



**OADA Executive Retreat  
May 21/22, 2016  
After OSAA T & F in Eugene  
New Oregon Motel, Eugene, OR  
Minutes**

**Saturday, May 21**

Notes from Saturday night...

Review of 2016 State Conference Billing and Meals:

Sunday morning breakfast. There was an extra \$100 charge for the change of the room set up. They had the Great Hall set up in classroom seating instead of rounds with chairs. The number of breakfasts was wrong at the pre-conference meeting and that was changed, but the seating was changed by the Sun River staff/admin without our consent. We have never eaten in classroom seating and are not sure how that change was made without asking.

Kris/Dave will talk with JoLee from Sun River about the \$100 charge and ask for it to be waived because they made that change without our consent.

We will not offer the Take Me Out to the Ball Game snacks for the vendor hall next year. It is an added expense and our surveys show that our members are not influenced by the offered snacks/food to visit the vendor hall. That will be a \$2287.50 savings for next year.

Questions from Tim Sam in regard to the burger bar. We serve a \$32.00 plated meal and yet the burger bar costs us \$45.00 per plate. We need to talk with Sun River about bringing down that cost. It doesn't seem right that we would pay more for a buffet style meal in comparison to a plated and served meal.

Spa Continental Breakfast was fine. The smoothies were delicious, but there wasn't any protein. Even if we had hard boiled eggs or some ham on the bagels or something.

Monday night banquet needs to have two bartenders for the hospitality. We also need the actual numbers of meals listed for that meal and all meals. The board needs to do a better job of collecting meal tickets. Maybe a classification could be in charge of all of the ticket collecting.

We talked about the possibility of having a no-host bar during the meal for wine by the glass instead of wine service for an entire bottle.

A great deal of discussion took place about the total cost of the conference and how we aren't going to be able to afford the low cost of registration. We discussed raising the costs of registration for next year. We also talked at length about the cost of the burger bar not being



covered by the revenue from the vendors. We are actually paying the vendors to be there instead of them paying to be there.

We had a lot of ideas and discussion about the Executive Director position. After reviewing all of the job descriptions for each officer Dave Hood determined we had those extra jobs that Kris Welch had taken upon himself to do covered. Most of the conversation was around the possibility of splitting the position of ED by two people and our two possible candidates are Craig Rothenberger and Terry Hansen. Both are qualified by our by-laws and both have great qualities that would complement each other in the position. Concerns were brought up about expenses and costs and how we would split the duties. We agreed a member of the executive board would meet with both possible candidates and discuss this further once we knew if they were interested in sharing.

We talked about listing officers and their duties and responsibilities on the website, so our members and visitors to the site could find help faster and more accurately. Similar to that of the OSAA.

### **Sunday, May 22**

The meeting was called to order by Dave Hood at 9:26

All Executive Board members were present (Lorena Woods, Dave Hood, Tim Sam, Dennis Burke, Kyle Cowan, & Kris Welch.

2016-2017 Executive Board Members

Executive Director: TBD

Past President: Lorena Woods

President: Dave Hood

Vice-President: Tim Sam

Treasurer: Dennis Burke

Secretary: Kyle Cowan

OSAA Advisor: Mark Horak

LTA State Coordinator: Ron Richards

### **Discussion Items/Reports**

A. Roles & Responsibilities – Discussion regarding the roles and responsibilities of the OADA executive board. Some Items to note on the handout:

1. Executive Director will attend all the OAOA board meetings as an addition to their roles and responsibilities.
2. Secretary will be creating and generating the OADA Conference questions by Feb. League rep meeting.



3. Discussion regarding OADA conference location and evaluation of Sunriver and possible other locations for the conference. Expenses for food has increased over the years, due to an increased number of meals provided.
  4. Sandy Luu will be going with Ron Richards to the LTA meeting as a way to train an additional coordinator.
  5. All other updates have been made to the OADA Executive Committee Responsibilities.
- B. Transition of Executive Director – Discussion regarding who to bring on as the new Executive Director and what the role and responsibilities will be. The agreement is to approach Craig Rothenberger and Terry Hansen to be co-directors for the OADA. It was decided that Dave Hood would offer the appointment to these men with the agreement that all of their expenses would be paid. Also, the expectation is that they set a goal of increasing sponsorship \$10k within the year.
- C. By-Laws/Constitution-Revisions & Review – No changes were made.
- D. Calendar
1. Meeting Dates & Locations for 2016-17 – schedule was handed out. The schedule was discussed at length and some changes were made. The current schedule is attached.
- E. OSAA/OADA Fall Workshops (representation & PPT) – The responsibilities of the Executive Board are as follows:
- |                       |   |
|-----------------------|---|
| -Tuesday, August 9    | @ Wilsonville (Shriners Building across from OSAA)  |
| -Wednesday, August 10 | @ Pendleton Convention Center – Lorena Woods<br>@ Cottage Grove HS – Craig Rothenberger<br>@ OSAA Office, Wilsonville – Dennis/Chris/Kyle/Terry |
| -Thursday, August 11  | @ N. Medford HS – Tim Sam<br>@ Bend High School – Dave Hood<br>@ OSAA Office, Wilsonville – Dennis/Chris/Terry                                  |
| -Friday, August 12    | @ OSAA Office, Wilsonville – Dennis/Chris/Terry   |
- F. Kris made sure that all knew how to update the website if needed. Some items of note, board needs to make sure all forms are up to date w/correct names, dates, addresses. The board also heard from CVENT about the opportunity to help create online registration through the website more user friendly. It was discussed to see what our current vendor is charging us before we make any further decisions.
- G. Review State Conference
1. Survey Results, members & vendors (Dennis) – Discussion to move Tuesday morning breakfast back a bit to help alleviate check out of participants at conference. There was also a discussion about changes to the opening session, with round tables discussions.



2. The plan for next year would be to teach courses 504, 501 (Friday), 502, and some potential other courses that were discussed. Nothing was decided. The plan of the OADA would be that an AD could get their CAA certification in two years.
  3. Some potential keynote speakers for the next conference could be someone from the positive coaching alliance, Liz K., Joey Harrington.
  4. After discussion it was decided that the Hall of Fame dinner would be held as a standalone event rather than incorporate it in to the overall program of the conference.
  5. Future Contract w/Sunriver (2017 will be the final year of current contract) The discussion as to remain at Sunriver for the next couple years if possible.
- H. 2017 OADA Conference theme was discussed to include mentoring and inclusiveness/respect. The goal is for everyone to come to the August meeting with a couple ideas for different themes. Lorena and Tim liked the Unity and Leadership concept from the NIAAA website.
- I. Section VIII Meeting Review – Kris brought up the next site will be Boise, Idaho. Phil Risen was elected to take position of Blackburn. Our athlete from Catlin was selected unanimously to continue on. There will be four new classes being taught in Nashville 715 – Professional boundaries, 501 – Trans/social, 610, 503 – will be a split of 501, 502, & 504. The endowment money is being discussed, potential adding scholarship winners. All CTA's will need to be recertified. NIAAA wants everyone to go to the portal to see all the new membership resources.
- J. OSAA Committees (names/nominees) – Names taken by Dave for potential Championship, Classification, and Rankings committees.
- K. The OADA newsletter will be again published by All-American Publishing. No due dates were decided upon.
- L. The OSAA is talking about making the new AD workshop a mandatory requirement of the Administrator's workshop done during the summer.
1. Spirit of a Champion – Locations of seminars could be Klamath, Central, and Clackamas for August 25-27
  2. The Strategic Plan was reviewed by Kris. We discussed the items that were not yet completed and those that were in process.

**Next Meeting:**

Executive Committee, Wilsonville HS, 10 am – 2 pm, August 5, 2016

**Adjournment**



## Meeting Schedule

2016-17

### Executive Board Officers

(Executive Director, Past President, President, Vice-President, Treasurer, and Secretary)

Monday, October 3 <sup>rd</sup>	10:00am – 2:00pm	Bethel ESD?
Monday, November 7 <sup>th</sup>	11:00am – 1:00pm	online (google hangout)
December 9 <sup>th</sup> - 14 <sup>th</sup>	National Conference	Nashville, Tennessee
Monday, January 9 <sup>th</sup>	10:00am – 3:00pm	Bethel ESD?
Monday, March 6 <sup>th</sup>	9:00am – 1:00pm	OSAA Offices
April 1 <sup>st</sup> – 2 <sup>nd</sup> ???	NIAAA Section VIII Mtg	Boise, Idaho
May 21 <sup>th</sup> – 23 <sup>rd</sup> ??	Executive Board Retreat	Eugene

### Executive Committee

(Executive Board, Classification Reps, LTI Coordinator)

Friday, August 5 <sup>th</sup>	10:00am – 2:00pm	Bend
Thursday, September 12 <sup>th</sup>	11:00am – 3:00pm	OSAA Offices
Sunday, October 23 <sup>rd</sup>	9:00am – 10:00am	Wilsonville HS
Monday, December 5 <sup>th</sup>	11:00am – 3:00pm	OSAA Offices
Monday, February 6 <sup>th</sup>	11:00pm – 3:00pm	OSAA Offices
Sunday, February 19 <sup>st</sup>	9:00am – 10:00am	McNary HS
Monday, April 3 <sup>rd</sup>	10:00am – 1:00pm	Willamette HS

### League Representative Council

(Executive Board, Executive Committee, League Representatives)

Sunday, October 23 <sup>rd</sup>		
League Rep Meeting	10:00am – 3:00pm	Wilsonville HS
Sunday, February 19 <sup>th</sup>		
League Rep Meeting	10:00am – 3:00pm	McNary HS
April 21 <sup>st</sup> – April 25 <sup>th</sup>	State Conference	Sunriver



\*\*\*We would welcome everyone's attendance at all meetings but the ones posted are mandatory for each group.

## **OADA EXECUTIVE COMMITTEE RESPONSIBILITIES**

### **Executive Director**

#### ***Committees***

- \***Chair** of Budget Committee
- \*Financial Review Committee (end of the Year Audit)
- \*Hall of Fame Committee?
- \*Awards/ Scholarship Committee?
- \*State Conference Committee
- \*OADA Tax Information
- \*Update website with correct forms and information
- \*PowerPoint Presentation for OSAA AD Workshops
- \*State Conference
  - \*Vendors and exhibitors
  - \*Emcee Monday Night Banquet
- \*Executive Board Lodging arrangements
  - \*Meet with Sunriver Staff for accommodations
- \*Liaison to the NIAAA
- \*Represent OADA at the National Executive Directors Council (NEDC)
- \*Executive Director's Letter in the Publication for OADA Newsletter

### **Past President**

#### ***Committees***

- \***Chair** of Publications (OADA Newsletter)
  - Coordinate Articles w/classification Reps to make deadline dates
  - Collecting and assembling the articles and pictures
  - Editor of the Newsletter
- \*State Conference Committee
- \*Awards Committee
- \***Chair** of Spirit of a Champion Program (Bruce Brown Tour)
- \*State Conference
  - \*Find Keynote Speaker at State Universities
  - \*Food for all meals
  - \*Vendors and exhibitors registration helper
  - \*Meet with Sunriver Staff for accommodations

### **OSAA Advisor**

#### ***Committees***

- \*State Conference Committee
- \*State Conference
  - \*Vendors and exhibitors registration helper
  - \*Registration Table
  - \*Coordinating the food and snacks for Board members during the conference
- \*Attend all meetings of the OSAA Executive Council and Delegate Assembly



\*Liaison to the OACA Executive Board

## **President**

### ***Committees***

- \*State Conference Committee
- \*Agendas for all monthly OADA Meetings
  - \*Ordering lunches
- \*Coordinate Executive Board Retreat
- \*Publication letter for the OADA Newsletter
- \*Notebooks for Executive Board members
- \*Update website with correct forms and information
- \*Communicate with Principals and Superintendents about State Conference
- \*Represent the OADA Association at the National Athletic Directors Conference
- \*State Conference
  - \*Emcee the Opening Session
  - \*Networking Night
  - \*Emcee of Hall of Fame Banquet
  - \*Meet with Sunriver Staff for accommodations

## **Vice-President**

### ***Committees***

- \***Chair** of State Conference Committee
  - Coordinating the Executive Committee to brainstorm potential topics for workshops / roundtable discussions for the State Conference
  - \*Conference Registration
  - \* Financial Review Committee (end of the Year Audit)
  - \*Coordinate the Spirit of a Champion Tour
    - Such topics as: Coaches and Captains; Compete; Trust
- \*State Conference
  - \*Format and schedule of State Conference
  - \*Conference Gift
  - \*Conference Registration Table
  - \*Name Tags and packets for Conference Registration
  - \*Find Keynote Speaker for Opening Session
  - \*Facilities/AV needs and rooms for meetings workshops
  - \*Meet with Sunriver Staff for accommodations
- \*Ordering League Rep and Executive Board Apparel



## **Treasurer**

### **Committees**

- \* State Conference Committee
- \*Budget Committee
- \*Conference Registration
- \* Financial Review Committee (end of the Year Audit)  
And help prepare the 990E report for taxes.
- \*State Conference
  - \*Registration Table
- \*Write all checks and keep OADA book-keeping records
- \*Treasurer's Report at all monthly meetings
  - \*Money to date in the account
  - \*Number of registered members and list of who they are
  - \*Number of registered members for the State Conference
- \*Coord. w/Exec. Dir. IRS 990 EZ (Fed Filing for Nonprofits). This needs to go to our CPA

## **Secretary**

### **Committees**

- \* State Conference Committee
- \***Chair** of Awards / Scholarship Committee
  - Coordinating the Awards Committee
    - NIAAA State Award of Merit (Oct. 1<sup>st</sup>)
    - NIAAA Distinguished Service Award (DSA) (April 1<sup>st</sup>)
    - NIAAA Frank Kovalski Award (April 1<sup>st</sup>)
    - NIAAA Hall of Fame (April 1<sup>st</sup>)
    - NFHS Citation (April 1<sup>st</sup>)
  - Certificates for AD awards
- \*Conference Registration
- \* Financial Review Committee (end of the Year Audit)
- \*State Conference
  - \*Awards Breakfast
    - \*Emcee of Awards Breakfast
  - \*Awards – collecting nominations
    - \*Ordering Plaques through Crown Trophies by telling the Executive Director
  - \*Election Officer
    - \*Prepare ballots for State Conference
  - \*Create and generate OADA Questions (By Feb. League Rep Mtg)
- \*Take notes of all monthly meetings and email them to Board members
- \*Update League Representatives
- \*Take notes at League Representatives Meetings



## **6A Classification Representative**

**\*State Conference**

- \*Helping to determine workshop/roundtable topics
- \*50/50 coordination at “even” year at State Conference
- \*Registration Table help

**\*Publication for October and May OADA Newsletter**

- \*Facilitate League Rep meeting discussion for the 6A Classification
- \*Communicate monthly with their League Reps on topics / concerns / issues to be discussed at league meetings
- \*Ensure that each League has nominees for the awards within their Classification
- \*Other duties assigned for the State Conference by the President or Vice-President

**\*Assure all NEW ADs are assigned a mentor**

## **5A Classification Representative**

**\*State Conference**

- \*Registration of Vendors and Exhibitors
- \*Helping to determine workshop/roundtable topics
- \*50/50 coordination at “odd” year at State Conference
- \*Registration Table help
- \*Awards Breakfast (Monday)

**\*Publication for September and January OADA Newsletter**

- \*Facilitate League Rep meeting discussion for the 5A Classification
- \*Other duties assigned for the State Conference by the President or Vice-President

**\*Assure all NEW ADs are assigned a mentor**

## **4A Classification Representative**

**\*State Conference**

- \*Vendor and Exhibitor Registration Help
- \*Helping to determine workshop/roundtable topics
- \*50/50 coordination at “even” year at State Conference
- \*Registration Table help
- \*Networking Night

**\*Publication for October and May OADA Newsletter**

- \*Facilitate League Rep meeting discussion for the 4A Classification
- \*Other duties assigned for the State Conference by the President or Vice-President

**\*Assure all NEW ADs are assigned a mentor**

---



### **3A Classification Representative**

- \*State Conference
  - \*Registration of Vendors and Exhibitors
  - \*Helping to determine workshop/roundtable topics
  - \*50/50 coordination at "odd" year at State Conference
  - \*Registration Table help
  - \*Hall of Fame Help, taking tickets
- \*Publication for September and January OADA Newsletter
- \*Facilitate League Rep meeting discussion for the 3A Classification
- \*Other duties assigned for the State Conference by the President or Vice-President
- \*Assure all NEW ADs are assigned a mentor

### **2A Classification Representative**

- \*State Conference
  - \*Vendor and Exhibitor Registration Help
  - \*Helping to determine workshop/roundtable topics
  - \*50/50 coordination at "even" year at State Conference
  
  - \*Registration Table help
- \*Publication for October and May OADA Newsletter
- \*Facilitate League Rep meeting discussion for the 2A Classification
- \*Other duties assigned for the State Conference by the President or Vice-President
- \*Assure all NEW ADs are assigned a mentor

### **1A Classification Representative**

- \*State Conference
    - \*Registration of Vendors and Exhibitors
    - \*Helping to determine workshop/roundtable topics
    - \*50/50 coordination at "odd" year at State Conference
    - \*Registration Table help
    - \*Networking Night
  - \*Publication for September and January OADA Newsletter
  - \*Facilitate League Rep meeting discussion for the 1A Classification
  - \*Other duties assigned for the State Conference by the President or Vice-President
  - \*Assure all NEW ADs are assigned a mentor
-



## **LTA Coordinator**

### ***Committees***

- \* State Conference Committee
- \*State Conference
  - \*Organizing and coordinating LTC offerings
- \*Publication for September and January OADA Newsletter
- \*Represent the Association at the National LTP Conference in September
- \*Update the website with accurate courses taken by the membership

## **League Representatives**

- \* Active Regular Member as defined in our Constitution
- \*Attendance at all required League Rep Meetings and the State Conference
- \*Act as Liaison from each league to the OADA Executive Committee
- \*Ensure OADA is on every League agenda meeting and gather information to report back to Classification Rep
  - Actively seek topics / issues / concerns within their league and report back to their Classification Rep monthly
  
  - Collectively listing topics for workshops and roundtable discussions for State Conference
- \*Gather and report League Data as requested by the Executive Committee
- \*Participate on at least one of the OADA Committees
- \*Work the State Conference Registration Table when it is your year to run the table
- \*Presider (introduction of presenter and time keeper) for the workshops at the State Conference and report back to the Executive Committee the number of attendees and how it went
- \*Ensure that their league has submitted their nominees for each award