



NYSAAA

New York State Athletic Administrators Association

Minutes
Executive Board Meeting
May 18-19, 2024
Saratoga Springs, New York

Attendees: Susan Reid, President
Jennifer Keane, President-Elect
Matthew Walentuk, Vice President
Denny Fries, Liaison to NIAAA
Greg Warren, Past President

Alan Mallanda, Executive Director
Jim Wright, Assoc. Executive Director
Chris Rozek, Administrative Assistant/Business Manager

Meeting was called to order by President Susan Reid at 1:27 p.m.

Minutes from Conference Meeting

A motion was made to accept the minutes from the conference board meetings.

1st – Denny Fries 2nd – Greg Warren Passed

Conference Financial Report – Chris Rozek

- Please refer to attached report.
- Conference did well. Net profit does include corporate sponsorships which helps the net profit.
- Great attendance.
- Good number of vendors.
- Greg did a wonderful job on the conference.

Financial Report – Alan Mallanda & Chris Rozek

- Please refer to attached report.
- The Treasurer's checking account was closed and transferred to the conference/membership account. This account will now include all expenditures and deposits of the association. We updated the signers on the accounts.
- Chris reviewed all documents given to her by the Treasurer and some items were discussed with Alan who presented them to the Board.
- Current balance is \$124,311.94. Investment account is at \$215,498.00.

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Financial Report (con't) – Alan Mallanda & Chris Rozek

- We are in healthy shape.
- We will be closing out the American Express card at year's end & not renew.
- Capital One account will stay open.
- Effective July 1, 2024, there will be a new reimbursement voucher available.
- Payments will only be made if back-up documents are submitted with the voucher (i.e., detailed receipts for any purchases with a credit card, EZ pass statement, tolls, meals, etc.).
- No reimbursements will be made for personal or spousal expenses.
- Reimbursement payments will be approved by the Business Manager, Treasurer and/or their designee prior to processing.
- Chris will be setting up the accounts in QuickBooks with detailed categories for better financial reports that will include income & expenses and will be categorized appropriately.
- We will have a recommendation of a new CPA firm by the fall meeting to handle filing our financial reports (i.e., 990 form and CHAR500).

Alan Mallanda recommended a stipend of \$525.00 for the last fiscal quarter be given to Chris Rozek for the work she has done during the transition of the financial accounts.

1st – Denny Fries

2nd – Greg Warren

Passed

Membership Report – Alan Mallanda & Chris Rozek

- Currently there are 797 members.
- Membership is now getting balanced with NIAAA with them using AMP as well.

NIAAA/Section I – Denny Fries

- Please refer to attached report.
- National conference will be held December 13-17, 2024, in Austin, TX. Susan & Jennifer will be delegates.
- Section I meeting – Jim Wright elected to be nominated for the Kovaleski award.
- Denny attended the CT conference. They did a video of the award recipients instead of having the speeches.

President's Report – Susan Reid

- Please refer to attached report.
- Planning for conference recommendations:
 - Jim reviewed the format of the 2025 conference (attached).
 - Vendor Hall – you would need to go to the booth of the vendor to pick up your prize. Changed the timing of the festival to end at 7:00 p.m. and starting at 4:00-6:00 p.m. for food & drink. Second day morning would be made to drive more traffic into the vendor hall.
 - Give signs designating what level of sponsorship the vendors are and not just that they are a corporate sponsor. Adding their level would be a nice perk for the vendors.
 - Additional games in order to get the attendees to the vendor booths.
- Awards:
 - Possible video for the recipients instead of speeches.
 - Moving to one award banquet. Start with a video of the history of the Association.
 - Want to really try to make the overall banquet a standout event.
 - Opening general session to have the Apple Awards and Scholar-Athlete Essay award.

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President's Report (con't) – Susan Reid

- Vacant Executive Board Positions:
 - Treasurer & Secretary.
 - As a group we need to define what we want as these roles.
 - In looking at the POP manual, what is currently in the Constitution should be looked at and possibly should be revised on where we should go from here. The POP manual is broken out into duties & timeline.
 - Possibility create an Ad hoc committee to review how the organization should be structured.
- Planning – 2024-25
 - Reviewed all the Strategic Plan goals listed on the President's report.

Past President's Report – Greg Warren

- Strategic Plan with 2023-2024 – increase membership to PSAL and catholic schools, and independents - Jim & Greg have done this.
- Formalize Mentor Program for Chapter Reps – starting 22-23 and continued with following years.
- Matt Walentuk suggested putting a letter/form together to give to retired members to be able for the sections to pay for their NYSAAA lifetime membership. Alan & Chris will create a form.
- Maintain & update constitution and bylaws – ongoing
- Improve public relations and marketing programs for members – ongoing with social media and AMMPD.

A motion was made to suspend the evaluations of the Associate Executive Director and Executive Director.

1st – Denny Fries 2nd – Susan Reid Passed

A motion was made to adjourn the regular board meeting.

1st – Denny Fries 2nd - Greg Warren Passed

At this time, the Executive Board went into Executive Session – 4:18 p.m.

Executive Board Meeting resumed on Sunday, May 19, 2024.

President Susan Reid called the meeting to order at 9:02 a.m.

1st – Jennifer Keane 2nd – Greg Warren Passed

Executive Director's Report – Alan Mallanda

- Please refer to attached report.
- Alan will begin contacting corporate sponsors for summer conference.
- Currently \$133,740.00 was obtained in corporate sponsorship.
- Next newsletter will be the back-to-school edition in September and deadline will be in mid-August to submit any articles.

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Executive Director's Report (con't) – Alan Mallanda

- HOF & WOH – Screening Committee reviews all of the input from the nominations. The 2nd level is the Rating Committee. Alan suggested to do a one-step process with Screening Committee and then bring their recommendation to the Executive Board.

Motion was made for the elimination of the Hall of Fame & Wall of Honor Rating Committee and the Hall of Fame & Wall of Honor Screening Committee to b the ones to present their recommendation(s) of the nominees to the Executive Board.

1st – Susan Reid 2nd – Jennifer Keane Passed

A motion was made to support the Screening Committee's recommendation for the one Hall of Fame and four Wall of Honor nominations for the 2025 class.

1 – Denny Fries 2nd – Greg Warren Passed

- Future Meetings – schedule is set please mark these in your calendars.
- **POP Manual Updates:** Alan updated the history of the association and is current through the 2024 conference. Process for selection of officers needs to be defined better. Possibly look at a different outlook on selecting the vice president.
- **Membership Dues:** will be \$170.00 effective July 1, 2024. Possibly increasing the dues \$5.00 in 2025-2026 depending on the increase with the National dues.
- **Conference Fees:** will increase for the 2025 conference to \$345.00.
 - Change in the early bird date will be made for a rate of \$305.00 until January 31, 2025 and will need to be paid at that time.
 - Eliminating certification discounts.
 - Retiree conference fees will be increased to \$195.00.
 - The main reason for the increase is due to the increase in AV equipment as well as the cost of food increasing.
 - Exhibitor booth costs will be looked at for an increase.

Motion was made to invest \$5,000.00 into our investment fund.

1st – Jennifer Keane 2nd – Greg Warren Passed

Associate Executive Director's Report – Jim Wright

- Please refer to attached report.
- Summer conference is set to go and being in our 3rd year, should we promote it as a mini-summer institute and offer more classes to the conference. Looking at offering a couple newer courses.
- Professional Development Plan for 2024-2025 – timing of what we do is critical. Recommend we start it in December or January to keep the interest from the NYS APHERD conference moving.
- Mentoring – communication is the key to making this happen. Need to support new AD's and find a way to help them effectively.
- Certification – doing very well. Anyone who gets a CAA or CMAA gets posted on social media and a letter gets sent to their superintendents.

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Associate Executive Director's Report (con't) – Jim Wright

- Recent Regent's decision to allow males to play on female teams was discussed. Mixed competition is gone. Eliminates the competency and Tanner score. Brings up the liability issue. Who assumes the risk if there are any injuries due to this happening? The NYSAAA should take a stance on this and correct how the Association feels about this. Create a letter signed by president, vice president, executive and associate executive director. We need to continue to fight for the safety of our female athletes.

Ongoing Business: None at this time.

New Business: None at this time.

Motion was made to adjourn the meeting at 10:15 a.m.

1st – Denny Fries

2nd – Jennifer Keane

Passed

Respectfully submitted by:

Chris Rozek

Administrative Assistant/Business Manager

May 22, 2024