

## Board Meeting Minutes- September 17, 2011 at TTU

- I. Welcome and Call to Order
  - A. Christy Killman- President called the meeting to order at 8:20 am.
  - B. Christy asked Board Members to introduce themselves.
- II. Roll Call
  - A. Cam Kerst-Davis, Shirley Holt-Hale, Christy Killman, Catherine Pebworth, Kathy Clark, Ruth Henry, Catana Starks, Bob Benge, JP Barfield, Lyndsey Jones-Harris, EJ Wood, Carol Wood, Mike Smith, Blair Thornton, Alysia Jenkins, Mike Phillips, Blair King, Fran Hoogestrat, Lanise Rosemond, and David Bow.
- III. Confirmation of Quorum & Review Rules of Order- Cam Kerst-Davis (quorum) Shirley Holt-Hale (Robert's Rule of Order)
  1. Be acknowledged before you speak, don't speak amongst yourselves unless you are recognized.
  2. Fill out a motion form and second before discussion can take place. Exception to second is a motion from committee. Board Reports should have been received by board so reports should highlight important points only and entertain questions.
- IV. Motion made by Catherine Pebworth to accept the motion of the executive board to hire Cam Kerst-Davis as Executive Director and motion was seconded by Christy Killman. Motion passed.
- V. Approval of Agenda- Chrsty Killman stated the agenda stands approved since there was no discussion
- VI. Approval of Minutes, 2011 Spring Board Meeting- JP Barfield motioned to accept, Mike Smith seconded. Motion passed.
- VII. Financial Reports
  - A. Proposed 2012-13 Budget- presented by JP Barfield- This is up for discussion and will voted upon at the spring board meeting. JP made explanation for several categories and asked for questions.
  - B. JP introduced a new UBS account proposal that would generate some revenue with our savings that is currently at Charles Schwab. Currently the money with Charles Schwab is generating no revenue.
  - C. Christy Killman called a 15 adjournment to review the budget proposal in order to generate questions for JP.
  - D. Christy called the meeting back to order to entertain questions.
    1. Cam asked question regarding line 150 (TAHPERD Reserve) changing from \$8,000.00 to zero. JP answered that there is currently nothing requiring us to spend money from the money market account. Therefore, no funds are set aside for that for 2012-13.

2. Shirley Holt-Hale asked where we pull money from if we don't have reserve funds. JP answered if that happens then the committee that needs money would request that from the finance committee or the board and the budget will be adjusted as needed.
3. Cam Kerst-Davis asked about line 352 (Promotion/Advocacy)- Question was asked what the expense is, Missy answered that it was mostly TAHPERD STORE items purchased to be sold at last years' convention.
4. Cam Kerst-Davis questioned the line 600 (Registration)- The question was regarding the \$20,000.00 increase for 2012-13. JP answered that this is the anticipation based on the registration increase that was voted upon at the last board meeting.
5. Mike Smith questioned line regarding Heart programs and JP explained the income and expenses from those lines.
6. Carol Wood questioned line 352 (Promotion/Advocacy) regarding the availability of funding for TAHPERD members. JP explained that we want to provide services for members.
7. Katherine Pebworth questioned the actual balance in line 314 (President elect)- JP answered that there were some changes between the first report and the latest in the way expenses were categorized.
8. Cam Kerst- Davis stated that vouchers must be submitted for all expenses and completed so that we can get expenses categorized correctly.
9. Bob Bengé pointed out that the bottom line seems to be quite different and doesn't match. JP explained that we are waiting until we see how the convention price changes will affect our projections for 2012-23.
10. Lisa clarified the line that the 83 is included in the 144, it is not in addition to.

VIII. President Report- made by Christy Killman

- A. Full report was sent to the board electronically in advance.
- B. Diane Coleman is ill and therefore there was no meeting of the award committee. Diane has resigned as chair of the award committee.
- C. Future Professional Summit- SOPHE- There will be discussion of this at a later time.

IX. President Elect Report- made by -Katherine Pebworth

- A. Full report was sent to the board electronically in advance.
- B. No questions
- X. Past-president Report- made by Cam Kerst-Davis in Beverly Corlew's absence
  - A. Full report was sent to the board electronically in advance.
- XI. Executive Director Report- made by Cam Kerst-Davis
  - A. Full report was sent to the board electronically in advance.
  - B. Cam asked JP and the finance committee to consider purchasing a new laptop for TAHPERD.
  - C. Cam thanked everyone for sending in their reports to her ahead of time so that the reports could be sent to the board ahead of time. JP asked if the board reports could be put online and Fran asked if they could be submitted in PDF form there. Cam will look into the possibility of doing that.
- XII. General Division Report- made by Fran
  - A. Thanked all the members of the committee.
  - B. Noted that they are still looking for the recreation section chair.
  - C. Convention programs planned- service learning, mock interviewing for students.
  - D. Entertained questions-Christy Killman stated they did find someone from TTU to serve as recreation section chair.
- XIII. Health Division Report- made by Alysia Jenkins
  - A. Full report was sent to the board electronically in advance.
  - B. One session all K-12 and PETE instructors are encouraged to attend is with Rebecca Johns-Womack and Carol Irwin regarding new state teacher evaluation system.
- XIV. Physical Education Division Report- made by Carol Irwin
  - A. Full report was sent to the board electronically in advance.
  - B. Cam noted professional development- How do we present CEU and CHES credits to help with recruiting presenters and make TAHPERD attractive to educators in the next year.
- XV. Advocacy Report- made by Kathy Clark
  - A. Full report was sent to the board electronically in advance.
  - B. No questions.
- XVI. Applied Strategic Planning Committee Report- made by Shirley Holt-Hale
  - A. Full report was sent to the board electronically in advance
  - B. The responsibilities are on the web now and she thanked members for linking their area to their reports.
- XVII. Awards Committee Report- made by Christy Killman in Diane Coleman's absence
  - A. Full report was sent to the board electronically in advance.

- B. Christy requested that we work on an easier process to nominate our peers.
  - C. Blair made the point that the peers he wants to nominate are not members.
  - D. Christy mentioned the fact that nominees do not want to complete all the paperwork involved.
  - E. Shirley clarified that the vote for awards is by ballot and the board makes the decision according to by-laws.
- XVIII. Constitution Committee Report- made by David Bow
- A. Full report was sent to the board electronically in advance.
  - B. There was an amendment to the by-laws that was passed in the spring board meeting and needs to be presented to the membership at convention or by mail for vote.
- XIX. Membership Committee Report- made by Blair King
- A. Full report was sent to the board electronically in advance.
  - B. Recommend that benefits of membership should be on the web so new students and educators will know why they should become a member.
  - C. Recommend the use of Social Media for TAHPERD in order to increase membership. This use of social media broadens your impact in the community and state.
    - 1. JP Barfield motioned we create a Facebook account for TAHPERD, Blair King seconded.
    - 2. Cam Kerst- Davis asked what the vision is for the site- Blair answered that we can link all the media sites together and post links to membership, benefits, pass information and requests. Cam asked if there are policies for this in place and if we already have a site. Blair answered that we currently have one but it is difficult to find on the web.
    - 3. Katherine mentioned that we would need to use TN in order not to get confused with Texas. Blair said we can use TNAHPERD to prevent that.
    - 4. Carol Wood asked who would be the administrator of the page. Cam said we would need an administrator for that. Carol suggested we pay an administrator from the savings from the newsletter.
    - 5. Cam asked that Blair created benefits of membership so that they can be posted on the website. Executive committee will work with Blair on that.
- XX. Nominating Committee Report- made by Cam Kerst-Davis
- A. Reported that the committee has nominations and will bring ballot to board after lunch for vote.
- XXI. Site Selection Committee report- made by Cam Kerst-Davis
- A. Reported that TAHPERD has signed a 3 year contract with Embassy Suites in M'boro TN. Guest Rooms are now \$150.00. After this year we will go back to

\$139.00 for the three years. The convention will be at the end of October for the next three years.

- XXII. Convention Manager Report- made by Cam Kerst-Davis in Beverly Corlew's absence.
  - A. There have been several meetings by the committee.
  - B. The post cards have been mailed.
  - C. Gala will be held at Siegel Elementary in Murfreesboro, TN.
  - D. There will be large clipboards with TAHPERD logo on back.
  - E. Still looking for exhibitors. John Parks is handling that so please put any possible exhibitors in contact with him.
- XXIII. Hoops for Heart Report- made by Mike Smith
  - A. Full report was sent to the board electronically in advance.
  - B. Mike Smith commented that they do have a group coming in to convention for a demonstration.
    - 1. Shirley Holt-Hale asked about the budget line regarding Hoops. JP Barfield answered that Hoops and Jump is a joint project and the income from that is combined in the Heart line. Shirley asked that those lines be combined on the budget for clarity.
- XXIV. Necrology Report- made by Cam Kerst-Davis
  - A. Price Edward Harrison passed away on Jan 4, 2011.
  - B. Price Edward Harrison will be recognized at convention.
  - C. Cam asked that any notices in regards of necrology be sent to executive board or Toni.
- XXV. Newsletter Report- made by Ruth Henry
  - A. Full report was sent to the board electronically in advance.
  - B. Ruth noted how well the newsletter is going as an electronic distribution.
    - 1. Christy Killman mentioned positive comments received.
- XXVI. Grants Report- The deadline for submissions is October 1, 2011.
- XXVII. TAHPERD Talks Report- made by Katherine Pebworth
  - A. Katherine commented that the committee is waiting for submissions.
- XXVIII. Web Manager Report- made by Cam Kerst in Cathy Caudill's absence
  - A. Cam noted that Cathy is still working on getting names and where they need to be, but Cathy is doing a great job.
  - B. There are 2000 e-mails being sent out and some 500 are bouncing back regularly. Cam is checking on that.
- XXIV. American Heart Report
  - A. They are recruiting for that. Working on Jump and Hoops event for convention to teach educators how to provide these events at their schools.

1. Alysia has been working with Polly and found out there are business resources to support these types of events in their schools.
- XXV. Demonstration Schools Report- made by Shirley Holt-Hale
- A. Full report was sent to the board electronically in advance.
  - B. Committee plans to combine Stars and the Presidents council to create TAHPERD's own demonstration school project by Fall 2012. This plan ties in with the new assessment initiatives.
- XXVI. State Department- no report
- XXVII. TN School Health Report- made by Christy Killman in Mary Beth Blevins' absence
- A. Full report was sent to board electronically in advance.
  - B. They are looking for funding and planning Fit for the Future event in April.
    1. Cam would like these events posted on the website.
- XXVIII. Governor's Council- no report
- XXIX. Joint Project Chair Report- made by Mike Smith
- A. Mike reported that M'boro City Schools has asked for an official letter to use facilities at Siegel Elementary.
  - B. Mike also noted that he has the guidelines for using the facilities and we have had the custodial fees waived. We will provide a breakfast for the janitors the morning following the event.
- XXX. Old Business
1. TAHPERD Future Professional Summit- proposed by Christy Killman
    - A. Teacher Ed program provided in mail-outs. Identified 28 potential colleges and universities. Initial thought was 2 from each university, but now think maximum of 34 students. So 1 from each university and then open remaining spots.
    - B. Financial requirement for 34 students would be \$80.00 per which is \$3720.00. Christy would like to see the students reimbursed for travel. Travel reimbursements will be an external fund raising event. This would come from special projects line item. Christy suggests the additional income come from line 352.
    - C. The outdoor facility for the event will be near Smithville. It is called, New Frontiers. They have ropes courses and this facility is used for business retreats.
      - a. Cam commented that spring might be a good time for this event. Christy commented that spring breaks, conventions, and dates available for the event would determine the final dates of the event.

- b. Shirley commented that this would be a way to address our future professionals and after the event we can evaluate the event. The Southern District event is in the fall so spring will be a good time for that.
- c. Christy made a motion that we pursue this and the total expense to TAHPERD should not exceed \$2720.00 with additional funding to be external. It is proposed in the motion that \$500.00 comes from line 361 (Student Leadership Conference TAHPERD) and \$800.00 comes from line 364 (Student Leadership AAHPERD), with the additional \$1420.00 coming from line 352 (Promotion/Advocacy) to cover the cost in fiscal year 2011-12.
  - d. Katherine Pebworth seconded the motion and the motion passed.
- 2. Vocational Grant- Blair King. This will be revisited at spring meeting.
- 3. Attendance Survey- Blair King- tabled
- 4. Southern District Tri- State Workshop- Cam Kerst-Davis
  - A. This was held in Bristol VA. TN was one state that participated in this grant and TN put in \$500.00. TN had the largest turn out of all the participating states.
- 5. Convention updates- Cam Kerst-Davis has notified all presenters that they have been accepted. They will soon get there dates and rooms via mail out. Cam also commented on program updates.
  - A. Cam also suggested that we encourage university socials in the social gathering areas and encourage them to bring their school banners or something to promote their university.
  - B. Cam also suggested someone coordinate a Let's Move walk in the early morning that would go around The Avenue Mall area.
  - C. In relation to the meal provided the issue of paying per person or plate was brought up and Cam said she would discuss that with the hotel.
  - D. Exhibitor report was sent by John Parks. We still need more exhibitors.
    - a. Christy also mentioned that we would need to remember to get the handouts for convention on the website.
    - b. JP suggested that this also be put on the webpage to announce a reminder to members that this information will only be available online this year.
    - c. Carol asked about members only website access and Cam answered that we do not have that now but may need to consider that for the future.
- 6. Adventure to Fitness- Christy Killman noted that James Taylor has communicated frequently that there are a large number of teachers using the Adventured to

Fitness program. He has asked that TAHPERD endorse the program. TAHPERD has denied his request for endorsement.

XXXI. New Business

1. Let's Move In Schools – Christy Killman announced that Tina Hall is the new chair for this program. Cam Kerst-Davis has provided the plan that had been devised for that program for Tina and they are looking forward to moving that plan along.
2. Southern District Social- Cam Kerst-Davis noted that there will be a social in Boston this year please feel free to attend.
3. AAPHERD Organization Planning Committee update- Cam Kerst-Davis requests comments, suggestions and guidance. There is talk about reorganization and restructuring of the Alliance.
  - A. Shirley Holt-Hale explained there would no longer be regions and TAHPERD would be different as an organization than it has ever been before.
  - B. Bob Bengé asked if these changes are on AAHPERD website. Cam noted that they are.
  - C. Cathy Clark also asked how it would affect the states. Cam answered that the states would exist, but we may not be able to function autonomously. The districts would be affected.
  - D. Katherine commented name changes would not be too bad. They do not want to accept any national names.
  - E. Cam mentioned that all districts were asked to give a 2% gift to AAHPERD to help with financial difficulties.
  - F. Shirley asked if Board of Governor's can take action to put on floor for membership vote even if the motion is voted down. Cam stated that it has to pass the committee first.
  - G. Bob asked if it was purely financially motivated. Cam said it is not purely financial, but also addresses service to members and generating membership.
4. University/College database- Christy Killman stated that we need to identify Colleges and Universities and a contact person with their contact information. This is beneficial to the organization in many ways.
  - A. Cam also asked that any additions be brought to the attention of the executive board.
  - B. Shirley asked if we would also have contact information for community colleges that have PE programs. Carol Irwin is going to request a list of those from TBR.



5. TAHPERD/ other webpage feedback requested by Cam Kerst-Davis. Cam had asked the board to look at other websites around the country to see what we like and don't like in order to tweak our website and make it more interesting.
  - A. Carol Irwin noticed that Colorado's photo gallery page was very impressive. These pictures showed the types of activities they can be involved in.
  - B. Ruth Henry mentioned some have scrolling stories on the home page which keeps your interest.
  - C. JP Barfield mentioned FL posts the exhibitors information to advertise for them.
  - D. Fran mention PA site with a video clip with their director where they can explain what is coming up for TAHPERD. Hoops Teams or Heart Team interviews and put a video clip of them on the site.
  - E. Katherine Pebworth mentioned NC and their clips of people talking about why people should come to district meetings.
  - F. Lanise Rosemond suggested interviews from convention goers about how they felt about our convention to post it on our site for next year's convention.
6. TEAM- assessment/pacing guide/lesson plan format- Cam Kerst-Davis commented that she has had many questions about whether or not we have a pacing guide in place. Cam asked if we want to have a pacing guide or lesson plan.
  - A. There was much discussion about how lesson plans are used around the states at various schools.
  - B. Carol Wood suggested that TAHPERD needs to step in and be a resource for how high quality physical education class should be conducted.
  - C. Cathy Clark asked if there is something we can do as an organization to make a statement that students should be active for a certain percentage of class time.
  - D. This discussion led to the conclusion that TAHPERD does have a roll in this issue. That roll needs to be determined and steps need to made in order to help with this issue. This would be considered an advocacy issue.

XXXII. Christy Killman adjourned the meeting for lunch at 12:11.

XXXIII. Christy Killman called the meeting back to order at 12:58.

7. Tag Line for TAHPERD- Christy Killman wants to have a box for members to submit suggestions at convention and then they will be discussed at Southern District.
  - A. Fran asked if there would be a limit on words. Christy answered that they will set a limit.

8. Chairs- Christy Killman noted that Constitution and By-laws codes need to be revisited and asked that Cam explain her idea for this.
  - A. Cam Kerst-Davis asked Shirley Holt-Hale and David Bow to look at and mesh the by-laws and constitution to make position job descriptions more clear.
  - B. Shirley gave a tentative date of December 13 to have the constitution by-laws to evaluate and make suggestions.
  - C. Cam asked that everyone take the time to read and review these job descriptions and bring any discrepancies to the attention of Shirley or David.
9. Awards- The board has to vote on awards, however, the committee has not voted on the motion so it cannot be presented to the board yet. This motion will be sent to the board electronically.
10. Christy Killman read motion from JP Barfield to move Schwab account balance in addition to \$25,000 from Money Market to form a new account at USB. David Bow seconded. Motion passed.
11. Christy Killman read motion from EJ Wood, to create and develop a facebook/twitter account for TAHPERD with a button (link) to our TAHPERD webpage. Lynsey Jones-Harris seconded the motion. Motion passed
12. Christy Killman read motion she submitted in regard to Future Professional Summit. Motion was seconded by Katherine Pebworth. The motion passed.
13. Christy Killman read motion from nominating committee for nominees for upcoming convention. This motion is to approve the slate of nominees. Motion from committee does not require a second. Motion passed.
14. Cam asked for vouchers and reminded about pre-convention board meeting.
15. Motion to adjourn by Blair King, seconded by Lanice Rosemond. Motion passed and meeting was adjourned at 1:12.