

**Arizona Region  
Executive Board Meeting**  
December 7, 2016  
Agenda

**1. Call to Order** (Time: 2:50 pm)

**2. Roll Call**

Commissioner -	Harold Cranswick
Secretary/Treasurer -	Becky Hudson
Officials Division Coordinator -	JR Salima
Adult Division Coordinator -	Ron Pelham
Junior Division Coordinator -	Charlotte Pottle

**3. Approval of the Agenda**

Motion: Move to approve the agenda. (Pottle/Salima) Motion Carries

**4. Approval of the Minutes**

Motion: Move to approve the Minutes of October 26, 2016 as written. (Pelham/Pottle)  
Motion Carries

**5. Old Business:**

**a. Division Manuals – Becky Hudson**

Each Division Coordinator and Director should be putting together an Operations Manual for his/her respective divisions/departments. This can go along with the Division Coordinator description of duties that we are going over now.

Due Dates:

Nov 1, 2016 -	Timeline for each department and division
Jan 1, 2017 -	Job description for each Region position
May 1, 2017 -	Task Sheet for each of the jobs for each Region position

Send to Cindy Kirk.

Harold will contact Eric Hodgson about the Outreach position

**b. Constitution and By-Laws Amendments – Harold Cranswick**

Separation of Secretary/Treasurer position into two separate positions with only the Secretary position to remain on the Board.

What can we learn from other organizations that we can use for us? Should the Secretary or Treasurer also be an employee? Harold to do some research with other organizations. Board Source is a resource that USAV provides. Arizona Non-profit Association.

**c. Arizona Region Audit – Harold Cranswick**

Status of Audit

Harold Cranswick has names of different groups to do audits. Loran Wimmer had no recommendations for audits.

**d. 2017 Golf Tournament Date and Location – Harold Cranswick**

Harold is meeting with Mellissa Reilly regarding the golf tournament.

**e. Club Seal – JR Salima**

The awarding of a seal to individual clubs is designed to provide players, parents and the public with information regarding various aspects of the club including their dealings with the Region. The Club Seal program has been used effectively in the Florida Region for many years. The Junior Committee will discuss the idea and provide feedback before the Board takes action.

We will need a clear set of requirements for each seal so that we don't face legal problems. We should always be ready for someone to take a negative angle on it.

JR is looking for the seal to be earned rather than meeting a standard. Something that is attainable that will distinguish one club from another. Charlotte is positive toward this – keeping the clubs focusing on something to achieve. If the club is playing by the rules there should not be a problem.

Florida has a designation for non-compliance. All seals are held in abeyance until the non-compliance complaint is dealt with. It may help with illegal recruiting.

JR was asked to bring a first draft for the gold and silver seal to the next board meeting. He will need the dates payments are due and requirements to the Region. This can be tied in with the club director agreement.

We could possibly use a rating system instead of seals. 5 balls to 1 ball for meeting requirements.

## **6. New Business**

### **a. Arizona Region Budget for 2016-2017 – Harold Cranswick**

The fiscal year end from July was passed out to each board member. Each Board member is to review and propose their division budget in January.

### **b. Arizona Region Adult Tournament Policy Change – Ron Pelham**

Teams leaving after pool play or forfeiting matches causes havoc with the tournament and the officials. The following policy is requested to be added to the Adult Tournament Agreement and Policy Manual:

When teams leave a tournament early, it causes the remaining teams to lose matches they have paid for and count on. Therefore, teams that enter a tournament and leave before tournament play is completed will be fined as follows: \$100 for leaving early with no notification to site director prior to leaving; \$50 for notifying the site director at the start of the day that the team will be leaving after pool play or before the tournament play is completed. There will be no fine if the team notifies the Region Office before Noon on the Friday before the tournament that they will be leaving before the completion of play. The fines must be paid before the team may play again. Each member of the team is considered not in good standing with the Arizona Region until the fine is paid. If a team leaves early at 2 or more tournaments, the team is no longer eligible to compete for the Region Championships.

Any money collected from fines will be given to one of the Region Charities - Starlings, Volleyball Hall of Fame, Deaflympics, Sitting Team, Special Olympics.

Motion: Move to approve the forfeit policy for adult division play. (Pelham/Salima)  
Motion Carries

### **c. Restructure of the Junior Division**

Following the Club Director survey last summer, the Region was going to look at restructuring the Junior Leadership. There currently is no Boys Rep, missing 1 Girls Rep and missing an At-Large member to the Committee. This discussion needs to get started so it can be taken to the Junior Forum in the spring for feedback and final determination take place in time for planning to occur in the summer.

Use the next few meetings to generate some ideas and put it before the Clubs in the Spring Forum for feedback.

For the boys, we could rotate a club rep through the Boys' Committee for a term or two. Have a 3 member committee – 2 reps plus the Boys Rep. Open it up to coaches to step up and be a part of the process.

d. **Region Office Employee Handbook**

Policies that need to be ironed out:

- Vacation – 1 week for every year worked up to 4 weeks.
- Holidays -
- Paid Time Off
- Sick Days
- Hiring and Firing Staff members
- Retirement package
- Health Insurance

Revisions were given by Harold. The revision will be sent to PayChex for publication.

- x. **Next meeting** will be held on Wed, January 18 at 1 pm.

7. **Officers' Reports**

**Commissioner**

a. **Information/News**

- i. The RVAA has elected Ken Cain from the Southern Region to replace Jon Lee as the RVAA Chair for the remainder of the Quad.

b. **Region Office Information** – Becky Hudson

- i. Girls Registration is underway.
- ii. Boys Region Championships have concluded.
- iii. The agreement with Molten had come to an end. Brynn Murphy reached out to us to renew the agreement. A contract has been sent by Molten to renew our agreement for the next quad.

c. **Region Outreach Director** – Eric Hodgson

Yuma Jail Break tournament scheduled – March 18-19

d. **SafeSport Director** – Cindy Kirk

- i. Cindy Kirk has agreed to attend the US Swimming SafeSport training session in January. She is going to take time from her permanent sub job to attend.
- ii. The next item on the horizon is the Transgender issue for SafeSport. USAV is working on a policy for their events. We should be starting to think about our policy.

**Secretary/Treasurer – Becky Hudson**

a. Treasurer's Report:	Nov, 2016
Income:	\$ 310,689.94
Expenses:	\$ 75,060.97
Balance in checking account as of 11/30/16	= \$ 302,034.62
Balance in High Yield Savings Account as of 11/30/16	= \$ 235,817.96
Balance in Development Grant Fund as of 11/30/16	= \$ 13,046.08
Balance Wells Fargo CD 11/30/16	= \$ 40,037.83

- b. **Marketing/PR Update – Eric Hodgson**  
No Report

**Officials Division Coordinator – JR Salima**

- a. **Information/News –**
- i. Gary Gray was released as the Team Leader for Metro East. Nikki Kathol will be the new Metro East Team Leader.
  - ii. Clinics are underway for juniors and new officials. The Officials Division will have 10 -12 brand new officials this season. They have registered. The New Official training is Saturday, Dec 11<sup>th</sup> at the Kroc Center.
  - iii. The server for the USAV Academy Help Desk crashed and is being rebuilt. Therefore JR extended the deadline date for online coursework to Jan 15<sup>th</sup>.

- Adult Division Coordinator – Ron Pelham**  
No Report

**Junior Division Coordinator – Charlotte Pottle**

- a. **Information/News**
- i. **Boys Season** – Has concluded. Region Champions were crowned on Dec 3<sup>rd</sup>.
  - ii. **Girls Season** – Seeding meeting will be held on Dec 19<sup>th</sup>. Charlotte will follow up with Larisa and Dave to get this started. There are no qualifying divisions this year. Charlotte does not anticipate a lot of teams entering the 14 Open division.
  - iii. **High Performance – Ron Pelham**  
**Boys HP** – USA Boys HP tryouts at Atkinson on Jan 21<sup>st</sup> – 9 am – noon. An exhibition match will follow the tryouts.  
**Beach HP** – Ron Pelham is in talks with Rox to host a beach tournament. The proceeds will go to the Region HP program.

The beach tournament programming done by Steve Bishop - We can be a part of it but we don't have to join. The program gives all the age divisions an end of season championships.

Ron has been talking to Doug Beal. Doug indicated that the Beach program is now understanding that there are issues that need to be addressed.

## 8. **Committee Reports**

- a. **Ethics and Compliance Committee** – JR Salima
  - i. Received 3 complaints all of which center around one club accusing another club of illegal recruiting. No witness statements have come forward.
  - ii. A club director is looking for a response from the Region about a Club Commitment form. Many players are jumping clubs after signing with a club.
- b. **Budget Committee** – No Report

## 9. **Adjournment of the Meeting**

Motion: Move to adjourn the meeting (Pelham/Salima)

The meeting adjourned at 4:37 pm

## 10. **Review of Decisions/Duties/Responsibilities as a result of today's meeting**

- Job Descriptions for each Board position is due before Jan 1<sup>st</sup> – to Cindy Kirk
- Harold Cranswick to research Arizona Non-Profit Assn and Board Source
- Harold Cranswick to contact some companies to perform an audit of the Region books.
- Harold Cranswick to meet with Mellissa Reilly regarding the 2017 Golf Tournament.
- JR Salima to bring draft ideas about the Club Seal Program to the next Board meeting.
- Each Board member to review the fiscal year end and proposed budget and bring to the next board meeting.
- The Employee Handbook to be revised and published.