



NYSAAA

New York State Athletic Administrators Association

Minutes
Special Executive Board Meetings
March 11th, March 12th, March 27th, 2020
Video Conference Calls

Attendees: Brett Banker, CMAA, President
Michael Murray, CMAA, President-Elect
Todd Gulluscio, CAA, Vice President
Mike Giruzzi, CAA, Treasurer
Scott Sugar, CAA, Secretary
Dennis Fries, CMAA, NIAAA Liaison
Denise Kiernan, CAA, Past President

Alan Mallanda, CMAA, Executive Director
Jim Wright, CMAA, Associate Executive Director
Pete Shambo, CMAA, Director of Professional Development
Chris Rozek, Recording Secretary

March 11, 2020 Meeting:

- Meeting was called to order by President Brett Banker at 4:20 p.m.
- Due to the COVID-19 virus, this meeting was to discuss the upcoming conference on March 17-20, 2020, and if we should cancel at this time.
- Alan has been in contact with other states:
 - ❖ NJ – conference is still on at this point.
 - ❖ CT – conference is still on at this point.
- Vendors have not been cancelling yet, but Chris has been receiving several cancellations from conference attendees. There is a strong response that most people want to come.
- Alan tried to contact Robert Zayas. Alan did hear that they are trying to move forward with the winter season state tournaments.
- Hotel issues: we are contracted and obligated to be liable up to or exceeding \$100,000. Only exception would be if it was declared a state of emergency out of our control and then would have a window to cancel, but the contract says within 10 days.
- Alan feels that we need to move forward with conference

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- Denise shared that all Section I schools could close for 14 days immediately and they already have five districts closed.
- What is the number of people who would have to cancel in order to cancel the conference? We could run the conference with 200 attendees.
- In the past when we have had to cancel, we only refunded a portion of the registration that does not include meal costs.
- Do we video conference the LTI and general sessions?
- Jim suggested that if the conference does get shut down by an outside agency, Brett has worked very hard on his conference. Jim suggested that the current Executive Board should be extended for another year. Or do we try to run the conference as a mini-conference in September?
- Alan thinks it would be difficult to set up a mini-conference in September due to hotel availability.
- It has been agreed that we move forward at this point with conference. More conversations will follow with logistics if more attendees start to cancel. With proper documentation, we will offer a voucher for the 2021 conference.

Meeting was adjourned at 5:00 p.m. to be reconvened on Thursday, March 12th.

March 12, 2020 Meeting:

Meeting was called to order by President Brett Banker at 4:00 p.m. to further discuss cancelling the conference.

- A lot has transpired today. Alan was in contact with the hotel. He did come to an agreement with them. We would be responsible for \$39,000 this year with 25% of that going as a credit. Once the Governor declared no travel it was agreed with the City Center to take all of this year's money and credit us for next year and the hotel will do that for us also.
- A recommendation was made from Alan that we cancel the conference for this year and that we will contact all the attendees & exhibitors.

A motion was made to cancel the 2020 conference.

1st - Denny Fries

2nd - Mike Giruzzi

Passed

- It was further discussed that we are not issuing refunds and we are giving credit in the form of a voucher that is good for the 2021 conference. It was also discussed that exhibitors will be reimbursed on a case-by-case basis.
- Jim Wright felt we owe it to Brett Banker and his conference planning team to move this conference to 2021 and give him one more year of presidency. This will be discussed at the spring Executive Board meeting in May.

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- Scott Sugar will notify chapter representatives about cancellation, A message will also be sent out to the attendees through Final Forms/AMP. Pete Shambo will notify LTI registrants and Larry Gillooley will notify the exhibitors.

Meeting was adjourned at 5:00 p.m.

Friday, March 27, 2020 Meeting:

We started the meeting with *Robert Woodcox from Equitable Advisors.*

- Robert Woodcock discussed the investment account – if we go to the high point in mid-January and measure to the current low point, it is minus 10%. We have positioned ourselves well in case these situations happened.
- About 35% of what we have is exposed to equity. 10% of bonds are in the high yield category. 55% is high quality US government/US corporate. One-third of it is in the 10-yr. duration.
- We are tracking at about 5% growth rate. He was asked if he recommends that the association continuing investing money as we voted on previously. Robert suggests continuing to move forward. Jim recommended not to stop investing our money as scheduled.

The Executive Board thanked Robert for the information.

At this time President Brett Banker called the meeting to order at 2:45 p.m.

Cancellation of 2020 Conference – Alan Mallanda

- We did the right thing by cancelling. Both the City Center and hotel are not holding us to the contract.
- Jim Wright created a google doc and a message was sent out to everyone to give them the opportunity to complete the form for refunds or vouchers. Deadline to submit for a refund is March 31st. Chris will start sending out refunds after April 1st.

Treasurer's Report – Mike Giruzzi

- Report attached.
- Current assets are \$300,560.68. Investments are currently down but should rebound.
- Sponsorships were up this year and we are at \$96,749.00 at this point (attached).

A motion was made to accept the Treasurer's Report.

1st - Denny Fries

2nd - Todd Gulluscio

Passed

Follow-up from the Conference Cancellation – Brett Banker

Motion was made to move 2020 conference to March 2021 by extending the Executive Board for one more year.

1st - Mike Giruzzi

2nd - Todd Gulluscio

Passed

- Alan suggested moving all 2020 award recipients to March 2021. One set of awards we don't have to push back is the scholar-athlete award.
- Brett thanked the Executive Board for making this motion and allowing his planning committee to put the conference on in 2021.

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Elimination of the Director of Professional Development position blending it into the Associate Executive Director's Job Description – Alan Mallanda

- Please see attached information.
- Denny suggested that the updating and revising of the POP manual should be in conjunction with the vice president or president-elect.

A motion was made to accept the revised Associate Executive Director's job description.

1st - Denny Fries

2nd - Mike Giruzzi

Passed

- Brett thanked Pete Shambo for all his dedication to the organization in that position.

Continuing Business – Brett Banker

- The following will be discussed at the spring Executive Board meeting on May 17-18, 2020.
 - ❖ LTI instructor form – donation letter
 - ❖ Performance Evaluation for the Executive Director – Mike Giruzzi
 - ❖ Strategic Plan – Alan Mallanda
 - ❖ Expanding the awards program – Alan Mallanda

New Business

- Denny Fries informed the Executive Board that Judith Knight passed away last week. He would like to look into creating an Aspiring Female Athletic Administrator award in her honor.
- Chapter Representative's criteria to get their CAA. Allow a good strong candidate to come forward to give them time to get their CAA.
- Pete Shambo is working on cancelling the Summer Institute due to school's current ban on travel due to COVID-19.
- Pete thanked Alan and Jim for allowing him to work in the professional development position.
- Jim started a podcast for the association. The first one was with Alan Mallanda who shared the history of the association. It turned out very well and received some positive feedback. Jim will continue to do future podcasts.
- Denise asked if there is anything available to keep the coaches involved. Jim created an app to share with parents by the coaches. What are the expectations for the coaches at this time due to the spring sports season currently not taking place?

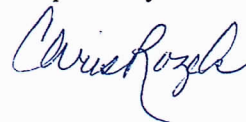
With no further business, the meeting was adjourned at 3:23 p.m.

1st - Denise Kiernan

2nd - Mike Murray

Passed

Respectfully submitted by:



Chris Rozek
Recording Secretary
April 7, 2020



*New York State
Athletic Administrators
Association, Inc.*

www.nysaaa.org

Michael P. Giruzzi, CAA, Treasurer

March 27, 2020

**Treasurer's Report for:
March 27, 2020**

	<u>2/1/2020</u>	<u>2/1/2019</u>	<u>2/1/2018</u>
Checking/Savings:	\$141,043.54	\$100,593.79	\$ 86,303.21
AXA Investments:	\$129,496.71	\$108,976.63	\$100,358.55
Current Checking:	\$ 12,268.67	\$ 8,189.34	\$ 8,694.88
Total Assets:	\$282,808.92	\$ 217,759.76	\$195,356.64

March 2020 Balance	\$300,560.68
February 2020 Balance	\$282,808.92
February 2019 Balance	\$217,759.76
February 2018 Balance	\$195,356.64

Respectfully submitted,

Mike

03.10 ASSOCIATE EXECUTIVE DIRECTOR (Position added in 2017)

QUALIFICATIONS:

- Membership in NYSAAA - three years (minimum)
- Experience and proven leadership qualities in school athletic administration
- Experience and proven leadership qualities involving professional development activities
- NIAAA certified as a (CAA) Certified Athletic Administrator (Minimum) and a (CMAA) Certified Master of Athletic Administration (Preferred)
- Retired, or within 5 years of retirement as a full time athletic administrator
- Previous experience in a past NYSAAA leadership position(s) will be taken into consideration

SALARY:

- To be determined by the Executive Board upon recommendation of Executive Director
- Reimbursement for all necessary office and travel expenses

LINE OF AUTHORITY: Directly responsible to the Executive Director and the Executive Board

DUTIES & RESPONSIBILITIES:

General:

1. Attend all Executive Board and Representative Board meetings in an **Ex-Officio** capacity
2. Attend the state conference annually, and national conference as necessary
3. Visit all chapters/sections as needed to promote professional development Write quarterly articles on professional development activities for the newsletter and submit information as needed for dissemination on our website
4. Supervise all operations for Leadership Training Institute and Courses, Educational Initiatives and Certification Committees

Conference: (With the assistance, direction and supervision of the Executive Director)

1. Coordinates and oversees the annual conference, its planning, all operations, and the various committee functions and responsibilities, which includes development of a conference schedule and the planning of all meetings.
 - Site Committee
 - Conference Program Planning Team
 - Conference Registrar
 - Exhibit Coordinator
 - Conference Program
 - Hotel Contracts
 - Meal Functions & Event Planning and Operations
 - Exhibit Hall agreements and functions
 - Insurance and security packages for exhibit hall & hotel

2. Supervises a conference registrar who has complete authority to collect all registration fees and to make all disbursements.
3. Administers the conference budget and expenditures in conjunction with the conference registrar.
4. Supervises the Exhibits Coordinator who shall be responsible for sales, registration and operation and finances of all exhibits at the conference.
5. Oversees conference site selection, negotiations with potential conference properties, and makes recommendations to the Representative Board for approval.
6. In conjunction with the Executive Director, has the authority given by the Executive Board to sign and administer all contracts with hotel sites and conference exhibit halls.
7. Is familiar with the maintenance of records and conference operations:
 - Contracts
 - Checklists
 - Financial Records
 - Conference job descriptions
 - Other necessary records
8. Assists the conference planning team on budget and conference expenses.
9. Works closely with conference planning team and committees on all conference details.
10. Assists conference planning committee as necessary and attends all meetings when necessary and feasible.
11. Coordinate and administer the **Roy O'Neill Awards Banquet & David Martens Awards Luncheon**, prior to and as part of the conference with the assistance of the Awards Chair.
12. Administer NYSAAA gift programs, including, but not limited to the "President's Ring", Board or President's Watches, and NIAAA State door prize gift.
13. Administer the pre-planning and operation of the "**Alan A. Mallanda Hall of Fame Ceremony**", and work with the Awards Committee and Hall of Fame Committee on its implementation.

Professional Development:

1. Develop a statewide plan for improvement & implementation of a comprehensive professional development program for athletic administrators through the use of the NIAAA/NYSAAA Leadership Training Institute and Certification programs
2. Administer implementation of the NIAAA/NYSAAA Professional Development Program throughout New York State
3. Oversee the accounting of income and expenditures of the LTI program and provide reports detailing same.
4. Oversee the Leadership Training, Certification and Educational Initiatives Chairpersons, which includes recommending appointment, supervision and evaluation, assuring the effectiveness of each committee.
5. Coordinate the training of all LTI Instructors and staffing of courses being taught
6. Coordinate and oversee the administration of all LTI and Certification activities throughout the state each year and maintain records.
7. Provide support for the President and Conference Planning Team in conference preparation annually

8. Represent the NYSAAA at the NIAAA State Coordinators' Fall Conference
9. Oversee the First Timers and New AD's orientation meetings at the annual state conference conducted by the Educational Initiatives chairperson.
10. Oversee the planning and staffing of the "Sparky" Rector Drop-In Center at the conference each year

Other Responsibilities:

Assist the Executive Director as needed in the following areas as outlined in his/her job description:

- General Operations of the association
- Assist with meeting planning for the Executive Board & Representative Board
- Newsletter
- Website Management
- Corporate Sponsorship
- Financial Operations
- Professional Development: Leadership Training & Certification
- Facilitate the coordination and communications with Chapter Reps and Committees
- Maintaining communication & coordination with NIAAA & NEDC activities and programs
- Adhere to the timelines established in the NYSAAA P.O.P. Manual for the Executive Director
- Updating and revising the P.O.P. Manual regularly
- Represent the association as needed in the absence of the Executive Director

Perform all other duties as requested by the Executive Director or Exec. Board

Revised on 3/10/2020