



California Interscholastic Federation

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**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
REGULAR MEETING
DECEMBER 3, 2008
DOUBLETREE HOTEL SAN DIEGO DOWNTOWN
SAN DIEGO, CALIFORNIA**

I. OPENING BUSINESS

A. Call to order

President Henson called the meeting to order at 10:05 am. The following executive committee members were present: Mike Henson, Heather, Daims, Kathy Wheeler, Ray Alvarado, Earl Haugen, Ray Odom, Dennis Regalado and Rick Spears.

Tony Ortega was unable to attend the meeting.

Also present were: Marie Ishida, Roger Blake, Diane Marshall-Freeman, Jim Crichlow, Ron Nocetti and Ana Morrison.

B. Adopt Agenda

The agenda was adopted as presented.

Motion: Kathy Wheeler; Seconded: Heather Daims; PASSED UNANIMOUSLY.

C. Public Comment

No public comments were presented at this time.

II. COMMUNICATIONS

A. President Henson communicated that he has received numerous letters from Ted and Lisa Collins from Chino, California regarding the appeal held at the Southern Section expressing how unhappy they are with the decision. More discussion will follow during closed session.

B. The executive director communicated that for Section 7 it is California's turn to submit a nominee for the Citation Award. She recommended nominating Sue Kamiyama for this award because of her enormous contribution to the student athletes in California. The committee felt that the executive director's choice was very appropriate.

C. No communications were presented at this time from committee members.

III. CONSENT CALENDAR

The committee moved to approve the following items under consent calendar:

- A. The minutes from the October 30, 2008 Executive Committee Meeting.
- B. The Executive Director's Expenses for October 2008.
- C. The following multi-school applications:
 - Jesse Bethel H.S. with MIT Academy, CIF Sac-Joaquin Section
 - Vallejo Senior H.S. with MIT Academy, CIF Sac-Joaquin Section

Motion: Heather Daims; Seconded: Ray Odom; PASSED UNANIMOUSLY.

IV. PRESIDENT'S REPORT

President Henson reported that Kathy Wheeler, Gary Smidderks, Marie Ishida and himself met at the State Office last November 18 to discuss the formation of the CIF Governance Task Force. Nominations for potential committee members were submitted by Sections. They also discussed the agenda for the first meeting. Letters to nominees inviting them to be part of the committee were mailed. The first committee meeting will be held on January 26 at the State Office.

V. EXECUTIVE DIRECTOR'S REPORT

No report was presented at this time.

VI. MANAGEMENT SERVICES

A. Action Items

1. Audit Report

President Elect Heather Daims reported that the audit had been completed and that CIF was in very good shape. She communicated that the Audit Committee had approved the draft financial statements and the letter to the audit committee, reportable conditions letter and letter from State CIF to Seiberlich Accountancy Corp. She also presented the two recommendations from the Audit Committee:

- Approve and sign minutes at earliest possible time, using electronic signature if necessary.
- Create a written transition plan for the upcoming office move from Alameda to Sacramento.

The executive committee moved to accept the recommendations from the audit committee.

Motion: Ray Alvarado; Seconded: Earl Haugen; PASSED UNANIMOUSLY.

2. Year to Date Budget and Transfers

Staff presented the updated budget as of 11/19/08 with no major changes. Also, the committee received an updated investments balance and the transfer of funds.

The committee moved to approve the transfer of funds with a correction and the year to date budget.

Motion: Kathy Wheeler; Seconded: Ray Alvarado; PASSED UNANIMOUSLY.

3. Bylaw 509 Revision

The committee discussed a revision to bylaw 509 regarding the penalty for non-certification and improper compensation. The committee moved to

forward this revision to the federated council as a first reading and for vote in May.

Motion: Kathy Wheeler; Seconded: Earl Haugen; PASSED UNANIMOUSLY.

4. Approval of Calendar for 2009-10

The committee approved the calendar of meetings for 2009-10 with a change on the September date for the executive committee meeting.

Motion: Heather Daims; Seconded: Ray Alvarado; PASSED UNANIMOUSLY.

5. Approval of nominating committee

The committee approved the candidates presented by the nominating committee. Staff will contact the nominees.

Motion: Earl Haugen; Seconded: Kathy Wheeler; PASSED UNANIMOUSLY.

6. Investment Committee Recommendations

Heather Daims presented the recommendations for the 2007-08 excess funds. The committee approved the recommendations presented including the last minute adjustments that will take place. Jim Crichlow was asked to report back to the commissioners at their next meeting to disclose to the membership that funds will be allocated for legal and liability so legal dues to schools will not increase.

Motion: Earl Haugen; Seconded: Rick Spears; PASSED UNANIMOUSLY.

7. Governance Task Force

Kathy Wheeler reported that the chairs of the Governance Task Force met and discussed the importance of communication. It will be emphasized to the committee about their responsibility to communicate with their sections. We are waiting for responses from nominees accepting their participation on this committee.

8. Bylaw 506 Revision: Who May Coach

The revision of bylaw 506 was presented as a result of the implementation of bylaw 22.B.9. The committee approved the revision presented with the changes noted with a recommendation for a vote at the federated council meeting in February. It will be presented at the next commissioners meeting in January.

Motion: Kathy Wheeler; Seconded: Ray Alvarado; PASSED UNANIMOUSLY.

9. Article 22.C: Enforcement Revision

The committee approved the revision of Article 22.C. and moved to forward to the Federated Council as a first reading in February.

Motion: Earl Haugen; Seconded: Heather Daims; PASSED UNANIMOUSLY.

10. Policies Required Under New Audit Procedures, 2008-09
The committee approved the policies required under new audit procedures changing the word corporation to federation. These policies will become effective on July 1, 2009. It was recommended that sections should have the same policies.
Motion: Ray Odom; Seconded: Dennis Regalado; PASSED UNANIMOUSLY.
 11. Article 5.51: Assessment Revision
The committee moved to revise Article 5.51 and the financial principles and audit policy. It was recommended to make paragraph B on the revision a separate article which will become Article 52 and renumber the following provisions.
Motion: Earl Haugen; Seconded: Dennis Regalado; PASSED UNANIMOUSLY.
 12. United States Soccer Federation
The committee received an update on the meeting with the representatives from the US Soccer Federation. This item was moved to closed session.
 13. U. S. Bowling Congress
The committee discussed the request from Buena Lanes to approve bowling as a CIF sport. The committee moved to forward this request to the New Events Committee for consideration and recommendation.
Motion: Kathy Wheeler; Seconded: Ray Alvarado; PASSED UNANIMOUSLY.
 14. California Athletics Equity Law for Students with Disabilities
The committee discussed the request for CIF to be a signatory supporting a proposed legislation on California Athletics Equity Law for Students with Disabilities. No action was taken.
 15. CAHPERD
The committee agreed to put this item in the next executive committee's agenda as a closed session item.
 16. CIF Office Update
The executive director communicated that we are moving along with the new office purchase. Staff is in the process of drafting a timeline once escrow is closed. The executive committee gave direction to staff to work with financial firm to withdraw funds to close escrow from the most appropriate accounts.
Motion: Rick Spears; Seconded: Earl Haugen; PASSED UNANIMOUSLY.
- B. Reports
1. Review of section meetings attended
There was no report at this time.

2. Review of the updated numbers for the transfer bylaw
Staff reported that the numbers of requests for transfers have decreased considerably from last month. We are still waiting information from one of the sections.
3. Review of the appeal procedure
An update on the appeal hearings was presented for information.
4. CIF State Football Championship Bowl Games Update
Staff reported that the preparation for the CIF State Football championship bowl games is moving along. The coaches' clinic is moving forward, we anticipate a large crowd. Flyers advertising the cheerleading competition have gone out, but we haven't received many responses.
5. Championships, New Events Committee recommendations
Ray Odom reported that the committee discussed the half pipe ski issue, but the insurance company said that they would not cover this event.

Staff also reported on the subcommittee meeting held on November 5, they will put together a master plan with starting and ending dates for all sections, it will be presented to the full committee on January 8. We will bring it back to the executive committee after commissioners see this plan. This subcommittee also discussed a new reimbursement policy for team events, we will continue not to reimburse for individual sports.

6. Update on 2008-09 Goals
Staff presented an update on the 2008-09 goals. The executive director reported that we are very pleased with the progression of the new building and we will move by the end of May or June of 2009.

Ron Nocetti reported that staff will be visiting various sites for the SoCal Regional Boys Volleyball Championships.

The new CIF Governance Task Force will be meeting on January 26 and the second meeting will be on May 6 in San Jose.

Staff also reported on the implementation of public relations campaign. CIF has developed newsletters that are being emailed to parents, coaches and legislators.

7. Update and Status of the Parent Advisory Committee/Newsletters
This report was covered under goals.
8. Report from Commissioners' meeting
The commissioners will meet in January.
9. Other committee reports or reports from staff
 - a. Cross Country/Track and Field
Cross Country went really well, it is estimated a 10% less attendance compared to last year.

- b. Girls' Volleyball
It will take place this weekend at the Bren Events Center in Irvine.
- c. Football
It was previously covered.
- d. Golf
It went very well.
- e. Tennis
NorCal Tennis was a good event.
- f. Wrestling and Basketball
Requests for Proposals for sites have already been mailed out.
- g. Soccer
It was announced that Vicky Lagos will be the new tournament director for this year.
- h. Boys' Volleyball
It was previously covered.

C. Informational Only

- 1. Coaching Education
Staff presented an update on the coaching education numbers. These numbers should drop off after January.
- 2. Multi-School Applications
An updated list of the multi-school requests was presented for information. Staff will review with commissioners in January the issue on when these numbers are counted on the CBED's.
- 3. Schools Owing Dues
The updated list of schools still owing dues was presented for information as well. The third invoice has already been sent which includes the late fee.

VII. CONSULTANTS REPORTS

No report was presented at this time.

VIII. REPORT OF ACTIONS TAKEN IN CLOSED SESSION

No actions taken during closed session.

IX. ADJOURNMENT

The committee moved to adjourn the meeting at 3:22 pm.

Motion: Kathy Wheeler; Seconded: Heather Daims; PASSED UNANIMOUSLY.

Respectfully submitted by:

Approved by:

Marie M. Ishida
Executive Director

Michael Henson
President