

**Arizona Region of USA Volleyball  
Executive Board Minutes  
August 28, 2005**

**Call to Order:** 12:25 pm

**Present:** Harold Cranswick – Commissioner, Peter Meyer – Official’s Division Coordinator, Jonathan Norris – Junior Division Coordinator. Guests: Eric Hodgson – Marketing Director, Juli Nuttall – Scorekeeper Chair and Becky Hudson

**Minutes of the last meeting were read through.** Motion to approve the minutes of the May 17, 2005 meeting as amended – Peter Meyer, Jonathan Norris. Minutes approved.

**Officers’ Reports**

**Commissioner**

**a. Information/News**

- i. USA Volleyball Nationals in 2006 – Nationals in 2006 will be held in New Orleans
- ii. ROD Meetings held in Denver in May  
News: Harold Cranswick was elected to the Board of Directors as an ROD Rep.
- iii. YJOVD Meetings held in Colorado Springs in August
- iv. The Rule Book can no longer be called the Rule Book. Only the FIVB has the authority to change and produce the rules of the game. Therefore, USA Volleyball has called the rules they play by “The Domestic Competition Regulations”.

**b. Marketing/PR Update – Eric Hodgson**

Website progress is being made. Added VB in AZ button to replace the Camps button during the season. VB in AZ has links to all the Arizona university, junior college and high school volleyball sites or results reporting sites.

A draft of the newsletter is being passed around. Any additions or corrections should be given to Eric before Sept 1<sup>st</sup>. The newsletter will go to the publisher on Tuesday, Sept 6<sup>th</sup>.

**c. Office Update – Becky Hudson**

- i. Retreat location for 2006. We had to vacate our dates reserved at Don Hoel’s for 2006 because of a double booking situation. Alternate locations for the same weekend are hard to come by this time of year. Some are already booked for the summer of 2006 – others have no meeting area or if it is large enough for us to meet the accommodations don’t really work for us. Don Hoel’s has given us an

alternate date – we will hold the date until another location can be found, if one is found.

- ii. We will now be handling our payroll with PayChex via an online system. It will be cleaner and we will have the reports on our computer instead of in a binder.

### **Secretary/Treasurer**

Doug Kiefer has resigned. A Summary report from QuickBooks was produced for the report. The Summary Reports were for July 2005 and August 1-26<sup>th</sup>.

### **Treasurer's Report**

Income:	\$1,292.00
Expenses:	\$23,049.77
Checking Account Balance – July 30	\$17,386.26
MMA Balance – July 30	\$170,563.38

### **Sponsor Update**

Doug Kiefer has turned over the sponsor agreements to Eric Hodgson. Eric is looking them over and getting up to speed on the accounts.

### **Officials Division Coordinator – Peter Meyer**

#### **Junior's Ref/Scorekeeping Clinic Training Format**

The Junior Board and the Official's Division have worked out a training plan for the ref/scorekeeping clinic formats. The Junior Board had brought many concerns regarding the clinics to the Official's Division. The Training Program Overview is attached.

Harold Cranswick commends the Official's Division and the Junior Board for working out this proposal – for being innovative in solving the problems and in the end expanding the clinic formats to help with our growth.

### **Transition Period**

The Official's Division will be going through a transition period this year as they must replace Doug Kiefer - Official's Training Director and Junior Ref Program Director - and Juli Nuttall – Scorekeeper Chair – as she is getting married and moving to Idaho. Peter has put out an email to the officials looking for people that are interested in filling these positions. He has received some very good responses.

## **AssignByWeb**

The Official's Division will be using the website AssignByWeb for their online availability and assignment program. AssignByWeb will only charge us \$300 per year for the use of their system. The cost to us will not change from year to year.

Peter and Becky will be trained to use the system as soon as they are finished building our site on their system.

## **Adult Division Coordinator – No Report**

## **Junior Division Coordinator – Jonathan Norris**

John Laird and Sean Parchman approached the Junior Board about allowing the teams from one age group to move up and down into another age from one tournament to the next. The Junior Board listened to the proposal, reviewed the pros and cons and decided to take no further action on the proposal. This was discussed at length two seasons ago when they decided to keep each team within the age group they belonged unless that team decided to “play up”.

2005-2006 schedule has been finalized and will be published

The General Assembly discussion assignments will be made by Jane LaBrot and distributed to the Junior Board members.

The Ref/Scorekeeper Training Program from the Official's Division will be put into use this season. This offers new options for the clubs to utilize when having their teams trained.

The Junior Board confirmed the Coaches Education Policy and the Duties of the Coaches Education Director.

High Performance – the National Office is not clear on what is happening with the pipeline of athletes in the Regional High Performance Program. There is no real staff assessment of the talent and the “international experience” is not happening. Question to the Region is “Is it worth our continued support?”

## **Junior Beach Program – Eric Hodgson**

Enrollment was up 25%. Eric will try to hold some beach tournaments mid-season and see how it works.

We had two 2<sup>nd</sup> place finishes and eight top 10 finishes at the Junior Beach Nationals in Hermosa Beach. That is our best finish ever.

## **Committee Reports**

## **Incident Review Committee – Harold Cranswick**

Harold and Jane LaBrot are working on the wording of the Due Process Policy. The draft policy has the Commissioner more involved immediately and then progressing to a more formal process if warranted. If this is of concern, please let Harold know your concerns.

## **Budget Committee – Has not met**

### **Old Business**

#### **a. Best Practices Revisions**

Any changes and/or revisions to the Best Practices Manual should be sent to the Commissioner. A revised copy of the Best Practices Manual will be presented at the next Board meeting. This manual will be used in lieu of a Mentor Program.

#### **b. Review/Revision of the IRC**

Several other Region web sites were researched in an attempt to improve the efficiency of the IRC process in the Arizona Region. Anyone wishing to offer input on possible changes should contact the Commissioner. A revised version of the IRC will be presented to be voted on at the next meeting.

#### **c. Ad Hoc Stipend & Pay Committee - Tabled**

#### **d. Plaques – Tabled**

### **New Business**

#### **a. Secretary/Treasurer Position**

The Commissioner would like approval from the Board to appoint Becky Hudson to fulfill the remainder of the term left by the previous Treasurer.

Concern was raised that Becky is also a staff member. The concern was alleviated by the knowledge that she has been doing most of the duties of the Secretary/Treasurer except the handling sponsorships already.

Motion: Move to approve the appointment of Becky Hudson to fulfill the remainder of the term of the Secretary/Treasurer. Jonathan Norris, Peter Meyer. Motion passes unanimously.

#### **b. Budget for 2005-2006**

Junior Board proposes a 5% increase instead of the 10% we have been using the past few years. The cycle of growth should produce slower growth this year. Each Division should send their final budget to Harold Cranswick so that adjustments can be made and the budget approved at the next Board meeting.

**c. Stipend & Wage Revisions**

**1. Secretary/Treasurer – Tabled**

**2. Administrative Assistant (Becky Hudson)**

Motion: Move to change the way the Administrative Assistant is paid from an hourly rate to an annual salary. Peter Meyer, Jonathan Norris. Motion Passes 3-0 with 1 abstention

**3. Administrative Assistant II (Karen Crook)**

Motion: Move to increase the wage rate for the Administrative Assistant II from \$10/hour to \$13/hour. Peter Meyer, Becky Hudson. Motion Passes Unanimously.

**4. Junior Board Positions**

Motion: Move to change the stipend of the Junior Division Coordinator from \$5,500 to \$2,000 and pay each remaining Junior Board member \$1,000 per year. Becky Hudson, Peter Meyer. Motion passes 3-0 with 1 abstention.

Rationale: The Junior Board has been splitting the Junior Division Coordinator stipend equally among the members of the Board. The Junior Division Coordinator does attend more meetings than a Junior Board member. This would allow the members of the Junior Board to receive a stipend and pay the Junior Division Coordinator more for their added time and duties.

**d. By-Laws Changes – Notification for vote to be taken at the next Board meeting**

**1. Secretary/Treasurer Position**

Because of the Treasurer's resignation, there is a need to consider reorganizing the duties of the position.

Motion: Move that the Marketing Director position (and all subordinates) be moved under the Secretary/Treasurer position and that the Sponsorship Director and the Fundraising Director be placed under the Marketing Director.

**2. Official's Division Structure**

Motion: Move to adopt the revised structure of the Official's Division - attached. The Division will now be under the direction of an Official's Advisory Board (10 members – Referee Director, Scorekeeper Director, 6 Team Leads and 2 elected At-Large positions). The Official's Division Coordinator will Chair the Advisory Board and be elected from the Regular Membership at the Executive Board elections.

**e. Software for the Office**

Motion: Move to approve the expenditure of \$500 to purchase software. Peter Meyer, Jonathan Norris. Motion passes unanimously

**f. Official's Division Coordinator's Expense Reimbursement**

Motion: Move to reimburse the Officials' Division Coordinator \$1085.06 for expenses incurred while serving in the position during the first half of 2005 – see attached spreadsheet. Jonathan Norris, Becky Hudson. Motion passes 3-0 with 1 abstention.

**Next Meeting:** The next meeting date will be decided at the conclusion of the General Assembly.

**Meeting Adjourned:** 2:10 pm

**Review of Decisions/Duties/Responsibilities as a result of today's meeting:**

- Anyone with additions or corrections to the draft newsletter should submit them to Eric Hodgson by Sept 1<sup>st</sup>. The newsletter will go to the publisher on Sept 6<sup>th</sup>
- Eric Hodgson to get up to speed on the sponsor packages for 2005-2006 season
- Junior Training Program to be implemented for 2006 season. Deadlines to be established and discussed at the General Assembly
- Official's Training Director, Junior Ref Program Director and Scorekeeper Director positions to be filled in the Official's Division
- AssignByWeb to be implemented this season for Official's assigning and availability. Information to be sent to the officials to let them know of the change and how to use the system.
- 2005-2006 tournament schedule to be published
- Board assignments for the General Assembly discussions to be assigned.
- Coaches Education Policy to be published and the Coaches Education Duties to be included in the Best Practices Manual.
- Due Process Policy to be revised and ready to adopt at the next Board meeting. Any concerns about the policy should be sent to Harold Cranswick soon.
- Any changes or corrections to the Best Practices Manual should be sent to Harold for inclusion in the draft.
- Becky Hudson to fulfill the duties of the Secretary/Treasurer for the remainder of the term.
- Division Coordinators should send their final budget requests to Harold to be included in the budget. This will be voted on at the next Board meeting.
- Pay raises to go into affect for the Administrative Assistant and Administrative Assistant II positions. The Junior Board Stipends to be amended and inserted into the Best Practices Manual
- Software to be purchase by the office
- Official's Division Coordinator to be reimbursed for expenses in the first half of 2005.
- Board members to consider the By-Law changes for the Secretary/Treasurer position and the Official's Division Structure. Be prepared to vote on these changes at the next meeting.