

# Section VI

## ATHLETIC COUNCIL MEETING

September 16, 2009

### HIGHLIGHTS

#### **Congratulations to the following award winners!!**

##### **School of Distinction Award:**

Clarence and Barker

##### **Good Sports Award:**

Allegheny-Limestone, Cleveland Hill, Frewsburg, Newfane and North Tonawanda

- 3.3 **Approved:** The recommendation of the Finance Subcommittee for use of excess funds in the Fund Balance for the 2009-10 school year..
- 4.1 **Approved:** Requests for Combining Schools, Senior All-Star Contests, Friends and Neighbor application.
- 9.5 **Approved:** The appointment of Dan Brooks, Olean as Softball Co-chairperson Mike Venditti, Williamsville East as Girls Tennis Chairperson.
- 9.8 **Approved:** Mark Ward's resignation from the position of Policy Chairperson and the appointment of Cindy Bullis as the Policy Chairperson.
- 9.10.1 **Approved:** A change to the Travel Policy to require one coach per school rather than one coach per district to travel with the athletes to state competition.
- 9.10.2 **Approved:** Support for continuation of the Open Tournament format for all sports (except football).

# Section VI

## ATHLETIC COUNCIL MEETING September 16, 2009

Roll Call (\* indicates attendance)

### EXECUTIVE COMMITTEE

President \* Mike Wendt  
 President-Elect \* Diane Munro  
 Superintendents Rep \* Jeff Rabey  
 Principals Rep \* James Dunnigan  
 Boys Rep \* Don Scholla  
 Girls Rep \* Cindy Bullis  
 Exec. Secretary \* Robert A. Dinse  
 Asst. Exec. Secretary \* Cindy Szczesny  
 Treasurer \* Loren Ratajczak  
 Officials Coordinator \* Tom Cowan  
 Parliamentarian \* Ron Black  
 Past President \* Chuck Amo  
 BOCES Rep \* John Montesanti

### COMMITTEE CHAIRPERSONS

Awards \* Jim Trampert  
 Chem. Awareness \* Doug Ames  
 Corporate Sponsor \* Timm Slade  
 Ext. Eligibility Jerry Baldelli  
 Finance \* Loren Ratajczak  
 Media \* Leo Kaminsky  
 Modified (Boys) \* Adam Stoltman  
 Modified (Girls) \* Katie McGowan  
 NYSAAA Brett Banker  
 Policy Handbook \* Mark Ward  
 Safety Tim Marong  
 Sect./Intersectional \* Robert Dinse  
 Sportsmanship \* Doug Ames  
 Transfer Chairman \* Ron Black  
 Veterans \* Jim Trampert

### SPORTCHAIRS

Jim Zubler \* Cross Country  
 Paul Ksionzyk \* Track

### LEAGUE

### REPRESENTATIVE

### ALTERNATE

#### **BUFFALO**

|                        |                            |                         |
|------------------------|----------------------------|-------------------------|
| Superintendents Rep/AD | David Thomas               | Aubrey Lloyd, Emerson   |
| Girls Rep              | Andrea Norton, City Honors | Betty Pope, McKinley    |
| Boys Rep               | Aubrey Lloyd, Emerson      | Davis Sardo, Hutch Tech |

#### **CHAUTAUQUA CATTARAUGUS ATHLETIC ASSOCIATION (CCAA)**

|                     |                               |                            |
|---------------------|-------------------------------|----------------------------|
| Superintendents Rep | * Stephen Vanstrom, Frewsburg | Pete Morgante, Pine Valley |
| Girls Rep           | * Donna Kubera, Dunkirk       | Paul Ksionzyk, Olean       |
| Boys Rep            | * Rick DeKay, West Valley     | Mike DeBarbieri, Portville |

#### **ERIE COUNTI IONTERSCHOLASTIC CONFERENCE (ECIC)**

|                     |                         |                     |
|---------------------|-------------------------|---------------------|
| Superintendents Rep | * Ron DeCarli, Frontier | Kim Mueller, Depew  |
| Girls Rep           | * Nancy Riccio, Amherst | Dawn Bak, Tonawanda |
| Boys Rep            | * Jim Graczyk, Pioneer  | Dan McGrath, Depew  |

#### **NIAGARA FRONTIER LEAGUE (NFL)**

|                     |                                      |                              |
|---------------------|--------------------------------------|------------------------------|
| Superintendents Rep | * Vincent Vecchiarella, N.Tonawanda  | Bob Christmann, Grand Island |
| Girls Rep           | * Mark DiFilippo, Niagara Wheatfield | Scott Townsend, Lew-Port     |
| Boys Rep            | * Patrick Burke, Lockport            | Brett Banker, Ken-Ton        |

#### **NIAGARA ORLEANS (NO)**

|                     |                            |                       |
|---------------------|----------------------------|-----------------------|
| Superintendents Rep | * Kevin MacDonald, RoyHart | Ada Grabowski, Albion |
| Girls Rep           | * Ken Stoldt, Akron        | Charlie Jufer, Wilson |
| Boys Rep            | * Bill Stedman, Barker     | Jim Conley, Newfane   |

#### **SUPERINTENDENT REPRESENTATION (by BOCES)**

|              |                            |                       |
|--------------|----------------------------|-----------------------|
| Erie 1 BOCES | * Mark Mondanaro, Ken-Ton  | TBA                   |
| Erie 2 BOCES | John O'Connor, Forestville | TBA                   |
| ON BOCES     | * Roger Klatt, Barker      | Steve Burley, Newfane |
| CA BOCES     | Mark Ward, Ellicottville   | TBA                   |

# SECTION VI ATHLETIC COUNCIL MINUTES

September 16, 2009

Items highlighted in yellow are reminders to the responsible parties. Items are highlighted in green when completed

- 1.0 **CALL TO ORDER/ Introductions** M.Wendt [mwendt@wilson.wnyric.org](mailto:mwendt@wilson.wnyric.org)
- 1.1 Doug Ames, Sportsmanship Chairman, presented the NYS Sportsmanship Promotion Awards to the following high schools: Allegany–Limestone, Cleveland Hill, Frewsburg, Newfane and North Tonawanda
- 1.2 President Mike Wendt presented the NYSPHSAA School of Distinction Awards to Clarence and Barker High Schools.  
Congratulations to all Section VI award winners!
- 2.0 The minutes of the May 20, 2009 meeting were accepted.
- 3.0 **TREASURER'S REPORT** L. Ratajczak [lratajczak@e1b.org](mailto:lratajczak@e1b.org)
- 3.1 Treasurer's Report was reviewed.
- 3.2 Ice Hockey Task Force Report J.Rabey [jrabey@lakeshore.wnyric.org](mailto:jrabey@lakeshore.wnyric.org)  
The Task Force met on 9/9/09 and recommends a two-year plan for the transition of all financial operations from the Federation to the Section office:
- 3.2.1 2009-10: The Section office will collect dues from Federation member schools and develop a mechanism for handling gate receipts. Revenues will be placed into a Section 6 Ice Hockey account from which Federation expenses will be paid by the Section. Any balance remaining will be credited to Section 6 member schools against their Federation dues for the following year. A check will be written to private schools. The Federation will notify the Section of any revenues other than gate receipts (fundraisers, etc.). This plan will be presented to Federation member schools at their September 24 meeting.
- 3.2.2 2010-2011: Jeff Rabey will meet with the new Executive Director Timm Slade for an in-depth review of any issues or concerns and will develop a formal transition plan that will bring the Federation into full compliance with Section VI policies and procedures as well as the NYS Comptroller's expectations for the use of public funds. A final report will be presented at the November Athletic Council meeting
- Motion to eliminate the Finance Committee's recommendation regarding this issue (item 3.3.2)***  
***CARRIED Rabey/ Dunnigan***  
President Wendt thanked J.Rabey, M.DiFilippo and the members of the Task Force for their efforts and a timely resolution of the financial issues.
- 3.3 Finance Report: Minutes 8/11/09 -> <http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/Finance09-8.pdf>
- 3.3.1 Recommendation of the Finance Committee: To approve as policy:  
The Fund Balance will be divided into a 3 separate Reserve Accounts designated specifically for:
- a) Sports (65% of the projected expenses for Sports)
  - b) Office expenditures (an amount capped at \$50,000)
  - c) Special Use: This account will include funds for one-time special expenditures approved by the Athletic Council.
- The balance remaining after designated reserves have been set aside will be placed into a *Benefits to District Athletics Account* for items such as reimbursement for state travel, sports programs enhancements, or other uses as recommended by the Finance Committee and approved by the Athletic Council. The Benefits Account, when used as a reimbursement, will be distributed to districts at a rate of 1/3 per year.
- Motion to approve as policy the recommendation of the Finance Subcommittee for use of excess funds in the Fund Balance Stedman/Dunnigan.***  
***Motion to amend the motion to remove the words "as policy" from the original motion***  
***CARRIED Munro/ Dunnigan***  
***Motion to approve the recommendation of the Finance Subcommittee for use of excess funds in the Fund Balance for the 2009-10 school year*** ***CARRIED Munro/Rabey***
- 3.3.2 Approve the recommendation that Section VI withdraw from NYSPHSAA Ice Hockey competition unless complete and transparent financial records of the Federation are submitted to the Section office by (a date to be determined by the Athletic Council).  
THIS RECOMMENDATION WAS ELIMINATED (see the motion in item 3.2)

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- 4.0 **EX.SECRETARY'S REPORT** R.Dinse [mdinse@roadrunner.com](mailto:mdinse@roadrunner.com)
- 4.1 **Motion to approve the following requests to combine schools for 2009-10** **CARRIED** Munro/Rabey
- 4.1.1 Ripley with Clymer for Boys Basketball
- 4.1.2 Pine Valley with Frewsburg for Boys Swimming
- 4.1.3 West Valley with Franklinville for Varsity and JV Wrestling
- 4.1.4 Olean with Allegany-Limestone for B&G Bowling *pending receipt of paperwork with league approval*
- 4.2 **Motion to approve the following Senior All-Star Contest** **CARRIED** Burke/Vecchiarella  
Girls Soccer, 11/7/09 at Portville High School, sponsored by Portville Central School
- 4.3 **Motion to approve the Friends and Neighbors application from Northern Chautauqua Catholic School** **CARRIED** Dunnigan/Bullis
- 5.0 **COMMUNICATIONS:** R.Dinse [mdinse@roadrunner.com](mailto:mdinse@roadrunner.com)
- 5.1 The Presidents of the Chautauqua and Cattaraugus Leagues have formally notified the Section that the 2 leagues have merged into one league: The Chautauqua Cattaraugus Athletic Association. This was referred to the Policy Handbook Committee. A change to the Constitution and By-laws will be required.
- 5.2 MMHSAA indicated that although the MMHSAA adheres to most of the Section VI changes, the change involving the use of lines people is NOT one of them. All Monsignor Martin sites will continue to use lines people for the good of the sport.
- 5.3 NYSPHSAA informed Section 6 regarding Friends & Neighbors status: Holy Family-status expired 8/09. Christian Central (8/09) and N.Chautauqua (10/09) have re-applied and are awaiting approval.
- 5.4 Notice was received from NCAA Women's Volleyball Rule Committee that Rule 9.3 regarding shaking hands with opponents has been suspended.
- 5.5 Tapestry and Oracle expressed concern regarding inability to get sufficient contests. Tapestry would like admittance to a league.
- 5.6 Sportchair Reports from the NYSPHSAA meetings:
- 5.6.1 Cross Country-Jim Zubler: The season has been reduced from 18 meets to 16. Cross Country athletes can wear wrist watches during practice and meets. A Cross Country scrimmage was defined. Sectionals will be on 11/6/09 at Elma Meadows, States will be on 11/14/09 at SUNY Plattsburg Section 7.
- 5.6.2 Outdoor Track-Paul Ksionzyk: Watches are allowed at practices but not allowed at meets. Wild card entries were discussed. Standards were tightened based on a 3-year average of 6<sup>th</sup> place finishers. States will be 6/11,12/10 at Vestal HS Section 4. The State meeting was held via teleconference saving the Section \$500.
- 6.0 **NYSPHSAA REPORT:**  
September Report -> [http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/State\\_Report\\_09-9.pdf](http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/State_Report_09-9.pdf)
- 7.0 **OLD BUSINESS**  
Ad Hoc Committee Reports:
- 7.1 Executive Director D.Munro [dmunro@alli.wmnyric.org](mailto:dmunro@alli.wmnyric.org)  
Congratulations were extended to Timm Slade. D. Munro will work with T.Slade to develop a transition plan and timeline for the positions in the section office. This information will be forwarded in the near future. All will be notified of Mr. Slade's start date as soon as it is determined. The Committee was thanked for their efforts.
- 7.2 Policy Handbook C.Bullis [bullisc@lew-port.com](mailto:bullisc@lew-port.com)  
The first draft of Policy Booklet was emailed with the agenda. Additional improvements will be made. Comments and suggestions should be sent to C. Bullis. It was noted that Finance Policies still need to be added. President Wendt charged the Finance Chairman L.Ratajczak and his committee with the task of writing the policies and procedures that have been used (past practice) as well as organizing the policies that have been approved by the Athletic Council for inclusion in the Policy Manual.
- 7.3 Program Booklets M.Ward [mward@eville.wnyric.org](mailto:mward@eville.wnyric.org)  
As per a May AC decision, the solicitation of program ads for the program booklets was eliminated along with the position of Program Chairperson. The football, basketball and wrestling sportchairs will handle their own program booklet for 2009-10. In 2010-11, "big pocket" businesses that make money from school districts will be targeted. The printer will remain the same at this time.

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**8.0 CENTRAL COMMITTEE/ STATE REPORTS**

- 8.1 Superintendent J. Rabey No Report [jrabej@lakeshore.wnyric.org](mailto:jrabey@lakeshore.wnyric.org)
- 8.2 Principal J. Dunnigan [james\\_dunnigan@kenton.k12.ny.us](mailto:james_dunnigan@kenton.k12.ny.us)
- The following items were discussed by the Principals at the NYSPHSAA meeting in August: Lifetime NYS passes, definition of a scrimmage, cheerleading as a sport, an appeal process for sportsmanship penalties, coaching certification, raising the GPA for the Scholar Athlete team award and ways in which the NYSPHSAA can better serve member schools.
- 8.3 Boys/Girls Representative D. Scholla [dscholla@olean.wnyric.org](mailto:dscholla@olean.wnyric.org) C. Bullis [bullisc@lew-port.com](mailto:bullisc@lew-port.com)
- Report -> [http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/State\\_Mtg\\_09-8.pdf](http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/State_Mtg_09-8.pdf)
- 8.3.1 The next State Executive Committee is 12/6/09. All leagues are asked to discuss the following issues. Direction is needed at the November meeting:
- a) NYSPHSAA dues increase for 2010-11: \$30 per school and \$.03 per student
  - b) Boys Basketball: Use of NFHS rule adopting the replay review rule for all NYSPHSAA Championship semi-finals and finals if it can be done at no additional expense to the Association and requiring officials to have experience in 3-person officiating to work the State Tournament.
- 8.3.2 The status of the reduction in contests for 2010-11 will be discussed at the State Exec meeting in December. Section 6 will maintain the position of not in favor of reduction. ECIC noted strong opposition to the reduction, emphasizing the importance of athletics in the lives of children.
- 8.3.3 A state committee was formed to research the possibility of cheerleading becoming a sport. Under consideration is a spirit squad and a competition squad with a certified coach.
- 8.4 NYSAAA B. Banker No Report [brett\\_banker@kenton.k12.ny.us](mailto:brett_banker@kenton.k12.ny.us)

**9.0 COMMITTEE REPORTS**

- 9.1 Awards J. Trampert [jtramOPspt@aol.com](mailto:jtramOPspt@aol.com)
- As of 9/11/09, the plaque order was incomplete. Fall season plaques will be delivered to school athletic offices by the end of this month. Winter and spring season plaques will be available for pickup at the section office at that time or alternate arrangement. 95% of the patches have been distributed. Thanks were extended to L.Ratajczak and the sportchairs for their assistance in this effort.
- 9.2 Chem. Aware/Sportsmanship D. Ames (see item 1.1) [dames@newfane.wnyric.org](mailto:dames@newfane.wnyric.org)
- 9.3 Extended Eligibility G. Baldelli No Report [balduche@aol.com](mailto:balduche@aol.com)
- 9.4 Media L. Kaminsky [leokaminsky@roadrunner.com](mailto:leokaminsky@roadrunner.com)
- 9.4.1 All media outlet Sport Directors and/or Sport Editors ARE REQUIRED to request media credentials for NYSPHSAA State Championships on-line at <http://www.nysphsaa.org/>
- 9.4.2 Media are also required to complete a contract prior to each live telecasting/broadcasting of Section VI contests. Districts are encouraged to develop a similar contract for local use. [http://www.section6.e1b.org/11391049112849960/lib/11391049112849960/Media\\_Contract.pdf](http://www.section6.e1b.org/11391049112849960/lib/11391049112849960/Media_Contract.pdf)
- 9.4.3 The Empire State Games will be fully operational in 2010. Students (juniors or younger) are requested as volunteers, providing a connection to local districts. Contact L.Kaminsky 684-3157.
- 9.5 Nominations Section VI office [cszczesny@e1b.org](mailto:cszczesny@e1b.org)
- Motion to approve the following appointments CARRIED Scholla/Dunnigan**
- Softball Co-chairperson- Dan Brooks, Olean and Girls Tennis Chairperson-Mike Venditti, Will East
- 9.6 Modified A.Stoltman(B), No Report [astoltman@aldenschools.org](mailto:astoltman@aldenschools.org)  
K.McGowan(G) [kmcgowan@wilson.wnyric.org](mailto:kmcgowan@wilson.wnyric.org)
- 9.7 Officials Coordinating T.Cowan [lcowan7@rochester.rr.com](mailto:lcowan7@rochester.rr.com)
- 9.7.1 Officials Contract Negotiations: Meeting #6 is scheduled for 9/23/09. The Section team has 2 primary goals: Reduction in the # of working officials and a \$0 increase in year 1. If there is no agreement after 6 meetings, the process can go to Fact Finding.
- 9.7.2 The elimination of the use of linespeople in regular season girls volleyball for 2009-10 (AC approved Nov. 08) has created a Title IX complaint amongst the girls volleyball officials. It was noted that there is one NCAA rule book followed for boys and girls.
- 9.7.3 Lackawanna Sportsmanship Year 2 Report: The coaching staff is unchanged as required. The first of 2 games being monitored by Bob McAllister was conducted without incident.
- 9.7.4 Central Management/Assigning of Officials:
- a) Re-ranking of winter officials in the North is in process.
  - b) Assigners for the officials organizations will assign officials to home-contests for the Charter Schools.



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Central Management/Assigning of Officials continued:

- c) 100% Compliance with SAVE legislation is expected by June 2010: N & S Football and B & G Gymnastics schedules and assignments are now in ArbiterSports. The Indoor track schedule and assignments will be entered in the near future and S.Tier Basketball will be fully compliant in 2010. In spring, baseball and softball assigner for WNY Umpires Association will assign officials for Section VI member schools in the Section VI account of ArbiterSports.

- 9.8 Policy M. Ward [mward@eville.wnyric.org](mailto:mward@eville.wnyric.org)  
Mark Ward has resigned as Policy Chairperson and recommends Cindy Bullis as his replacement.  
**Motion to accept Mark Ward's resignation from the position of Policy Chairperson CARRIED**  
**Dunnigan Vecchiarella**  
**Motion to appoint Cindy Bullis as the Policy Chairperson CARRIED Dunnigan/Stedman**
- 9.9 Safety T. Marong No Report [tmarong@frontier.wnyric.org](mailto:tmarong@frontier.wnyric.org)
- 9.10 Sectional/Intersectional R.Dinse [mdinse@roadrunner.com](mailto:mdinse@roadrunner.com)  
The committee recommends approval of the items on the report:  
<http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/SecIntersec09-9.pdf>
- 9.10.1 **Motion to approve the change to the Travel Policy to require one coach per school rather than one coach per district to travel with the athletes CARRIED Vecchiarella/Munro**
- 9.10.2 **Motion to support continuation of the current Open Tournament format for all sports (except football) CARRIED Scholla/Dunnigan**
- 9.10.3 The voting methods used by sport committees was referred to the Policy Committee for review. An update to the Section By-Laws may be necessary. Additional concerns to be addressed: a) Does the Sportchair have the right to vote? b) Can the Sportchair who represents the section on the committee also represent a league? It was agreed that the Chair could serve in both capacities but only have one vote.
- 9.10.4 A formal approval of \$300 for the online entry fee for Track sectionals is not needed since the cost is a standard operating cost. The Chairmen will be asked to look into less costly options.
- 9.10.5 **DISCUSSION:** The Track Committee requests the elimination of the travel policy – P.Ksionzyk. The current policy created additional work for the Sportchairs and possibly additional cost for schools. There were too many options for the participating athletes and coaches making it difficult to plan meals and lodging and to keep track of the athletes whereabouts during the 2-day competition. The Sportchairs were advised notify participating schools that if a school opts-out of Section transportation, they opt-out of Section lodging and meals as well. Schools not following the directive will be referred to the Section office. Districts will be sent a calendar of state competition dates as soon as it is available to assist with planning.
- 9.11 Transfer/ Foreign Student R.Black **Report emailed 9/11** [hronblack@hotmail.com](mailto:hronblack@hotmail.com)  
Districts are reminded of the importance of filing the Foreign Student report. R.Black verifies that the athlete is part of a legitimate program and therefore eligible to participate in athletics.
- 9.12 Transportation R.Dinse No Report [mdinse@roadrunner.com](mailto:mdinse@roadrunner.com)
- 9.13 Mixed Competition J. Dunnigan No Report [james\\_dunnigan@kenton.k12.ny.us](mailto:james_dunnigan@kenton.k12.ny.us)
- 10.0 **COMMITTEES (SPECIAL)**
- 10.1 Corporate Sponsor T. Slade No Report [tslade@westseneca.wnyric.org](mailto:tslade@westseneca.wnyric.org)
- 10.2 Veterans (Retirees) J. Trampert [jtramOPspt@aol.com](mailto:jtramOPspt@aol.com)  
The Annual Veterans Recognition Dinner and Golf Outing was held 9/9/09. 11 Veterans golfed and 25 attended the dinner. A special thank you is extended to the Athletic Council for sponsoring this event.
- 10.3 **AD Hoc Committees:**
- 10.3.1 All WNY Scholar Athlete G.Kaszubski No Report [gkaszubski@calar.wnyric.org](mailto:gkaszubski@calar.wnyric.org)  
N.Riccio [nriccio@amherst.k12.ny.us](mailto:nriccio@amherst.k12.ny.us)
- 10.3.2 Sportsmanship G.Kaszubski [gkaszubski@clar.wnyric.org](mailto:gkaszubski@clar.wnyric.org)
- 10.3.3 Charter Schools R.Dinse [mdinse@roadrunner.com](mailto:mdinse@roadrunner.com)  
An informal request was received from Tapestry Charter School for placement into a league. **The AD will be contacted to follow the formal process stated in the Guidelines.**
- 10.3.4 By-Laws/Policy Update C. Bullis See item 7.2
- 10.3.5 Section Office Review C.Amo No Report [camo@hamburgscools.org](mailto:camo@hamburgscools.org)
- 10.3.6 Ex.Director Job Desc. D.Munro See item 7.1 [dmunro@alli.wmnyric.org](mailto:dmunro@alli.wmnyric.org)
- 10.3.7 Program Booklets M.Ward See item 7.3 [mward@eville.wnyric.org](mailto:mward@eville.wnyric.org)

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11.0 **FALL SPORTS REPORTS:** No reports due Pre-Season (Mar) Post-Season (Jan)

12.0 **WINTER SPORTS REPORTS:** No reports due Pre-Season (May) Post-Season (May)

13.0 **SPRING POST-SEASON SPORTS:** Pre-Season (Nov) **Post-Season (Sept)**  
[http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/ Packet\\_Post\\_season\\_Spring\\_09.pdf](http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/ Packet_Post_season_Spring_09.pdf)

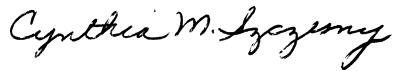
14.0 **NEW BUSINESS**

***Motion to approve the \$1500 stipend for C.Szczesny for additional work on ArbiterSports 2008-09 CARRIED  
Dunnigan/Stedman***

15.0 GOOD OF THE ORDER

The meeting was adjourned in memory of Lou Reuter

Respectfully submitted,



Cynthia Szczesny, Assistant Executive Secretary/ Recording Secretary