



# NYSAAA

New York State Athletic Administrators Association

*Minutes*  
*Executive Board Spring Meeting*  
*May 20-21, 2018*  
*Saratoga Springs, NY*

**Attendees:** Denise Kiernan, CAA, President  
Brett Banker, CAA, President-Elect  
Michael Murray, CAA, Vice President  
Dennis Fries, CMAA, NIAAA Liaison  
Mike Giruzzi, CAA, Treasurer  
Scott Sugar, CAA, Past President  
Roger Brown, CMAA, Secretary  
Murphee Hayes, CAA, Past President  
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 Denise Kiernan at 2:22 p.m.

*Motion was made to accept minutes from 2018 conference meetings.*

*1<sup>st</sup> – Brett Banker                      2<sup>nd</sup> – Scott Sugar                      Passed*

**Treasurer's Report – Mike Giruzzi**

- The association is in a good a fiscal position. Balance is currently \$192,153.01. Investment account is at \$107,364.08. (Report attached.)

*Motion was made to accept Treasurer's Report.*

*1<sup>st</sup> - Denny Fries                      2<sup>nd</sup> – Scott Sugar                      Passed*

**2018 Membership & Conference Report – Alan Mallanda**

- Alan will be sending out the report to the chapter representatives to try to increase membership. (Report attached.)
- The Association will be switching over to AMP/Final Forms. Alan and Chris will be having a conference call with their representatives to get the online registration set up.
- Alan will notify the chapter representatives and put it on the website prior to the launch of the new format.
- The Membership Chair position is open for the coming year.

*A motion was made to appoint Todd Gulluscio as membership chair.*

*1<sup>st</sup> - Mike Giruzzi                      2<sup>nd</sup> - Scott Sugar                      Passed*

more...

**2018 Conference Financial Report – Chris Rozek**

- This is the most money made this year. Thank you to Scott for doing a great job in cutting back on items.
- No expenses for clothing, very little expenses for speakers.

*Motion was made to accept the 2018 Conference Financial Report.*

*1<sup>st</sup> - Murphee Hayes*

*2<sup>nd</sup> - Denny Fries*

*Passed*

**2018 Conference Survey & Review – Scott Sugar**

- Moving raffle area to a different area of the City Center.
- Moving the schedule back to the 3-day format.
- Instead of using same survey questions, move towards a theme-related survey (i.e., health/wellness, school safety, etc.). Look at who your audience is. Long-time athletic administrators or new athletic administrators. Need to try to get “hot topics”.
- Pete suggested a different type of survey – by using AMP can we reach out to new athletic administrators or ones who have not attended the conference in the last five years. Why haven't you attended? What would it be to entice you to attend? What can we do to help you get your needs met? Survey should come out from president.

**President's Report – Denise Kiernan**

- Report attached.
- Attended the NIAAA Section meeting. Very beneficial meeting.
- Will write a letter to Robert Zayes and the board to endorse our initiative (support) Jay Hammes LTI course for school safety throughout the state.
- All keynote speakers are secured:
  - ❖ Dr. Greg Dale (1<sup>st</sup> general session & breakout)
  - ❖ Dr. Marc Brackett (2<sup>nd</sup> general session & breakout)
  - ❖ Jay Hammes (3<sup>rd</sup> general session)
  - ❖ Robert Zayes ( 4<sup>th</sup> general session)
  - ❖ Positive Coaching – a few workshops
  - ❖ Looking for leadership in football & athletics as breakout session. What they do for their kids in leadership roles.
- Pete asked what LTI courses we want to offer at the conference. Offer 503 as one of the six being offered. 631 (Jay Hammes in afternoon), 790. The Executive Board was asked to look at the course listing and give feedback to Pete on what courses you think should be offered.
- Alan reviewed the new conference schedule and we will be going back to the 3-day schedule.
- Not going to do an opening general session on Wednesday. Representative Board meeting will be on Wednesday afternoon.
- Opening with the Exhibit Hall Festival.
- Two LTI courses would be 11:00 a.m.-3:00 p.m.
- Thursday – dropped a breakout session & added a general session.

**NIAAA & Section I Report – Denny Fries**

- Report attached.
- Confirming blood drive at the Hilton on March 14, 2019 - 8:00 a.m.-Noon.
- Great Section I meeting and we will continue the hospitality at the National Conference.

more...

- Scholar-Athlete winners were in the top three of the nominations at the national level, but unfortunately did not continue on.
- Please send nominations to Denny of anyone you would like to nominate for the three special awards.

**Executive Director's Report – Alan Mallanda**

- Report attached.
- State Executive Director's Summer meeting will be held in Glens Falls. July 22-25, 2018.
- Six people going forward for the 2019 Hall of Fame Class.
- 2020 nominations for the HOF are open. Asking every chapter representative to look in their history and nominate someone.
- End of Year Report – have had another successful year. (Report attached.)
- Committee Openings & Appointments – Membership Chair appointed. Awards Co-Chair open.

*A motion was made to appoint Murphee Hayes as the Awards Co-Chair.*

*1<sup>st</sup> - Mike Giruzzi*

*2<sup>nd</sup> - Scott Sugar*

*Passed*

**Meeting Schedules:**

Fall – Full Board - September 16-17, 2018

Winter – Executive Board – February 3-4, 2019

**Associate Executive Director's Report – Jim Wright**

- Report attached.
- Jim worked with Alan this year to get familiar with the logistics of the conference.
- With the help of Pete Shambo, more LTC courses are being offered throughout NYS.

**Director of Professional Development & Membership Services – Pete Shambo**

- LTI – four chapters are already signed up to have courses – 3, 5, 6, 7, 11 have offered courses.
- Expand the teaching pool. Getting instructors to teach in other chapters not just their own chapters.
- Education Initiatives are all tied in and try to break the record as to people taking their CAA exam at the conference.
- Need some strategies towards membership to make improvements.
- Would like to see how to get membership increased across the board in every chapter.
- Nationally, Pete has been on the ground level process for people obtaining their CAA.
- LTI chair – propose to the Board and the Professional Development chair to identify the LTI courses for the conference and have the LTI chair do the organizational part of the courses such as ordering the books, registrations, etc.
- Fall conference State coordinators meeting for LTI in Indianapolis Sept. 8-10, 2018 - Seek out people who want to instruct LTI. Would like to promote who would have an interest in the NYS group to become an instructor. Pete would like to recommend sending two people.

*At this time a motion made to adjourn the meeting at 4:57 p.m. and resume on Monday, May 21<sup>st</sup> at 8:00 a.m.*

*1<sup>st</sup> – Denny Fries*

*2<sup>nd</sup> - Mike Murray*

*Passed*

more...



***The meeting resumed on May 21, 2018 and was called to order at 8:03 a.m. by President Kiernan.***

**Strategic Planning:**

- Fall meeting & workshops for chapter representatives & committee chairs.
- Brett headed the new format up with Jim Wright with the chapter representatives & committee chairs. Mike Murray will be involved also.
- What types of things are they doing in their chapter? LTI, certification, membership?
- Offering a retiring athletic administrator with a lifetime membership by the chapter.
- Mentoring them on what they should be doing throughout the year. Get information to them in August and discuss items at September meeting as related to NYSAAA.
- Give them a better idea of what their responsibilities are.
- Keep the chapter representatives on the timeline.
- Certification of Athletic Administrators – Next Steps with SED?

**Update on connecting with State superintendents.**

- We need to try to find a superintendent to join the Board.
- Need someone who is supportive of NYSAAA, athletics, certification, etc.

**Membership Strategies**

- What are the best practices to get more people involved in lifetime membership when they retire. Chapter 5 gives them a gift & plaque.
- At the First Time Athletic Director's meeting at the conference, each athletic administrator is given a certificate for a LTI course.
- Key is getting to the small schools.

**Professional Development Plan**

- Create a mini-strategic plan.
- Pete would like to know by September what courses will be offered at the conference. Looking at offering eight courses at the 2019 conference.

**POP Manual Review**

- Vice President & President-Elect should work on reviewing it and make suggestions on what needs to be changed. Need to make sure the POP manual reflects what's in the minutes that have been added and changed organizationally and not changed in POP manual.

*With no further business, a motion was made to adjourn at 8:48 a.m.*

*1<sup>st</sup> - Mike Giruzzi*

*2<sup>nd</sup> - Brett Banker*

*Passed*

Respectfully submitted by:

***Chris Rozek***

Chris Rozek

Recording Secretary

June 7, 2018



*New York State  
Athletic Administrators  
Association, Inc.*

www.nysaaa.org

Michael Giruzzi, Treasurer

**Treasurer's Report for:  
May 18, 2018**

	<u>2/1/2018</u>	<u>1/27/2017</u>	<u>1/31/2016</u>
Checking/Savings:	\$ 86,303.21	\$90,502.04	\$82,696.46
Investments Acct:			\$11,320.99
AXA Investments:	\$100,358.55	\$91,084.34	\$80,000.00
Current Cking/Savings Bal:	<u>\$ 8,694.88</u>	<u>\$ 7,215.02</u>	<u>\$ 5,515.42</u>
<b>Total Assets:</b>	<b>\$195,356.64</b>	<b>\$188,801.40</b>	<b>\$179,532.87</b>

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May 2018 Balance \$192,153.01  
February 2018 Balance \$195,356.64  
January 2017 Balance \$188,801.40  
June 2016 Balance \$ 85,546.63  
January 2016 Balance \$179,532.87  
June 2015 Balance \$160,291.46  
Dec 31, 2014 Balance \$146,677.25  
June 2014 Balance: \$135,601.17

Checking/ Savings	\$ 84,788.93
AXA Investment	\$107,364.08

Respectfully submitted,

*Mike*

2018 EOY MEMBERSHIP REPORT  
NYSAAA

	A	B	C	D	E	F	G	H
1		Members 10/26/17	Members 1/25/18	Members EOY 18	# AD's	% Diff.	Rank by %	
2	Chapter 1	46	58	64	84	76%	6	
3	Chapter 2	13	24	39	81	48%	11	
4	Chapter 3	69	87	94	109	86.00%	3	
5	Chapter 4	13	38	44	71	62%	8	
6	Chapter 5	62	73	77	126	61%	7	
7	Chapter 6	12	57	63	78	81%	5	
8	Chapter 7	4	8	10	26	38%	10	
9	Chapter 8	39	52	53	57	93%	1	
10	Chapter 9	31	35	40	45	89%	4	
11	Chapter 10	6	12	12	24	50%	9	
12	Chapter 11	34	57	59	64	92%	2	
13	CHSAA	7	8	8	30	27%	12	
14								
15	Sub-Total	336	509	563	795	71%		
16								
17	Veteran AD,s	27	33	41	Unknown			
18								
19	Students & Assoc.	1	1	0	Unknown			
20								
21	Total	364	543	604	823			
22								
23	NIAAAA/NYSAAA			2017-18	2016-17	2015-16	2014-15	2013-14
24	Previous Years Membership			560	534	619	644	667



**2018 NYSAAA Conference  
Financial Report**



**Revenue :**

**269 Registrants**

5 @ \$0.00 (comp)	\$0.00	
14 @ \$160.00	\$2,240.00	
8 @ \$240.00	\$1,920.00	
56 @ \$245.00	\$13,720.00	
151 @ \$255.00	\$38,505.00	
6 @ \$275.00	\$1,650.00	
11 @ \$285.00	\$3,135.00	
1 @ \$390.00	\$390.00	
3 @ \$395.00	\$1,185.00	
18 @ \$405.00	\$7,290.00	
2 @ \$425.00	\$850.00	
2 @ \$435.00	\$870.00	
	<hr/>	
<b>Total:</b>		<b>\$71,755.00</b>

**Exhibitor Revenue:**

Booths - 82 @ \$450.00/4 @ \$400.00/11 comp.	\$38,500.00	
Extra Badges - 100 @ \$50.00/ea	\$5,000.00	
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<b>Total:</b>		<b>\$43,500.00</b>

**Corporate Sponsors:**

<b>Total:</b>	<b>\$39,333.00</b>
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**Miscellaneous:**

Meal Money	\$1,765.00	
Council of Administrators Meeting Reimbursement	\$366.00	
LTI Course Registrations	\$405.00	
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<b>Total:</b>		<b>\$2,536.00</b>

**AAA Clothing Shoppe**

<b>Total:</b>	<b>\$954.00</b>
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<b>Total Monies Received:</b>	<b>\$158,078.00</b>
<b>Total Expenditures:</b>	<b>\$78,144.17</b>
	<hr/>
<b>Total Net Profit:</b>	<b>\$79,933.83</b>



**Expenditures :**

Conference Supplies	\$706.00	
Printing	\$634.00	
Awards/Gifts/Prizes	\$5,449.69	
Miscellaneous	\$5,837.20	
Conference Reimbursements	\$1,815.00	
Conference Speakers	\$3,376.10	
Exhibitors	\$11,855.63	
Hotel	\$48,470.55	
<b>Total Expenditures:</b>		<b>\$78,144.17</b>

**Expenses****Conference Supplies:**

Staples	\$162.98	
GG Tauber, LLC	\$174.17	
Price Chopper	\$50.00	postage for president invites
Capital One (Staples)	\$134.57	
Capital One (Staples)	\$174.30	
Capital One (Staples)	\$9.98	
<b>Total:</b>	<b>\$706.00</b>	

**Printing:**

BOKA Printing	\$220.00	strip tickets
Broome County Information Technology	\$414.00	conference program
<b>Total:</b>	<b>\$634.00</b>	

**Awards/Gifts/Prizes:**

Nally Associates, Inc.	\$2,484.93	plaques
Bright Ideas in Broad Ripple	\$438.50	pens
Joseph Scalise	\$250.00	"Find the Sponsor" 1st place
Nally Associates, Inc.	\$117.00	President's plaque
Bright Ideas in Broad Ripple	\$1,390.44	tool kit gift & totes
Bright Ideas in Broad Ripple	\$455.50	wallet badge holders
SMI Awards	\$313.32	HOF lapel pins
<b>Total:</b>	<b>\$5,449.69</b>	

**Miscellaneous:**

Travelers	\$599.00	conference insurance
Chris Rozek	\$600.00	design/layout of 3 programs
Cheryl Weeks	\$177.67	videographer mileage
Capital One	\$61.33	conference planners lunch
Capital One	\$499.20	pre-conference dinner
NYSAAA Memberships	\$3,900.00	membership paid with conference
<b>Total:</b>	<b>\$5,837.20</b>	

**Conference Reimbursements:**

Patrick Irving	\$20.00	overpayment of LTI course
Candace Hall - Shaw Industries Group	\$450.00	exhibitor cancellation
Operation Offense (Denny Fries)	\$35.00	meal ticket
Scott Reh	\$245.00	double payment - S. Reh
Lou Cioffi	\$160.00	double payment - L. Cioffi
Kevin O'Reilly	\$245.00	cancellation
Marion Central School District	\$255.00	cancellation - L. DeLyser
NYSAAA (Mike Giruzzi)	\$270.00	LTI courses w/ registrations
NYSAAA (Mike Giruzzi)	\$135.00	LTI course w/ registration
<b>Total:</b>	<b>\$1,815.00</b>	



**Expenses (con't)**

**Speakers:**

Overlook Ridge, LLC	\$2,500.00	D. Casullo - keynote speaker
Lee E. Green	\$876.10	L. Green expenses
<b>Total:</b>	<b>\$3,376.10</b>	

**Exhibitors:**

Saratoga Spring City Center	\$2,400.00	down payment
Saratoga Spring City Center	\$2,900.00	final payment
Clifton Park Rental	\$6,502.00	drapage
Saratoga Spring City Center	\$53.63	security for City Center
<b>Total:</b>	<b>\$11,855.63</b>	

**Hotel Expenses:**

Saratoga Hilton	\$48,470.55	hotel expenses
<b>Total:</b>	<b>\$48,470.55</b>	

Submitted May 20, 2018

**Chris Rozek, Conference Registrar**

**NYSAAA Conference Comparison  
1997-2018**

Year	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Site	Saratoga	Albany	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga
# of attendees	251	269	269	264	291	291	311	332	298	308	294
Revenue	\$50,870	\$54,845	\$55,634	\$70,625	\$81,736	\$61,046	\$100,924	\$103,688	\$95,061	\$99,496	\$102,708
Expenses Exhibitors	\$18,250	\$50,154	\$48,120	\$54,843	\$58,590	\$66,178	\$82,912	\$89,239	\$78,113	\$81,013	\$82,132
Revenue	\$40,475	\$20,750	\$19,875	\$22,000	\$27,250	\$35,700	\$31,549	\$31,050	\$35,100	\$34,300	\$35,025
Net Gain	\$10,395	\$4,691	\$7,515	\$15,781	\$23,146	\$30,568	\$18,012	\$14,449	\$16,697	\$18,482	\$20,575

Year	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Site	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga	Saratoga
# of attendees	317	257	266	262	250	275	268	277	271	269	269
Revenue	\$116,398	\$98,785	\$101,569	\$135,019	\$131,406	\$125,626	\$133,854	\$145,218	\$149,179	\$154,714	\$71,755
Expenses Corporate Sponsorships Exhibitors	\$79,537	\$83,320	\$83,331	\$77,576	\$75,535	\$74,349	\$90,935	\$95,987	\$96,047	\$104,656	\$78,144
Revenue	\$43,825	\$41,020	\$35,160	\$39,150	\$26,350	\$16,500	\$15,828	\$32,895	\$31,825	\$30,000	\$39,333
Net Gain	\$36,860	\$15,464	\$18,238	\$54,953	\$55,664	\$50,918	\$42,920	\$49,330	\$53,131	\$49,810	\$79,933



# NYSAAA

New York State Athletic Administrators Association

## **President' Report**

*Executive Board Meeting*

Embassy Suites, Saratoga Springs, NY

May 20-21, 2018

### **Activities:**

NIAAA Section I Meeting, Saratoga, NY April 10, 2018

NYSPPHSAA Spring Meeting, Troy, NY May 4, 2018

### **Conference Planning 2019- "Leadership.....Getting a Head in the Game"**

#### **Thursday, March 14<sup>th</sup> General Session Keynote:**

9:15-10:30am

Dr. Greg Dale, Duke University

Accountability and Empathy as it relates to Leadership

\*\*\*Breakout also

#### **Thursday, March 14<sup>th</sup> Second General Session Keynote:**

2:45-3:45pm

Dr. Marc Brackett, Yale University

Social and Emotional Wellness: Learning how to regulate as an Administrator, Coach, and Student Athlete

#### **Friday, March 15<sup>th</sup> Third General Session Keynote:**

10:00-11:00am

Jay Hammes, National Faculty Instructor-NIAAA

President of Safe Sport Zone

Emergency Management of Interscholastic Athletic Events

#### **Friday, March 15<sup>th</sup> Fourth General Session**

2:00pm-3:00pm

Dr. Robert Zayas, NYSPHSAA



**Break Outs:**

**PCA-Positive Coaching Alliance-Emily Archibald**

Developing Better Athletes, and Better People

Training and Education for Coaches, Sports Parents, Student Athletes, and Administrators

**Anthony V. Lipani, Supervisor of HPE at West Irondequoit**

Heart Attack at 45 Alive

**Mark Leinweaver, Perfect Placement**

Perfectplacement.com

College Bound Process for Student Athletes

**NAMI, National Association for Mental Illness**

Dr. Ken Duckworth, Medical Director for Information, Support and Education

**LTC Courses: Peter Shambo**

**LTC 631 Athletic Administration:** Jay Hammes, NIAAA

Friday, March 13<sup>th</sup> (AM Session)

Emergency Management of Interscholastic Athletic Events

## NYSAAA Liaison Report: Dennis Fries, CMAA

May 20-21, 2018 Executive Board Meetings

### NIAAA:

#### National Conference information

December 15-18, 2018 – San Antonio, TX – Marriott Hotels Henry B. Gonzalez Convention Center

December 14-17, 2019 - National Harbor, MD - Gaylord National Hotel

December 12-15, 2020 - Tampa, FL - Marriott/Embassy/Conference Center

### NIAAA 2018 Delegate Assembly Delegates:

**Mike Giruzzi, Scott Sugar, Denise Kiernan, President Elect, Dennis Fries (JW & AM – Alt.)**

If you cannot attend please let me know ASAP

National Emergency Network: NY Contact People: Alan Mallanda, Dennis Fries, Pat Pizzarelli

NIAAA Committee members: PS (Chair.)– Certification; SY – Accreditation; DF – QPA; MH – Awards

NIAAA: Web Site (**New NIAAA athlete certificates: 3 Season Athlete and Scholar Athlete Recognition**)

Conference Reservations

Sponsorship of a golf hole at the NIAAA Conference - \$250.00

The NEN's **new** initiative

We can support the NIAAA National emergency Network 2018 initiative to give blood. Its a state to state friendly competition.

**Next year our blood drive at the Hilton will be: Thursday, March 14, 2019 (8am-Noon).**

**NIAAA leadership:** Mike Blackburn – Executive Director; Phil Rison – Assoc. Executive Director; Jeff Sitz - President

### NYSAAA Notes:

Continued thanks to Alan and Chris for the organization's fiscal health.

### Section 1 Meeting:

2019 - New Hampshire

2020 – Vermont

2021 - Maine

**15<sup>th</sup> Section 1 Summer Institute (June 24 – June 27, 2018) 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 NYSAAA Student Athlete Scholar/ Essay winners are:**

**Benjamin Dwyer, Baldwinsville CSD - Chapter 3 - (Chris Campolietta – AD) – Chris Ells - Chapter Rep.**

**Kerry Gettler, Pearl River HS – Chapter 1 – (Todd Santabarbara – AD) – Sue Dullea – 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 and 2017.**

#### 2018 Awards:

(2017 Winners)

(2019 – TBD)

State Award of Merit – **Steve Young** - Presenter – Mike Giruzzi

Otis Sennett Award – **Eileen Kilcullen** - Presenter – Nina VanErk

Dr. Jack Foley Award – **Greg Warren** - Presenter – Patrick Pizzarelli

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

**(Please attend both the Wednesday, Banquet and Friday Luncheon – We are the leaders, let's all set a good example)**

**December 2017 - National Award winner: NIAAA Distinguished Service Award – Steve Young**

df – May 2018



# NYSAAA

New York State Athletic Administrators Association

## Executive Director's Report

### *Executive Board Meeting*

Embassy Suites, Saratoga Springs, NY  
May 20-21, 2018

#### *Activities*

NIAAA Section I Meeting – Saratoga Springs, NY, April 10, 2018  
NYSPHSAA Spring Meeting, Troy, NY, May 4, 2018  
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 Induction 2019 & 2020  
Conference Planning (2019)  
End of Year Report

#### *New Business Items*

Committee Openings & Appointments  
Chapter Vacancies & Changes

#### *Meeting Schedules (2018-2019)*

Fall – Rep. Board Meetings – September 16-17, 2018 (The Saratoga Hilton)  
Winter – Executive Board - February 3-4, 2019 (Embassy Suites, Saratoga)  
Conference Chapter Reps., Committee & Rep Board Meetings - March 13-14, 2019 @ Saratoga Springs, NY  
Spring – Executive Board – Tentative - May 19-20, 2019 - TBA  
Fall - Rep. Board Meetings – September 17-18, 2018 (The Saratoga Hilton)

#### *Future Conferences – The Saratoga Hilton, Saratoga Springs*

2019 – March 13-15  
2020 – March 18-20





# NYSAAA

New York State Athletic Administrators Association

## Executive Director's End of Year Report

### Review of 2017-18

- Conference attendance was about the same as last year, as was attendance by exhibitors. We had 269 registered attendees, and 82 paid booths (not including sponsors). The conference registrar's report reflects all the positive numbers. This was the largest conference profit ever, with a net profit of approximately \$80,000. I give many Kudos to the conference planning team from Chapter 3 and Scott for holding the line on expenses. It sets a mark for others to follow.
- Our corporate sponsorship program has had another good year. The end result was **\$78,758, up almost \$9,000 over last year.** \$45,058 in cash/gifts and \$33,700 in-kind savings. Both were significantly above last year.
- We hosted the NIAAA Section 1 meeting in Saratoga in April. We will also be hosting the 2018 NEDC summer summit in Glens Falls. We have 60 guests coming in so far. Plans are progressing smoothly.
- We continue to send out our electronic newsletter four times per year to well over 1,200 updated email addresses.
- Our website, continues to provide ample communications and links to our constituents.
- A change in provider for online registration for membership, exhibitors, conference and other LTI, is scheduled to begin in June. **Final Forms/AMP** is our new provider and sponsor, and has been very supportive throughout the process of changing over. All has gone smoothly over two years with Family ID, but this new company will provide more services that are appropriate to our type of membership and services.
- The fifth class was placed into our "virtual" Hall of Fame on our website in April. The sixth class selection is in progress of being selected and will be announced in early fall.
- I have continued to meet with our Executive Director of the NYSPHSAA, Robert Zayas, CAA. We continue in trying to gain support for the athletic administrator certification piece. I believe we now have Robert's support and hope to gain support of state superintendents before going back to SED as a next step.
- Our new Educational Initiatives Chair, Greg Warren, CMAA has done a great job of replacing Brett in that position, and providing a great "First Timer Orientation" and Sparky Rector Drop In Center. He has also been able to get us approved as a CTLE provider (at no cost) by SED for our conference programs. This provides a big incentive to our membership to attend future conferences. Greg is also trying to get us back with NYSCEA as an avenue to gaining their support for our certification proposal.
- We approved two new positions this past year and both Jim and Pete have done an excellent job of handling their respective responsibilities. Their individual reports will reflect on their experiences this first year. Jim did an excellent job in presenting the basic outline of our certification proposal to the NYSPHSAA, as well as to SED with his Power Point presentation, as well as including import surveys and data in the report.

- Membership numbers improved slightly this year, but we still have a way to go to get us back on top in the nation. We did implement a Lifetime Membership for retired AD's which was received very well and this year we should have our highest numbers of retired AD members. Chapter 5 is paying for two of their new retirees' lifetime membership, and I think this would be a great idea for all chapters/sections to do each year for those retiring.
- We have conducted CAA exams again this year outside the conference. We also have implemented online exams at the conference for the second time and will again this spring in Albany or Saratoga. We had a record 15 individuals take the exam at the conference this past year. A schedule will be established again for three exam dates for 2017-18 and posted on our website.

**Goals for 2018-19:**

- Continue to increase our Corporate Sponsorship/Partnership dollars and in-kind services.
- Implement a new online registration system for membership, exhibitors, conference and LTI over the next year.
- 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 also need to work with superintendents and principals' associations to educate and gain their support.
- Continue to look for better ways to improve our conference program and 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 sixth class induction into the NYSAAA Hall of Fame at the 2019 conference.
- Be successful in providing a great venue and program for the NEDC Summer Summit in July in Glens Falls, NY
- Continue to work with our Director of Professional Development and Membership Services in developing a plan to improve professional development throughout our state, along with certification numbers, and to find ways to increase membership and provide services to our members.
- Continue to work with the new Associate Executive Director to provide on the job training and experience in running a conference and other related activities.
- We need 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*







**New York State Athletic Administrators' Association, Inc.  
2019 TENTATIVE Conference Program Schedule**

**Tuesday – March 12, 2019**

**Phila/Gallery**

8:00 a.m. – 9:00 p.m. Pre-conference Move In & Set Up - Phila  
4:30 p.m. – 5:30 p.m. Registration Materials & Packets - Phila

**Wednesday – March 13, 2019**

8:00 a.m. – 12:00 p.m. LTC  
8:00 a.m. – 12:00 p.m. LTC  
9:00 a.m. – 12:00 p.m. NYS Council of Administrators Meeting - Travers  
8:30 a.m. – 11:30 p.m. Executive Board Breakfast Meeting – Board Room  
1:00 p.m. – 5:00 p.m. LTC  
1:00 p.m. – 5:00 p.m. LTC  
1:00 p.m. – 5:00 p.m. LTC  
1:00 p.m. – 5:00 p.m. LTC  
2:00 p.m. – 6:00 p.m. Conference Registration (Gallery)  
3:00 p.m. – 5:00 p.m. NYSAAA Representative Board Meeting (Alabama/Travers)  
4:00 p.m. – 5:30 p.m. Veteran AD's Reception/Meeting - Travers  
6:00 p.m. – 8:00 p.m. **EXHIBIT HALL FESTIVAL** - Opening Hospitality Reception – Food/Refreshments –  
37<sup>th</sup> 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 14, 2019**

7:30 a.m. – 9:00 a.m. Chapter Representatives/Committee Chairs Breakfast Meeting  
9:30 a.m. – 11:00 a.m. Hall of Fame Committee Meeting – Board Room  
8:00 a.m. – 11:30 a.m. Conference Registration (Gallery)  
8:00 a.m. – 4:30 p.m. Exhibit Hall Open (City Center) – Pick up Conference Gift (All Day)  
8:15 a.m. – 9:15 a.m. Visit the Exhibitors for Coffee & Donuts in the Exhibit Hall – Drawing #2  
8:15 a.m. – 9:15 a.m. First Timers/New AD's Meeting/ Reception – Alabama  
8:00 a.m. – 4:30 p.m. Larry "Sparky" Rector Materials & Drop-In Center (Exhibit Hall)  
9:15 a.m. – 10:30 a.m. CONFERENCE WELCOME & OPENING GENERAL SESSION  
10:45 a.m. – 11:45 a.m. "WORKSHOP SESSION A"  
11:45 a.m. – 1:15 p.m. Visit the Exhibitors for a Light Lunch – Drawing #3 – 1:30 p.m.  
11:45 a.m. – 12:45 p.m. Past Presidents Lunch Meeting - by invitation – High Rock  
12:30 p.m. – 2:00 p.m. NYSPHSAA Section Executive Directors Meeting – TBD  
1:30 p.m. – 2:30 p.m. "WORKSHOP SESSION B" (check your program) - Broadway 1-4  
2:45 p.m. – 3:45 p.m. SECOND GENERAL SESSION  
3:00 p.m. – 4:00 p.m. NYSPHSAA Student Athlete Development Committee Meeting – Board Room  
3:45 p.m. – 4:30 p.m. Visit the Exhibitors – Final Session – Final Door Prize Drawing #4 – 4:15 p.m.  
4:00 p.m. – 5:00 p.m. CAA Test Review Workshop –  
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 15, 2019**

8:00 a.m. – 10:00 a.m. CAA EXAM  
8:45 a.m. – 9:45 a.m. "WORKSHOP SESSION C" (check your program) - Broadway 1-4  
10:00 a.m. – 11:00 a.m. THIRD GENERAL SESSION  
11:00 a.m. – 11:30 a.m. HOF Reception for Inductees & Family – Alabama/Travers  
11:45 a.m. – 1:45 p.m. HOF Inductee Photos - Whitney  
Dave Martens Awards Luncheon & Alan Mallanda Hall of Fame Induction  
2:00 p.m. – 3:00 p.m. FOURTH GENERAL SESSION – Robert Zayas, CAA Executive Director, NYSPHSAA  
- Saratoga 1  
3:15 p.m. – 4:15 p.m. NYSAAA Annual Meeting – Annual Meeting; Wrap Up & Re-cap; Acknowledgements;  
Chapter Door Prizes & Raffle Drawings - Saratoga 1  
4:30 p.m. Conference Adjourns

DRAFT 4/5/18



# NYSAAA

New York State Athletic Administrators Association

## Associate Executive Director's Report

*Executive Board Meeting*

Embassy Suites, Saratoga Springs, NY

May 20-21, 2018

1. Worked closely with Executive Director and President Sugar to understand logistics of managing the conference through the eyes of the hotel. Meetings with hotel staff and subsequent negotiations handled by Alan where a general insight of process was gained.
2. Attended Section 1 meeting, where again, information regarding how Section 1 functions within the NIAAA and the part that the NYSAAA plays in Section 1.
3. Continued discussions with Pat Pizzarelli concerning certification and having contact with a Superintendent that has connections at high levels within SED.
4. Reasserted the need for the NYSPHSAA to endorse the recent resolution dealing with the offering of LTC 631 as a tool to improve safety for schools at athletic events.
5. Planning for attendance at NEDC meeting in July as well as attending NYSPHSAA summer meeting to gain final approval for the endorsement of the above.
6. Continuing discussions with the Executive Director and President Kiernan about conference planning and assisting in the organization and management of the conference agenda, keynotes, awards, etc.
7. Will be heading to Chapter 3 in October to offer LTC 504 and 506 to Directors in that area through the aggressive initiatives put forth by Pete Shambo.
8. Chapter 11, again with the help of Pete, will be offering LTC 631 on May 17. This is the first time it has been offered in NY State.