meetings on the NIAAA monthly State Leadership committee for mentorship to obtain new information.
8. Middle School – Marcus Carter, CAA and Caroline Heeter, CAA – Will share a listing of current middle school athletic administrators with the board.
9. POP Manual – Lisa Corprew, CMAA and Derek Farrey, CAA – Will provide a clarification of the definition of an athletic administrator for serving on the board of directors at the November meeting.
10. Professional Development – Carol Callaway, CMAA – Congratulations to the 32 new certifications this year. Carol will prepare people ready to take the CAA exam.
11. Publications – Greg Mullins, CAA and Glen Anderson – No report
12. Public Relations – Brad Harper, CAA – no report

13. Retired – Bruce Bowen, CMAA – It's a great day to be RETIRED. 110 retirees on the current list of retirees. If you know of someone that is retired, share their contact information with Mr. Bowen. Larry Pence says Hello!
14. Scholarship – Wendy Baylor, CAA and Sarana Hyatt – Scholarship information is updated and ready to for distribution. Scholarship deadline is December 1, 2024. Just a reminder that the athletic administrator must be a member of the VIAAA for their student-athlete to be eligible to receive the scholarship.
15. Technology – Anola Douglas, RAA and Christian Chavis – No report
16. Ways & Means – Doug Campbell, RAA and Jamie Plecker, RAA – 50/50 on sale

**VIII. Break**

**IX. Professional Growth Session**

**X. Unfinished Business**

1. NADW final expense report – Expenses include: meals, snacks, staff lodging, staff travel for 38 attendees and 18 staff members for the NADW. Total expenses were \$\$13,836.75 with a final profit of \$8,376.90. We will have enough of money to help offset the cost of the NADW should we not receive the NIAAA grant to help cover the cost of expenses.
2. **State Conference Workshop Topics** – Jonathan Bukva, CMAA –
  - Phil Rison will be attending our State Conference as a guest speaker
  - Share the save the date cards with people in your region
  - If you are interested in serving as a presenter or moderator, email Jonathan Bukva about your interest
  - Baseball game on the schedule for the 2025 conference
  - 26-27 at the Sheraton Oceanfront in Virginia Beach

**XI. New Business**

1. NIAAA Endowment Golf Hole Sponsor proposal – Stratton - see the Executive Directors report
2. NIAAA Initiatives 2024 and 2025 – Bukva/Twyman – see the Executive Directors report
3. VIAAA/NIAAA Awards – Stratton - see the Executive Directors report
4. NIAAA Outreach Grant – Bukva – We will send a survey to see if there is something that you would like to present. Visit the NADC and use a presentation from that conferenced. Will have a confirmation by the November meeting. LTI discount will be offered at the State Conference again this year.
5. State Conference Planning – Bukva/Stratton
  - April 29 – May 2, 2025 at the Hilton Short Pump Richmond
  - LTI discount given again
  - Survey for workshops coming and finalized next BOD meeting
  - Phil Rison will be in attendance
  - Registration will be sent out after the NADC in January, 2025
6. Pop Manual Committee – See that all of the board of directors' members are able to meet the definition of an active athletic administrator
7. DEIB visibility – Use the publications and technology committee to present video on social media for the association

**XII. Announcements/Reminders**

1. Next BOD Meeting – Monday, November 4, 2024, at 9:30AM at Hyatt Place Charlottesville
2. NIAAA NADC Conference – December 13 – 19, 2024 in Austin, Texas
3. CAA Exam – Monday, January 27, 2025, following the BOD meeting
4. Fall ADMission Submission Deadline will be shared with the board soon

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 29 – May 2, 2025 in Short Pump, Richmond, Virginia. Send the share the date cards to someone that may need the information
7. VIAAA Professional Growth Summer Experience – \*Tentative Dates for NADW July 15 – July 17, 2025
8. sportsYou code is M32BPP4V. Join for VIAAA for weekly updates.

**Meeting Adjourned at 11:22am**

**#BetterTogether**

**Website:** <https://viaaa.org/>

**Twitter:** @VIAAA95

**Instagram:** @VIAAA1995

**NIAAA/VIAAA Membership Benefits: (we are a dual member state)**

- Interscholastic Athletic Administration, a quarterly professional journal written by and for athletic administrators
- VIAAA ADmission, professional magazine
- \$2,000,000 student injury and property damage liability insurance while performing the duties of an athletic administrator (see below)
- \$2,500 term life insurance
- Ability to purchase Long Term Health Care at discount rates, as well as discounts on Cancer Insurance and Accident Insurance
- Complimentary tickets to numerous state, college, and universities games
- Discount on registration fees for the National Athletic Directors Conference in addition LTI classes, certification, and other services
- Opportunities to serve in the NIAAA and VIAAA professional organizations.
- Opportunity to annually nominate students from your school for the NIAAA Scholarship
- Opportunity for national recognition through the NIAAA Awards Program
- Providing at the annual VIAAA Conference, college credit opportunities, staff development, leadership training classes and the CAA exam

**NIAAA Member Liability Insurance**

The NIAAA provides each regular member excess liability coverage for their duties as athletic administrators, athletic directors, coordinators, or supervisors up to \$2,000,000. Excess means coverage beyond any liability coverage through member's employer, and any additional personal liability coverage held. This liability insurance covers the members for claims or lawsuits involving bodily injury of an athlete (spectator or participant) involving negligence charged on the part of the directors of athletics, or property damage to a third party. This liability policy does not cover lawsuits for such claims as discrimination, wrongful suspension of a coach or athlete, harassment, personal dismissal, coaching, teaching or principal duties, or any other claim not involving bodily injury or property damage. Suits for such claims occurring during employment would have to be covered by the employer.

Type of Membership	Fee <i>(All Membership Payments will be processed through your Final Forms account – Credit Card or Check) (Please remember to allow at least 30 Days for your Membership Payment to process.)</i>
Active	\$125 Annually
Retired	\$30 Annually
<b>Lifetime Membership Fees (Annually)</b>	VIAAA/NIAAA Lifetime Members (Both) - \$0 Additional Fees  VIAAA Lifetime Members (Prior to May 2019)/Non-NIAAA Lifetime Members - \$85 Annually for NIAAA Membership (NIAAA Lifetime Membership is \$800).  NIAAA Lifetime Members/Non-VIAAA Lifetime Members - \$40 Annually for VIAAA Membership