

**Maine Interscholastic Athletic Administrators Association Meeting Minutes –
United Technologies Center – Bangor - March 17, 2014**

I. Roll Call

Meeting called to order at 9:00 AM.

Present: Michael Archer, Jeff Benson, Lee Hixon, Gene Keene, Matt Lash, Todd Livingston, Don King, Gordon Salls, Rick Sinclair, Bob Sinford, Martin Ryan (MIAAA Executive Director), Gary Stevens (Assistant Executive Director)

Absent: Molly Bishop, Jeff Thoreck, Tim Watt, Bunky Dow (Associate Executive Director – Communications and Recognition), Susan Robbins (Associate Executive Director - Leadership Training and Certification)

II. Associate Director's Report

- a. Mileage sheet was circulated by Executive Director Ryan
- b. Approval of March 3, 2014 Minutes: Motion (Benson/Keene) Approved – 9-0

III. MPA Report

- a. Mike Burnham absent from this meeting – No MPA staff member report
- b. MPA Wrestling Committee meeting on Friday to discuss classification issue and concerns about tournaments where it may be necessary for competitors to exceed the match per day limit
- c. Mike Archer discussed major talking points from A.D. Advisory Committee
 - i. MPA Basketball Committees looking at having all quarterfinal rounds end by Tuesday night – discussion at A.D. Advisory Committee
 - ii. Locations of state track and field championships still to be determined
 - iii. AD's need to go to www.sub5.com in order to obtain some forms
 - iv. Concerns that several of the bulletins have come out late
 - v. Aroostook League – discussions regarding downhill skiing occurring after the break and release of students from school
 - vi. MPA continues to have discussions about Class D East and possibility of a fifth class
 - vii. Dick Durost will have a follow-up discussion with Peter Webb regarding timing of preliminary tournament assignments
 - viii. Dr. Heinze explained that only NOCSAE approved lacrosse balls be used for practices and games – schools might be advised to not distribute older balls to youth leagues due to liability issues

- ix. Baseball coaches have asked for there to be a 12/3 ratio of pitchers and catchers for the first week. The MPA Baseball Committee was receptive to the concept of a “throwing program” and is asking for baseball coaches to develop some protocols.

IV. League Reports

- a. Southwestern Maine Activities Association- concerns over selection of basketball officials for tournament play
- b. Downeast Athletic Conference
 - i. Revision of constitution has taken place in the conference
 - ii. Bob Sinford will be president of the DAC next year
- c. Western Maine Conference
 - i. Many lacrosse coaches frustrated with the new ball rule
 - ii. League is continuing to work with other schools regarding the opening up of schedules
 - iii. WMC and SMAA has created an ad hoc committee on officials assignments
- d. Classification Committee is meeting on March 25 at 9:00 AM and will be looking for all conferences to be represented – five classes, shifting population, and cross-conference scheduling are some of the topics being examined

V. Assistant Executive Director Report

- a. MIAAA News
 - i. Most recent issue released on March 13
 - ii. Feedback
 - 1. Marty – great way to communicate to our members
 - iii. 18th issue of the e-zine will be coming out by the end of May
 - iv. Topics of interest – please share with Gary Stevens
 - v. Recognition of coaches and students sought from leagues and member schools
- b. MIAAA Professional Development Program
 - i. Programs underway or developed in the following leagues
 - 1. SMAA – Marty Ryan and Gary Stevens
 - a. April 15 – Thornton Academy – 9:00 AM – “Risk Management”
 - 2. PVC – Mike Archer and Dennis Kiah continue to provide program
 - 3. KVAC/Central Maine – Jeff Ramich, Chris Moreau (Beginning program again in fall, 2014)
 - 4. WMC – Don King, David Shapiro (Initiating program in fall, 2014)
 - 5. Organizational PowerPoint has been sent to facilitators of new programs

6. Marty Ryan would like to see this program extend to other areas of the state
- c. Maine Basketball Commission – Meets on April 8
 - i. Discussion Points
 1. “Do Not Want” List – there was at least one example of an official assigned who was on someone’s list– Can site officials supervisor be of help in ensuring that this does not happen?
 2. Concern about sending a person who has not worked a “steady diet” of a given league to officiate a tournament game
 3. Talent pool for the regular season and the tournament was thinner than previously – Is the number of varsity games required too high a number?
 4. Perception that the officiating supervisor in the building may impact some officials and how they call the game
 - d. Section I Meeting
 - i. Section I Summer Institute in Brewster, MA – June 29-July 2
 - ii. Handout – schedule of courses offered at this institute
 - iii. Marty Ryan, Matt Lash, Gerry Durgin, and Gary Stevens are attending the Section I meeting in Burlington, Vermont on March 30 – any issues to be shared with the group should be shared with one of the people attending
 - e. Fall Conference Update
 - i. KVAC Idea: Is the first week in November open (as an alternative to having the conference in October)? – It once was a conflict with the Assistant Principals’ Conference
 - ii. Currently booked date: October 20
 - iii. Group was supportive of continuing the fall conference
 - iv. Marty: It is a great opportunity to collect dues for the association and matches our fiscal year. In addition, our constitution requires two annual meetings
 - v. Theme selected for the 2014 fall conference: The 21st Athletic Administrator
 - vi. Suggested workshop topic: having a meteorologist provide some training for athletic administrators in attendance

VI. Leadership Training Coordinator Report

- a. Susan’s report was e-mailed on Friday, March 14 as a reply to Marty’s e-mail of Board of Director meeting materials
- b. 80 participants currently enrolled for LTC classes
- c. Date of new AD’s workshop has not been determined – new LTC 790 course will be offered at that time
- d. Four people have signed up to take the CAA exam
- e. Susan felt that the on-line registration process has gone fairly well

- f. Some states have had people pay by credit card – there are charges involved

VII. Executive Director's Report

a. Correspondence

- i. Exhibitors asking questions and seeking information – mostly electronic mailings
- ii. New Exhibitor – A+ Athletics from New Hampshire – found our website

iii. Financial Report

- 1. Previously sent to the Board of Directors electronically
- 2. Ten mileages paid last time
- 3. Purchase of LTC materials and other conference materials were key expenses
- 4. Current Revenue Report
 - a. 120 current members
 - b. Dues are down for MIAAA overall
 - c. Miscellaneous revenue
 - d. Current spring conference registration is at 108 – slightly down from budgeted amounts
 - e. Working on getting additional vendors for the conference
 - f. We are 37% behind projected numbers, but anticipate that these numbers will increase
- 5. Expense Report
 - a. Marty reviewed various potential expenses line by line
 - b. Directors will be paid after spring conference
 - c. Our expenses are down 69%, but there will be more expenses forthcoming
 - d. Motion to approve financial report (King/Livingston) – Approved 10-0

iv. Strategic Plan

- 1. Our members will have MIAAA Constitution, job descriptions, and Strategic Plan bound together and included in our registration packet
- 2. Changes since the last time Board of Directors discussed the plan
 - a. Item 10 – Transition between current and next Executive Director – also reflected in job descriptions
 - b. Item 11 – Mentoring Program – include retirees (has already started)
 - c. Item 13 – Relationship with MAHRERD

- i. Marty connected with their leadership about bringing LTC 714 (Challenging Personalities) to its conference
 - ii. Their schedule has already been planned and cannot accommodate LTI training, but perhaps it would be available for them in 2015
 - d. Item 19 – Coaches Education
 - 3. Question: What if someone suggests that we make changes in the document?
 - a. Process: Send out electronically and provide in hard copy form
 - b. Amendments sent to Matt Lash
 - c. Amendments dealt with individually
 - 4. Issue: Associate Director is the Parliamentarian.
 - a. Bunky Dow is away at this time. Gary Stevens will serve in this role; Matt Lash will preside over the process.
 - 5. Todd Livingston will move the report; Gordie Salls will make the second.
 - 6. Todd Livingston suggested to add a third column illustrating the progress to date in the process of this plan. It will be added subsequent to the approval of the Strategic Plan
- v. Constitutional Issues/Job Descriptions
 - 1. Mission statement added to the Constitution: Motion (King/Archer) – Approved 10-0
 - 2. Suggestion that all dues changes announced will go into effect a minimum of two fiscal years after approved
 - 3. Article IV. Section 6 – language changed to include four directors
 - 4. Clarification of Parliamentarian
 - 5. Review of job descriptions of the four directors and transition process between executive directors
 - 6. Changes in Job Descriptions: Motion (King/Archer) – Approved 10-0
- vi. Spring Conference Report
 - 1. Report on Member Registrations
 - a. Currently at 108
 - 2. Report on Exhibitor Registrations
 - a. Marty announced that there are 26 vendors who are interested in attending the conference. There are three companies (Anaconda, Dave Ayotte and Associates, Schedule Star) that have rented an additional space.

- b. There are some companies that are not sending people on the road for conferences and others that are selective in what conferences that they sponsor
 - c. Awaiting: Atlantic Sportswear, Bordick and Coutts, DMR Sports Sales, Get Etched, Gilman, Gymnasium Floor Refinishes, Hussey Bleachers, Ridell, Royal Flush, Sports Fields, W.S. Emerson, Wilson, Cheerleading group, Workout Fitness
 - d. New Groups: Field Turf, New England Sports Managers
 - e. Idea: Have each member of the Board of Directors approach two or more exhibitors and thank them for their support
3. Sponsors – A great deal of the Tailgate function has been underwritten by corporate sponsors
 4. Signage – Listing of corporate sponsors
 5. Review of Spring Conference Program
 - a. First Time Attendees Program – provide them copies of NIAAA textbook
 - b. Assigned at least one board member at each session
 - c. Assistance needed at registration area during Wednesday
 - d. Need to check on all awards after Tuesday evening LTI session -- Lash, Livingston, King
 - e. Gene Keene will contact Colin Roy to get his door prize drum
 - f. Collating meeting – March 28 – 3:00 PM at Thornton Academy (Ryan, Stevens, Keene, Livingston, Salls)

VIII. Other Business

- a. Susan Robbins suggested that we have an electronic meeting in August as opposed to a live one
- b. Next full meeting: We will establish next year's meeting dates
- c. Board of Directors will meet after the breakfast session on the Friday of the spring conference
- d. Rick Sinclair requested job description for people who give out speaker gifts

IX. Adjournment: Motion to Adjourn (Keene/Benson) 9-0 Meeting was adjourned at 11:55 AM.

Respectfully submitted,

Gary Stevens
Assistant Executive Director