

NATIONAL ASSOCIATION OF WOMEN'S GYMNASTIC JUDGES
NATIONAL GOVERNING BOARD MINUTES
August 8-9 and 11th, 2013

CALL TO ORDER

The meeting was called to order by President Evelyn Chandler at 8:45am (EST). She welcomed all members present and then called for a roll call for the record.

The following members were in attendance:

President: Evelyn Chandler

Vice President: Mary Lee Martin

Secretary/Treasurer: Betty Sroufe – excused

Region 1: Cindy Lord

Region 2: Ann Heppner

Region 3: Leslie Patterson

Region 4: Barbara Tebben

Region 5: Hilary Carlson

Region 6: Pat Panichas

Region 7: Bonnie Synol

Region 8: Sheila Ragle

National Judges Cup Director: Patty Shipman

National Librarian: Judy Dobransky

National Website Director: Judy Hoferlin

National Collegiate Assigner: Donnalyn Trevethan – excused

MINUTES

The minutes of the meeting in Daytona Beach, Florida on January 5, 2013 were approved.

Motion: Bonnie Synol

Second: Sheila Ragle

Passed: Unanimously

The minutes from the Conference Call on May 22, 2013 were approved.

Motion: Hilary Carlson

Second: Ann Heppner

Passed: Unanimously

ANNUAL REPORTS

President's Report – Evelyn Chandler

The President attended several meetings during the last year. She expressed that the meetings with NCAA and NACGC/W were very successful.

She also attended the USA Gymnastics Board of Directors where she was available for questions in regard to NAWGJ.

She also stated that she will be contacting the new Vice President of Women's Programs to introduce herself and our organization.

Vice President's Report – Mary Lee Martin

Mary Lee reported on the committee meeting held March 26, 27 and 28th in Albuquerque, New Mexico. Members in attendance were Hilary Carlson, Chairman of the Fiscal Policy Committee as well as Ann Heppner, Barbara Tebben and Mary Lee Martin who were meeting for the Constitution Committee. The results of that meeting will be presented later on in the agenda.

Secretary/Treasurer – Betty Sroufe was unable to attend due to health reasons. Judy Hoferlin passed out Betty's materials for the meeting.

National Judges' Cup Director Report – Patty Shipman

Patty Shipman announced that the National Judges Cup for 2014 to be held in Tacoma, Washington is ahead of schedule with 250 gymnasts already signed up for the competition. She reported that this year each state is allowed to bring only one team to the Level 7 State Team Competition.

The 2015 National Judges Cup is tentatively being scheduled for Montgomery, Alabama.

National Librarian Report – Judy Dobransky

Judy passed out three new DVD's for practice judging. She announced that there would be some new items for sale at the SJD meeting and that she is always looking for more fundraising ideas to help our judges.

National Website Director Report – Judy Hoferlin

Judy reported on new items on the website and also stated some needs for new software. She is constantly expanding all areas that benefit judges. Out of this discussion, an ad hoc committee was appointed with Judy Hoferlin as the Chairman and members joining her will be Judy Dobransky, Leslie Patterson, and Lee Bjella, the SJD from Washington. This committee will look at different options for the website and what the cost might be.

JAS Directors Report – Evelyn Chandler for Donnalyn Trevethan

Evelyn reported that there would be no testing this year prior to judges being assigned to NCAA meets. She also stated that judges will enter their information and availability into the on line JAS system from August 25 to September 25. Instructions are on the NAWGJ website now. All NCAA judges will be asked to view a collegiate rules'update in December.

Evelyn also reported that the JAS assigning structure is still working well. There were 415 judges registered this year and there were 2015 assignments made by the assigners.

The JAS Committee met and selected two new assigners. The JAS Committee recommended Dean Ratliff from Washington and Linda Fenton from Utah for the positions.

Motion: Made by the Committee

Needs no second

Passed: Unanimously

OLD BUSINESS

Election of Director of Finance – The President called on Mary Lee Martin to hold the election for the Director of Finance. She handed out the applications from Robyn Smith and Patty Shipman and also handed out ballots to the voting members of the board and asked them to seal their ballot in a ballot envelope.

Two non-voting members tallied the votes with Patty Shipman being announced as the new Director of Finance. She takes office immediately.

On-line Membership Update – Evelyn Chandler

Evelyn reported that Ken Osman continues to work with us on the on-line membership. She expressed her gratitude for his continuing assistance.

Evelyn summarized of the costs of the online program to date which should not be more than \$5000 for the first year.

It was decided that a statement would be added to the cover page of the on-line system that states that NAWGJ Directors (SJDs, RJDs and National Officers) are the only individuals who have “read only” access to personal information. Each member will be responsible for changing their rating as well as keeping their own email up to date.

The reinstatement of late fees and the ability to print membership cards were discussed. The system may also be utilized for symposium registration and on-line voting.

It was decided that an Ad Hoc Committee on on-line voting should be established. Members are Leslie Patterson (chairman), Cindy Lord and Sheila Ragle. They will report back to the board at the January meeting.

Insurance Update – Evelyn has been in communication with the insurance company and many questions will be answered in a Q & A to be published on the website and sent to SJDs.

The “Binder” for insurance coverage at “mock” meets, critiques and/or clinics has changed. A judge must contact the “assigner of record” and be listed on a blanket contract and/or be assigned by the “assigner of record”. This only covers a judge when he/she is performing judging duties not coaching or spotting.

It was also noted that the definition of an “ assigner of record “ is an elected member of the NAWGJ State Board, the State Judging Director or the Regional Judging Director who has been given the authority to offer NAWGJ contracts by the governing board.

NAWGJ insurance coverage is \$500,000 per judge per occurrence.

Incorporation Update - Evelyn informed the board that the incorporation papers are current and paid as of March 2013.

Update of SJD Document Review Process - The first document review for SJD records will begin on January 1, 2014. This process will be discussed in full at the State Judging Director Meeting on Saturday, August 10, 2013. One-fourth of the states will be drawn at random on November 1, 2013.

COMMITTEE REPORTS

Constitution Committee Report – Mary Lee Martin, Chairman of the Constitution Committee, called upon her committee members, Ann Heppner and Barbara Tebben to help introduce the updated draft of the Operating Code and Election Code. The major changes were inserting the positions of Director of Finance and National Secretary to both documents. The minor changes were aligning the duties and requirements of all of the offices.

The Constitution Committee presented the changes to the Operating Code and the Elections Code to the Board No Second Required. Passed Unanimously

Financial Policy Committee Report - Hilary Carlson presented the Financial Policy to the board for their consideration and approval.

After a lengthy discussion, Ann Heppner motioned that the following parts of the Financial Policy be adopted:

1. Introduction
2. Separation of Duties
3. Board Minutes
4. Conflict of Interest
5. Disbursement of Funds
6. Record Retention
7. Assets

Second: Hilary Carlson

Passed: Unanimously

Evelyn cautioned everyone that this is a “living” document and as we use it, it will likely change to meet our needs.

The President and the Director of Finance will produce a Request for Proposal to hire a CPA.

2013-2014 Budget Report – The President discussed the budget with the board. It will be reworked and presented on a conference call in September as the new Director of Finance should have input in the development of the document.

Life Members/Hall of Fame Committee - Bonnie Synol chaired the committee and presented the report. Nomination Forms were presented to the National Governing Board. A vote was taken and the results will be presented at the National Symposium in 2014. Those names will not be disclosed until that date. Official letters and invitations will be sent to the recipients in January.

National Symposium - Hilary Carlson, Chairman, of the site committee presented 3 proposals to the National Governing Board for a vote. Atlanta, Georgia was selected by a unanimous vote.

The date of the symposium will be July 17-20, 2014. More information will be presented to the membership after the contract is signed. We will present this to the SJD’s at their meeting and gather more input.

A motion for adjournment until 8:30am August 9, 2013 was requested by the President.

The motion to adjourn: Hilary Carlson

Second: Ann Heppner

Passed: Unanimously

RECONVENE THE MEETING OF THE PREVIOUS DAY
8:30AM – August, 9, 2013

The President welcomed everyone back into session.

New Business

Betty Sroufe, current NAWGJ National Secretary, has announced that she will be retiring from judging, therefore, the timeline for National Secretary election was presented by the Constitution Committee at the request of the Board.

Time line for election of National Secretary

August 19 – Applications sent out to eligible candidates
September 2 – Applications returned to Vice President (VP has it in hand)
September 3 - Ballots will be sent out
September 15 – Return the ballots (Vice President has it in hand)
September 16 – Ballots counted and the National Secretary is elected and takes office.

If there is only one candidate, that person becomes the National Secretary on September 5, 2013.

The Constitution Committee presented the time line as a motion.

No Second Needed
Passed Unanimously

NAWGJ Contracts

The Regional Judging Directors expressed concern that the NAWGJ contracts have become slightly different in almost every state and do not all have the pertinent information that is needed. The President formed an ad hoc committee who would present the sections needed on an official NAWGJ contract and any other contract issues. Committee members are Bonnie Synol, Cindy Lord, Pat Panichas, Hilary Carlson, Judy Hoferlin, and Sheila Ragle.

After the committee met, Bonnie Synol offered a motion.

Motion: Bonnie Synol on behalf of the Committee

All meets assigned through NAWGJ must use the contract that will be available on the NAWGJ Website. It will include specific language that puts the responsibility on the judge to be current in all requirements. This includes:

1. NAWGJ Membership number and expiration date.
2. USA Gymnastics Membership number and expiration date.
3. USA Gymnastics Background Check expiration date
4. USA Gymnastics Safety Certification expiration date.

A judge's signature indicates he/she is responsible for providing accurate up-to-date information.

No second needed
Passed: Unanimously

The committee also recommended a second motion.

Motion: The committee recommends that NAWGJ RJD's extend NAWGJ contracts to their member judges for Eastern/Western Level 9 Championships and the National Level 10 Championship Meet so that the judges will be covered by NAWGJ Insurance.

No second needed
Passed: Unanimously

The President will discuss the matter with USA Gymnastics.

A motion for adjournment until 12:45 on Sunday was requested by the President
The motion to adjourn: Hilary Carlson
Second: Sheila Ragle
Passed: Unanimously

RECONVENE THE MEETING HELD ON FRIDAY
12:45 PM – August 11, 2013

The President welcomed everyone back into session and thanked the Board for all the work that went in to the SJD Meeting and unfinished business from the previous meetings. The President reminded all of the people who were recording the information from the breakout sessions to send her that information to her as soon as possible. The information received will be considered in our upcoming decisions on the symposium, the website and the Fiscal Policy.

WEBSITE

After input from the State Judging Directors, the President started discussion on the NAWGJ Website. The first motion was made by Pat Panichas.

Motion: I recommend that we authorize the purchase of the Professional Version of Adobe for the NAWGJ Website.

Second: Cindy Lord

Passed: Unanimously

After further discussion several items were discussed to be eliminated or updated on the site. It was also strongly suggested that all National Governing Board Officers send a new picture to replace the ones that are currently on the website.

HALL OF FAME

A discussion was held on the awards for the Hall of Fame award.

Cindy Lord motioned to reconsider the number of candidates for the Lifetime Membership Award.

Second: Ann Heppner

Passed: Unanimously

A ballot was distributed to the voting Board Members and one name was added to the Lifetime Awards that will be given at the 2014 Symposium.

ON-LINE MEMBERSHIP

From discussion that was brought up earlier in our meetings, the subject of a universal due date for our On-line membership was further discussed.

A motion made by Hilary Carlson was read. "In order to implement the common membership expiration date of July 31, 2014, I move that we pro-rate the memberships @ \$5.00 a month until July 31st, 2014.

The deadline to take advantage of the prorated membership will be December 31, 2013. Prorating must be done by check only.

Second: Sheila Ragle

Passed: Unanimously

CONSEQUENCES FOR VIOLATION OF RULES

Several members of the Board expressed concern in regard to directors not fulfilling the requirements of their office as listed in the Operating Code. The President appointed an ad hoc committee to investigate concerns and suggestions that could be made to the Constitution Committee.

Committee members selected: Barbara Tebben, Chairman, Ann Heppner, Pat Panichas and Cindy Lord.

REGIONAL REPORTS

Regional Reports were collected from all the Regional Judging Directors. The President thanked them for their outstanding work.

Sheila Ragle motioned for adjournment

Second: Barbara Tebben

Meeting adjourned at 3:00pm