



NYSAAA

New York State Athletic Administrators Association

*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 Mallanda, 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 Mallanda

- 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 Mallanda HOF Inductions will be held on Wednesday, March 18th.
- Roy O'Neill Awards Banquet will be held on Thursday, March 19th.

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



**2019 NYSAAA Conference
Financial Report**



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
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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	\$733.69	pre-conference dinner
Alpha Solutions	\$1,770.00	back-drop
NYSAAA (Mike Giruzzi)	\$3,150.00	LTI courses paid w/ conference
NYSAAA 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

NYSAAA Conference Comparison 1998-2019

Year	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Site	Albany	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga
# of attendees	269	269	264	291	291	311	332	298	308	294	317
Revenue	\$54,845	\$55,634	\$70,625	\$81,736	\$61,046	\$100,924	\$103,688	\$95,061	\$99,496	\$102,708	\$116,398
Exhibitors Revenue	\$20,750	\$19,875	\$22,000	\$27,250	\$35,700	\$31,549	\$31,050	\$35,100	\$34,300	\$35,025	\$43,825
Expenses	\$50,154	\$48,120	\$54,843	\$58,590	\$66,178	\$82,912	\$89,239	\$78,113	\$81,013	\$82,132	\$79,537
Net Gain	\$4,691	\$7,515	\$15,781	\$23,146	\$30,568	\$18,012	\$14,449	\$16,697	\$18,482	\$20,575	\$36,860

Year	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Site	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga
# of attendees	257	266	262	250	275	268	277	271	269	269	279
Revenue	\$98,785	\$101,569	\$135,019	\$131,406	\$125,626	\$133,854	\$145,218	\$149,179	\$154,714	\$71,755	\$79,737
Corporate Sponsors	N/A	N/A	\$28,500	\$26,350	\$16,500	\$15,828	\$32,895	\$31,825	\$30,000	\$39,333	\$44,954
Exhibitors Revenue	\$41,020	\$35,160	\$39,150	\$39,000	\$36,350	\$44,460	\$37,725	\$42,450	\$43,600	\$43,500	\$56,289
Expenses	\$83,320	\$83,331	\$77,576	\$75,535	\$74,349	\$90,935	\$95,987	\$96,047	\$104,656	\$78,144	\$91,920
Net Gain	\$15,464	\$18,238	\$54,953	\$55,664	\$50,918	\$42,920	\$49,330	\$53,131	\$49,810	\$79,933	\$89,060

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 - Marriott/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

NYSAAA 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 Malmsheimer, Chapter – 3 - J. Michael Byrnes – AD

2012 – none; 2013 - none

2014 - Nicholas Steven Stiansen, Saratoga Springs HS, Chtr 2 (Peter Sheehan – AD) – Scott Stuart – Chptr Rep.

2015 – none; 2016 – none; 2017 – none; 2018 – none; 2019 - none

2019 NYSAAA Student Athlete Scholar/ Essay winners are:

Ryan Onatzevitch, 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:

1991, 1995, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017 and 2018

2019 Awards:

State Award of Merit – **Jim Wright, Ed.D – CMAA**

Otis Sennett Award – **John Rathbun**

Dr. Jack Foley Award – **Pete Shambo – CMAA**

(Foley award recipient will be forwarded as our Frank Kovaleski Award Nomination to Section 1)

(2018 Winners)

Presenter – Steve Young - CMAA

Presenter – Eileen Kilcullen - CAA

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 NYSPHSAA 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 NYSAAA Annual Meeting

Other:

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

*Race to 320 (attendees)

New York State Athletic Administrators' Association, Inc.
2020 PROPOSED Tentative Conference Program Schedule
Conference Theme

Monday – March 16, 2020

Phila/Gallery

8:00 a.m. – 9:00 p.m.	Pre-conference Move In & Set Up - Phila
3:30 p.m. – 4:30 p.m.	Registration Materials & Packets – Phila
6:00 p.m. – 8:00 p.m.	Planning Team/ Exec. Dinner
5:30 p.m. – 9:30 p.m.	LTC
5:30 p.m. – 9:30 p.m.	LTC

Tuesday – March 17, 2020

7:30 a.m. – 11:30 a.m.	LTC
7:30 a.m. – 11:30 a.m.	LTC
8:30 a.m. – 11:30 p.m.	Executive Board Breakfast Meeting – Board Room
12:00 p.m. – 4:00 p.m.	LTC
12:00 p.m. – 4:00 p.m.	LTC
2:00 p.m. – 5:30 p.m.	Conference Registration & Triple A Shoppe (Gallery)
4:30 p.m. 8:30 p.m.	LTC
4:30 p.m. – 8:30 p.m.	LTC
3:00 p.m. – 5:00 p.m.	First Time Attendees & New AD's Orientation Meeting (Whitney)
3:00 p.m. – 5:00 p.m.	NYSAAA Representative Board Meeting (Alabama/Travers)
4:30 p.m. – 5:30 p.m.	Veteran AD's Reception/Meeting – Whitney
6:00 p.m.	Saratoga Dine Around – Visit your favorite establishments

Wednesday – March 18, 2020

8:15 a.m. – 9:15 a.m.	Chapter Representatives/Committee Chairs Breakfast Meeting – Saratoga 3
8:30 a.m. – 10:00 a.m.	Hall of Fame Committee Meeting – Board Room
8:00 a.m. – 11:30 a.m.	Conference Registration & Triple A Shoppe (Gallery)
9:30 a.m. – 11:00 a.m.	CONFERENCE WELCOME & OPENING GENERAL SESSION – Saratoga 1 & 2
11:15 a.m. – 12:15 a.m.	“WORKSHOP SESSION A” - (check your program) - Broadway 1-4
11:30 a.m. – 12:15 p.m.	HOF Reception for Inductees & Family – Alabama/Travers
	HOF Inductee Photos - Whitney
12:30 p.m. – 2:30 p.m.	Dave Martens Awards Luncheon & Alan Mallanda Hall of Fame Induction
2:45 p.m. – 4:15 p.m.	SECOND GENERAL SESSION – Saratoga 1 & 2
4:30 p.m. - 5:30 p.m.	CAA Test Review Workshop – TBA
4:30 p.m. – 5:30 p.m.	“WORKSHOP SESSION B” (check your program) - Broadway 1-4
5:30 p.m. – 7:30 p.m.	EXHIBIT HALL FESTIVAL - Opening Hospitality Reception – Food/Refreshments – 38 th Anniversary Festival Gift; Visit Exhibitors - Drawings, Door Prizes (City Center) Larry “Sparky” Rector Materials & Drop-In Center ; DRAWING #1 8:00 p.m.

Thursday – March 19, 2020

8:00 a.m. – 12:00 p.m.	Exhibit Hall Open (City Center) – Pick up Conference Gift
8:15 a.m. – 9:15 a.m.	Visit the Exhibitors for Coffee & Donuts in the Exhibit Hall – Drawing #2 – 9:00 a.m.
8:00 a.m. – 10:00 a.m.	CAA EXAM
8:00 a.m. – 12:30 p.m.	Larry “Sparky” Rector Materials & Drop-In Center (Exhibit Hall)
10:00 a.m. – 12:00 p.m.	NYSPPSAA Section Executive Directors Meeting – Section 2 Office/Broadway
11:00 a.m. – 12:30 p.m.	Visit the Exhibitors for a Light Lunch – Drawing #3 – 12:15 p.m.
12:00 p.m. – 1:00 p.m.	Past Presidents Lunch Meeting - by invitation – High Rock
1:00 p.m. – 2:00 p.m.	THIRD GENERAL SESSION – Saratoga 1
2:15 p.m. – 3:15 p.m.	“WORKSHOP SESSION C” (check your program) - Broadway 1-4
3:00 p.m. - 4:00 p.m.	NYSPPSAA Student Athlete Development Committee Meeting – Board Room
3:30 p.m. – 4:30 p.m.	Panel Discussions (4) – Broadway 1-4
5:00 p.m. – 5:30 p.m.	Award Recipient Photo Session - Whitney
5:30 p.m. – 6:30 p.m.	President's Reception (by invitation only) - High Rock
7:00 p.m.	Roy O'Neill Conference Awards Banquet – Saratoga 2 & 3

Friday – March 20, 2020

8:15 a.m. – 10:00 a.m.	All Conference Breakfast & FOURTH GENERAL SESSION – Dr. Robert Zayas, CAA Executive Director, NYSPHSAA - Saratoga 2 & 3
10:15 a.m. – 11:30 a.m.	NYSAAA Annual Meeting – Annual Meeting; Wrap Up & Re-cap; Acknowledgements; Chapter Door Prizes & Raffle Drawings - Saratoga 1
11:30 a.m.	Conference Adjourns

REVISED 3/27/19



NYSAAA

New York State Athletic Administrators Association

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
- NYSPPHSAA Spring Meeting, Saratoga Springs, NY, May 2, 2019
- NYSPPHSAA 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

Sept 27-28, 2020



NYSAAA

New York State Athletic Administrators Association

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 NYSAAA 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. Mallardo, CMAA

Executive Director

NYSAAA 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 spread sheet 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 treasure to confirm the invoices received from the NIAAA for course materials, instructor fees info any and any billing of chapters or Sections for payment of course in necessary.
10. The treasure 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: _____

Manual Return Order

<u>Course #</u>	<u>Quantity</u>	<u>Total Cost</u>	<u>Course #</u>	<u>Quantity</u>	<u>Total Cost</u>
501		\$ -	630		\$ -
502		\$ -	631		\$ -
503		\$ -	633		\$ -
504		\$ -	640		\$ -
506		\$ -	700		\$ -
508		\$ -	701		\$ -
510		\$ -	703		\$ -
511		\$ -	705		\$ -
608		\$ -	707		\$ -
610		\$ -	709		\$ -
611		\$ -	710-A		\$ -
613		\$ -	710-B		\$ -
614		\$ -	714		\$ -
615		\$ -	715		\$ -
616		\$ -	719		\$ -
617		\$ -	720		\$ -
618		\$ -	721		\$ -
619		\$ -	723		\$ -
620		\$ -	724		\$ -
625		\$ -	726		\$ -
626		\$ -	790		\$ -
627		\$ -	799		\$ -
			Totals	0	\$ -