Minutes
Executive Board Spring Meeting
June 19, 2019
Video Conference Call

Attendees: Brett Banker, CAA, President  
            Michael Murray, CAA, President-Elect  
            Todd Gulluscio, CAA, Vice President  
            Dennis Fries, CMAA, NIAAA Liaison  
            Mike Giruzzi, CAA, Treasurer  
            Denise Kiernan, CAA, Past President  
            Scott Sugar, CAA, Secretary  
            Alan Malanda, CMAA, Executive Director  
            Jim Wright, CMAA, Assoc. Executive Director  
            Pete Shambo, Director of Professional Development & Membership Services  
            Chris Rozek, Recording Secretary  

Meeting was called to order by President Brett Banker at 9:10 a.m.

Motion was made to accept minutes from 2019 conference meetings.
1st – Todd Gulluscio  
2nd – Mike Giruzzi  
Passed

Treasurer’s Report – Mike Giruzzi
➢ At this time Mike is closing out the year. A current report will be available at the fall board meetings.
➢ Did a good job with LTI. Checks are coming in.

2019 Membership & Conference Report – Alan Malanda
➢ Thank you all who made the 2019 conference a success.
➢ Jim Wright shared information from the conference survey.
➢ Membership with the new format is going well.

NIAAA & Section I Report – Denny Fries
➢ Report attached.
➢ National conference will be held December 14-17, 2019, in National Harbor, MD

President’s Report – Brett Banker
➢ Report attached.
➢ Brett attended several meetings this spring.
➢ He reviewed updates for the 2020 conference (tentative schedule attached).
➢ LTC’s will start on Monday, March 16th and run through Tuesday, March 17th.
➢ Representative Board meeting will be held on Tuesday, March 17th at 3:00 p.m.
➢ Conference will open on Wednesday, March 17th and end on Friday, March 20th at 11:30 a.m.
➢ Dave Martens Awards Luncheon & Alan Malanda HOF Inductions will be held on Wednesday, March 18th.
➢ Roy O’Neill Awards Banquet will be held on Thursday, March 19th.

more...
Executive Director's Report - Alan Mallanda
➢ Report attached along with Alan's end of year report.
➢ Corporate Sponsorship – two great years in a row. Cash sponsorships were better this year.
➢ Newsletters went out.
➢ Membership is over the 700 mark and still increasing.
➢ Investments are up to a high point.
➢ HOF 2020 is still in progress. Moving forward to the rating committee and will have a recommendation at the September meeting for approval for the 2020 class.
➢ Please put the following meeting dates in your calendars.
   Fall Representative Board Meeting – September 29-30, 2019 (Saratoga Hilton)
   Winter Executive Board Meeting – February 9-10, 2020 (Embassy Suites)
   Conference Executive Board Meeting – March 17, 2020 (8:30 a.m.)
   Conference Representative Board Meeting – March 17, 2020 (3:00 p.m.)

Associate Executive Director's Report - Jim Wright
➢ Greg Warren has done tremendous work in getting SED to look at getting athletic administrators certified.
➢ A letter will be drafted to all athletic administrators for homeschooling participating in sports.

Motion was made to have a resolution to develop a concept to move forward on adding athletic administration to the graduate studies.
1st - Scott Sugar                      2nd - Todd Gulluscio          Passed

➢ Jim will prepare a resolution and forward to all board members for approval.

Director of Professional Development – Pete Shambo
➢ Pete reviewed the minutes from the conference call held on April 25, 2019 to discuss the management of the LTI courses (report attached).
➢ A new system will be in place starting in July 2019 to better record the process of LTI courses held throughout the state.

Motion was made to accept the ten (10) recommendations for the management of the LTI courses.
1st - Denny Fries                     2nd - Scott Sugar             Passed

➢ Critical that we have an accounting of expenses & income every time we offer an LTI and to keep the LTI separate from all other expenses.
➢ Moving forward you will not be able to take a course without payment.
➢ Jim contacted AMP and it takes 7-10 days to set up an event. Need to know six (6) weeks out when courses will be offered.
➢ Pete will communicate with Greg Warren on Educational Initiatives.

more...
**Continuing Business:**
**Strategic Planning**
Fall meetings & workshops in Sept. – Scott will develop a plan for Sept.
Certification of athletic administrators – nothing more.
**Membership Strategies** – need to get communication to members about expiration dates and recruiting new members.
**Professional Development Plan** – want to make sure the LTI instructors attend fall meeting to go over the process to make sure all are on the same page.
**POP Manual Update**
Constitution update the only thing bolded was the even & odd years for the secretary & treasurer.

_A motion was made to approve the updates and revisions made to the POP Manual as of this date._

1st – Scott Sugar 2nd – Brett Banker Passed

**New Business**
None at this time.

*With no further business, a motion was made to adjourn at 10:30 a.m.*

1st – Scott Sugar 2nd – Todd Gulluscio Passed

Respectfully submitted by:

**Chris Rozek**
Chris Rozek
Recording Secretary
July 22, 2019
Revenue:

279 Registrants

2 @ $0.00  $0.00
20 @ $250.00 (CMAA discount)  $5,000.00
76 @ $255.00 (CAA discount)  $19,380.00
13 @ $260.00 (RAA discount)  $3,380.00
7 @ $160.00 (Retired)  $1,120.00
122 @ $265.00 (early bird discount)  $32,330.00
39 @ $295.00  $11,505.00

Total:  $72,715.00

Exhibitor Revenue:

Booths - 95 @ $  $51,089.00
Extra Badges - 104 @ $50.00/ea  $5,200.00

Total:  $56,289.00

Corporate Sponsors:

Total:  $44,954.75

Miscellaneous:

Meal Money: Luncheon $55/each  Banquet $40/each  $1,135.00
Memberships received with conference registrations:
14 @ $150.00/each  $2,100.00
2 @ $35.00/each  $70.00
Rebates from Hotel  $612.00
LTI course registrations received w/ conference registrations
23 @ $135.00  $3,105.00

Total:  $7,022.00

Total Monies Received:  $180,980.75
Total Expenditures:  $91,920.90
Total Net Profit:  $89,059.85
**Expenditures:**

- Conference Supplies $545.48
- Printing $1,234.29
- Awards/Gifts/Prizes $9,084.07
- Miscellaneous $9,274.44
- Conference Reimbursements $1,906.00
- Conference Speakers $7,444.82
- Exhibitors $13,541.98
- Hotel $48,889.82

**Total Expenditures:** $91,920.90

### Expenses

#### Conference Supplies:

- USPS $50.00 stamps
- Staples $89.87 supplies
- Staples $158.92 supplies
- Staples $90.93 supplies
- G.G. Tauber $79.31 supplies
- Staples $44.00 stamps-invitations
- Staples $21.96 supplies
- Staples $10.49 supplies

**Total:** $545.48

#### Printing:

- BOKA Printing $192.00 strip tickets
- Binghamton City School District $542.59 conf copies
- Staples $57.70 conf copies
- Broome County Information Technology $442.00 conf program

**Total:** $1,234.29

#### Awards/Gifts/Prizes:

- Nally Associates, Inc. $2,704.47 plaques
- Chris Ceruti $250.00 raffle drawing raffle
- Bright Ideas in Broad Ripple $6,129.60 pens/blanket/totes/badge holders/glass apple

**Total:** $9,084.07

#### Miscellaneous:

- Travelers Insurance $599.00 conference insurance
- Chris Rozek $600.00 design/layout of 3 programs
- Cheryl Weeks $189.08 videographer mileage
- Capital One $62.67 conference planners lunch
- Capital One $733.89 pre-conference dinner
- Alpha Solutions $1,770.00 back-drop
- NYSSAA (Mike Giruzzi) $3,150.00 LTI courses paid w/ conference
- NYSSAA Memberships $2,170.00 membership paid w/ conference

**Total:** $9,274.44
Expenses (con't)

Conference Reimbursements:
- Saratoga Springs City School District $135.00 overpayment-P. Sheehan
- Rhonda Bullard $265.00 conf fee
- Byram Hills Central School District $110.00 partial conf fee-R. Castagna
- Joseph Vasile-Cozzo $110.00 partial conf fee
- Jamie Labelle $150.00 partial conf fee
- Solvay Union-Free School District $110.00 partial conf fee-J. Dippold
- Bloomfield Central Schools $50.00 LTI discount fee-J. Mastin
- Alan Quackenbush $110.00 partial conf fee
- Gregory Ransom $40.00 luncheon ticket
- John Rathbun $55.00 banquet ticket
- Tilso Gonzalez $55.00 banquet ticket
- Michael DeJoseph $421.00 conf fee double payment
- Aubrey Lloyd $30.00 conf fee overpayment
- Galway Central School District $265.00 conf fee-N. Kocak
Total: $1,906.00

Speakers:
- Safe Sport Zone $417.00 keynote speaker
- Positive Coaching Alliance $800.00 workshop speakers
- Greg Dale $2,500.00 keynote speaker
- Greg Dale $593.90 expenses
- Dr. Mark Brackett $3,000.00 keynote speaker
- Allison Barclay $90.72 keynote speaker mileage
- Tina Lee $43.20 keynote speaker mileage
Total: $7,444.82

Exhibitors:
- Saratoga Spring City Center $2,400.00 partial rental fee
- Saratoga Spring City Center $2,900.00 final rental fee
- Saratoga Spring City Center $1,500.00 deposit for 2021, 2022, 2023
- Clifton Park Rental $6,502.00 booth drapage
- Saratoga Spring City Center $100.00 security for City Center
- Amazon $139.98 exhibitor badges
Total: $13,541.98

Hotel Expenses:
- Saratoga Hilton $48,889.82 hotel expenses
Total: $48,889.82

Submitted June 1, 2019

Chris Rozek, Conference Registrar
NYSSAA Conference Comparison 1998-2019

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<th>1998</th>
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<td>$500</td>
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<td>$955</td>
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<td>Dec. 1</td>
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<td>26 rSchoolToday</td>
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<td>27 Schedule Galaxy (Oak Tree Ventures)</td>
<td>X</td>
<td>$2,500</td>
<td>$0</td>
<td>$2,500</td>
<td>Speaker Fee for Gen. Session</td>
<td>X</td>
<td>X</td>
<td>Jan. 1 Exp.</td>
<td>$2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28 Platinum Plus</td>
<td>X</td>
<td>$1,500</td>
<td>$0</td>
<td>$1,500</td>
<td>School/Team Fundraising</td>
<td>X</td>
<td>X</td>
<td>Jan. 1 Exp.</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29 Zolnier Championship Rings (NEW)</td>
<td>X</td>
<td>$3,500</td>
<td>$1,500</td>
<td>$5,000</td>
<td>Championship Rings</td>
<td>X</td>
<td>X</td>
<td>Jan. 2</td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Rank One Sports (NEW)</td>
<td>X</td>
<td>$1,500</td>
<td>$0</td>
<td>$1,500</td>
<td>Health &amp; Injury Reporting Software</td>
<td>X</td>
<td>X</td>
<td>Jan. 1</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Matrix Fitness Corp. (NEW)</td>
<td>X</td>
<td>$1,500</td>
<td>$0</td>
<td>$1,500</td>
<td>Fitness &amp; Conditioning Equipment</td>
<td>X</td>
<td>X</td>
<td>Jan. 1</td>
<td>$1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 Musco Lighting</td>
<td>X</td>
<td>$10,000</td>
<td>$0</td>
<td>$10,000</td>
<td>Sports Lighting Company</td>
<td>X</td>
<td>X</td>
<td>Jan. 1</td>
<td>$10,000</td>
<td></td>
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</tr>
<tr>
<td>Subtotals =</td>
<td>$50,725</td>
<td>$26,654</td>
<td>$77,379</td>
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<td></td>
<td></td>
<td></td>
<td>$77,379</td>
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<tr>
<td>Total Cash + In Kind</td>
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<tr>
<td>Updated 1/14/19</td>
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</tbody>
</table>
NYSAAA Liaison Report: Dennis Fries, CMAA

JUNE 19, 2019 NYSAAA Executive Committee

NIAAA:

**National Conference information**
December 14-17, 2019 - National Harbor, MD - Gaylord National Hotel *(NYSAAA people stay until Weds., 12/18)*
Registration available on-line at: www.niaaa.org on **July 8, 2019**
December 12-15, 2020 - Tampa, FL - Marriot/Embassy/Conference Center
December 10-14, 2021 - Denver, CO – Colorado Convention Center
December 9-13, 2022 – Nashville, TN – Gaylord Opryland Hotel and Conference Center

**2019 NIAAA Delegate Assembly Delegates:**
Denise Kiernan, Brett Banker, Mike Murray, Jim Wright, Dennis Fries (M. Giruzzi & AM – Alt.)
If you cannot attend please let me know by Tuesday, October 1, 2019

National Emergency Network: NY Contact People: Alan Mallanda, Dennis Fries, Pat Pizzarelli
The NEN’s past initiative – (Blood Drive; Thurs., 3/19/20 [Goal: 50 units] ?? Do we do it again?
2019 Conference - Wounded Warriors ($250.00 donated)
NIAAA Committee members: PS (Chair.)– Cert.; SY–Accreditation; DF– QPA&Retired; MH–Awards; JW- Mentoring

NIAAA: Web Site *(NIAAA athlete certificates: 3 Season Athlete and Scholar Athlete Recognition)*
Conference Reservations
Sponsorship of a golf hole at the NIAAA Conference - $250.00

NIAAA: Mike Blackburn – Executive Director; Phil Rison – Assoc. Executive Director

**NYSSAA Notes:**
Continued thanks to Alan, Chris and Mike G. for the organization’s fiscal health.

**Section 1 Meeting:**
2020 – NJ – Currently scheduled for Thurs., 3/19; (Attending: MM, JW, DF, AM) Unless the day doesn’t change.
2021 – New Hampshire; 2022 – Vermont; 2023 – Rhode Island

**16th Section 1 Summer Institute (June 23 – June 26, 2019) Under the leadership of: Pete Shambo and Steve Young.**

**Student-Athlete Winners:**

Section 1 winners moving on to NIAAA consideration:
2007 - John Mackintosh, Chapter – 7 - Cathy Phillips, AD
2008 - none
2009 - Caroline Frances Tolli, Chapter - 6 - Patrick Burke - AD
2010 - Kelsey Johnson, Chapter - 10 - Eileen Kilcullen – AD
2011 - Taylor Malmshimer, Chapter – 3 - J. Michael Byrnes – AD
2012 – none; 2013 - none

2019 NYSAAA Student Athlete Scholar/ Essay winners are:
Ryan Onatzewitch, York Town HS – Chapter 1 (Robert Barrett – AD); Sue Dullea – Chapter Rep.
Brianna Bromley, Batavia City HS – Chapter 5 (Mike Bromley – AD); Patrick Irving – Chapter Rep.

NIAAA Membership accommodation for maintaining 70% of NYSAAA total potential members in the NIAAA:

2019 Awards:
State Award of Merit – Jim Wright, Ed.D – CMAA
Otis Sennett Award – John Rathbun
Dr. Jack Foley Award – Pete Shambo – CMAA
(P Foley award recipient will be forwarded as our Frank Kovaleski Award Nomination to Section 1)

(2018 Winners)
Presenter – Steve Young - CMAA
Presenter – Eileen Kilcullen - CAAA
Presenter – Greg Warren - CMAA

**2020 honorees?? – Forward to me suggestions**
df – June 2019
President’s Report

Brett A. Banker, CAA

Wednesday, June 19, 2019

March 15, 2019    Saratoga     Accepted Gavel from President Kiernan
March 26, 2019    Buffalo      Chapter 6 Conference Planning Chair
April 4, 2019     Rockport, Me  Attended Section 1 Meeting
May 2, 2019       Saratoga     Attended NYSPHSA Mtg
May 15, 2019      Buffalo      Chapter 6 Conference Planning Chair

Conference Update 2020

- As noted above, met twice with conference planning chair
- Speakers for all Four General Sessions are set. First one is Wednesday at 9:30 am
- Continuing to identify presenters for break-out sessions
- Begin Monday with two LTC courses (5:30-9:30 pm)
- Six LTC courses on Tuesday
- Rep Board Mtg Tuesday (3-5 pm) and possibly Chapter Rep/Committee Chair Mtg Tuesday 2-3 pm.
- Dave Martens Luncheon-Wednesday
- Exhibit Hall Festival-Wednesday
- Roy O’Neil Conference Awards Banquet-Thursday
- Conference concludes at 11:30 am on Friday after Dr. Zayas (8:15) BREAKFAST and NYSSAA Annual Meeting

Other:

*Exhibitor’s Hall on Thursday Morning-very few conflicts going against Exhibitor’s

*Race to 320 (attendees)
## 2020 PROPOSED Tentative Conference Program Schedule

### Conference Theme

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday – March 16, 2020</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>8:00 a.m. – 9:00 p.m.</td>
<td></td>
<td>Phila/Gallery</td>
<td>Pre-conference Move In &amp; Set Up - Phila</td>
</tr>
<tr>
<td>3:30 p.m. – 4:30 p.m.</td>
<td></td>
<td></td>
<td>Registration Materials &amp; Packets – Phila</td>
</tr>
<tr>
<td>6:00 p.m. – 8:00 p.m.</td>
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<td></td>
<td>Planning Team/ Exec. Dinner</td>
</tr>
<tr>
<td>5:30 p.m. – 9:30 p.m.</td>
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<td></td>
<td><strong>LTC</strong></td>
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<tr>
<td>5:30 p.m. – 9:30 p.m.</td>
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<td></td>
<td><strong>LTC</strong></td>
</tr>
<tr>
<td><strong>Tuesday – March 17, 2020</strong></td>
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<tr>
<td>7:30 a.m. – 11:30 a.m.</td>
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<td><strong>LTC</strong></td>
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<tr>
<td>7:30 a.m. – 11:30 a.m.</td>
<td></td>
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<td><strong>LTC</strong></td>
</tr>
<tr>
<td>8:30 a.m. – 11:30 a.m.</td>
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<td></td>
<td>Executive Board Breakfast Meeting – <strong>Board Room</strong></td>
</tr>
<tr>
<td>12:00 p.m. – 4:00 p.m.</td>
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<td></td>
<td><strong>LTC</strong></td>
</tr>
<tr>
<td>12:00 p.m. – 4:00 p.m.</td>
<td></td>
<td></td>
<td><strong>LTC</strong></td>
</tr>
<tr>
<td>2:00 p.m. – 5:30 p.m.</td>
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<td></td>
<td>Conference Registration &amp; Triple A Shoppe (Gallery)</td>
</tr>
<tr>
<td>4:30 p.m. – 8:30 p.m.</td>
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<td></td>
<td><strong>LTC</strong></td>
</tr>
<tr>
<td>4:30 p.m. – 8:30 p.m.</td>
<td></td>
<td></td>
<td><strong>LTC</strong></td>
</tr>
<tr>
<td>3:00 p.m. – 5:00 p.m.</td>
<td></td>
<td></td>
<td>First Time Attendees &amp; New AD’s Orientation Meeting (Whitney)</td>
</tr>
<tr>
<td>3:00 p.m. – 5:00 p.m.</td>
<td></td>
<td></td>
<td><strong>NYSSAA Representative Board Meeting (Alabama/Travers)</strong></td>
</tr>
<tr>
<td>4:30 p.m. – 5:30 p.m.</td>
<td></td>
<td></td>
<td>Veteran AD’s Reception/Meeting – Whitney</td>
</tr>
<tr>
<td>6:00 p.m.</td>
<td></td>
<td></td>
<td>Saratoga Dine Around – Visit your favorite establishments</td>
</tr>
<tr>
<td><strong>Wednesday – March 18, 2020</strong></td>
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</tr>
<tr>
<td>8:15 a.m. – 9:15 a.m.</td>
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<td></td>
<td>Chapter Representatives/Committee Chairs Breakfast Meeting – Saratoga 3</td>
</tr>
<tr>
<td>8:30 a.m. – 10:00 a.m.</td>
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<td></td>
<td>Hall of Fame Committee Meeting – Board Room</td>
</tr>
<tr>
<td>8:00 a.m. – 11:30 a.m.</td>
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<td></td>
<td>Conference Registration &amp; Triple A Shoppe (Gallery)</td>
</tr>
<tr>
<td>9:30 a.m. – 11:00 a.m.</td>
<td></td>
<td></td>
<td><strong>CONGRESS WELCOME &amp; OPENING GENERAL SESSION</strong> – Saratoga 1 &amp; 2</td>
</tr>
<tr>
<td>11:15 a.m. – 12:15 a.m.</td>
<td></td>
<td></td>
<td><strong>WORKSHOP SESSION A</strong> - (check your program) - Broadway 1 &amp; 4</td>
</tr>
<tr>
<td>11:30 a.m. – 12:15 a.m.</td>
<td></td>
<td></td>
<td>HOF Reception for Inductees &amp; Family – Alabama/Travers</td>
</tr>
<tr>
<td>12:30 p.m. – 2:30 p.m.</td>
<td></td>
<td></td>
<td>HOF Inductee Photos - Whitney</td>
</tr>
<tr>
<td>2:45 p.m. – 4:15 p.m.</td>
<td></td>
<td></td>
<td>Dave Martens Awards Luncheon &amp; Alan Mallanda Hall of Fame Induction</td>
</tr>
<tr>
<td>4:30 p.m. – 5:30 p.m.</td>
<td></td>
<td></td>
<td><strong>SECOND GENERAL SESSION</strong> – Saratoga 1 &amp; 2</td>
</tr>
<tr>
<td>4:30 p.m. – 5:30 p.m.</td>
<td></td>
<td></td>
<td>CAA Test Review Workshop – TBA</td>
</tr>
<tr>
<td>5:30 p.m. – 7:30 p.m.</td>
<td></td>
<td></td>
<td><strong>EXHIBIT HALL FESTIVAL</strong> - Opening Hospitality Reception – Food/Refreshments – 38th Anniversary Festival Gift; Visit Exhibitors - Drawings, Door Prizes (City Center) Larry “Sparky” Rector Materials &amp; Drop-In Center ; DRAWIN #1 8:00 p.m.</td>
</tr>
<tr>
<td><strong>Thursday – March 19, 2020</strong></td>
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<tr>
<td>8:00 a.m. – 12:00 p.m.</td>
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<td></td>
<td><strong>Exhibit Hall Open</strong> (City Center) – Pick up Conference Gift</td>
</tr>
<tr>
<td>8:15 a.m. – 9:15 a.m.</td>
<td></td>
<td></td>
<td>Visit the Exhibitors for Coffee &amp; Donuts in the Exhibit Hall – Drawing #2 – 9:00 a.m.</td>
</tr>
<tr>
<td>8:00 a.m. – 9:30 a.m.</td>
<td></td>
<td></td>
<td>CAA EXAM</td>
</tr>
<tr>
<td>8:00 a.m. – 10:00 a.m.</td>
<td></td>
<td></td>
<td>Larry “Sparky” Rector Materials &amp; Drop-In Center (Exhibit Hall)</td>
</tr>
<tr>
<td>8:00 a.m. – 12:30 p.m.</td>
<td></td>
<td></td>
<td><strong>NYSPHAA Section Executive Directors Meeting</strong> – Section 2 Office/Broadway</td>
</tr>
<tr>
<td>10:00 a.m. – 12:00 p.m.</td>
<td></td>
<td></td>
<td>Visit the Exhibitors for a Light Lunch – Drawing #3 – 12:15 p.m.</td>
</tr>
<tr>
<td>11:00 a.m. – 12:30 p.m.</td>
<td></td>
<td></td>
<td>Past Presidents Lunch Meeting - by invitation – High Rock</td>
</tr>
<tr>
<td>12:00 p.m. – 1:00 p.m.</td>
<td></td>
<td></td>
<td><strong>THIRD GENERAL SESSION</strong> – Saratoga 1</td>
</tr>
<tr>
<td>1:00 p.m. – 2:00 p.m.</td>
<td></td>
<td></td>
<td><strong>WORKSHOP SESSION C</strong> - (check your program) - Broadway 1 - 4</td>
</tr>
<tr>
<td>2:15 p.m. – 3:15 p.m.</td>
<td></td>
<td></td>
<td><strong>NYSPEHAA Student Athlete Development Committee Meeting</strong> – Board Room</td>
</tr>
<tr>
<td>3:00 p.m. – 4:00 p.m.</td>
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<td>Panel Discussions (4) – Broadway 1- 4</td>
</tr>
<tr>
<td>3:30 p.m. – 4:30 p.m.</td>
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<td>Award Recipient Photo Session - Whitney</td>
</tr>
<tr>
<td>5:00 p.m. – 5:30 p.m.</td>
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<td>President’s Reception (by invitation only) – High Rock</td>
</tr>
<tr>
<td>5:30 p.m. – 6:30 p.m.</td>
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<td></td>
<td>Roy O’Neill Conference Awards Banquet – Saratoga 2 &amp; 3</td>
</tr>
<tr>
<td>7:00 p.m.</td>
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<tr>
<td><strong>Friday – March 20, 2020</strong></td>
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<tr>
<td>8:15 a.m. – 10:00 a.m.</td>
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<td></td>
<td>All Conference Breakfast &amp; <strong>FOURTH GENERAL SESSION</strong> – Dr. Robert Zayas, CAA</td>
</tr>
<tr>
<td>10:15 a.m. – 11:30 a.m.</td>
<td></td>
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<td>Executive Director, NYSSPHAA - Saratoga 2 &amp; 3</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td></td>
<td></td>
<td>**NYSSAA Annual Meeting – Annual Meeting; Wrap Up &amp; Re-cap; Acknowledgements; Chapter Door Prizes &amp; Raffle Drawings – Saratoga 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Conference Adjourns</td>
</tr>
</tbody>
</table>

**REVISED 3/27/19**
Executive Director’s Report

Executive Board Meeting
Conference Call
June 19, 2019 – 9:00 a.m.

Activities
NIAAA Section I Meeting – Rockport, ME, April 3-5, 2019
NYSPHSAA Spring Meeting, Saratoga Springs, NY, May 2, 2019
NYSPHSAA Summer Meeting – Lake Placid, NY, July 24-26, 2018
State Exec. Directors’ Summer Meeting – Glens Falls, NY, July 22-25, 2018

Conference - Overview & Comparison to previous years

Corporate Sponsorships – 2017-18 – Updates

Communications
Newsletters
Website Updates
On line membership & registration – switch to Final Forms/AMP
SED Athletic Administrator Certification Update
Investments – AXA

Continuing Business Items
Hall of Fame 2020
Wall of Fame 2020
Conference Planning (2020) & Conference Meetings/Workshops
End of Year Report
P.O.P. Manual Updates

New Business Items
Board Vacancies & Changes

Meeting Schedules (2019-2020)
Fall - Rep. Board Meetings – September 29-30, 2019 (The Saratoga Hilton)
Winter – February 9-10, 2020 (Embassy Suites, Saratoga)
Conference – March 17, 2020 (The Saratoga Hilton)
Spring – May 31-June 1, 2020 (Embassy Suites, Saratoga)
Fall – TBA, (The Saratoga Hilton)

Future Conferences – The Saratoga Hilton, Saratoga Springs
2020 – March 17-20, Saratoga Hilton
2021 – March 16-19, Saratoga Hilton
2022 – March 15-18, Saratoga Hilton
2023 - March 14-17, Saratoga Hilton

Alan Mallanda, CMAA, Executive Director, 119 Pleasant View Drive, Lake Luzerne, NY 12846
Phone: 518-654-9663 Fax: TBA Cell: 607-368-5060
Executive Director’s End of Year Report

Review of 2018-19

- Conference attendance was improved slightly from last year, and attendance by exhibitors was a slight increase also. We had an increase of ten in attendance as last year (279) as well as an increase of exhibitors (95) and extra meal tickets (104), for a record conference profit of $89,060 (including corporate sponsorships). The conference registrar’s report reflects all the positive numbers. This is the largest conference profit ever (increasing almost $10,000 over last year, with a net profit of approximately $90,000). I give Kudos to the conference planning team from Chapter 1 and Denise for holding the line on expenses. It sets a mark for others to follow. This is the second consecutive year of over $80,000 net profit.

- Our corporate sponsorship program has had another great year. The end result was $77,379, which gives us two consecutive years over $75,000. Our cash contributions were the best ever, with over $50,000 contributed, and our first ever exclusive contract with a sponsor donating a minimum of $10,000 in cash (Musco Sports Lighting), as well as a new ring sponsor ($3,500 + in kind rings) with Zolnier Championship Rings out of New Jersey. Please remember that conference cash is reflected in conference profit, not considered separate, and includes in-kind donations.

- We continue to send out our electronic newsletter four times per year to well over 1,200 updated email addresses. The rate for opening and reading has been reported at over 30%, which statistically is very good.

- Our website, continues to provide up to date communication and links to our constituents.

- A change in provider for online registration for membership, exhibitors, conference and other LTI, has been very successful and the transition was very smooth. Final Forms/AMP has been very supportive throughout the process of changing over and we continue to work on improvements in the process. Recently, they just announced that they have received a BOCES contract in Suffolk County and are now viable for cross contracting across the state.

- The Sixth class was added into our “virtual” Hall of Fame on our website in April. The seventh class selection is in progress of being selected and will be announced in early fall. Last year was the inaugural induction of the first members of our new NYSAAA “Wall of Honor”, and was received very well. We will continue with the second year next March.

- Jim and I are continuing to work on efforts to get SED to endorse and approve a basic level of certification in NYS for all athletic administrators. Jim has made some great in-roads and connections, and we seem to now have the ear of the Commissioner who has authorized associates to move forward with a proposal for the Board of Regents to consider.

- I continue to work with our two new positions of Associate Executive Director and Director of Professional Development as their roles continue to evolve.

- Membership numbers improved greatly this past year, reaching our elusive goal of 700 active members. I credit the switch to Final Forms/AMP as the reason for much of this success, as well as the efforts of our Chapter Reps and Section Executive Directors. Our Lifetime Membership for retired AD’s continues to grow each year. We continue to promote chapters to gift a lifetime
retired membership to new retirees in lieu of a plaque or gift. More chapters are picking up on this concept.

- We have conducted CAA exams again this year outside the conference. We also have implemented online exams at the conference for the third time and will again this spring in Albany. A schedule will be established again for three exam dates for 2018-19 and posted on our website.

**Goals for 2019-2020:**

- Continue to increase our Corporate Sponsorship/Partnership dollars and in-kind services.
- Continue to monitor and refine the LTI program and process with an accounting of all efforts both monetarily, as well as promotion. We need to account for all monies spent and received by this program and those who administer classes.
- Continue to find ways to increase our membership numbers. It would be great if each chapter/section were consistent in including membership in their dues structure.
- Continue to work in partnership with the NIAAA, Section I and the NEDC in all programs that benefit our student athletes and membership.
- Continue to work closely with the NYSPHSAA on initiatives from both associations, including focusing on the safety of our students in our after school programs as outlined in our resolution.
- Continue a dialogue with the State Education Department to establish a minimum certification requirement for athletic administrators in NYS who are not certified teachers and/or administrators within the framework of the NYS Education Department. We still need to work with superintendents and principals’ associations to educate and gain their support.
- Continue to tweak our conference program and yet contain expenses in order to keep our profit margin in a positive territory, and without taking away from the quality and reputation of past years.
- Continue to maintain, improve and enhance our association website.
- Prepare and implement our seventh class induction into the NYSSAA Hall of Fame and Wall of Honor at the 2020 conference.
- Continue to work with our Director of Professional Development and Associate Executive Director in the evolution and effectiveness of our professional development program throughout our state, along with certification numbers, and to monitor and account for all funds spent and received through this program.
- Continue to work with our Associate Executive Director to provide more experience in running a conference and other related activities.
- We need to continue to work on ways to improve the functioning of every Chapter in the state in regard to all the committee functions and end results which improve the overall success of the association, particularly in the areas of membership and certification/professional development by providing Chapter Reps and Committee Chairs with much needed workshops, information and hands on experience in how things need to work in each chapter.

Respectfully Submitted,

Alan A. Hallena, CMAA

Executive Director
NYSSAAA conference call on 4/25 from 10am until Noon.

Attendance: Jim Wright, Denny Fries, Scott Sugar, Mike Giruzzi, Christine Rozek, Steve Young, Todd Gulluscio, Pete Shambo.

Topic: Professional Development and management of the LTI courses from scheduling thru billing process. The following are notes from the meeting and the items we agreed we want to recommend to the Executive Committee for approval.

1. All scheduling of courses would go through the Professional Development Director (this would allow us to have a yearly calendar of course we offer, which in turn can be posted onto the website.

2. All communication with the NIAAA National office regarding LTI/LTC will go directly through the LTI Chair or the Professional Development Chair. (instructors are to report and hand over all required materials for each course to the LTI Chair and the Professional Development Director, who will communicate with the NIAAA national office)

3. All courses would be posted in AMP (Dr. Wright) and all registration would be maintained there. This includes the conference courses and the courses run around the State outside of the conference.

4. Registrations and/or Payment will only be accepted through AMP. (No PO’s, Checks or Cash will be accepted moving forward) Even late registrations at the site of the course will be run through AMP (Dr. Wright will make this happen).

5. The deadline for instructors to get their final numbers along with the class rosters to the LTI chair is **two weeks (14 days)**

6. The LTI chair will send in the order for the materials to the NIAAA and have them shipped to the address provided by the instructor. The LTI Chair will also forward the Instructors notes and PowerPoint at this time (if requested by the instructor.) (In some cases the instructor may already have them). If not they need to request them at the same time they request the manuals to be ordered.

7. We will use an Excel spreadsheet provided by Dr. Wright to track each course. This will include dates offered, manuals ordered, who the instructor is, and payment/invoice information.

8. Each course will have its own unique order # to assist in billing and payment records (example C3.429.19.Sugar) this order identifies this as chapter 3, scheduled for 4/29/19 and instructed by Scott Sugar.

9. The LTI chair will coordinate with the treasurer to confirm the invoices received from the NIAAA for course materials, instructor fees into any and any billing of chapters or Sections for payment of course in necessary.

10. The treasurer will provide a report at each meeting of the Executive Board as to the expenses and income of the LTI courses throughout the year. No monies from the conference will be mingled with the LTI monies. This should assist with tracking of the financials for LTI.
Create a non-member profile:

How to register as a non-member:

On the NIAAA Website in the upper right hand corner click on Member’s Login/Become a Member

Select the Non Member as your member type

Enter Username (Your Email Address) enter first name, last name and select continue

Select accept this membership and continue

COMPLETE ALL FIELDS WITH RED ASTERISK AND THEN SUBMIT.

After following the steps above, your profile will be created. To access your membership number select profile home in the middle of the page above your name and next to the photo upload you will see your membership number.
NIAAA Leadership Training
Course Sanction/Manual Return Order Form

Email to: cvanparis@niaaa.org

State: Person Ordering Materials:

Date(s) Courses to be taught:
Location Courses to be taught:
Instructors:

Name of Organization to Credit:
Send invoice to (individual):
Address:
City: State: Zip Code:
Email:

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### Manual Return Order

<table>
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