**ICAOA ANNUAL MEETING MINUTES**

**AUGUST 3, 2015**

Meeting was called to order by president Dave Severson at 7:07 p.m. Severson introduced the board members present: Josh Berka, executive secretary; Dave Huling, assistant executive secretary; Gene Vineyard, member-at-large. Absent: Ted Sueppel, vice president.

Berka reviewed the financial report in Appendix A. He indicated that Arbiter costs were higher than expected, and that steps are being taken to reduce those costs.

Severson reported on the recently-completed NASO Summit in St. Louis, Missouri. He and Berka attended, representing the IHSAA and the ICAOA.

Severson provided an update on the newly-created Corridor Officials Group in Hudl, which ICAOA is sharing with the CRAOA. Severson briefly explained the relationship with the CRAOA, and that the arrangement will begin with the 2015 football season. Berka added that there are other statewide projects in the works that ICAOA is waiting for resolution on before moving forward with basketball.

Updates were provided on Arbiter upgrades, including the addition of the Arbiter Mobile app, which should be available very soon. Severson mentioned that it would cost being $4-6 per year per official, and that each official will be responsible for that cost if he/she chooses to download and utilize the app.

Proposed revisions to the ICAOA Constitution and By-Laws were reviewed. Bob George moved to approve all revisions, seconded by Dan Bontrager. Motion passed unanimously.

A revision to the dues structure to treat baseball and softball as separate sports was discussed. Jeff Longtin moved to approve the revision, seconded by Tracy Stone. Motion passed.

Recommendations to the game and scheduling fees structure were discussed as in Appendix C. John Calacci moved to approve all recommendations, seconded by Mark Callaghan. Motion passed.

Severson indicated that he, Berka and Vineyard would be resigning their current positions with the Executive Board. He then opened elections for the executive secretary position. Shane Kron moved to nominate John Mathias for the position, seconded by Mark Sertterh. Joe Loria then moved to close nominations, seconded by Al Huntzinger. Motion to elect Mathias passed unanimously.

Mathias nominated the following members for the executive board: Berka as assistant executive secretary, Dave Cusick as president, Roger Johnson as vice president, and Dave Huling as member-at-large. Jeff Longtin moved to accept nominations, seconded by Al Huntzinger. Motion passed unanimously. Mathias provided brief remarks in accepting the executive secretary position, outlining several projects he has planned.

Severson recommended officers’ fees be established at $6000 annually for the executive secretary, $1500 for the assistant executive secretary, and $1250 for the webmaster. Dale Torpey moved to approve recommendations, seconded by Jeff Duncan. Motion passed unanimously.

Open forum followed with discussion on mileage, recruitment and use of social media.

Berka provided brief remarks thanking the membership for the opportunity to serve as executive secretary.

Mark Callaghan moved to adjourn, seconded by Jeff Duncan. Meeting adjourned at 8:29 p.m.

Respectfully submitted,

Josh Berka

Assistant Executive Secretary

ICAOA FINANCIAL REPORT

 APPENDIX A

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| **REVENUES:** | **8/1/11 - 7/31/12** | **8/1/12 - 7/31/13** | **8/1/13 - 7/31/14** | **8/1/14 - 7/31/15** | 2012-13 VARIANCE |
| Beginning balance | $8,598  | $11,383.00 | $12,203.93 | $14,750.05 | $2,546  |
| Scheduling/billing fees | $12,500  | $12,975.00 | $15,750.00 | $13,025.00 | ($2,725) |
| Dues | $7,290  | $6,904.00 | $6,988.00 | $6,589.98 | ($398) |
| Game fees/mileage payable to officials |  |  |  |  |  |
| Misc. income | $20  |  |  |  | $0  |
| **TOTAL** | $19,810  | **$19,879.00** | **$22,738.00** | **$19,614.98** | ($3,123) |
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| **EXPENSES:** |  |  |  |  |  |
| Executive Secretary Fee | $5,500  | $5,500.00 | $6,500.00 | $6,500.00 | $0  |
| Assistant Exec. Sec. Fee | $600  | $600.00 | $850.00 | $850.00 | $0  |
| Webmaster Fee | $1,000  | $1,000.00 | $1,250.00 | $1,250.00 | $0  |
| Website Management | $324  | $324.00 | $324.00 | $2,340.45 | $2,016  |
| Entertainment/food/meals | $3,502  | $3,796.00 | $3,109.88 | $3,929.67 | $820  |
| Copying | 0 | $38.00 | $94.00 | $20.14 | ($74) |
| Telecommunications | $1,992  | $2,093.00 | $2,426.00 | $2,160.17 | ($266) |
| Office Supplies | $167  | $329.00 | $265.00 | $94.69 | ($170) |
| Postage | $192  | $0.00 | $0.00 | $0.00 | $0  |
| Flowers/Memorials | $513  | $348.00 | $400.00 | $171.14 | ($229) |
| Donations | 0 | $553.00 | $632.00 | $0.00 | ($632) |
| Game fees paid | 0 |  |  |  | $0  |
| Rental fee | $100  | $0.00 | $0.00 | $0.00 | $0  |
| Misc. expenses (check fees, extra rules books, etc.) | $972  | $504.00 | $598.00 | $295.09 | ($303) |
| Association Insurance | $573  | $957.00 | $1,150.00 | $1,300.00 | $150  |
| Travel | $1,328  | $2,466.07 | $2,093.00 | $1,514.51 | ($578) |
| Legal/IRS fees | $262  | $550.00 | $500.00 | $525.00 | $25  |
| **TOTAL EXPENSES** | $17,025  | $19,058.07 | **$20,191.88** | **$20,950.86** | $759  |
| **Revenues minus expenses** | $2,785  | $820.93 | **$2,546.12** | **-$1,335.88** | ($3,882) |
| **BEGINNING BALANCE 8/1/15** | $11,383  | $12,203.93 | **$14,750.05** | **$13,414.17** | ($1,336) |

APPENDIX B

**RECOMMENDED BY-LAW REVISIONS**

**MODIFY** Article V, Section 1 from:

The officers of this Association shall be a President, a Vice-President, an Executive Secretary-Treasurer, and an Assistant Executive Secretary.

 TO:

The officers of this Association shall be a President, a Vice-President, an Executive Secretary, and an Assistant Executive Secretary-Treasurer.

**MODIFY** Article V, Section 4 from:

The officers and one additional member of the Executive Board shall be elected at the odd-year annual meeting of the Association and shall hold office for the term of two years or until their successors have been elected.

 TO:

The officers and one additional member of the Executive Board shall be elected at the odd-year annual meeting of the Association and shall hold office for the term of two years or until their successors have been elected. In addition, a newly-elected Executive Secretary, for his or her first two-year term, will have the sole ability to nominate the remaining members of the Executive Board.

**MODIFY** Article VI, Section 3 from:

The Executive Secretary shall act as Incorporator of the Association. He/she shall keep the minutes of the annual meetings of the Association and of the Executive Board; he/she shall send out all notices and preserve all records; he/she shall conduct all correspondence and negotiations; he/she shall make recommendations of officials from the members of the Association under the direction and supervision of the Executive Board; he/she shall send, not later than the first game of each sport of each year, a list of members in good standing to such schools as are designated by the Executive Board; and he/she shall perform such other duties as may be assigned by the President or Executive Board. He/she shall maintain a correct record of the finances of the Association; collect all membership fees and dues; he/she shall present a detailed financial report at each annual meeting of the Association.

TO:

The Executive Secretary shall act as Incorporator of the Association. He/she shall keep the minutes of the annual meetings of the Association and of the Executive Board; he/she shall send out all notices and preserve all records; he/she shall conduct all correspondence and negotiations; he/she shall make recommendations of officials from the members of the Association under the direction and supervision of the Executive Board; he/she shall send, not later than the first game of each sport of each year, a list of members in good standing to such schools as are designated by the Executive Board; and he/she shall perform such other duties as may be assigned by the President or Executive Board.

**MODIFY** Article VI, Section 4 from:

The Assistant Executive Secretary shall assist the Executive Secretary in the performance of his duties except as to finances.

 TO:

The Assistant Executive Secretary-Treasurer is responsible for all finances of the Association, will collect all membership fees/dues, and will set online permissions accordingly. He/she will present a detailed financial report at each annual meeting of the Association.  He/she will perform the duties of the Executive Secretary in his/her absence.

**MODIFY** Article IX, Section 5 from:

ICAOA dues for the reigning Executive Board members and any member who has served the Association as the Executive Secretary for a period of ten (10) years or more shall be paid by the Association.

TO:

ICAOA dues for the reigning Executive Board members and any member who has served the Association as an elected Executive Secretary shall be paid by the Association.

APPENDIX C

**GAME FEE RECOMMENDATIONS**

**(Amounts in boldface are the recommended fee changes)**

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| **Effective 2015-2017** |
| Mileage is 44 cents per mile, one way, one driver.Click [here](http://www.icaoa.org/biennial-2007.cfm) for member-only information concerning contests. |
| **Football**- each fifth quarter is an extra $10 |
| One Jr. High game (per official - 3 officials) | $45 **$50** |
| One 9th, 10th or JV (per official - 4 officials) | $55 **$60** |
| One 9th, 10th or JV (per official - 3 officials) | $65 **$70** |
| Two Jr. High games (per official - 3 officials) | $75 **$85** |
| Two 9th, 10th or JV (per official - 4 officials) | $100 **$110** |
| One Varsity (per official - 5 officials) | $80 **$85** |
| Combination Soph/Varsity (per official - 5 officials) | $125 **$135** |
| **Basketball**- each fifth quarter is an extra $10 |
| Two Jr. High games (per official - 2 officials) | $55 **$60** |
| Three Jr. High games |  |
| ~~(C with 20 min. run clock, A reg. clock, B 5-min qtr)~~ | $70 **$80** |
| One 9th, 10th, or JV (per official - 2 officials)**One 9th, 10th or JV (per official – 3 officials)** | $55 **$55** **$50** |
| Two 9th - JV (per official - 2 officials - $32.50 per extra game) | $85 |
| Two Varsity or combination soph/varsity (per official/2 officials) | $105 **$120** |
| Two Varsity or combination soph/varsity (per official/3 officials) | $90 |
| One varsity (per official/2 officials) | $60 **$70** |
| One varsity (per official/3 officials) | $55 |
| **Baseball** |
| One seven inning game (per umpire - 2 umpires) | $55 |
| ~~Two 9th 5 inning with an hour fifteen time limit (per umpire - 2 umpires)~~ | ~~$85~~ |
| Two 9th, JV, or fresh-soph regular games (per umpire - 2 umpires)6 innings per game max | $95 |
| Any HS doubleheader not meeting above (per umpire - 2 umpires) | $110 |
| Jr. High doubleheader (per umpire - 2 umpires) | $80 |
| Jr. High doubleheader (per umpire - 1 umpire) | $110 |

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| **Softball** |
| One umpire per game for JV tournament (per game) | $60 |
| One seven inning game (per umpire - 2 umpires) | $45 |
| ~~Any two fresh-soph or JV combination (per umpire - 2 umpires)~~**Two 9th, JV, or fresh-soph regular games (per umpire - 2 umpires)****6 innings per game max** | ~~$75~~**$80** |
| ~~Any Varsity or JV/Varsity doubleheader (per umpire - 2 umpires)~~**Any HS doubleheader not meeting above (per umpire – 2 umpires - $45 per extra game)** | ~~$85~~**$90** |
| ~~Any Varsity or JV/Varsity tripleheader (per umpire - 2 umpires)~~ | ~~$130~~ |
| Jr. High doubleheader (per umpire - 1 umpire) | $80 |
| Jr. High doubleheader (per umpire - 2 umpires) | $55 |
| Tournaments: One Game (per umpire) | $45 |
| 2 Games | $85 **$90** |
| 3 Games | $130 **$135** |
| 4 Games | $170 **$180** |
| **Scheduling fees charged to schools:** |   |
| Football | $100 **$150** |
| Basketball | $250 **$300** |
| Baseball/Softball | $250 **$300** |