

TAHPERD Executive Board Meeting
September 15, 2007

The Executive Board for the Tennessee Association for Health, Physical Education, Recreation and Dance met at the Millennium Maxwell House Hotel in Nashville, TN. President Kathy Clark called the meeting to order at 9:05 am

Present for the meeting were:

Adams, Sarah
Allsbrook, Lee
Ayers, Chris
Baker, Amy
Barfield, J.P.
Bow, David
Bozeman, Tina
Brown, Laura
Corlew, Beth
Ehlert, Weldon
Henry, Ruth
Kerst-Davis, Cam
Kirk, Tony
Kirpatrick, Susan
Krueckeberg, Carol
Lyle, Susan
Maurer, Marcy
McClain, Tracey
Minchin, Corene
Pebworth, Katherine
Shephard, Omie
Snell, Christi
Vaughn, Michael

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

President Kathy Clark called to approve the minutes from the February 3, 2007 meeting.

Chris Ayers stated that money collected from writing State standards will be 6%.

Cam Kerst-Davis had questions regarding the physical activity task force information from the previous meeting. Tina Bozeman and Carol Krueckeberg, members of the physical activity task force, provided additional information regarding the actions of the physical activity task force. Shirley Holt-Hale recommended that a status update regarding the physical activity task force be requested from Susan Brotherton and/or Sharon Cradock. Chris Ayers stated that the State Department of Education was

providing a workshop in East Tennessee through the East Tennessee State University's health department. There was a proposal of \$20,000 for five workshops to be held across the State. The workshops were postponed due to Ken-Ten Conference. Workshops are now contracted through the State Department of Education and ETSU.

JP Barfield moved to approve the minutes with changes. Susan Lyle seconded.

Bylaws—changes must go through the membership.

President Kathy Clark asked for approval of agenda. Shirley Holt-Hale recommended changes in agenda to allow the American Heart Association to present initially followed by old business, constitution, convention, finance committee, and financial report. JP Barfield moved to accept changes, David Bow seconded.

American Heart Association---Sarah Adams introduced Allison Combs, American Heart Association. Allison discussed the importance and benefits of a partnership between the AHA and TAHPERD. The partnership would result in TAHPERD having direct access to the AHA lobbyist, Nathan James. The AHA would need access to the TAHPERD email database in order to keep all TAHPERD members abreast to legislative action. The email access would also allow for TAHPERD members to have immediate access to notification of Congress members. Surrounding states are already on board with their local AHAs. Sarah Adams made a motion that TAHPERD allow AHA access to our database to the TAHPERD membership for the purpose of receiving email updates. Ruth Henry seconded the motion.

Old Business

Shirley Holt-Hale reported.

Background: At the spring meeting of the TAHPERD Board there was considerable discussion of the position of executive director, financial compensation, etc. What was obvious at the conclusion of the meeting was a need for further information. After hearing concerns from several people I volunteered to the President my willingness to investigate the matter further for the purposes of gaining information on operation of associations. This report is a summary of those inquiries.

Procedure:

A. Conversations were held with Jerry Landwer, Past President of AAHPERD, a member of several associations of varying size, and immediate Past Chair of the AAHPERD Finance Committee. Conversations were also held with Laura Myers, Vice President for Finance of AAHPERD.

B. State associations (AHPERD) with membership similar to Tennessee (i.e., membership between 500 & 1000) were contacted regarding compensation to executive director, e.g., salary, travel, etc.

Recommendations to Finance Committee:

A. Based on conversations with Landwer & Myers the following recommendations are made for associations with a reminder that Association Boards carry the full fiscal responsibility for any and all monies of the association.

1. Procedures must be in place so no person is placed in a position of possible compromise.
2. Financial monitoring can be done with a) a full audit, b) an internal audit committee, c) with “agreed upon procedures.” The recommendation is a full audit each 5-10 years and agreed upon procedures for each year between audits.

Audit by CPA is recommended and stated in the TAHPERD By-Laws.

Internal Audit Committee comprised of 3 persons within the association who conduct an informal audit of the financial books each year. Disadvantage is the committee is comprised of members of the association.

Agreed Upon Procedures is a term used for a CPA who agrees on an annual basis, and with an established payment from the association, to “spot check” the books. The financial records are checked at random and the areas are determined by the CPA.

B. The following policies are also recommended for associations:

1. Financial reports should be presented at each board meeting, i.e., a itemized listing of all expenditures (checks and credit card) with amount and person.
2. The executive director should have a contract/term appointment with the association, stating the financial package of the agreement and the length of term of the appointment. Based on information provided by SAM’s Director, Bob Melson, there are 8 state AHPERD associations with membership between 500 & 1000. Each of those states was surveyed regarding financial package to executive director, evaluation process and responsibilities of executive director. Based on the information received, the financial package provided for the TAHPERD Executive Director is well within the range of financial compensation, with the amount paid to the ED per member to rank near the top.

Cam Kerst-Davis questioned the responsibilities of the other eight EDs that were evaluated. Marcy Maurer questioned if travel was included in the evaluated ED’s salary. Shirley Holt-Hale stated that travel and clerical were separate from the salary. Becky Glass asked if it was based on the \$9,600 salary or \$10,000. Tina Bozeman made a motion to accept all recommendations. Tony Kirk seconded the motion.

Standing Committee Reports

Constitution ---Presented by David Bow, Chair

The following are the proposed amendments to the TAHPERD BY LAWS which the Constitution Committee decided upon at the committee meeting on 6/08/07.

MOTION NUMBER ONE:

Article II. Executive Board

Section 1.

Current Version:

The Executive Board shall consist of the President, President-elect, Past President, Executive Director, Vice Presidents of each division, Vice Presidents-elect of each division, Finance Committee Chair, Governor's Council on Physical Fitness and Health Representative, State Department of Education Representative, American Heart Association State Coordinator, Tennessee School Health Coalition and a student appointee.

Proposed Change:

The Executive Board shall consist of the President, President-elect, Past President, Executive Director, Vice Presidents of each division, Vice Presidents-elect of each division, Past Presidents of each division, Chairs of the standing committees (Constitution, Awards, Finance, Advocacy, Membership, Strategic Planning, and Site Selection), Newsletter Editor, and Coordinators for Jump and Hoops.

MOTION NUMBER TWO:

Article III. TAHPERD Board

Section 1.

Current Version:

The TAHPERD Board shall consist of the Executive Board, the Past Vice Presidents of each division, all standing committee chairs and the editors of the Journal and Newsletter.

Proposed Change:

The TAHPERD Board shall consist of the Executive Board, convention and nominating committee chairs, all section chairs, administrative positions, and special appointees.

MOTION NUMBER THREE:

Article IV. Officers

Section 6.

Current Version: (change in last sentence)

The Executive Director shall be evaluated every year by the President, President-elect and Past-president.

Proposed Change:

Change the last sentence to read: The Executive Director shall be evaluated every year by the President, President-elect, Past-President and the Executive Board.

MOTION NUMBER FOUR:

Change Article VII. Section 1 to read:

Article VII. Committees

Section 1.

Current Version:

- A. There shall be standing committees and President's committees.
The standing committees shall include Advocacy, Applied Strategic Planning, Archives, Awards, Constitution, Finance, Membership, Necrology, Nominating, Public Affairs/Legislative, Public Relations, Publications, Resolutions, Site Selection and others as are deemed necessary.

Proposed Change:

- A. *There shall be standing committees and President's committees.
The standing committees shall include Advocacy, Applied Strategic Planning, Awards, Constitution, Finance, Membership, and Site Selection.*

MOTION NUMBER FIVE:

Add new Sections (2. B and 2. C) to Article VII which would read:

Proposed addition:

- B. *Administrative Positions shall be Archives, Necrology, Newsletter Editor, Convention Manager, Hoops & Heart Coordinators, Grants, and TAHPERD Talks.*

- C. *Special appointees include a representative from each of the following: Governor's Council on Physical Fitness and Health, American Heart Association, State Department of Education, Tennessee School Health Coalition and Demonstration School Liasion.*

MOTION NUMBER SIX:

Add new Section (Section 8) to Article VII which would read:

Section 8.

The Executive Director will serve as an ex-officio member of all standing committees.

MOTION NUMBER SEVEN:

Change Article IX. Section 1 *(by striking first sentence and two words of second sentence).*

Article IX. Publications

Current Version:

Section 1. There shall be an official publication by the Association and sent to all members. In addition, the *TAHPERD Newsletter* shall be published periodically for the membership.

Proposed Change:

Section 1. The *TAHPERD Newsletter* shall be published periodically for the membership.

Bylaws/Operating Codes----Sarah Adams presented the proposed changes in Operating Codes. (Changes in Operating Codes are decided by the Board, therefore not forwarded to the membership for approval.) Codes reflect constitution committee changes. Public relations committee was deleted and replaced the responsibilities under the newsletter administrator/editor. It was recommended to delete the student action council. Resolutions committee has been absorbed into advocacy. Cam Kerst-Davis asked about the recommendation of having a committee to assist the newsletter editor. Ruth Henry stated that an assistant could possibly help, but only if they were well connected to the organization. Kathy Clark recommended that that information be a part of the job description. Shirley Holt-Hale summarized the report by stating that some committees have dissolved or been rolled into other committees.

Convention---Amy Baker summarized the convention progress. Sarah noted that she had additional postcards for distribution. Allison Combs reported that the brochures that were printed are used to talk with principals. Cam reported on convention programs. All 69 program slots are filled. Sarah reported that there would be two pre-convention workshops. Amy discussed the Sunday night social, a casino activity--\$5 donation. They are using a company who will set up everything and conduct the event. The donations will go to charity. Organization has yet to be determined. Sponsorship will pay for the Casino night. Ruth asked about marketing. Cam noted that we would have a business meeting at the convention. New state physical education standards will be reviewed at the convention (Monday). There will be a strong program for Coordinated School Health, sports medicine, sports and coaching, and others. Take 10 will also be presenting.

Cam also noted that all program proposals were received on line. The proposals were distributed to the other 2 Vice Presidents. Members of the convention planning team met in June to lay the program and discuss how some sessions would be positioned. All presenters were notified the end of June if their session was accepted. Several asked for 2 sessions and were only allowed to do one, due to time and space. In July form letters were sent to the Vice Presidents asking them to notify all their division presenters concerning, date, room and time of the presentation by the end of August. A "draft" of the program was submitted the Ruth Henry for the Newsletter. A blurb on Theresa and Steve Cone, PECAT, CHS, and Sports Management will be spread out for TAHPERD NEWS to advertise for the convention.

Anticipated Plans:

Still need to finalize the program and send to Chris Ayres for the printing of the Convention Program. TAHPERD NEWS blurbs will go out to promote the convention. Recommendation: Clean up some of the process of notifying presenters for future conventions.

Finance---

The financial report was presented in 3 phases:

Report for 2006-2007 budget will occur at the November 2007 board meeting. Board meeting, Sunday, November 4, 2007.

The 2007-08 Budget

Becky Glass reported that budget requests for 2008-2009 should take place in March. Proposals occurred after the date for this year; therefore an amendment was proposed and approved. TAHPERD survey was \$4000 and approved last fall. Cam presented an advocacy proposal for \$15,000 in \$5000 increments. Becky proposed to amend the budget to increase the Heart Association budget to \$10,000. Money will come from money market (07-08). Currently, we have a 2,500 deficit. We are designed to promote health and physical education, not make money.

Becky asked for a motion to amend the current budget to add money to the current budget. Total amount \$11,100 for advocacy and heart programs. Cam made the motion, seconded by Carol K. Executive Board voted to approve. None opposed. Sarah made a motion to have a full audit completed during this fiscal year (2007-2008) with the

amendment of the 2007-2008 budget to \$3000 for payment of the audit. (This is an audit for the year 2006-07 finances.) Tina Bozeman seconded. (Two separate motions). JP questioned as to where the money would be pulled. Becky responded that the money would come from CDs or Money Market.

The 2008-09 Budget

The proposed budget was presented to the Board for review only. . Shirley noted that the 2008-2009 proposed budget is only a proposal, voting will occur at the spring board meeting. Proposals that affect the budget must be in by March.

Financial Report---Chris Ayers reported.

The 2006-2007 budget records have been provided electronically for the Finance Committee and physical records will be delivered to the chair of the committee 9/15/07. A printout of the 2006-2007 financial records will be provided for those attending the Fall Board meeting. On 9/5/07 \$57,478.59 was deposited in the TAHPERD Total Business Banking checking account. This represents the income from JRFH and HFH.

TAHPERD current financial balances as of 9/11/07:

Total Business Banking	\$65,891.20
Business MMA Analyzed	\$66,668.08
CD INVESTMENT	\$49,666.40
<u>Schwab Account</u>	<u>\$69,350.38</u>
Total	\$251,576.06

Anticipated Plans:

Following the completion of the Ken-Ten CSH Institute and receipt of DOE reimbursement a recommendation will be made to the finance committee to invest in more certificates of deposit.

Action Required by the Board: None

Budget Implications: The investment in more certificates of deposit would reduce the amount of liquid assets.

Advocacy---Sarah Adams. reported on advocacy efforts. AHA database will enhance advocacy efforts. Ideas for next legislative action. Invite legislators to convention.

Applied Strategic Planning----Presented by Shirley Holt-Hale.

Committee Members: Sarah Adams, Kathy Clark, Tony Kirk, Pat Jordan, Tina Bozeman, Cam Kerst-Davis, Lee Allsbrook, Susan Carringer, Marcy Maurer, Leroy Fanning, Katherine Pebworth, Shirley Holt/Hale (chairperson), Chris Ayres (ex officio), Connie Givens (consultant to the committee)

-The TAHPERD Strategic Plan is now aligned with AAHPERD Strategic Plan.

-Critical Indicators have been developed for each goal with timeline and designated person/group responsible for design of strategy, implementation of indicator.

-Progress on each critical indicator is reported electronically annually (Tony Kirk serves as facilitator of the reporting).

The ASP Committee met in the summer of 2007, with a focus on Strategic Goal #4, "To create a more efficient/responsive organizational structure and governance system." A review of the TAHPERD Operating Codes, Constitution and By-Laws was conducted with a report to be presented at the Fall Board Meeting. The Committee will also meet in early fall to discuss and plan strategies relative to membership, legislative action, and collaborative endeavors with Coordinated School Health.

Updated Applied Strategic Plan on file with President and Executive Director

Awards----Susan Lyle reported on the awards process. All ToY applicants were due September 15, 2007. Susan has numerous questions regarding the awards procedure. Honor awards should be limited to two per year. One Life Fellow award per year. Student awards and James Ward award. Chris stated that each university can submit one student. Susan needs a list of universities. Susan shall contact Amy Baker for university contact list. Susan requests TAHPERD letterhead. Email Chris for TAHPERD logo for awards. David Bow recommended sending a hard copy for stamps.

Grants----Marcy Maurer currently has two grant proposals. Eight \$500 grants are available. The deadline is October 1.

Membership----Susan Kirkpatrick reported on membership efforts. She is currently collecting contact information on all physical education teachers, health education teachers, and coaching from each District. Baskets are also requested for door prizes, event prizes, etc. Items for baskets could include gift cards, tickets, money, etc. Susan also reported that with the assistance of Kathy Clark, they developed a database of all the physical education teachers and/or coaches in Tennessee.

Necrology---Tony Kirk reported the loss of Fran Riel, longtime MTSU professor.

General Division----Sarah Adams reported for Laura Matney. Katheryn Pebworth will run for 2007 President.

TAHPERD Talks----Sarah Adams reported. Diana Mozen received \$500 to host a TAHPERD talks at UTC. TT hosts a dinner and discussion for all tier level physical education teachers in different areas of the state. Sarah recommends that those interested in hosting a TAHPERD talks should submit a proposal by March 1 in order for it to be voted on in the spring meeting. \$2000 will be needed to allow for proposals.

Jump Rope for Heart---\$80,000 worth of physical education equipment has been provided to the schools in TN. Hoops was up >\$30,000 last year. There will be a Hoops program at the convention. Susan Craddock is working on putting a demo team together for TN. JRFH programs were up by \$107,000 this year. Sarah questioned as to why the

number of schools were down, but the money was up. Mike stated that schools are raising more than in the past. Schools need to be notified of how much money can be raised for their schools. Focusing more on givers within the school systems. Southeast District AHA took 6-7% more off the top than the year before.

State Board of Education---Lee Allsbrook attended a recent State Board of Education meeting regarding standards. First reading on August 10th, one full credit for wellness and half credit for physical education. Physical education could include JROTC, marching band and others. The second reading will occur in November. Most of the money will be focused on the 9th grade students (due to dropouts at the 9th grade level). Lee stressed the importance of supporting this information.

Newsletter---Ruth Henry reported the newsletter has gone to press. Ruth asked for suggestions on improvements.

Division Reports

Health & Wellness--- Omie Shephard reported that many presentations were submitted for wellness. Bev Corlew stated that they were doing updated training for CPR. Encouraged all coaches to attend the training. No costs involved in the training. Tracey McClain stated that a session will be presented on strength and conditioning.

General---Amy Baker reported on sessions for sport management.

Physical Education---Cam Kerst-Davis reported.

The Physical Education Division has created a very strong convention program. All levels: elementary, middle school, and secondary physical education have sessions nearly every hour. Fitness, pre-school, and dance also make up a major portion of our sessions. National presenters and presenters from states outside of Tennessee will also bring their expertise to our 2007 convention:

Action Required by the Board: Approve the budget request for the conference.

Budget Implications: \$6000, most if not all will return to TAHPERD through registrations.

Cam also announced that STARS program wants to do a reviewer training in this area in November. Forms are available for anyone interested in participating. Training will take place at Johnson Elementary in October.

Site Selection Committee---Kathy Clark recommended that TAHPERD consider a site selection committee. SSC would be responsible for selecting a site for convention for three years out. Tina Bozeman would be responsible to forming the committee during 2008. Kathy stated that Cam Kerst-Davis should be a member of the site selection committee.

Executive Committee---completed a survey evaluation of the Executive Director. Kathy Clark reported that a summative meeting has not been held.

Establish criteria and procedures for selecting AAHERD and Southern District Student Leadership attendees. Three people will serve on the committee.

Eight motions were presented for consideration

Motion 1---Approve amended agenda (J.P. Barfield presented and Mike Vaughn seconded) MP

Motion 2---American Heart Association to receive the membership database of TAHPERD for the purpose of promoting/lobbying for physical activity via email (Sarah Adams presented and Ruth Henry seconded) MP

Motion 3---To accept each of the following recommendations from the Holt/Hale report: a full audit each 5-10 years and "Agreed Upon Procedures" for each year in between the 5-10 years; a financial report presented at each Board meeting, with an itemized listing of all expenditures; policies for contracts with outside agencies, and a contract/term appointment for the Executive Director. ED should have a contract or term appointment with the association (Tina Bozeman presented and Tony Kirk seconded) MP

Motion 4---Accept the proposed changes in by-laws as amended. MP

Motion 5---Accept the proposed changes in operating codes MP.

Motion 6---Amend the current 07-08 budget to add \$8,100.00 for advocacy projects and heart projects (Cam Kerst-Davis presented and Carol Krueckeberg seconded) MP

Motion 7---To conduct a full audit during this fiscal year 2007-2008 and amend the 2007-2008 budget to include \$3,000.00-\$4,000.00 for the audit (Sarah Adams presented and Tina Bozeman seconded) MP

Motion 8---To establish a CSH award to recognize a district and/or individual who promotes exemplary physical education and health programs and/or physical activity under the CSH umbrella. The name of the award will be the Connie Givens Coordinated School Health Award. The criteria will be determined by the spring 2008 board meeting. The award would be presented this year 2007 at the TAHPERD convention with Connie Givens being the first recipient.

Kathy Clark announced Chris Ayers' resignation as Executive Director, effective February 28, 2008.

Kathy Clark adjourned the meeting at 1:28 pm.