

2008 TAHPERD Spring Board Meeting

April 19,2008

The Spring Board Meeting for TAHPERD met at the Embassy Suites Hotel in Franklin, TN. President Tina Bozeman called the meeting to order at 8:05 am.

Present for the meeting were:

Tina Bozeman
Amy Baker
Bev Corlew
Joey Gray
Mike Vaughn
Susan Kirkpatrick
Kathy Clark
Susan Lyle
David Bow
Kathy Caudill
Catherine Bowers
Becky Glass
Marcy Maurer
Ruth Henry
Sarah Adams
Shirley Holt-Hale
Laura Brown
Rob Harding
JP Barfield
Cam Kerst-Davis
Tracey McClain
Katherine Pebworth
Weldon Ehlert
Linda Ramsey
Christy Snell
Carol Krueckleburg
Nancy Whitehurst

Shirley Holt-Hale reviewed parliamentary procedures and set the guidelines for the meeting.

President Tina Bozeman called to approve the minutes from the September 15, 2007 and February 01, 2008 meetings.

Mike Vaughn questioned the order of some of the pages from the September 15, 2007 meeting. Page order was corrected. There were no corrections from the February 01, 2008 meeting.

Ruth Henry moved to accept the minutes with changes. JP Barfield seconded.

Standing Committee Reports:

Advocacy – Presented by Kathy Clark

SB2919/HB2789 Directs the State Board of Education to develop guidelines for each LEA to require physical education in all elementary and secondary schools, instead of requiring each LEA to integrate 90 minutes of activity per week into the school day.

SB3260/HB3073 Authorizes LEAs to waive the duty of integrating into its elementary and secondary curriculum a minimum of 90 minutes of physical activity if deemed necessary.

Both bills were “taken off notice” which means they would not be heard nor would there be a vote on them. Nathan James with AHA and Connie Givens assisted with information concerning these bills. There was not a need for major action by TAHPERD membership.

Anticipated plans – continue to watch legislation. At this point there is no plan to initiate legislation.

Applied Strategic Planning – Presented by Shirley Holt-Hale

The committee met with a focus on Strategic Goal #4, “To create a more efficient/responsive organizational structure and governance system”. Sarah Adams spear-headed the re-writing of job descriptions, job descriptions are now solid. The membership, legislative action and CSH committees have met and have strategic plans.

Awards –Presented by Susan Lyle

The announcements are on the website and in the newsletter. Continue to announce about awards. Currently there are 2 new, 7 nominees, and 0 for the honors award. There is June 01, 2008 timeline.

Constitution – Presented by David Bow

Progress report: Proposed changes to the Constitution and Bylaws were presented at the TAHPERED Leadership Conference on February 1-2, 2008. These proposed changes were presented as underlined in a copy of the Constitution and bylaws in the notebook distributed to Board members attending the Leadership conference.

The Chairman of the Constitution Committee circulated the proposed changes to the members of the constitution Committee for input and approval by e-mail. All responding Committee members approved of the proposed changes with some modifications.

Anticipated plans: If approved by the TAHPERD Executive Board at the Spring meeting, the Chair suggests that the Constitution and bylaws changes be presented to the membership by e-mail and/or U.S. mail for approval. If approved by the membership, this procedure would permit the changes to be in effect at the Fall board meeting.

Action required by the Board: The Constitution committee moves that the proposed change to the Constitution and Bylaws which were presented at the February 1-2, 2008 TAHPERD Leadership Conference be approved with the following modifications:

Proposed Change #1

Page 8 – Clarifies that the intent of the absenteeism policy applies to Executive Board members only (not to TAHPERD Board members).

Absenteeism Policy

Current wording:

A. Board members elected to a voting position on the Board of Directors are expect to attend meeting so that a quorum can be maintained.

Suggested Change:

A. Executive Board members are expected to attend meetings so that a quorum can be maintained.

Current wording:

A. A board member can miss no more than two meetings in one term of office (3 year term) regardless of the reason.

Suggested working:

A. Executive Board members can miss no more than two meeting in one term of office (3 year term) regardless of the reason.

Proposed Change #2

Page 18 – Change first sentence by omitting the words “national level” from the Athletic Director of the Year Award qualification

Current wording:

Athletic Director of the Year Award: Shall have made a significant contribution within the field of athletic administration at the local, state, and national level...

Suggested wording:

Athletic Director of the Year Award: Shall have made a significant contribution within the field of athletic administration at the local and state levels...

Proposed Change #3

In addition to the above formal proposed modifications to the proposed changes made at the 2008 Leadership Conference, the Constitution Committee Chair suggests that we clarify the meaning and usage of the words “certified as a physical education teacher” in Section 6 NASPE Teachers of the Year (Elementary, Middle, Secondary, College/University).

Does the word “certified” mean “licensed”, and if so, does it apply to college and university teachers who may not possess a teacher license for the public schools? Linda Ramsey agreed with David in that not all higher education instructors would have licensure. Linda suggested changing the wording to Elementary, Middle, and High School and omitting College/University.

Cam Kerst-Davis mentioned the awards are progressive in nature. Kathy Clark suggested the wording be consistent with NASPE wording. Tina Bozeman stated she hoped State award winners would qualify for National awards and suggested developing criteria to align with National.

Finance – presented by Becky Glass

Finance committee has several motions after coming off the audit.

Guidelines for Association Finances.

For all projects, workshops, etc. that have financial implications, a standard form for income and expenditures should be used. All submissions requesting any funding should have a designated deadline for a specific year budget. If the deadline is not met, the project will have to have special approval or be placed on the following year's budget.

Adopt the guidelines for line items that have been included in the budget for the last several years along with additional budget line items or codes.

Many associations have a financial secretary who co-signs any checks above a certain amount. Some associations have a financial secretary who does all the financial work of the association. The Executive Committee and ultimately the Executive Board need to study and act upon these suggestions.

Three motions were presented and submitted by the finance committee and are listed under motions at the end of the minutes.

There was no discussion on the 1st motion.

Linda Ramsey asked for clarification of second signature on 2nd motion. Becky clarified

There was no discussion on the 3rd motion.

JPBarfield questioned whether the motions were from Becky or the committee. Becky – clarification the motions were from the committee.

Membership – presented by Susan Kirkpatrick

In the process of collecting contact information

Nominating Committee – Presented by Kathy Clark

Currently there is not a slate of officers. Need nominations.

Site Selection – presented by Tina Bozeman

There is no official committee but currently consists of Cam, Amy, JP, Laura, Tina.

Fall Board meeting the results from the convention evaluations will be distributed.

Linda requested a 3 year plan where conventions will be.

Cam has been in contact with Embassy Suites in Murfreesboro for interest in the 2009 convention but is waiting on feel of membership – most southern states stay in one place for consistency.

Linda stated the reason the convention used to move to different areas of the state was so that one group didn't get worn out.

Cam stated it was good to keep in one place so the wheel doesn't have to be reinvented each year.

Tina said it will be important to survey those organizing the convention.

Administrative Positions Reports:

Grants – Marcy Maurer

There has been one application submitted but was not eligible.

There are no grants at this time.

Deadline is October 01, 2008.

Tina challenged everyone to get the word out about the grants.

Hoops for Heart Coordinator – Catherine Bowers

Catherine is looking for speakers for Hoops for Heart. Also need a HFH Team – currently none in the state.

A breakfast for coordinators is in the works.

Research is being conducted on how to start a HFH team.

Jump Rope for Heart Coordinator – Mike Vaughn

729 registered HFH and JRFH

443 completed an event

\$1.3 million raised

Demo teams for JRFH very active in the state.

Mark Rockstein is coming to convention.

Necrology – Tony Kirk

Reported by David – No names to report. Please pass along information to Tony if you know of anyone who has passed. David asked if anyone knew if Dr. Robert Frost had passed?

Newsletter Editor – Ruth Henry

The Spring 2008 newsletter was sent to the printer on Monday April 07, 2008. The printing company says that it's being printed today, so it would be mailed out next week.

Need to discuss prices for ads. We get an occasional request to put an ad in the newsletter. How much do we need to charge?

Tina – Newsletter could bring in money on ads – guidelines need to be provided.

Shirley asked what do other states that are competitive in size to TN do.

Rob suggested there is a standard rate sheet.

Tina asked Rob to get the information. Amy said Belmont students already have packages that will be presented at the Fall Board meeting. Rob suggested getting rate sheets for 2009.

Convention Program Planning – Cam Kerst-Davis

There are 8 programs for convention. June 6 is convention program planning meeting. Cam needs all program proposals submitted by June 1. It is possible to have 10 sessions every hour. There are proposals for pre-convention sessions for Health and Physical Education. One room may be devoted to CSH. Tina has spoken with Connie Givens and offered a home for CSH with TAHPERD. Cam stated there needs to be a newsletter and email blast to get CSH persons to convention. Need to look at CSH conferences so we don't have conflicting dates.

TAHPERD Talks – Sarah Adams

Sarah explained what TAHPERD talks is all about. Physical education teachers get together to share thoughts and discuss problems. Guidelines for grants will be discussed at next TAHPERD Talks.

9:35 – 9:45 Break

After break, Tina corrected forms in Leadership binder. Tina added Cam Kerst-Davis as Program Coordinator.

Special Appointees Reports:

American Heart Association Representative – Allison Combs - absent, No report

Demonstration Schools – Shirley Holt-Hale

Shirley expressed there is some frustration with lack of promotion for Demo Schools since demo schools were turned over to the state department one and half years ago. Shirley suggested TAHPERD take over Demo Schools again.

State Department of Education – Susan Brotherton – Absent – Ruth Henry read report. After some discussion, Shirley stated the fall board meeting minutes showed a recommendation for a request about workshop contracts. Shirley suggested a 2nd request be made for a update report on workshop contracts. Tina requested a status update.

Tennessee School Health Coalition – Doug Winborn – absent – No report

Division Reports:

Health and Wellness – Laura Brown

There have been lots of suggestions but currently no proposals for convention. Eighty-eight people participated in No Child Left Inside.

Physical Education - Cam Kerst-Davis

Attended the TAHPERD Leadership Conference in February.

Have contacted several presenters for the annual convention in November.

Working on a 3 hour pre convention workshop on Sunday, November 16 on physical activity.

Communicated with the section chairs in the Physical Education Division and encourage them to submit program proposals.

Planning a summer elementary physical education conference in Franklin, June 12-13, 2008.

Plans to continue to seek programs for the November convention and continued organization for conference.

Plans to send a regular TAHPERD News blast to ED for summer workshops.

General Division – J P Barfield

The general division is emphasizing a student focus. They are looking at doing a career fair, superstars, area for research presentations for graduate students. They are thinking about offering a cash award for the top project. There is going to be more presentations in the Sport and Recreation area. There is currently a general call for abstracts. Cam asked for clarification on poster session or presentations.

General discussion - Rob stated they will have 3 to 4 sport management/recreation presentations per hour. The submission deadline is August 1st. Sarah suggested reserving an entire room for sport management. Cam asked if programs were going to be listed by name. Linda suggests sessions be listed by area so they will be easier to identify for students. Cam was concerned that listing by area may put a "label" on the session and some might not think it pertains to them.

Old Business:

The full audit report has been received and the finance chair will bring recommendations to the fall board meeting. The audit was per Motion #8 during the September 17, 2008 Executive Board meeting, for a full audit for fiscal year 2007-2008.

Cam asked if there was a job posting for a secretary. Tina stated there was a posting but there was no response.

There were 7 motions presented for vote

Motion #1

Cam Kerst-Davis moves for President Tina Bozeman to appoint an Exhibit Chair for 2008-2009. Motion made by Cam Kerst-Davis, Seconded by Kathy Clark.

Motion Passed.

Motion #2

The Constitution Committee moves that the proposed changes to the Constitution and Bylaws which were presented at the February 1-2, 2008 TAHPERD Leadership Conference be approved with the following modifications:

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Motion was made by the Constitution Committee – Dr. David Bow Chair, second not required.

Motion passed.

Motion #3

Addendum: Clarification of Motion 2 from Constitution Committee

Page 17 – NASPE Teacher of the Year...

Apply certification/licensure requirement to elementary, middle, and secondary teachers but not to college/university teachers.

Change second sentence to read:

Elementary, middle, secondary teachers must be certified/licensed physical education teacher.

Motion was made by the Constitution Committee – Dr. David Bow Chair, second not required.

Motion passed.

Motion #4

Adoption of the budget guidelines and all codes on page 6 of the guidelines with corrections to code A and B to read “approval of the Executive Board” instead of board as policy.

Motion was made by Finance Committee – Becky Glass Chair, second not required.

Motion passed.

Motion #5

The chair of the Finance Committee will co-sign with the Executive Director on checks for all expenditures over \$500.00.

Motion was made by Finance Committee – Becky Glass Chair, Second not required.

Motion passed.

Motion #6

The committee shall submit for approval and vote by the Executive Board the budget at the spring board meeting for the upcoming fiscal year.

Motion was made by the Finance Committee – Becky Glass Chair, second not required.

Motion passed.

Motion #7 – deferred to Becky Glass – Finance Committee Chair

Budget Approval +/-

Finance Committee will develop 2008-2009 proposed budget and forward 2007-2008 and 2008-2009 proposed budgets to Executive Board for approval.

After much discussion, conversations and attempts to balance budget suggestions were made by JP Barfield for the finance committee to meet and try to clean up problems with budget and postpone vote on 2008-2009 budget until fall meeting. Sarah pointed out that the fall meeting will be into next fiscal year. Linda Ramsey, Mike Vaughn, and Cam Kerst-Davis suggested an update with comparison of 2007-

2008 and 2008-2009 budgets be emailed for vote. Sarah Adams stated 2006-2007 was very confusing. President Tina Bozeman stated there was and is still a lot of clean up on budget.

Options were given to board:

Option 1 – vote on budget today – failed

Option 2 – Finance Committee to meet and send an email vote for approval – passed.

Shirley Holt-Hale made clarification that the two budgets would be compared. JP Barfield recommended a format of C for proposed 07-08, D for actual 07-08, and E for justifications.

Shirley read motion for clarification

President Tina Bozeman asked final discussion.

President Tina Bozeman made the announcement that TAHPERD Executive Director Amy Baker has submitted her resignation. Amy explained decision for resignation and explained the magnitude of the job on cleaning up past records.

President Tina Bozeman stated a new search needs to be made and it needs to be known that there will be clean-up first and then move to next steps.

Sarah Adams and Kathy Clark spoke on the magnitude of the problems that were in existence and a suggestion was made for a third party to come in and clean-up records. A suggestion was also made for money to be spent on new/updated website.

President Tina Bozeman thanked Sarah and Amy for caring so much about TAHPERD and for the many hours that had already spent trying to get things in order.

Break – 15 minutes.

11:30 am – Meeting was called back to order

Graduate students from Belmont University presented a PowerPoint presentation on the 2008 convention. The floor was open for Q&A after presentation. President Tina Bozeman thanked the group for their work.

Meeting was adjourned for lunch.

During lunch, Jim Jordan from the Tennessee Education Association presented information about TEA's affiliation with TAHPERD.

New Business:

Mike Vaughn – make changes in binder for list of administrative positions on page 2 concerning HFH and JRFH Coordinators.

Cam Kerst-Davis – Southern District membership committee met with folks from Virginia. Cam suggested TAHPERD and AIPHERD have membership in common. Promotion would increase both TAHPERD and AIPHERD membership. After discussion and questions from the group, Cam said she would do more research and follow-up.

Rob asked if anyone was going to audit books? President Tina Bozeman said the Finance Committee needs to make the motion. Sarah Adams stated we needed to assign people to find an accountant, website designer, assist with going through the books, looking at membership, and investments.

JP Barfield will get bid for accountant and membership.

President Tina Bozeman said Amy Baker's resignation will be effective May 31st and will call search committee for the new ED search. The job search will be posted for 10 – 14 days. There was discussion and clarification of who will be hired and how the books will be cleaned up.

Sarah Adams suggested hiring Big Heart Design for website evaluation. She also mentioned using C-Vent as a third party vendor. President Bozeman asked what it would take to get website in order. Options were given by Sarah Adams. Option A – C-Vent \$3000 to \$5000 per year, Option B - \$10,000 onetime fee all inclusive. After discussion and conversation Cam Kerst-Davis moved to go with Option B, Kathy Clark seconded. Motion passed.

Cam stated membership needs to be cleaned up prior to convention and will help Susan.

President Tina Bozeman made an announcement that Expense Vouchers for Travel will be at .25 per mile.

Cam Kerst-Davis was recognized as Southern District President and thanked for a job well done.

Question for further announcements – none

President Tina Bozeman made a motion for the meeting to be adjourned. Seconded by Dr. Joey Gray

Meeting was adjourned at 1:42 pm