

Maine Interscholastic Athletic Administrators Association Meeting – June 10, 2013

Present: Mike Archer (Orono), Jeff Benson (Oxford Hills), Lee Hixon (St. Dominic Academy), Gene Keene (Brunswick), Don King (Poland), Matt Lash (Medomak Valley), Todd Livingston (South Portland), Todd Sampson (Mt. Ararat), Bob Sinford (Machias), Jeff Thoreck (Cape Elizabeth), Martin Ryan (MIAAA Executive Director), Sue Robbins (MIAAA LTC/Awards Coordinator), Gary Stevens (MIAAA Assistant Executive Director), Mike Burnham (Maine Principals' Association), Gerry Durgin (Maine Principals' Association)

Absent: Molly Bishop (Richmond), Phil Faulkner (Katahdin), Gordon Salls (Sanford), Bunky Dow (MIAAA Associate Executive Director)

- I. Meeting was called to order at 9:04 AM at the Maine Principals' Association Office in Augusta.
- II. Roll Call – Bunky Dow will not be in attendance due to an injury. Gary Stevens took the minutes of the meeting in his absence.
- III. **Strategic Plan** – Gerry Durgin

The group examined all Strategic Plan items proposed by the Strategic Plan committees.

Item – Comments

- #1 – Proposed amendment that second signature be required on all checks written for or in excess of \$1000.00
- #2 – Sponsorships for activities at spring conference should be sought – very common at many other state athletic administrator conferences
- #3 – Executive Director supports communicating financial information in fall and spring conference packet
- #4 – Currently being examined by management group
- #5 – Management group has already begun restructuring job responsibilities of all MIAAA administrators – proposals submitted to Board of Directors in the pre-meeting packet
- #6 – Suggestion that there be a rate for students as well as a definition of what constitutes a retiree; Marty does not support doing this until 2015-2016 as we recently had a dues increase after twenty years without one
- #7 – Discussion regarding MIAAA sponsorship of an all-class event for various sports; Board agreed to develop a task force to study the feasibility of this recommendation
- #8 - No discussion regarding this recommendation
- #9 - Word “hierarchy” will be removed; Bunky Dow will be exploring how evaluations are completed at the NIAAA level (currently employ president and president-elect)

- #10 – Marty confirms that there will be changes in the by-laws
 - #11 – Scratched
 - #12 – Mentoring program needs to be reinstated – using veteran athletic administrators as mentors may be a logical strategy for implementing this program
 - #18 – MIAAA and MPA share same web service – linking should be easy to accomplish
 - #20 - Some members have asked if the timing of the spring conference is good
 - #25 – Need to make more members aware of the MIAAA website – several people on strategic planning committee are not aware that they exist
 - #26 – Marty considering doing one meeting using Tandberg system next year
- Another Concept – MIAAA have “state” goals each year developed by president and president-elect

Other Discussion Items:

1. Marty – Did the Technology Committee talk about our inventory of technology and what we need to do to update our current hardware and software?
2. Gerry Durgin thanked the Board of Directors for allowing him to participate and also acknowledged the committees and their chairmen (Doran Stout, Craig Sickels, Anthony Amero). The diversity of the membership of the committees was an asset to the process.
3. General Themes of the Strategic Plan
 - a. Examine job descriptions of the executive staff
 - b. Board meeting processes – challenge for many athletic administrators be released for an entire day – can some of the meetings be done electronically to save committee dollars?
 - c. Consensus that the MIAAA should have a set of goals that it works on each year and should be focused on Maine’s student-athletes and Maine
 - d. MIAAA needs to foster concept of “one Maine” -- Board of Directors need to reach out to Maine people
 - e. Questions for the Future: What is the MIAAA going to look like ten years from now? What will athletic administrative positions look like in the future? Will athletic administrators be valued? How do we serve the people for whom we work?
 - f. Financial concerns dominate the future of athletic administration
4. Marty thanked Gerry and the committees for their time and work on this important project
5. Marty suggested that all changes be made prior to the August meeting and the plan be formally be voted upon by the Board at that time.

IV. **Maine Principals’ Association Report** – Mike Burnham

- a. New Athletic Administrators Orientation – Monday, August 5 – looking to be more interactive – have AD’s bring in their laptops and work on projects with assistance of veteran athletic administrators

representing various conferences – important to incorporate LTC 502 into that program

- b. Maine Concussion Law – Superintendents will be looking to implement new policies during the summer, but there will be additional time for systems to adopt. Maine Concussion Group will be providing packets with templates and PowerPoints to help develop and implement these ideas. All materials are designed to help schools that do not have access to certified athletic trainers.
- c. Public/Private Committee Report (provided in hard copy form)
 - i. Committee examined a number of issues and data related to public and private school competition
 - ii. Five recommendations have been forwarded to the Interscholastic Management Committee for discussion at its next meeting – It is anticipated that it will come out of that committee in a different form.
 - iii. Jeff Benson noted that classification and commissioner overturning superintendent’s agreement drove a great deal of the discussion.
- d. Classification Committee will be convening again next fall.
 - i. Gerry Durgin would like to have representation from each league in the state – Tuesday, August 6 – 9:30 AM at MPA Office.
 - ii. MPA has also reached out to the media as well.
 - iii. Models of classification in other states are also being examined for input.
 - iv. The East/West model may have to be reexamined given the current demographics of the state of Maine.
- e. MPA Golf Tournament on September 29 will be used to help sponsor five scholarships at the MPA Principals Awards banquet. These funds will also be used to help finance the costs associated with the student advisory. – Gerry Durgin has done the majority of the work on this project.
- f. MPA will have its first Hall of Excellence induction ceremony next year – recognizing both Professional and Interscholastic sides of the organization – LifeTouch will be the sponsor (100%). Nomination papers for this event will go out early in the fall. Student-athletes, coaches, athletic administrators, and principals are all eligible for induction. The MPA will recognize up to ten people per year.
- g. Rule Review Committee met twice this past spring – representatives from each of the eight leagues participated in the process. All MPA rules and by-laws and various scenarios were reviewed by the group. There were two recommendations that will go to the Interscholastic Management Committee:
 - i. Middle school student-athletes should not be practicing with high school teams, but subvarsity teams should be able to scrimmage against middle school teams if a need occurs.

- ii. Coaches should be able to attend undergraduate tournaments as spectators. They should not be able to work with their athletes as has been the past practice. The key issue has been whether or not there has been instruction.
- h. Baseball and softball playoffs – a number of games will be played today. Regional championships for baseball and softball begin on Tuesday and Wednesday.
- i. Football Committee – championship games are being examined. The recommendation will be that there will be a Friday night championship at the University of Maine at Orono and maintain “Championship Saturday” at Fitzpatrick Stadium. There will be a rotation, but Class A most likely will be permanently in Portland.
- j. Officials’ Fees Committee meets later this month, and rates for officials’ fees will be finalized at that time. It is anticipated that there will be a fifty-cent increase per sport in 2013-2014.
- k. Sportsmanship Award voting participation has improved each year. Next year there will be sportsmanship awards presented in all activities.

V. **Assistant Executive Director’s Report** – Gary Stevens

- a. 2013 Fall Conference Preview
- b. MIAAA News – Review of spring issue and preview of Back to School Issue
- c. MIAAA Professional Development Program – Gary will work this summer to reinvigorate this program
- d. Review of Maine Basketball Commission Notes from April 9 meeting
- e. Review of highlights of 2013 Virginia Athletic Directors Conference

VI. **Leadership Training/Awards and Certification Chair Report** – Susan Robbins

- a. 80 participants in the LTI program at the spring conference
- b. August 5 – LTC 502 instructors needed – confirm with Susan Robbins
- c. Section I Summer Institute – June 30 – July 3 (www.section1niaaa.org) -- please mention at remaining league meetings
- d. Awards process – provide feedback on awards process/presentations at the spring conference
- e. National Awards were sent in March to meet the April 1 deadline
- f. Katrina Lapham of Belfast Area High School is the Section I female recipient of the \$1000 scholarship
- g. Hall of Fame application for Keith Lancaster will be sent in June
- h. Certification workshop at spring conference was very well received
- i. Susan, Marty, and Anthony Amero met with Mark Cyr of Maine Department of Education regarding future certification process

VII. **Correspondence** – Marty Ryan

- a. Thank you note from Mike Burnham for MIAAA Award

- b. Thank you note from Cape Elizabeth scholarship recipient

VIII. **Financial Report** – Marty Ryan

- a. Review of this year's check register and recent transactions
- b. We appear to be \$8000 ahead of last year's pace, but MIAAA will lose Dick's Sporting Goods donation.
- c. Review of comparison data between current expenses and revenues and those of the last three years

IX. **New Business** – Marty Ryan

- a. Review of proposed changes for MIAAA nomination report – Motion to accept proposed changes by Livingston/Lash – approved unanimously
- b. Samoset Contract
 - i. Samoset has approved a possible 3% increase for nightly room rate in each of the next three years. Marty feels that a three-year contract is viable as a means of saving some money for conference members.
 - ii. Todd Sampson asked if we are looking at different sites given the recommendations of the strategic planning group.
- c. Review of five-year comparison of spring conference finances
 - i. Total revenues - \$40,933
 - ii. Total expenses - \$19,849
- d. Review of spring conference evaluations
 - i. Need for board to help get more people attending these sessions
 - ii. Could PowerPoints of presentations be placed on our websites?
- e. Discussion of ideas for future spring conferences
 - i. Food Festival – Marty is looking at running workshops and sessions with a general session in the middle of the day – eliminate 7:30 PM session but have a food festival in the exhibit hall – potential cost savings and opportunity to have more people in the vending hall – Board of Directors supports this concept
 - ii. Section I Board of Directors Nomination – one cover letter received to date – needs cover letter, principal's endorsement, and application
- f. Section I Meeting in New Hampshire notes reviewed
- g. Maine Concussion Management group is looking for two schools without athletic trainers to collect injury data (Mike Roberge, Matt Larsen). The group is also looking for 5-7 schools that do have athletic trainers to also assist.
- h. Marty has been invited to join the MPA to go around the state to speak with various conferences this fall.

- i. Suggested changes in job descriptions for management personnel were reviewed. Jobs are much more appropriate and a new job title has been established for the LTI/Awards/Certification person. President Benson suggests that these changes need to be approved by the full membership.
- j. Section 6 – donation request from NIAAA to assist people impacted by the recent tornado -- Motion (Keene/Livingston) to give \$250.00 to Section 6 – approved unanimously

X. League Reports

- a. Downeast Athletic Conference
 - i. Scheduling continues to be a problem
 - ii. Student from Jonesport-Beals is taking a major leadership role in the MPA Student Advisory – possible fundraiser taking place at Machias this summer
- b. Western Maine Conference
 - i. Continuing conversations with other leagues about opening up schedules
 - ii. Kennebunk High School be rejoining the WMC next year
- c. Kennebec Valley Athletic Conference
 - i. Academic banquet formerly conducted by principals became part of the work of the athletic directors – has evolved into a golf tournament that supports scholarships
- d. Southwestern Maine Activities Association
 - i. No report
- e. Penobscot Valley Conference
 - i. Conference gave twelve \$1000 scholarships at its recent banquet

XI. Dates for next year's meetings

Monday, September 16 – United Technologies Center
Monday, October 21 – MIAAA Fall Conference – Augusta Civic Center
Monday, November 4 – Maine Principals' Association Office
Monday, January 13 – United Technologies Center
Monday, March 3 – Maine Principals' Association
Monday, March 17 – United Technologies Center
Tuesday, April 1-Friday, April 4 – MIAAA Spring Conference – Samoset Resort
Monday, June 9 – Maine Principals' Association

- XII. Meeting was adjourned (Sampson/Sinford) at 12:35 PM.

Respectfully submitted,
Gary Stevens