



## WADA Executive Board Wisconsin Athletic Directors Association Meeting Agenda

Date: November 10, 2015  
Time: 1:30 PM  
Location: Kalahari Board Room (Post 2015 Conference)

- I. Call to Order -- Welcome New Board Members
- II. Attendance
- III. Workshop Review - Broad Strokes for Kalahari Staff
  - A. Hotel Rooms/Check-In
  - B. Mini-Session Rooms
  - C. Key Note Rooms
  - D. Meals
  - E. Vendor Hall
- IV. Thank You Notes: (Personal Notes)
  - A. Linzi/Duane Gronning
  - B. Brian Smith
  - C. Vendors
  - D. District ADs who nominated DSA and AD of Year
  - E. Those ADs who attended from you district
  - F. Kalahari Staff (Joey/Bart)
  - G. Healy
  - H. Esco
  - I. Other
- V. Workshop Evaluation - On-line - Review at Next Meeting
- VI. 2015-16 WADA Calendar - Tentative
- VII. 2016 Workshop
  - A. Theme: ***50 Years of Paying It Forward: Celebrating How We Got Here and Where We are Going!***
  - B. Main Speaker (Jim McClowry)
  - C. Mini Sessions (Tim Collins)
  - D. LTI Offerings (Todd Sobrilsky)
  - E. Attendee Benefit (Linda Olson)

- IIX. Challenge to Board: Connect with **2** between now and December 25.
  - A. Ask opinion on WADA Conference
  - B. What is working well in your district?
  - C. Who are you connected with as a mentor?
  - D. Direct to some resources.  
(see google doc for list)
  
- IX. Google Doc - share information here. Use email to direct people to docs.
  
- X. NIAAA Conference - Need to Know?
  
- XI Other
  
- XII Adjourn

**Hope to see you at the NIAAA Conference in Orlando, FL**

**WADA Executive Board Meeting Minutes**  
**November 10, 2015**

**Present:** President Jim McClowry, Past President Greg Harvey, President-Elect Tim Collins, Vice-President Peggy Seegers-Braun Executive Director Greg Smith, Retired AD Liason Barb Deichl, District 1 Rep Jim Sekel, District 2 Rep Nathan DeLany, District 3 Rep Bob Sanders, District 4 Rep Linda Olson, District 5 Rep Mike McHugh, District 6 Rep Jill Stobber, LTI Coordinator Todd Sobrilsky  
**Absent:** District 7 Rep Sarah Unertl

- I. **The meeting was called to order at 12:38 PM**
- II. **Attendance was taken.** (See above)
- III. **Workshop Review** - The group talked about the Conference with broad strokes in preparation for the Executive Officer's meeting with the Kalahari Staff which will take place following this meeting.
  - a. **Hotel Room/Check-In** - Some concerns with enough staff to handle the check-in especially on Sunday. It was a slow process taking as long as 25 minutes with people waiting 6 deep at times. Many experienced rooms not being ready, but did appreciate the option to receive a text when their room was ready. Even though rooms weren't ready, people were able to get wrist bands and use the water-park while waiting for their room.
  - b. **Mini-Session Rooms** - Why did the rooms change after we had checked the programs? Greg believed the printer perhaps used the rooms from last year on their template. The room for the main speaker was too small. Suggest for next year to see if we can get a bigger room or have one less mini-session in favor of a bigger room. Some suggested that the rooms were cold - can the temperature be adjusted? Some thought that it was a problem to have mini-sessions in the Banyon and Ironwood which were a distance away from the rest of the mini-sessions. Announcing how to get to those rooms seemed to help this year and did not seem to affect attendance, but going forward it would be our preference to have all the mini-sessions in the same general area.
  - c. **Key Not Rooms** - Both speakers this year did not use the stage. Can we ask if a bigger stage is possible? Tim did request that in two years he will need a bigger stage for his speaker.
  - d. **Meals** - All agreed that the service was good and the meals were excellent. Thanks Greg for picking a great menu!
  - e. **Vendor Hall** - The question was asked if we can have two TV screens as the vendors on the end where the screen was seemed to have more people around them. Do we need a game on even if the Packers aren't playing? Yes! When the door prizes were being announced, people tended to gravitate and stand by the drawing. Suggested having a WADA booth in the middle of the vendors

specifically for the drawings so people are more spread out in the middle. Try to adjust the volume on the microphone as it was really loud. Try to have the booth numbers visible.

**IV. Thank-You notes:** Jim would like the Board to send hand-written thank-you notes to some key people. He is going to have cards made up and will get them to people.

- a. Linzi and Duane Gronning - Mike McHugh
- b. Brian Smith - Jim McClowry
- c. Vendors - Greg Harvey
- d. District AD's who nominated DSA and AD of they Year - District Reps
- e. AD's who attended from your District - District Reps should send an email - personal note to new AD's
- f. Kalahari Staff (Joey/Bart) - Greg Harvey
- g. Healy - Greg Smith
- h. ESCO - Greg Smith
- i. Pass on names of those retiring to Barb and she will contact them.

**V. Workshop Evaluation** - Greg Harvey will send out a reminder to all Athletic Director's reminding them to complete the workshop evaluation. We will review at our January meeting.

**VI. 2015-2016 WADA Calendar** - A tentative calendar was distributed along with Jim McClowry's expectation to go paperless. Google docs rule - even for old people...

**VII. 2016 Workshop** - The theme will be "50 Years of Paying It Forward: Celebrating How We Got Here and Where We Are Going!" Jim will be in charge of the Main speakers, Tim is in charge of the mini-sessions, Peggy is in charge of presidors, Todd is in charge of LTI offerings, Linda is in charge of the attendee benefit. Jim expects this to be a 365 day celebration, not just a weekend event to celebrate our 50 years. He has engaged in conversations with a lot of retired AD's that have great stories and insight and wants them to feel valued.

**VIII. Challenge to the Board before Christmas** - Go on to the Google Doc list of new AD's and put your name by 2 new AD's. You are then asked to reach out to those two people and ask them their opinion of the WADA Conference, how is it going in your district, who is your mentor, how is it going, direct them to some resources...

**IX. Other** - The retreat will be July 19-21 in Door County at the Landmark. Greg Smith encouraged everyone to reach out to people in your District that did not register. He actually reached out to 25 people right before the Conference and 23 registered who had not been registered before he contacted them. Some preliminary discussion with regard to the golf outing. We will wait to see the caucus notes, but it might have to stay at Trappers Run due to a previous commitment. Some thought that later in July would work. It may be able to be combined with the new AD workshop and LTI classes.

The meeting was adjourned at 1:18

**WADA Executive Officer's Meeting Minutes**  
**November 10, 2015**

**Present:** President Jim McClowry, Past-President Greg Harvey, President-Elect Tim Collins, Vice President Peggy Seegers-Braun, Executive Director Greg Smith, Joey (Kalahari Staff), Bart (Kalahari Staff)

- I. Jim thanked Joey and Bart, and the rest of the Kalahari staff for all of their efforts during this year's Conference. Members appreciated the text notifications. Members were challenged by the check-in process and felt there was not enough staff and some had to wait 20-25 minutes to check in. Joey said the check-in process was slowed down with the S-211 forms (or lack of) which should be sent prior to check-in. It was suggested that we add that form to our registration and let people know that it should be submitted prior to check in. People can only use tax exempt form if paying with a check or school credit card. If they use a personal credit card they will be charged tax.
- II. Greg Smith asked for clarification as to how he can pay for rooms on Saturday for Past-Presidents and not pay for the additional nights they might stay. Joey seemed to think that could be done.
- III. Mini-Session rooms - Joey seemed to think that one room with theatre seating (instead of tables) would be able to fit 94 people which would help with our concern of the main speaker sessions since we had over-flow crowds. With advanced planning and depending on what other groups are in the convention center at the same time we are, we will try to have all the mini-sessions in the same area and avoid the Banyon and Ironwood rooms.
- IV. We were asked to call the hotel staff if we need help adjusting the lights and sound. We should not try to do it ourselves.
- V. We asked the question if hotel staff could be available to help with issues that may occur before our main speakers. Ask for a sound check 30 minutes prior and they can stay until the speaker begins. A larger stage is possible, just let the staff know.
- VI. It was noted that the meals were excellent this year.
- VII. The question was asked about additional TV screens in the vendor area. It was suggested that additional flat screens could be wheeled in to compliment the large screen on one end.
- VIII. A discussion with regard to temperature took place. The hotel staff admitted that they have a difficult time hitting the appropriate temperature with every group.
- IX. A discussion regarding the Past-President dinner took place. The event can begin any time, but dinner will always take 2-2.5 hours.

X. Tuesday before the golf outing please finalize rooms needed for LTI and menu

The meeting adjourned at 1:51

**Executive Officer's Meeting following the Hotel Staff Meeting**  
**November 10, 2015**

**The meeting resumed at 1:51**

- I. Jim wrapped up the meeting Officer's meeting with just a few comments - Janet Bahr did approach him about bringing back the Women's Caucus. A discussion took place regarding this issue. It was decided that we would discuss this issue with the entire Board at the next meeting in January to ask for their input.
  
- II. The 5-State exchange will take place in Indiana this March. The Executive Officer's attend. We need to let Greg Smith know who will be attending.

**The meeting adjourned at 2:13**

All of the above minutes from November 10, 2015 respectfully submitted  
by Peggy Seegers-Braun