



**OADA Executive Board Retreat
May 18 - 20, 2013
Sunriver , OR
Boyd Bjorkquist House**



The 2013-14 officers will be as follows: Past President, Ron Richards; President, Lynn Cowdrey; Vice-President, Randy Ramp; **Treasurer, Lorena Woods**; Secretary, Dave Hood.

Discussion Items/Reports

- a) Notebooks – in August what should we have in them?
 - Contact information will be put on a google doc. so we can all have access to change it and use it.
 - Membership tab will be eliminated.
 - Add committees to replace the Membership tab.
 - Add Strategic Plan tab.
- b) Website and forms all changed with correct names and dates/due dates
 - Add digital pictures for facility remodel
 - Clarify Rookie of the Year
 - Change the OADA Scholarship to reflect participation in an OSAA Activity and not a letter in a varsity letter. Omit number four on application was voted upon and passed unanimously.
 - Kris will email changes and Lynn will upload the changes.
 - State Conference Registration Form—Randy had some suggestions:
 - Golf Registration needs to be sent in separately. Dress code needs to be followed for the course.
 - Membership form—add classification
 - LTC/LTI classes confused some people. We will make a change to registration to say optional instead of additional.
 - Take our Not Sure as an option for meals.
 - Guest meals for awards banquet needs to be clarified.
 - Terry suggested we change the forms to writable PDF's and then he can manage how many boxes can be checked and it would be easier for the members.
- c) LTC Update – Mark and Bill double team?
 1. LTC State Coordinator
 - Bill will cover this position for one year with Ron Richards as a co-leader, so Ron can take over after he is done with his Past President duties.
 2. State Certification Coordinator
 - We may need to pay for the extra airfare, but there isn't really any extra expense.
 - We need to come up with a certification coordinator.

- They manage the CAA and verify they have taken the classes.
- 3. NIAAA Fall State Coord Mtg Sept 6 – 9, NIAAA will pay for one room per each state.
- 4. LTC Course offerings during year
 - Bill suggested bringing in Mark Nichols for turf management trainings. 622
 - Assessment of Interscholastic Athletic Programs and Personnel 707- Ron Richards
 - How to Deal with Challenging Personalities 714—Mark Horak/Kris Welch have taught that class and so has Kevin Bryant has also been an instructor.
 - We will offer 506 legal issues—Mike Maghan.
- d) Spirit of a Champion – Review
- e) Meeting dates and location 2013-2014
- f) OSAA AD Workshop OADA representation and power point update
- g) Section 8 Meeting for 2014 at State Conference
 - a. Sunday April 13- 9am-1pm
 - Lorena will be at the registration desk and Kris will be at the vendors.
 - Set-up for room across from the Abbott at the Vandervert is an option as well as the Fire Side.
 - b. Mark Horak will set the agenda.
- h) Review State Conference for 2013
 - a. What do we Keep – What do we cut
 - Section 8 Sunday 9am-1pm
 - Hall of Fame time is good with the half hour later.
 - Kris will teach the 501 and 504
 - We made adjustments to the schedules to make adjustments to provide a lunch on Sunday and set up accommodating conference questions/classification time.
 - Add a remark on Saturday for League Meetings/Dinner on own for that night.
 - Monday—Change registration times.
 - Awards—consolidate some of the awards by bringing groups of people up together. Have visuals of facility remodels and snip-its of how people were awarded the awards.
 - b. Golf
 - Bill discussed the contract with Cross Water for the golf tournament. We didn't sign another contract with them with the increase per year as suggested. There was discussion about the required amount of golfers and the complimentary foursomes. An increase of fees was an idea to make sure our revenue is funding our scholarships in a better manner. Golf will be changed to \$80 per person if we continue to golf on Cross Water.

- c. LTC Classes and a workshop
- d. Keynote Speaker – Tom Brinkman or Bruce Brown—
- e. OSU speaker—Track/football coaches?
- f. Payment of fees
- g. New sponsors
- h. Review Vendor evaluations & any new Member evaluations
- i. OSAA meeting times when and where during conference
- j. The number of Classification meeting times
- k. Proposal of speakers and topics for 2014
- l. Theme for 2014 state conference- we need a theme that matches each other by the Winter Newsletter.

i) Hall of Fame

- a. Committee
- b. Nominees – Need help with getting more names
- c. Awards
- d. Budget
- e. Night of Dinner, site

j) Committees/Responsibilities/Assignments

- a. Update Committees
- Awards/Scholarship Committee
 - Secretary of OADA is the chair. Discussion of NIAAAA/OADA scholarship and the amount we could designate for the selected recipient. Think about using League Reps to get award and scholarship info out.
- Financial Review Committee
 - Past and Current Treasurer
 - Executive Director
 - Other members--?
 - Classification Reps. will be asked to see if they have someone who is qualified to review finances and IRS materials for the organization.
 - August Meeting review proposed budget/final expenditures
- Budget Committee (development)
 - Executive Director- develops budget
 - Executive Board approves the budget

Discussed in detail the budget and IRS forms and the review of our finances and how we should do that.

- Hall of Fame Committee
 - Boyd Bjorkquist (Barb), Paul Mannon, Dave Johnson, Lonnie Beach, Gary McBride, Margaret Sturza? Mike Maghan, Hud Edwards
 - This committee meets in the fall in Albany starting this year.
 - They come up with a list of the names and rank the nominations.
- State Conference

- Vice President is the chair. Kris suggested to follow the format of National Conference. League Reps. can collect a listing of ideas for workshops and then we can find people to teach the classes. They structure the conference. Keep a balance of professional development and classification meetings.
- Strategic Plan
 - Executive Board/ AD-Hoc wouldn't meet regularly. It would have a separate meeting schedule. The framework and make-up of the committee would need to be involved with the organization as a whole.
- Spirit of a Champion
 - Craig Rothenberger? Blaine Ganvoa?
 - How do we get people involved? How can we get coaches to speak Bruce Brown? Who do we start with athletes, student bodies, parents, community? Should we get an entire league to buy in to create focus? Can we provide financial support for schools? Accessibility of information and training of AD's was discussed. Bulk ordering for videos for OSAA Fall AD Workshops?
 - Bill will have Barry Bokn get in contact with Don Leiber at BiMart to see what we can work out. Matching funds?
 - Bill will contact Bruce and Dana to ask about resources and how to reinstitute the tour and get this rolling again.
- Publications
 - Past President could be the contact for this and oversee it, but we need someone to assist.
- b. What committees need to be formed
- OADA History/Record Keeping of award winners, officers, and years of service for Hall of Fame nominations and NIAAA awards.
 - c. How to involve more members to serve
 - d. Other info?
- k) Budget – proposed for 2013-2014
 - a. State Conference
 - b. Newsletter
 - c. National Conference Expenses
 - i. Who plans to attend in Anaheim
 - Lynn Cowdrey, Bill Bowers, Randy Ramp, Mark Horak, Lorena Woods, Dave Hoodie, Ron Richards all attending. We discussed having a stipend for the LTI coordinator and how to structure that for airfare, lodging, and conference fees. We will need to further that discussion at a later date.
 - d. Hall of Fame
 - Bill has that budget under control.
 - e. LTC
 - f. Board Expenses
 - i. Clothing

- It was discussed if it was necessary to provide a new shirt for the League Reps. or if we could get in a rotation of every two years.
 - Discussed buying a jacket and a new shirt for the Executive Board.
 - ii. LTC
 - Mark Nichols will come in to teach without charge. Mike Maghan would need a place to stay. Other than that we won't have an increase in expenses for next year.
 - g. Audit of books
 - We need a committee of non-board members to audit the books and make sure our records are straight. Ron brought up the idea to have a formal audit when the Exec. Director changes. Lynn suggested we have an audit every two to three years. Bill says we need to have a CPA do the filing of the 9-90 for our organization.
- l) Transition of duties for new Classification Reps
1. Appointment to fulfill terms for 3A & 2A
 - Replacement Reps. for 2A and 3A and we will have the current reps. to put out an email to get a listing of names was a suggestion. It could make the most sense to appoint someone for each. Blaine Ganvoa and Sandy Lu are interested in both positions. The 3A position is only for one year and the 2A position would be for two years. A motion was made to appoint and a second was made. The motion approved unanimously. The secretary will send out a listing of the duties of the representatives and we will cover those duties at our next meeting. Duties of Classification Rep. to communicate monthly to league reps. and send out a list of topics/concerns for leagues to discuss at their meetings. Participate in an appropriate committee for the state conference. Facilitate league rep. meetings and classification meetings. Sign up for presidens.
 2. League Rep position
 - Responsibilities and duties need to be clarified and our reps. need to be reminded of these. It has been suggested that they sign up for committees and have specific duties for the state conference. Actively seek topics/issues/concerns for conference questions and collect a listing of subjects/topics for sessions or workshops. Attendance at all league rep. meetings. Gather and collect data for Classification Rep.
- m) Transition of Executive Director Position
- i. How do we select or appoint
 - We need to be looking for a replacement for the Executive Director Position. An evaluation process could be implemented. It might be in our best interest to have a three year term in case either party needs or wants to part ways. No one has ever approached Bill as a retiree to take on the position. The majority of the executive directors are retired people. There is

also a handful of executive directors who are still working that do an excellent job in this position. He suggested that Kris take a look possibly taking on the job with the hope he would learn to tell people NO when he should and allow others to take on some of his current responsibilities to make it happen. In regard to this position we would want the next executive director to job shadow Bill and know how to manage that position. A motion was made to appoint Kris Welch take on the position of trainee to the Executive Director Bill Bowers.

n) By-laws

1. Any updates

- Up for election 3A Classification/6A Classification next year.
- Secretary ???
-

o) New AD workshop

1. Date October 7th 9am in Wilsonville, OR
2. Who will present Ron/Kris/Bill
3. Format and structure Same as last year

p) Newsletter

1. Who is in charge-- Past President Ron Richards
2. Publication dates
 - Sept. 20th odd
 - Nov. 13th even
 - Feb 12th odd
 - May 7th even
3. Schedule for articles
 - Please consult the notebook for the assigned dates.
 - League Reps. should choose a topic and add to the newsletter and tell something that is working for your league.

q) Payment of fees at state conference

r) OSAA Committees Names

1. What needs to be appointed

- Power Rankings
 - Pete Lukich
 - Mike Somnis
 - Troy Jerome
 - Any other 5A/6A math background representatives?????

s) Schedule Star contract renewal

- We will renew.

t) All American Publishing contract renewal

- Bill will contact them to see if we are ready to renew and make sure we are straight with them.

Things to take care of soon:

u) Professional Outreach from NIAAA for 2014

- We need to apply for 2014. This money is used for guest speakers or instructors for LTI courses from the NIAAA

v) AD checklist needs to be done.

Meeting Adjourned 9:43 PM Sunday May 19, 2013.