

EXECUTIVE COMMITTEE MINUTES November 19, 2008

Present: M.Wendt, D.Munro, J.Dunnigan, D.Scholla, C.Bullis, R. Black, R.Dinse, L.Ratajczak, D.Ames
J.Montesanti-BOCES Rep
Excused: J.Rabey, C.Amo, T.Cowan
Guests: N. Van Erk - NYSPHSAA Executive Director, L. Kaminsky - Media Chairperson

Approved since the last meeting on October 15, 2008:

- A waiver of the minimum of 6 meets required for participation in sectionals for a female cross country athlete from Starpoint was approved by email on 10/30/08.

Items highlighted in yellow are reminders to the responsible parties.

- 1.0 The meeting was called to order at 9:30 am.
- 2.0 **Motion to approve the minutes of October 15, 2008 CARRIED** **Munro/Dunnigan**
- 3.0 Treasurer's Report - L.Ratajczak
 - 3.1 Transactions from 10/11/08-11/14/08 were reviewed. Many fall sports financial reports have not been received.
 - 3.2 Direction is needed regarding the Section Budget 2009-10. Should the budget include the salary for a full-time Executive Director? It was agreed that the intent was for the position of Executive Director to be full-time. Discussion/resolution:
 - a) Ad Hoc Committee on Job Descriptions: The committee's current charge is to *develop the job description of the Executive Director in conjunction with a review of the general structure of the Section office and the current office positions*. Chairperson D. Munro reported that the initial draft for the Executive Director position has raised several concerns. In addition to the above charge for this committee, President Wendt added the tasks of determining the overall funding for the office positions and preparing a proposal for presentation at the January meeting. The proposal will include the job description of the Executive Director, an organizational chart of the Section VI office indicating the supervisory relationship of the Executive Director to the other positions, and a complete cost analysis of the new office structure. (also see item 7.5)
 - b) The Section Budget: It was agreed to present the budget without any new positions. It will include the salaries for the current office positions with a 4% increase. These line items in the budget will be adjusted, if necessary, after review of the proposal presented by the Job Description committee in January.
 - 3.3 The minutes from the Finance Committee meeting on 10/9/08 were reviewed.
<http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/Finance08-10.pdf>
 - 3.4 Additional reports:
 - a) After adjusting the budget with the salaries for the current office positions, the Fund Balance is at 62% of the 3-year average which is slightly above the max of 60%.
 - b) An itemization of our cost for space rental at BOCES was reviewed. BOCES charges by the hour for the use of the Distance Learning facility. Telephone conferencing was recommended as a cost-saving alternative. J.Montesanti will review this option and report back at the December Executive Committee meeting with a procedural sheet for tele-conferencing.
http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/Finance_RENT.pdf
 - c) Line items in the budget that receive state aid are in the report. The majority of expenses are aidable.
http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/Finance_STATE_AID_Report.pdf
 - 3.5 MJR: Monthly payments of \$250 have been timely. The \$250 arrangement was agreed to for another year. Current balance due is \$3,593.00. R.Dinse will inform the attorney.
- 4.0 Executive Secretary's Report - R.Dinse
 - 4.1 Transportation Policy: Current policy for individual sports:
http://www.section6.e1b.org/11391049112849960/lib/11391049112849960/Transportation_Policy_Indiv_Sports.pdf
At the recommendation of the Section attorney, it was agreed that the following sentence with additions noted in red, be added: "One or more certified coaches are expected to travel with the student athletes from their school district and must be present on any Section VI contracted bus, as well as the location where the athletes are housed, state competition where the athlete(s) will compete and all related events." This will be an action item at the Athletic Council meeting. A form will be developed by the Transportation Committee for districts to submit if they wish to opt out of Section transportation and/or housing.
 - 4.2 Indoor Track: Site management update. Attached is the document given to all athletes and coaches:
http://www.section6.e1b.org/1139104911157993/lib/1139104911157993/Expectations_of_athletes.pdf
 - 4.3 Website reminder: Please check the website for forms and information before calling the Section office.

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- 4.4 The new Soccer Sportsmanship Policy was not approved by the Athletic Council. The Sectional/ Intersectional Committee referred the policy to the Soccer Sportsmanship committee (T.Cowan, G.Kaszubski, C.Durr, A.Jaspe). They approved the policy and it was added to the handbooks. Proper procedures were not followed. All sportchairs and committees need to be reminded that any change in policy must be formally approved by the Athletic Council. The Executive Secretary will inform all parties involved of decisions that have been made by the Athletic Council, Executive Committee and all standing committees.
- 4.5 Action items for the Athletic Council include: Use of linespeople in Girls Volleyball, Approval of Friends and Neighbor status for STier Catholic, Outside Agency and Senior All-Star contests.
- 5.0 Communications - R.Dinse
- 5.1 Girls Lacrosse Sportchairs notified the Section office of an amendment to their pre-season report after the Sectional/Intersectional Committee agreed to the original report which recommended federating the sport. No action was taken on the amendment.
- 5.2 Media-Leo Kaminsky:
- Time Warner is now on board with Section 6 sports. They signed a contract for the broadcast of all 5 football sectional contests.
 - Programs: The current format of the football, basketball and wrestling programs, which is primarily ads, should be reviewed. Production is costly and the sale of ads is increasingly difficult because of the economy. At sectional swim meets a large profit was realized from the sale of 4-page heat-sheets.
 - The Program Chairperson position must be revisited by the Section if the current program format is continued. A coordinator is definitely needed to oversee costs and production.
- 6.0 Officials Coordinator's Report: http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/OCF_November_08_Report.pdf
- 7.0 Old Business:
- 7.1 Discussion item for the AC: The updated version of the new Section VI Constitution was emailed on 10/18/08 to the Athletic Council along with a summary of the major changes. Approving this document by post-card ballot is an action item this afternoon. J.Rabey jrabey@lakeshore.wnyric.org R.Black HRonBlack@hotmail.com http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/Major_Constitutional_Changes.pdf
- 7.2 Discussion item for the AC: Major changes to the by-laws are listed in the Committee report below. The final "Proposed By-Laws" with these changes incorporated, will be prepared for distribution to the Athletic Council before the January meeting. It was agreed that the By-Laws Ad Hoc Committee will work to eliminate the general policies in the by-laws and place them in a Policy Handbook. C.Bullis bullisc@lew-port.com http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/AdHoc_By-Laws_Major_Changes.pdf
- 7.3 Discussion item for the AC: Changes to the website and the central assigning process are listed in the committee report below. D.Munro met with J. Montesanti (BOCES) and T.McMullen met with L.Widmer (BOCES) regarding BOCES web policies and procedures. Sportchairs are anxious for training in Schoolwires. D.Munro will contact C.Amo Chairman of the committee regarding moving forward with the Section 6 website (see items highlighted in yellow on the report) C.Amo camo@hamburgscools.org http://www.section6.e1b.org/1139104911730900/lib/1139104911730900/AdHoc_Section_Office_Review.pdf
- 7.4 Buffalo, Kenmore, West Seneca and Williamsville requested that the change to one vote per district as opposed to one vote per school in the new Constitution be placed on the AC agenda.
- 7.5 Ad Hoc Committee Job Description: The first draft of the job description for the Executive Director was emailed to the committee members (cc to Exec Comm) on 11/14/08. The committee will request B.Dinse to attend the next meeting to answer questions on office job duties. L.Ratajczak and J.Montesanti will be invited to answer questions on finances. (also see item 3.2.1)
- 8.0 Sportsmanship Coordinator's Report - D. Ames
- 8.1 The Mandatory Workshop "Life of an Athlete" will be completed in 2009. D.Ames will contact B.Stulmaker regarding the direction of the program for the future.
- 9.0 New Business
- 9.1 Concern was raised regarding approving waivers of the minimum # competitions for an athlete to compete in sectionals due to injury/illness. The Section should approve the waiver only if the school physician has approved the student's return to the sport. A "request for waiver" form will be created clarifying the documents that must be submitted.
- 10.0 Good of the Order/ Adjournment

Munro/Scholla

Cynthia M. Szczyzny

Respectfully submitted, Cynthia M. Szczyzny, Recording Secretary