



**CAAC ATHLETIC DIRECTOR/PRINCIPAL MEETING MINUTES
August 16, 2017 – GRSA Board Room, Lansing**

Schools present: Charlotte, Dewitt, East Lansing, Eaton Rapids, Fowlerville, Grand Ledge, Haslett, Holt, Ionia, Jackson, Lansing Catholic, Lansing Eastern, Lansing Everett, Lansing Sexton, Mason, Okemos, Portland, St. Johns, Waverly, Williamston

President Chris Ervin of St. Johns called the meeting to order and chaired the discussions. May meeting minutes were approved. Commissioner Randy Allen reviewed the agenda.

Old business items were reviewed as follows:

The meeting began with CAAC President Chris Ervin welcoming new athletic director Andy Barr of Ionia to the league, and to Athletic Director Dan Stafford of Charlotte as they return to the CAAC as a full member. The group was reminded of the May approval of conducting just one joint AD/Principal meeting which will be in December.

Grand Ledge athletic director Steve Baker gave a report on the new artificial turf football/soccer stadium renovation completed in August and ready for use. Lansing Catholic reported completion of the next phase of their building project with team rooms, restrooms and concession facility at the north end of the football/soccer stadium. Lansing Eastern gave the group an update on the new athletic complex building plans which will include a new football/soccer, track stadium with artificial turf, new baseball field and softball facility updates. Tentative completion timetable is the fall of 2020. Each member school updated the group on facility upgrades and/or future building projects in their district.

Football officials' coordinator Mike Conlin addressed the group regarding assignments, bad weather procedures, access to HUDL video for evaluation and training, Arbiter review, rules updates and general Q & A.

Dates for the CAAC Boys Soccer Cup were confirmed to be Tuesday, October 3 (round one), Thursday, October 5 (round two), and Monday, October 9 (round three). The Gold & Silver Cup Final games will be Tuesday, October 10 hosted by Grand Ledge. Procedures for seeding, host schools and bracket pairings will be the same as in the past with information sent to schools in mid-September.

Fall Cross Country jamboree dates and hosts were confirmed as follows:

September 19 - Blue host, East Lansing | Red host, Dewitt | White Host, Lansing Catholic

October 3 - Red host, St. Johns | White host. Eaton Rapids

October 17 - Red host, Haslett

October 19 - Blue host, Grand Ledge

October 21 - White host, Portland

Cross Country dates have been communicated to Chuck Block of the Michigan Running Foundation who will provide timing systems. Host AD's will follow up with Block to confirm times and meet details. Timing system costs will be billed direct to the CAAC for payment with shared costs included in the 2017-18 dues invoices distributed at the meeting.

League membership issues were discussed. With the departure of Jackson for the 2018-19 season, potential new member schools were considered. The commissioner will contact such schools to measure interest.

Other review items included updates to game sheets, plans for the CAAC Scholarship Cheer meet hosted by DeWitt in December, season passes, Web content, submission of winter schedules to assigners, and fall officials' fees.

New Business Items were reviewed as follows:

The commissioner gave a financial update which included a final report from the 2016-17 fiscal year that yielded a carryover balance (surplus) of \$21,606.18 and a Region 7 balance of \$519.12. The required IRS federal tax documents for a 501-c-3 non-profit are being completed and filed by the league CPA. Dues invoices for the 2017-18 school year were distributed which include shared cross country meet timing costs.

The commissioner submitted a 2017-18 budget for consideration. Total major expenses for fiscal year 2017-18 are estimated at \$60,400 with total revenue of \$64,000. Miscellaneous expenses are absorbed in the surplus revenue exceeding major expenses. Budget expense line items were reviewed and explained and questions answered. The budget as presented was unanimously approved. Bank account management and expense payment procedures were reviewed. Tom Hunt of East Lansing will again act as league treasurer. Bank statements, financial ledger, check register and IRS tax filing documents are available for individual member school examination on request.

It was reported that the league will no longer be involved with academic games activities, each division will handle and coordinate independent of league coordination. Medals will be provided if requested.

Approvals were given to Jackson for the addition of Michigan Center to a hockey co-op and Holt for the addition of Potterville to a hockey co-op. An e-mail approval will take place when Fowlerville completes plans for the addition of Byron Center to a gymnastics co-op.

Approval was given to order CAAC branded football chain gang vests, four per school with a \$50 subsidy for each school from the league treasury.

Monthly athletic director meeting dates for 2017-18 were established as follows:

Sept. 13, Oct. 4, Nov. 8, Dec. 13, Jan. 10, Feb. 21, March 21, April 11, May 9, June 20 (golf outing)

The fall league scheduling meeting will be Tuesday, October 17 beginning at 9:30 a.m. at the Haslett school administration building.

Other new business topics discussed were swimming/diving divisions, new MHSAA regulations regarding regular season soccer OT restrictions, hockey & bowling scheduling meetings, MIAAA and NIAAA reports and adjustment in the amounts of recognition certificates to be ordered.

Next Meeting – Wednesday, September 13, 9 a.m. – Conquest Fitness, DeWitt