

THSADA BOARD ORIENTATION

Monday, July 25, 2017

Hilton Americas Hotel

THSASDA Officers – 8:00 am

Rusty Dowling gave a couple of handouts to officers prior to covering the topics listed below.

First Handout – Financial Report

Compared to last year's amount to same time this year we have \$320,000.00 which is about \$100,000.00 more.

Available Assets: checking; savings; 2 CD accounts

Contracted Service Request (this would need to be approved in formal board hearing).

- Add a Front Office Secretary
- Change job title for Kathy Mathis to reflect "Director of Membership and Registration"
- Add an additional Special Events Coordinator – Larry Peil
With Rusty soon to be back on the road for association sponsorships he would like to have Larry, with Rusty's directive, communicate/help with Regional Directors throughout the year.
- Requesting to still keep Keith Kilgore on as a Special Events Coordinator as well.
- Contracted Service Request for additional payroll each month from \$3,420.00 to \$6,700.00. An increase of \$3,280.00

1. THSADA Officers Job Description/Officer Committees

- ✓ Reviewed each officer's responsibilities throughout the year.
- ✓ Asked if there were any questions on any position...if so now would be the time to discuss
- ✓ Board Committees for:
 - By-Laws Regional Director's 3-7-4 Chair: VP
 - Policies Regional Director's 2-6 Chair: PE
 - Financial Regional Director's 1-5-8 Chair: PP

2. THSADA State Sponsors

- ✓ This list consists of sponsors will be able to have face time with AD's at Regional Meetings per contract agreement.
- ✓ These sponsors will go through Rusty Dowling and in turn Rusty will communicate with Larry to inform Regional Directors to add names to their agenda.

3. THSADA Future: State Conference/HOH Banquet/December Board Meeting/Legislative Council/Golf Tournament/NIAAA National Conference/TS-B

- ✓ **Waco State Conference:** RD wants to sign a multi-year deal (through 2021) due to location and cost effective. President Debbie Decker asked about membership concern and if in 2 years we could outgrow the Waco area for our convention. Rusty replied that if that were the case he would ask to get out of contract. Did mention that baseball (THSBCA) has over 4,000 members and they continue to have their conference at this location.
- ✓ **HOH Banquet:** Pros and Cons were expressed with the possible change of how we do future HOH award

recognitions. Do we keep it a banquet style event (which costs the association around \$45,000.00 each year) or change to a award presentation concept. The one unified comment that was made from all was to keep the pre-function event/social and to still maintain the level of class with required evening wear dress code.

- ✓ **December Board Meeting:** will be held in Waco on December 6-7, 2017. All arrangements (travel/hotel/meals) will be made through the THSADA Office.
- ✓ **Legislative Council:** in June possible golf tournament will be held.
- ✓ **NIAAA National Conference:** will be held in San Antonio this year. Rusty Dowling will be the lead contact for the association.
- ✓ **THSCA/TGCA:** Rusty, Debbie and John together will set up a meeting with the THSCA/TGCA to discuss what we need out of each association and discuss what they need from us. The question came up pertaining to AD training at coaching school and if AD's would get credit from us for these training sessions.

4. Officers Meeting – September/Contracted Services Request

- ✓ **Contracted Services Request:** Officers term will be the same as it has been in the past.

Regional Directors/Committee Chairs – 9:30

Rusty welcomed our directors and chairs to the meeting and informed them that this part of the meeting was not a formal board meeting. Conflict of Interest handout was given to all. Was all asked to complete and hand back to Ellissa Dowling.

1. THSADA Region Map

- ✓ Reviewed

2. THSADA Board of Directors

- ✓ As it stands today – will be the same group in attendance at December meeting in Waco.

3. Region Director Duties-Checklist/Committee Chairs Duties

- ✓ Regional Director duties reviewed. Was told that Larry Peil will be contacting them with information for meeting from Rusty Dowling.

4. Region meeting sample agendas/Committee Reports/Letterhead

- ✓ Meeting agenda samples were reviewed and they were told that all agendas will look the same with sponsor heading and THSADA logo for each meeting.

5. 2017-2018 Region Mtg. Sites/Dates/Times/Address

- ✓ Reviewed template for Regional Mtg. schedules.
- ✓ For UIL purpose - First meeting dates in Sept. and Oct. for all regions needed to be on the dates listed on the calendar provided in your notebook. Rusty asked if there was a problem from any district...they all said no.
- ✓ Updated the board with the new phone number for the THSADA office.

6. Updated the board of the THSADA office TAAC Update (Texas Athletic Administrators Certificate)

- ✓ Available for those who are current THSADA members and want to get certified.

7. Region Meetings – TAAC update

- ✓ Need to talk this training up at each region meeting throughout the year include updates as they become available.

8. Region Membership – (Handout)

9. THSADA Calendar

10. THSADA State Sponsors – 3 at 10 minutes/Technology

11. State Conference Attendance graph

12. Region meeting – Promote State Conference

Committee Reports from Chairs:

Committee chairs asked the board to change meeting time for committees from 7:45 am on the Monday of Coaching Conference to a later time on previous day.

- ✓ Jennifer Roland – Membership
- ✓ Jerry Littlejohn – Professional Development
- ✓ Bernie Mulvaney – Publications
- ✓ Todd Vesely – Awards
- ✓ Vince Sebo – Special Events
- ✓ Philip O’Neal – Basketball Advisory
- ✓ Johnny Tusa – Official Advisory
- ✓ Cliff Odenwald – Football Advisory

Board Session went in to “Formal Session” at 11:24 am. Meeting was called to order by President Debbie Decker.

- ✓ It was communicated to Officers/Regional Directors that their conference room will be reserved by the THSADA office but will be paid by each individual.

- ✓ Again, the date for the upcoming Winter Board of Directors meeting will be held on December 6 & 7, 2017 in Waco at the Hilton Hotel.
- ✓ Required Board approval of the below items were voted on and all passed unanimously.
 - Financial Report
 - Shawn Pratt made a motion to approve the Financial Report as given.
 - John Crawford – Second the motion
 - Increase of Payroll for raises/additional staff
 - Oscar Riojas made a motion to approve the pay raise for the THSADA office
 - David Kuykendall – Second the motion

No further discussion or action was taken – meeting adjourned at 11:43 am.

THSADA Financial Report - August 2016 - June 2017

THSADA Revenue

Sponsorships	\$250,000.00
Memberships	\$17,000.00
Conference Registration	\$44,800.00
Exhibitor Fees	\$80,000.00
Hole Sponsors/Golf tour.	\$15,000.00
Mega Drawings	\$4,000.00
Hall of Honor Banquet	\$36,000.00
Misc.,	<u>\$4,000.00</u>
	\$450,800.00
Checking Account Balance	\$230,000.00
Savings	\$30,000.00
CD	\$23,000.00
CD	<u>\$34,000.00</u>
Total Assets	\$317,000.00

Sponsorship Income increased \$77K or 45% over last year

State Conference Registration has increased \$6K or 15.5%

Exhibitor fees up \$12.5K or 18%

HOH Banquet increased \$15K or 71%

Net income has increased \$95K or 174%

Total revenue raised is \$149K more than last year

THSADA Expenses

State Conference	\$125,000.00
THSCA Coaching School	\$5,000.00
Hall of Honor Banquet	\$45,000.00
TGCA Convention	\$3,500.00
Contracted Services	\$85,000.00
THSADA Travel	\$6,000.00
Board Meetings	\$12,000.00
Board Travel	\$8,000.00
Office Supplies	\$12,000.00
Part Time Staff	\$3,000.00
Advertising	\$2,500.00
Fees	\$1,500.00
Office Operations	<u>\$30,000.00</u>
	\$338,500.00

