Minutes for OHSET State Board Meeting January 12, 2013

In Attendance: Scott Chauncey (NW), Peggy Smith (SO), Sonya Kunkle (W), Wendy Bernards (W), Emily Bernards (W), Sonya Kunkle (W), Lori Gimmett (SV), Karren Cholewinski (SV), Dave Haring (NV), Nick Meuret (TRV), Bill Weir (Co-ops, By-Laws), Candi Bothum (Chair), Karissa Dishon (Vice Chair), Jan Harer (NW)(Secretary), Denise John (Treasurer)

Vote Count – 10 voting members present

Minutes –

- Minutes from December board meeting and December phone conference call –
  - Wendy motioned to accept the December 13, 2012 conference call minutes. Nick seconded the motion. Vote – unanimous. Motion passed.
  - Nick motioned to accept the December board meeting minutes. Lori seconded the motion. Vote – unanimous. Motion passed.

- Treasurer Report
  - See below under State Meet.

Old Business –

- Confirm votes on 2 phone conference calls –
  - Dave motioned to confirm votes for the January 1, 2013 phone conference call. Nick seconded the motion. There were ___ votes. Vote – unanimous. Motion passed. (As of these board minutes, I do not have the minutes from the conference call. So am not sure of the number of votes.)
  - Dave motioned to confirm votes for the December 13, 2012 phone conference call. Wendy seconded the motion. There were 10 votes for the call. Vote – unanimous. Motion passed.

- Co-ops –
  - One standard co-op – (See attached)
  - Central and Santiam Christian
  - Wendy motioned to accept this standard co-op pending paperwork. Dave seconded the motion. Discussion –
    - District has voted and approved the co-op.
    - There were some missing signatures.
    - Will get the paperwork to Bill ASAP.
  - Vote – unanimous. Motion passed pending paperwork.

- Co-op Rule Changes –
  - We (the state board) need a full representation of the district board members to make these major decisions.
  - State Board meetings are important and board members need to be present.
  - Major decisions are decided at these meetings for the whole state organization and again, board members need to be represented.

- The rule changes for the Co-ops will be tabled until all districts are represented at a board meeting.

- Coaches & Advisor Training –
  - Feedback –
    - Overall was good.
    - Half the people attending were new to the organization – new coaches and advisors.
    - Training was well received.
    - Very positive and useful information.
    - Will need to have a bigger facility for next training.
  - Discussion About Training –
    - Are we tracking those that attended the training? Yes, Candi has the information.
    - Most agreed that an on-line test is fine, but the face to face interaction is very important.
    - There was no test distributed at the beginning of the training.
    - Can we use modules for our training? Would complete a module and then be issued a certificate. Would also need to attend a "live" training.
      - Candi is currently working on a grant for modules for another organization. She will be learning how to do these.
    - There was some concern about filming the training and having it on the website. Interaction is important.
    - Need to do the training twice if we want "seat in chair" attendance. So that everyone has the opportunity to get the information.
    - Trainings are a great place for those learning about the organization. Networking is important for those new coaches and advisors.
    - The OSAA certification is great – but we need a test that is OHSET related. Will still need to take the OSAA certification in addition to an OHSET test.
    - New coaches need to do the training their first year. All registered coaches and advisors need to take the training every two years.
      - Additional discussion on what a coach is. What about trainers who come to help at practices? When are you a coach? When are you an unattached volunteer?
      - Definition of a Coach - A coach is defined as any person who provides instruction at practices, makes team decisions, attends meets to work with youth, and are responsible (at least in part) for discipline and team management.
      - Definition of a Clinician – A clinician is defined as anyone who provides instruction at practices. This person does not typically attend meets. If they do attend meets, they do not hold any responsibility with the team at the meet. They do not make team decisions, nor are they responsible for team management and discipline. Clinicians must sign unattached volunteer forms before working with athletes.
      - How does insurance work with these "trainers"? They are not covered for medical and our liability does not cover them.

- Discussion About Next Year's Training –
  - Same month? Same location? 1 or 2?
  - Need to have the trainings in two different locations.
  - Rotate the two different training locations (North and South vs. East and West).
  - Both trainings need to be consistent with regards to information begin given. The same message to everyone for every training.
  - If the training is required – needs to be available to everyone.
  - Require the districts to have the training available on video. Concern was that it takes away from the face to face interaction, questions that are asked during the presentations, etc.
  - Do we need to do the training earlier in the year? Yes. Need to have before December.
  - Do one on a Saturday and then one on a Sunday of the same weekend. Speaking team would travel to the next site to give the same presentations.
  - Next year's coaches/advisor trainings will be Saturday, October 19th and Sunday, October 20th, 2013.
    - Saturday, October 19th will be in Roseburg.
    - Sunday, October 20th will be in The Dallas.
      - Lori and Karren will handle the Roseburg location.
      - Will need a location to handle about 150 people, one room, with seating at tables, lunch prices, sound systems, video, screens (large), and hotels in the area with rates.
  - Topics –
    - All topics were good.
    - Who needs to go? State board members should be at both trainings for added information. Please try to be at both. Important for the state board to show solidarity of the organization. State board members have valuable information to share.
  - OHSET Test –
    - Presenters, please send your presentations to Candi/Karissa for test questions.
    - Need to have an evaluation/survey for the trainings. What did you learn? What did you take away from the training? Have a pre-test and/or post-test.

- Judges –
  - Please get all of your judges that you will be using at your meets to JoAnn ASAP.
  - Please also send this above information to Denise for the W-9's that she needs to keep track of.
  - Districts please send a list of judges for each event that you would want to see at the state meet to Candi by February 1st. Also list those who you would not want at the state meet. Remember, we may not use those on your list – but list please list them all.

- OSAA Certification –
  - Follow Up! Please follow up with all your coaches and advisors to make sure everyone has completed the certification.
  - Schools love that we are requiring the certification.

- This becomes part of our process for those that are coaches and advisors.
- Push coaches and advisors to get this done!!!!
  - There are some coaches/advisors that have not completed the certification and are coaching a team.
    - Candi would like to know who those coaches are. Please send a listing to Candi with names, emails, addresses that have not completed the certification.
    - A letter will be sent from Candi stating that the team can participate at the meet; however, the team will not receive any points.
    - If still no response from the coach (certification has still not be completed), Candi will send out an email (before the meet) to the whole team about their coach not having completed the OSAA certification. This email will notify the team that they will receive no points at the meet.
    - Discussion:
      - Do we want to notify the team 1st?
      - Send the letter to the coach with a cc to all team members?
      - Most districts have communicated to these coaches about getting this done – numerous times.
      - Now the state needs to send a letter with team notification to coach.
      - Please fax all information (addresses, etc.) to Candi at 541-504-0151. Also please provide team roster.
    - Sonya motioned that a team not be allowed to ride at any meet if both advisor/coach have not completed the OSAA certification. Peggy seconded the motion. Discussion:
      - Team registrations should not have been accepted if it did not include the certification for the OSAA test.
      - However, team registrations (paperwork and money) were accepted by the district(s).
      - This is not the athletes fault – they have paid and are registered.
      - Is this a safety concern for the athletes if the coach/advisor has not completed the certification?
      - Who is responsible for the team? Coach/Advisor.
      - How do we get those coaches/advisors to complete the certification?
      - Athletes want those points at the meets.
      - Technically this team should not be practicing because they have not completed the certification or the team registration requirements.
      - Potential for lawsuits could result if team participates in practices/meets with no coach and an accident occurs.
      - We did not follow our own rules when registering those teams without the coach/advisor certification.
      - We need to let the state as a whole know we made a mistake and will try to correct it.

        - Write a check back to the team because they have an invalid registration?
        - This needs to be stated in the letter. That we will cancel the team registration and send the money back.
        - Please send to Candi – ASAP – those teams/coaches that have not completed the certification.
        - Letter will go out stating that the team is not registered until the OSAA certification is complete. The state fees will be returned.
    - Sonya amended the motion to state in a letter mailed on January 15th that your team is not in compliance with the OSAA testing requirement. The head coach and/or advisor have yet to take this training. If your team does not comply with this rule, OHSET will invalidate your team and member registration, and mail a refund check to the team's advisor. This will happen on January 28th for all teams not in compliance. Wendy seconded the motion.
    - Discussion:
        - Please send letter registered mail.
    - Vote on the amended motion – 9 yes, 1 abstention. Motion passed.
    - Vote on original motion – 10 yes. Motion passed.

- New Business –
    - Numbers? Up or Down
        - Currently the numbers are up.
        - Candi read each district's numbers compared to last year. This was from Chris.

    - OR law for Non-Profits Regarding Electronic Voting –
        - Districts are no long allowed to have voting over email. Email is not the issue – having a meeting is. Decisions are made at meetings followed by vote.
        - See attached that explains how to have an Action by Consent.
        - Freeconference.com can be used for conference calls.
        - Discussion on having state board meetings during the winter months using poly coms from the various extension offices and/or using meetings.com. Candi will look into these.

- Insurance –
    - Currently our liability insurance runs from January 31st to January 31st.
    - No less cost to modify the insurance to coincide with our season dates.
    - Cancel current policy and start new policy December 1st thru November 30th.
    - Please let your teams know of the new date – they will need to turn in team arenas to districts by October.
    - October will now be the month that Denise will need a listing of district's arenas.
    - To add an arena to our insurance (with just a certificate) does not cost the team anything. However, if you want to be insured, it will cost an additional $20.
    - Must have event insurance for any fundraiser that does not go through the school. Need to have for any fundraiser. Our insurance company needs to know what it is to

make sure they cover the fundraiser. Some fundraiser events may require additional money to insurance company to cover event.
  - If the fundraiser goes through the school – do not need to go through our insurance.

- Rule Books –
  - Are now available.
  - Please encourage all athletes to read and know the rules for their events.
  - In the future, please let Karen know if you would like to pick up your books directly from the publisher.

- State Meet –
  - Budget
    - Not reflected is the raised stall fees we voted to increase.
    - Need to split out camping and lodging.
    - Concern of being in the red.
    - Will try to reduce some of the expenses at the state meet.
      - Equipment
      - Less portable lights
      - Less water trucks
    - Need to have an updated budget so we can set stall fees.
    - Finalized state meet budget will be due at the February state board meeting.
  - Vet on Site? –
    - Yes we want one.
  - EMT's on Site? –
    - Yes we want EMT's.
  - Board Meeting –
    - Will be Wednesday, May 15th at 7pm in the hospitality tent.
  - Switch Arenas –
    - Gaming will be inside and performance will be outside.
  - Hospitality Tent –
    - This is for state board members and judges only – not family, friends, children, contractors, etc.

- Other Business –
  - Teams that have own checking accounts – how do they manage these?
    - Need a SOG for these teams.
    - What can they purchase with their funds?
    - How much are they really bringing in?
  - General team funds – how do we handle this?
    - Need a SOG for how teams can use their own funds.
    - Candi will work on some guidelines for this and bring back to February state board meeting.
    - Districts need to inquire what the teams are doing for fundraising and how they are spending those funds.
    - Teams that have their accounts that go through the school – individual personal expenses are not ok.

        - Items that can be purchased with team funds include:
            - Meeting food
            - Team items that stay with team
            - Not individual person items – Helmets – NO!
    - Non-profit laws can be blurry – need to be careful on how funds are used for the team.
    - Teams are allowed to raise funds for a specific "thing" (drill equipment, etc.) – but this needs to be announced and laid out in detail.
    - General team funds cannot be used for individual items or for specific teams (IHOR, Drill, etc.).
    - Teams need to differentiate those items that belong to the team and those that are personal.
    - Candi will include this in the SOG (fundraising, team equipment, etc.).

- Future Important Dates –
    - State Board Meeting, Saturday, February 23rd , 9:30 AM, Livestock Pavilion, State Fairgrounds, Salem OR
    - State Board Meeting, Saturday, March 23rd , 9:30 AM, Gateway Mall, Springfield, OR
    - State board Meeting, Wednesday, May 15th, 7:00 PM, Hospitality Tent, Deschutes County Fair and Expo, Redmond, OR
    - State Meet, Thursday, May 16th – Sunday, May 19th, Deschutes County Fair and Expo, Redmond, OR
    - State Board Meeting, Saturday, June 22nd, Gateway Mall, Springfield, OR
    - State Board Meeting, Saturday, September 14th, Gateway Mall, Springfield, OR
    - State Board Meeting, Saturday, October, 26th, Gateway Mall, Springfield, OR