

COLORADO HIGH SCHOOL ACTIVITIES ASSOCIATION
14855 E. 2nd Avenue
Aurora, CO 80011

CHSAA EXECUTIVE COMMITTEE MEETING MINUTES
Friday, August 8, 2008
Vail Racquet Club

1.0 ROLL CALL

- 1.1 Roll Call – President Kevin Land called the meeting to order at 9:35 a.m. Bethany Schott called roll. The entire Executive Committee and CHSAA Staff were present except for Nancy Todd, Colorado State Legislature and Alex Halpern, CHSAA Legal Counsel.

P	Don Anderson	P	Tom Sifers
P	Kevin Aten	P	Stephen Strong
P	Harry Bull	P	Dennis Tjaden
P	Dave Callan	A	Nancy Todd
P	John Condie	P	Paul Angelico
A	Alex Halpern	P	Rhonda Blanford-Green
P	Richard Hargrove	P	Bert Borgmann
P	Andy Johnson	P	Bill Reader
P	Dick Katte	P	Tom Robinson
P	Kevin Land	P	Bethany Schott
P	Shelli Miles	P	Harry Waterman

- 1.2 Introduction of New Members – Commissioner Reader welcomed and thanked everyone for their attendance at the meeting. Dr. Reader then read the biographies for the new Executive Committee members: Harry Bull, Tom Sifers, Andy Johnson and Dave Callan.
- 1.3 Address, Phone, E-mail Form – In order to stay current and properly informed, President Land asked everyone to verify their personal information in the booklet and to inform the CHSAA if anything needed to be corrected.

2.0 APPROVAL OF MINUTES

- 2.1 Minutes of CHSAA Executive Committee Meeting of June 6, 2008 – It was moved (Condie) and seconded (Miles) to approve the Executive Committee Meeting Minutes from June 6, 2008. There was no discussion and the motion passed unanimously.

3.0 ADDITIONAL ITEMS

Commissioner Reader encouraged the Executive Committee members to forward any potential agenda items to him prior to the next Executive Committee meeting.

4.0 PRESIDENT, LEGAL, COMMISSIONER REPORTS

- 4.1 President's Update – President Land welcomed the committee members and expressed his excitement at being named the new President replacing current CHSAA staff member Harry Waterman. President Land thanked the committee for their diligence in serving and he emphasized the importance of approaching situations with a level of trust when serving our schools.

- 4.1.1 Executive Committee Code of Ethics – President Land directed the committee to the Executive Committee Code of Ethics listed on the back of the notebooks. After reading through the Code of Ethics, President Land stressed the need to honor these philosophies.
- 4.2 Legal Update – CHSAA attorney, Alex Halpern, was unable to make the meeting due to previous family commitments. In his absence, Commissioner Reader updated the group and reported that there isn't any active litigation. There may be a chance a case regarding fall eligibility could move forward; there is not any action at this time.
 - 4.2.1 Executive Committee Release Form – Commissioner Reader directed the committee to the Executive Committee Release Form found in the packet. Commissioner Reader discussed the benefits of adopting the CHSAA Committee release form. In order to obtain an increased amount of liability coverage, he encouraged the members to present the form to their board of education for adoption.
 - 4.2.2 CHSAA Legal Meeting – Commissioner Reader also reported that the CHSAA will host a Legal Summit for school district lawyers and District Athletic Directors on either September 19 or September 25.
- 4.3 Commissioner's Report – In the Commissioner's Report, Dr. Reader spoke excitedly of the new CHSAA Assistant Commissioners Harry Waterman and Bethany Schott. After a busy 2007-2008 school year, the CHSAA office had a quiet yet productive summer. Commissioner Reader assured the Executive Committee that there were not any looming problems that the group should be aware of. He then reviewed the schedule for the rest of the weekend in Vail.
 - 4.3.1 Probation Action List – President Land directed the committee to the list of schools on probation shown in agenda item 4.3.1. It was moved (Aten) and seconded (Katte) to remove the schools listed from probation. There was no discussion and the motion passed unanimously.

President Land directed the committee to the list of schools on restriction shown in agenda item 4.3.1. It was moved (Strong) and seconded (Hargrove) to remove the programs from restriction. There was no discussion and the motion passed unanimously.
 - 4.3.2 Coaches on Probation Beyond One Year – President Land pointed out the list showing coaches who have been on probation for longer than one year.

5.0 REPORTS ON RECENT MEETINGS, ACTIVITIES

- 5.1 2008 NF Summer Meeting Review – The Evergreen High School Cheerleading Team was honored at the NF Summer Meeting for the National Spirit of the Sport Award and President Land mentioned what a privilege it was to have them in attendance. The Executive Committee expressed their gratitude for the experience and discussed how well respected the CHSAA staff is around the country.

- 5.2 Insurance – Mr. Angelico gave a quick review of the insurance policies purchased by the Association. He indicated that for a variety of reasons including the market and our lack of claims, our insurance premiums had remained constant or in some cases decreased. Mr. Angelico cautioned the committee that currently our carrier does not require us to carry a full catastrophic program, and in the future, if we do have to buy full coverage, our insurance costs could go up. Currently our catastrophic costs us approximately \$22,000 a year; full coverage could be as much as \$300,000. At Mr. Sifers' suggestion, Mr. Angelico agreed that we should appraise the CHSAA building again and makes sure that our current \$1 million liability insurance is sufficient.
- 5.3 Student Leadership Workshop – Mr. Waterman explained that the Student Leadership Workshop was a fantastic event. The workshop was held at Colorado State University on July 26-August 1, 2008. There were a total of 478 attendees: 430 students from 83 different member schools. Michael James, Student Leadership Committee Chair, wrote the workshop's curriculum and tied it to an Olympic theme. This event remains extremely popular with our member schools and Rhonda Blanford-Green celebrated the fact that the diversity in Student Leadership attendees continues to grow.
- 5.4 CASSA/CHSAA Superintendents – Commissioner Reader gave a quick review of the CASSA/CHSAA Superintendents Advisory Council Meeting held at the CASE Convention in Breckenridge. He indicated that approximately 12 people were in attendance. The topics discussed included transportation issues, lost school time, cost and ways to lessen the burden of transportation in high school athletics.
- 5.5 Academic Team Champions/Denver Post – Every year our top student-athletes are honored in the Denver Post Newspaper. Ms. Blanford-Green stressed the privilege for the student-athlete to be named to the Academic All-State Teams. She noted that the Denver Post is struggling financially and they will no longer be a corporate sponsor. The CHSAA will still look to work with them to highlight these student-athletes in the upcoming school year.
- 5.6 League Presidents/District A.D.'s & New A.D.'s Meetings – Ms. Blanford-Green and Mr. Angelico reviewed the conduct of the League President/District Athletic Director and New AD meetings. Ms. Blanford-Green commented that these meetings are truly a service for our members and the goal is to deescalate any tensions they may have. In 2009, the All-School Summit will combine both of these meetings.
- 5.7 Vision Committee Report – In order to stay progressive and responsive, the CHSAA Vision Committee yearly polls the schools in our membership concerning current and/or emerging issues. Commissioner Reader discussed the results from 166 responses. The topics on the survey included the play down rule, transportation costs, drug use, health safety, sportsmanship, officials, club sports, and coaches.
 - 5.7.1 Commissioner's Goals – In order to provide the Executive Committee more responsibility and accountability with the Commissioner's Goals, Dr. Reader proposed to change the title of the goals to "Executive Committee Goals." He encouraged the group to think about potential goals in line with the Vision Committee Report and asked them to be prepared to discuss the ideas at Saturday's meeting. There was a discussion regarding who was responsible for performing the goals and evaluating the goals. Mr. Bull asked that the title change to "CHSAA Goals" as the Executive Committee was not responsible for performing these goals. No action was taken.

- 5.8 Executive Committee District Rotations – Commissioner Reader pointed out each Executive Committee district rotation that had been submitted to the CHSAA office for review. Dave Callan from Executive Committee District 6 indicated that the Continental League and the 5280 League had switched in the rotation.

6.0 2007-08 AUDIT REVIEW

- 6.1 Investments – No information regarding investments was discussed.
- 6.2 Clifton/Gunderson Representation Letter – Mark Elmshouser was present from Clifton/Gunderson to discuss the financial audit for the 2007-2008 school year. He began by discussing the Representation Letter which outlined the auditor's responsibility under generally accepted auditing standards, significant issues discussed with management prior to retention, consultations with other accountants, as well as several qualitative aspects of accounting principles.
- 6.3 Potential Refund – As seen in the financial statements, the 2008 potential refund from the CHSAA to member schools is listed at \$230,411.
- 6.4 Management Letter – Mr. Elmshouser explained that the CHSAA conducts business in a very professional and acceptable manner. In the management letter, he outlined a few small suggestions regarding the segregation of duties when preparing the financial statements and the need for receipts when using the Association credit cards. The Executive Committee will consider these suggestions and vote on the final reading in October.
- 6.5 Preliminary Audit – Financial Statement – Mr. Elmshouser walked the Executive Committee through the CHSAA's balance sheet and statement of cash flows along with the corresponding notes.
- 6.6 Acceptance – First reading – It was moved (Tjaden) and seconded (Aten) to accept the first reading of the 2007-2008 CHSAA audit. In the discussion, if we are no longer financially able to provide a refund, Commissioner Reader noted that we should be sensitive to our schools' dependency on the funds. It was discussed that most schools, especially larger ones, do not budget for this income. Along those same thoughts, Mr. Katte questioned whether a school would rather receive a larger refund check and raise ticket prices or keep the ticket prices the same and lower the refund. The motion to accept the first reading of the audit passed unanimously.

7.0 LEGISLATIVE REVIEW

- 7.1 Legislative Overview – Nancy Todd, the Colorado State Legislature Representative, was not able to make the meeting. In her place, the CHSAA legislative liaisons, Steve Durham and Joan Green, gave an overview of the legislative year (see below).
- 7.2 Legislative Agenda 2008-09 – Mr. Durham thanked the committee for the invitation to the meeting in addition for the opportunity to represent the CHSAA again this past year. He indicated that the request for a religious accommodation in athletic scheduling had created a stir in the legislature, but that the outcome of this request was handled in a positive manner and no further issues were raised by the legislature.

He went on to ask if there were CHSAA issues to address with the legislative session in 2009. At that point, no suggestions were given. In the midst of conversation, the idea of Governmental Immunity and the feasibility for the CHSAA was briefly discussed. Mr. Angelico asked the liaisons to further research this possibility.

8.0 NEW BUSINESS

- 8.1 Committee Mileage Reimbursement – Mr. Angelico noted that the CHSAA mileage reimbursement policy is set yearly. The Tournament & Playoff Finance Committee requested that the Executive Committee review the current rate based on increased fuel costs. Currently, the committee mileage is reimbursed at \$0.28/mile. The CHSAA staff with car leases have mileage reimbursed at \$0.20/mile. The national policy is currently at \$0.58/mile.

It was moved (Aten) and seconded (Strong) to increase the mileage reimbursement to \$0.40/mile for committee members pending Mr. Angelico's report on the budget. Discussion followed. The motion carried unanimously (John Condie was absent from the room during the vote).

- 8.2 State Tournament Sites – Mr. Waterman reviewed the 2008-2009 fall state tournament sites. It was moved (Johnson) and seconded (Hargrove) to approve the fall tournament sites. As a point of discussion and clarification, Ms. Miles commented that the Radisson Hotel had been purchased by the Red Lion and further correspondence should be changed to reflect this change. The motion passed unanimously.

8.3 CHSAA Policies Manuals

8.3.1 Personnel Policies Manual – Commissioner Reader gave each committee member a copy of the Personnel Policies Manual to review.

8.3.2 Operational Policies Manual – The Executive Committee also received a copy of the Operational Policies Manual, which is a new addition to our resources.

- 8.4 Front Entrance Remodel – Last year, Mr. Katte recommended we remodel our front entrance in order to be more welcoming when people initially walk into our office. Commissioner Reader explained how a large masonry sign will be placed outside our building and new signage in the front entrance (banner and electronic board) will direct and welcome visitors. Dr. Reader recommended that we add an agenda item for the October meeting to discuss placing a time-capsule outside next to the sign.

- 8.5 CHSAA Organizational Chart – The CHSAA Executive Committee reviewed the organizational chart and discussed the order of "Students" and "Schools" on the chart. The committee discussed combining the top two levels of the chart into one to show the 338 member schools at the top of the chart and in parenthesis 300,000+ students. It was moved (Tjaden) and seconded (Miles) to change the "Students" box to be included in the "School" box on the organizational chart. There was no discussion and the motion passed unanimously.

9.0 EXECUTIVE COMMITTEE MEMBER REPORTS

- 9.1 Colorado Association of School Boards – Mr. Sifers did not report on Friday. On Saturday he reported that the Colorado Association of School Boards split the state from 10 regions into 12 regions. The new regions have been added to the Western Slope.
- 9.2 Colorado Department of Education – Mr. Condie reported that the CDE is revamping their accreditation process.
- 9.3 CADA – Mr. Callan reported for the Colorado Athletic Directors Association. CADA had a retreat in June and their goal is to continue supporting new and current athletic directors in Colorado.
- 9.4 CASE – Mr. Aten reported that CASE's early meeting date in July will continue in 2009. Mr. Anderson brought up CASE's transportation and fuel cost concerns.
- 9.5 District Reports

District 1 - Western Slope – Mr. Johnson reported there were transportation concerns.

District 2 - Centennial, Frontier, Northern – Mr. Bull had no report.

District 3 - High Plains, Lower Platte, Mile High, North Central, Patriot, Union Pacific, YWKC – Mr. Tjaden reported that he had fielded questions from his members regarding district alignment. District 3 is quite large, and his membership does not believe there is equity in its current state. He also mentioned the district's transportation concerns.

District 4 - Jefferson County, Skyline – Mr. Land reported that Jefferson County had added Centaurus High School to their league beginning with the 2008-2009 school-year, that Summit High School hired a new athletic director and the Skyline League has undergone some personnel changes.

District 5 - Denver, Metropolitan, Northern Front Range – Mr. Katte said the Denver and Northern Front Range leagues had no report. The Metropolitan League now has divisions to help alleviate transportation issues.

District 6 - Continental, Front Range, 5280 – Mr. Callan reported that in the Continental League, Arapahoe High School left to go to the Centennial League.

District 7 - Black Forest, Colorado Springs Metro, Tri-Peaks, West Central – Ms. Miles reported that the Tri-Peaks League added Discovery Canyon High School, and they are excited to participate in basketball. The Black Forest League feels comfortable with their current leadership. The district also mentioned concerns with transportation, officials' mileage costs, enrollment decline, and gate fees.

District 8 - Fisher's Peak, Intermountain, San Juan, Southern Peaks, Southwestern – Mr. Strong had no report.

District 9 - Arkansas Valley, Santa Fe, South Central, Southeastern – Mr. Hargrove reported transfer guideline and transportation concerns. Also, several athletic directors are still looking to hire coaches for the 2008-2009 season.

10.0 UNFINISHED BUSINESS

On Friday, President Land thanked Harry Waterman for his excellent service on the Executive Committee and presented him a plaque.

11.0 ADJOURNMENT

It was moved (Katte) and seconded (Bull) to adjourn the meeting. There was no discussion and the motion passed unanimously. President Land adjourned the meeting at 3:00 pm.

**SATURDAY, AUGUST 9, 2008
9:30 A.M. – 3:00 P.M.**

12.0 FOCUS ON ISSUES FOR 2008-09 SCHOOL YEAR–Problem Solving Session

Mr. Angelico led the in-depth discussion regarding transportation costs, the Classification and League Organizing Committee, “leadership for change” and bylaw brainstorming.

It was moved (Hargrove) and seconded (Tjaden) to change the “Commissioner Goals” to “Executive Committee Goals for the CHSAA Staff.” After discussion, the motion failed unanimously.

It was then moved (Aten) and seconded (Bull) to change the “Commissioner Goals” to “Executive Committee Goals for the Commissioner.” There was no discussion and the motion passed unanimously.

13.0 ADJOURNMENT

There being no further business brought before the committee, it was moved (Katte), seconded (Miles) and unanimously approved to adjourn the meeting. President Land adjourned the meeting at 4:00 pm.

Respectfully submitted,

Approved by:

Bethany Schott
Assistant Commissioner

William R. Reader, Ed D
Commissioner