



**Board of Directors Meeting
Monday, September 26, 2022
Hyatt Place - Charlottesville**



- I. **Call To Order** – Christopher D. Felton, CMAA, President
- II. **Pledge of Allegiance** – Michael Payne, CAA, Treasurer
- III. **Invocation** – Lisa Corprew, CMAAA, NIAAA Section II Board Member
- IV. **Roll Call and Introductions** – Matthew Pearman, CAA Secretary
 1. Meeting called to order at 9:33am with 47 members present.
- V. **Officers Reports**
 1. Minutes – Matthew Pearman, CAA
 1. Sept. 25, 2022 Officers Meeting - Hyatt Place, Charlottesville
 2. Called to order at 4:02pm with 8 members present and 4 attending virtually.
 3. The officers heard updates on the association's 50th anniversary celebration, reports from each of the officer's respective areas of responsibility, and discussion was had on each of the agenda items - all of which will be shared as part of today's Board agenda. Reflective reports were presented from the VASSP conference presentation, the VHSL Title IX celebration, and the Summer Professional Development Institute and New Athletic Director's Workshop. Announcements were made, with discussion, regarding the upcoming VIAAA Fall Institute and CAA Exams, as well as the National Conference in December.
Adjourned at 6:35pm
 4. The Last Board Meeting was held on May 2 at the VHSL office. The agenda with minutes was shared via email. Barring any objections I'd like to make a motion for the May minutes to be approved as presented.
 5. Motion to Approve: R. Beamer; Second: D. Matthews; Unanimous approval.
 2. Treasurer – Michael Payne, CAA
 1. Checking - \$19,578.76
 2. Money Market - \$49,837.03
 3. Total - \$69,415.79
 4. Update on Reimbursement Process & Transparency of Finances
 5. Motion by Jimmy; Second - D. Jones; Unanimous approval
 3. President's Report – Christopher D. Felton, CMAA
 1. Challenge for members with CAA to level up to CMAA
 2. Awards updates
 3. Treasurer Position proposal - Election one year in advance of change-over, allow for shadowing and a smooth transition. M. Payne's term ends 2024, proposal would allow for a Treasurer-Elect to be voted on in 2023.
 1. Motion - B. Bowen; Second - L. Corprew; Vote - Unanimous approval
- V. **Special Reports**
 1. Executive Director/NIAAA Liaison – Bob Stratton, CAA
 1. Will receive via email from Bob S. and post here when received.

2. NIAAA Section II – Lisa Corprew, CMAA
 1. If you're interested in applying for a National Committee, there are some openings
 2. Election in Nashville - Section 2, Tina Queen from Maryland is running. Request \$200 donation from VIAAA to help with Section 2 campaign.
 3. Request \$500 donation on behalf of VIAAA to the Make-A-Wish Foundation.
 1. Note: Both donations to be voted on in New Business.
 4. Virginia Cornhole team for NIAAA tournament needs to be submitted.
3. VISAA Report – Jeremy Eubank, RAA
 1. Adam Brook will be new VISAA Executive Director
4. VHSL Report – Chris Robinson, CAA
 1. Lucas Brown presenting for Chris R.
 2. 1-New AD Survival Series—Tuesdays – Coaches Education – Next week (Sean Mann) VHSL Sponsorships and what they can do for your program
 3. 2-Title IX – if you have a team that you would like to recognize—please send information and photos to Hannah Catherine Munro – the recognitions will continue through December 12th.
 4. 5-All State team meetings—are to be set up and run by region A this year for each classification
 5. 6-**Wrestling NFHS/VHSL rule clinics** will be in person—dates went out in School Advisory – and are on the WR page. In addition this past week, information for your weight control monitors, **certified measurers** were provided in the weekly update and are posted on the weight control homepage. Each schools certified measurer must be recertified. Your Certified Measurers can contact Paul Rupp if they need further clarification.
 6. 7-Basketball rule clinics will be in person —dates will be posted soon (School Advisory/Website)
 7. 8- Discuss Wrestling weigh in procedure (emergency legislation)
 8. **Girls Wrestling: Emerging Activity** - This is a petition per VHSL Handbook 2021-2022 PM 54-1-1 (1)
 9. 9- Sportsmanship – numbers are still high – Please talk with your coaches and athletes.
 10. 10-Rschool – we are aware of the issue when you batch the MEL information – hopefully be fixed by next season – you will have to fix manually. We will have a session on rschool at October meeting as well as another Zoom on Oct 24th. Please make sure you are coding your sports correctly – its not boys football but football for example. Scores – make sure you are adding in a timely fashion
5. VIAAA State Conference – Chris Rollison, CAA
 1. Bob Stratton presenting for Chris R.
 2. VIAAA sent delegation to VASSP conference in June; Principals acknowledged they were unaware of VIAAA and it's function/importance. Feedback solicited about conference schedule and how it could be most effective to maximize the opportunity for AD's to attend.
 3. "Overcoming the Overwhelmed" - 50th Anniversary Celebration "Past, Present & Future"
 4. Overview of 2023 Conference Schedules and timeline leading to the state conference.

VI. Break

VII. Standing Committee Reports

1. Awards – Chris Rollison, CAA and Bill Lawson, III, CAA
 1. Region Reps: The VIAAA has a new document that links all our award information all in one place. For all of our awards including retirees and career awards. Please share this with your region members and have them use these links to fill out the proper paperwork for the awards that they

qualify for. All completed retiree and career forms can be sent to Chris Rollison - cdrollis@henrico.k12.va.us

2. Diversity/Equity/Inclusion – Shea Collins, CAA

1. The DEI Committee (Shea Collins & Yvette Williams) presented at the NADW on *The AD's Guide to Diversity- Get to Know Your Staff*.
2. This session was an opportunity to share with the AD's/DSA's to identify their vision in their role while also evolving as a leader. As they evolve as leaders, they will be able to incorporate more individuals in their department daily duties while also empowering coaches to be leaders.
3. The Word Wall group activity was a hit and the free book (The AD Toolkit) and raffle prizes was the icing on the cake.
4. Great opportunity to present on DIVERSITY with a different perspective. Looking forward to next year!

3. Exhibitors – Danny Tryon, CAA

1. At this time we are looking to fill a vacant spot on the committee. I will be working to transition all of the exhibitor information over so that I can begin contacting them.

4. Finance – Tim Tryon, CAA

1. Will be posted when received via email.

5. Leadership Training – Kevin Adams, CMAA

1. 2022 Summer Institute - Registration (19) back to pre-pandemic levels
2. Thank Matt P, Jonathan B, Kristy H, & Derek F for their assistance with the SI, NADWS and/or LTI
3. 2022 Fall Seminar: Oct. 13, 2p-6p at Cville Doubletree following the VHSL Membership Meetings. Courses - 614(Technology - Public Presentation), 719 (Management & Supervision), & 726 (Student Leadership)
4. 790 to be offered to BOD on Sunday, Nov 6 & Monday, Nov 7. \$85 registration fee
5. Spring Seminar - will no longer be offered since close to State Conference
6. 2023 State Conference: LTI offerings Tues, April 25 (AM & PM) & Fri, April 28 (AM). Courses TBD
7. Foundation courses will be removed from rotation due to online & webinar offerings. NADWS offerings to remain.
8. New courses piloted at the NIAAA State Coordinators Summit (Sept 10-12):
9. 638 - Diversity Awareness
10. 704 - Recruit, Hire, Retain Coaches
11. Both will be offered at Dec NADC in Nashville.
12. New proposed Courses:
13. 603 - Building Pyramids of Success
14. 601 - Athletic Department Handbooks
15. 717 - Need for Effecting Change in Athletic Administration
16. Concept Course:
17. 639 - How to Address Diversity

6. Membership – Carol Callaway, CMAA

1. As of 9/9/22, we have 482 active members. Welcome to the 75 new members who have joined us within this past year. Within the last few months, we have updated the membership page on the VIAAA website to reflect both the NIAAA and VIAAA benefits. We continue to learn Final Forms and direct individuals to renew membership through their

online account.

7. Mentorship – Eric Phillips, CAA

1. Will be posted when received via email.

8. Middle School – Marcus Carter, CAA and Caroline Heeter, CAA

1. Will be posted when received via email.

9. POP Manual – Lisa Corprew, CMAA

1. We will have an updated copy of the pop manual in digital form available at the November meeting for the board to review.

10. Professional Development – Kristy Hunter, CAA and Jeff Dietze, CMAA

1. **Certifications:** Between September 2021 and September 2022 we had 42 certification achievements. There were 28 RAA certifications achieved – most are likely from the 2021 NADW. There were 2 RMSAA, 11 CAA, 0 CMAA, and 1 RIAA.
2. Recommendation: I am proposing what we will call the “23 in 23 challenge,” meaning 23 CAA or CMAA certification achievements in 2023 (9/2022 – 9/2023).
3. **LTI Courses:** Between September 2021 and September 2022 our members completed 188 LTI courses. Of those courses, 87 were at the 500 level, 26 at the 600 level, 69 at the 700 level, and 6 at the 900 level. The 501, 502, and 503 courses completed through the 2022 NADW were not included in the count.
4. Recommendation: I encourage anyone attending the National and/or State Conference to take at least one LTI course at each event. These can also be included in President Felton’s challenge of one in-person and one online course.
5. **CAA Exam:** This year we decided to offer more opportunities for members to take the CAA exam. We are offering more tests at more regional locations. In July, the exam was offered in Charlottesville where 5 members took and passed the exam. The exam was offered in Haymarket in September, but there were no participants. There are two opportunities in November – one in VA Beach and another in Elliston. The exam will be offered at the National Conference in Nashville and at the State Conference in Richmond. Other dates might also be offered in the new year.
6. Recommendation: The VIAAA should continue to offer regional testing locations. Six weeks before a testing date, all eligible members should be contacted to complete the CAA application and we should hold an online workshop to help members with completing the application. One month out from the test date, eligible members should be reminded to submit their applications.

11. Publications – Richard Farquharson and Greg Mullins, CAA

1. Fall edition was distributed to the membership on 9/26. Thank you to all that submitted their articles. Received 8 of 21 assigned articles were submitted. The committee will make a concerted effort to contact those assigned.
2. Articles for the next edition of the *ADMission*. Newsletter are due on Nov 1 and is scheduled to be released in Nov. Reminders will be sent in the coming weeks to those responsible. Just a reminder that you don't have to write the article. Recertification points available and points toward CAA application.

12. Public Relations – Jim Harris, CMAA and Brad Harper, CAA

1. Members of the Public Relation committee have been in contact with members of the House of Delegates to monitor policy that has been brought up in regards to Educational Athletics. Only one bill relating to high school athletics passed this session ([SB 161](#), Hashmi, heat-related illness guidelines).
 2. Here is the list of high school athletics-related bills that were considered but that did not pass:
 3. [HB 511](#) Homeschool participation in athletics
 4. [HB 1298](#) Name Image Likeness
 5. [SB 285](#) Regulation of Hate Speech in Athletics
 6. [SB 766](#) Transgender in Athletics
 7. The Second Season of On The Road With The VIAAA has started recording. We are desperately in need of guests. If you know of an AD, DSA, ADSA, or Assistant AD that would be willing to be a guest, let Jim Harris, james.harris@lcps.org know and we will get them on the show.
13. Retired – Bruce Bowen, CMAA
 1. No report.
 14. Scholarship – Wendy Baylor, CAA
 1. Will be posted when received via email.
 15. Technology – Michael Whittington, CAA
 1. Will be posted when received via email.
 16. Ways & Means – Doug Campbell, RAA and Lisa Makowski, CAA
 1. Will be posted when received via email.

VIII. Unfinished Business

1. Conference 2022 Report - Scott Morris & Steve Heon
 1. Income \$52,174; Expenses \$49,482.84
 2. Check returned to VIAAA - \$2691
2. VASSP State Conference – Shea Collins, CAA
3. LTC790 BOD Offering – Christopher Felton, CMAA
 1. Challenge to BOD members to become LTI Instructor certified.
4. Title IX Luncheon/Celebration – Lisa Corprew, CMAA
 1. All VIAAA Women's Past Presidents were in attendance.
5. Professional Development Summer Experience (LTC's/NADW) – Kevin Adams, CMAA and Lisa Corprew, CMAA

IX. 50th Anniversary Presentation – Bruce Bowen, CMAA and Larry Pence, CAA

1. Larry Pence - 2nd VIAAA President (1975-1977); VHSL HoF; Retired Turner Ashby H.S.
2. Mr. Pence presented on the early years of the VIAAA

X. New Business

1. Dr. Blackburn Retirement Gift – Bob Stratton, CAA
 1. \$200 donation to retirement gift
 2. Motion - B. Stratton; Second - K. Adams. Unanimous approval
2. Make-A-Wish Foundation Donation – Lisa Corprew, CMAA
 1. Proposed \$500 to Make-A-Wish Foundation
 2. Motion - L. Corprew; Second - D. Jones. Unanimous approval
3. Section II At-Large Candidate Campaign – Michael Payne, CAA
 1. Proposed \$200 donation to Section 2 NIAAA Board Candidate, Tina Queen (MD)

2. Motion - M. Payne; Second - C. Calloway. Unanimous approval.

XI. Announcements/Reminders

1. Fall Institute – Thursday, October 13, 2022 from 2PM-6PM at the Doubletree (Charlottesville) (<https://viaaa.org/professional-dev-t/fall-spring-institute>) LTC614, 719, and 726 are being offered - \$100 per course.
2. CAA Exam – Wednesday, November 2, 2022 at 8:30AM at the VBCPS Plaza Annex (Virginia Beach) and Tuesday, November 8, 2022 at 10AM at Eastern Montgomery High School (Elliston) (<https://viaaa.org/professional-dev-t/caa-exam>)
3. Next BOD Meeting – Monday, November 7, 2022, at 9:00AM at the VHSL Office
4. 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.
5. National Conference – December 9 – 13, 2022 in Nashville, Tennessee
6. State Conference – April 25 – 27, 2023 in Short Pump, Richmond, Virginia

XII. Adjournment

1. Meeting adjourned with unanimous approval at 12:35pm.

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.