

**NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES  
NATIONAL GOVERNING BOARD MINUTES  
ATLANTA, GEORGIA  
JULY 14, 2014**

**CALL TO ORDER**

The meeting was called to order by President Evelyn Chandler at 3:00 pm (EDT). 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: Barbara Tebben

Director of Finance: Patty Shipman

Region 1: Cindy Lord

Region 2: Ann Heppner

Region 3: Leslie Patterson

Region 4: Robin Smith

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 JAS Director: Donna Trevethan

**MINUTES**

The minutes of the meeting in Tacoma, Washington on January 11, 2014 were approved.

Motion: Hilary Carlson

Second: Sheila Ragle

Passed: Unanimously

**ANNUAL REPORTS**

**President's Report – Evelyn Chandler**

Evelyn updated the NGB on the latest Symposium numbers, schedule and other details. Because of the large response to our "Ruby" anniversary, her priority is to "do it right." Much of Evelyn's work this year has been devoted to Symposium.

Evelyn attended USAG's National Junior Olympic Committee Meeting in May and expressed confidence in our relationship with that organization and with Annie Heffernon, the new Junior Olympic Program Director. Evelyn also attended the NACGC/W meeting. The coaches were pleased that we are offering four collegiate judging sessions at Symposium.

### **Vice President's Report – Mary Lee Martin**

Mary Lee has spent time this year assisting the Secretary (Barbara Tebben) with the membership duties, especially the pro-rating and groups renewals. She and Barb coordinated member renewal income for the disbursement report June 1, 2013-February 28, 2014. Both are continuing to educate the Officers and membership about the NAWGJ Membership Site.

Also, Mary Lee met with Barbara Tebben, Ann Heppner and Patty Shipman last month in California to complete a draft of the Financial Policy.

### **Secretary's Report – Barbara Tebben**

Barb reported that with the SJD's help, the online membership roster is much more accurate (about 2000 members). Work continues: align everyone to the July 31 directive by 2015, coordinate the next period of disbursements with Mary Lee and Patty Shipman, and continue to educate Officers and NAWGJ members about pro-rating options. A session on the membership site is planned for the SJD Workshop on Thursday, with Ken Osman.

### **Director of Finance's Report – Patty Shipman**

Patty filed the NAWGJ Form 990 Tax Return on June 16 following the Financial Policy meeting in California.

Her other projects included re-aligning the Fiscal Year into quarters and altering the due dates on the Quarterly Financial Reports. There is much work to be done among both SJD's and RJD's regarding the accuracy and details of these Reports, which may be revised as needed.

Dues disbursements for the June 1, 2013-February 28, 2014 period were completed only recently, due to the difficulty of meshing data from the different membership options. Subsequent disbursements should go more smoothly as we adjust to the common July 31 renewal date.

Patty has also transferred all of NAWGJ's financial information into QuickBooks in order to print the Profit and Loss Statements and other key documents. She hired a local CPA, Louis Duarte, to assist her.

### **National Judges Cup Director's Report – Patty Shipman**

Patty reported record profits from the Tacoma Judges Cup in January 2014, over \$40,000. There were 1503 entries, 21 Level 7 State Teams, and judges from 29 states.

Patty passed out her report, which also contained information on the Montgomery, AL Judges Cup in 2015. This information is also online at [www.judgescup.com](http://www.judgescup.com). The

2016 Judges Cup will be held in Covington, KY and Patty is working to finalize the site for the 2017 Judges Cup.

### **National Librarian's Report – Judy Dobransky**

Judy distributed complimentary practice judging DVD's and cases to each member of the Board. Some will be used later in Symposium for practice judging sessions.

She also distributed updated order forms and invited the Board to visit the library "Store" in a nearby room, which she and Brenda Eberhardt will run this week.

Judy will work with Evelyn and Donna to introduce NAWGJ's college practice judging tool to the NAWGJ web site.

### **National Website Director's Report – Judy Hoferlin**

Judy reported on the many updates to the site since summer 2013. Among the major changes were additions to the Membership page, constructing a photo gallery for the Home page, adding more National Governing Board photos to the "About Us" page, updating links to USAG and other sites, and updated various forms with the Forms Committee.

She asked that RJD's keep their Regional Pages fresh by sending in photos and text. Also, less than a quarter of our membership have signed up for the Email Notification feature.

Judy asked that the Board decide how much of the "What's New" archives should be kept on the site. After some research, Pat Panichas reported to the Board that most of the items can be deleted; she will work with Judy.

### **JAS Director's Report – Donna Trevethan**

#### **NAWGJ Practice Judging Tool**

NAWGJ is in the process of creating its own collegiate practice judging opportunity, with the full support of the coaches. At least 10 routines per event, with a range of scores and minimal breakdown, will be offered on the NAWGJ web site by fall.

Evelyn and Donna are working with Judy Dobransky and Judy Hoferlin and will soon enlist the help of experienced college judges to score the routines.

**Professional Review:** The college coaches are asking for judges to be evaluated after every meet. Evelyn and Donna will develop a form for the Meet Referees to complete and mail to Donna. Only objective types of questions will be included.

**Emergency Fund:** Discussion followed regarding the possibility of using an emergency fund to reimburse judges a set amount whose trip to a college meet is aborted due to travel conditions. This amount would be in addition to reimbursement by the schools for per diem. Tabled for now.

## **STANDING COMMITTEE REPORTS**

### **JAS Committee Report**

Five JAS Assigners were rotated off after the 2013-2014 Collegiate season, and four were replaced per the Board's vote in 2013. Twenty four applications were received. The JAS Committee (Donna, Evelyn Chandler, Pat Panichas, Mary Lee Martin and Barbara Tebben) met July 13 and recommended:

Diane Cote-Burk – New England  
Beth Renwick – South/Mid-South  
Sibby Lane - South  
Marian DeWane – West

Motion made by the Committee to accept the recommendations.

Needs no second

Passed: Unanimously

Discussion regarding adding another JAS committee member from the West was tabled until Thursday.

**RECONVENE THE MEETING HELD ON TUESDAY  
8:30 am – July 16, 2014**

**Site Committee Report**

Hilary Carlson (Chair), Bonnie Synol, Ann Heppner

The candidates for next year's NGB Meeting and SJD Workshop are:  
Denver, Minneapolis-St. Paul, St. Louis.

After discussion regarding dates, Bonnie Synol motioned:

Motion: I propose to hold next year's NGB/SJD meetings July 7-12, 2015.

Second: Robin Smith

Passed: Unanimously.

The SJD's will vote for one of the proposed sites at their SJD Workshop on Thursday (Denver was selected).

**Consequences Committee Report**

Cindy Lord (Chair), Robin Smith, Pat Panichas, Bonnie Synol, Hilary Carlson

The Committee's goal is to tighten procedures already in the Operating Code that deal with Officers who do not perform their duties. The Committee will coordinate with the Constitution Committee to reorganize and index these procedures.

The Committee also felt that it was important to add a sentence to the *Removal from Office Guidelines*:

1. The appropriate Board may at any time conclude that the best interest of the **association** will be served by immediate removal.

Motion from the Committee: Accept proposed changes to the *Removal From Office Guidelines* in the Financial Policy.

No second necessary.

Passed: Unanimously.

Evelyn would like the Committee to explore this topic: if you are an Officer or member who is not in good standing with NAWGJ, and thus ineligible to run for an office, what steps must you take to become eligible?

**Financial Committee Report**

Four of the Financial Committee members met in Aptos, CA in June to continue Hilary Carlson's work on the Financial Policy.

Here in Atlanta, an updated draft of this Financial Policy was printed and distributed to the NGB members. Patty Shipman emphasized the importance for all Officers to

read and understand the Conflict of Interest section and (new) Disclosure Statement. All NAWGJ National, Regional and State Officers must sign this each year, including State Governing Board members who are involved in financial decision making. These forms, along with a copy of the Financial Policy, will be handed out at the SJD Workshop.

#### Guidelines for Gifts and Donations

After discussion regarding the practice of giving cash gifts/awards to athletes or related funds, this part of Section V (Disbursement of Funds) was suspended pending further research. We will re-visit this topic in January.

Motion to suspend all cash gifts/awards and donations to athletes pending more research into NCAA and IRS requirements.

Motion: Robin Smith  
Second: Mary Lee Martin  
Passed: Unanimously

#### Credit and Debit Cards

Patty emphasized that only Executive Officers can establish credit in the name of NAWGJ. She asked the RJD's help in identifying and closing any such credit cards being used among other Officers. Debit cards would be permitted.

#### **Website Committee Report**

Judy Hoeflerin (Chair), Lee Bjella, Judy Dobransky, Leslie Patterson

Judy will be retiring from her position as National Website Director in 2016. The Committee explored ways to maintain the website going forward. Among the options are to maintain the current structure or to convert the website to a Content Management System. The next Website Director should at least be familiar with web design, HTML, and data entry.

#### **OLD BUSINESS**

##### **Online Voting**

Leslie Patterson, who has been exploring our online election options with [www.votingplace.net](http://www.votingplace.net), is conducting Colorado's State Governing Board election this week with the help of Colorado's SJD, Nichole Otterson. Leslie will report the election results on Wednesday.

Discussion followed on the procedures and costs of online voting.

Motion: Beginning in 2015, online elections, using [votingplace.net](http://votingplace.net), would be permitted as long as the Officer running the election collaborates with her/his next higher Officer.

Motion: Cindy Lord  
Second: Bonnie Synol

Passed: Unanimously

### **Advisory Board Representative**

Carole Ide, who has been our voting representative on the USAG Board of Directors the past four years, is not continuing after her term is up this Fall.

Motion: We appoint Evelyn Chandler to succeed as the NAWGJ representative on the USAG Board of Directors.

Motion: Robin Smith

Second: Sheila Ragle

Passed: Unanimously

### **Forms Committee**

Hilary Carlson (Chair), Pat Panichas, Sheila Ragle, Bonnie Synol, Cindy Lord

Judy Hoeflerlin and Hilary distributed updated versions of many forms used by NAWGJ Officers and recorded any additional changes suggested by the Board. Evelyn mentioned that two more forms, The Self Evaluation Form and the History Transfer Form, could be evaluated.

After discussion, Hilary motioned that the Board accept the committee's recommendations:

Motion: Hilary Carlson

Needs no second

Passed: Unanimously

### **Uniforms**

Ann Heppner worked with Lands End to bring in uniforms to sell at the Library Store. Since Lands End is no longer producing the petite wool skirt, Ann presented two options: a new knit skirt, with stretch waistband, and a chino skirt with a pleated front panel. The Board needs to determine how well either skirt matches the blazer, so the decision to accept those options was delayed until Wednesday or Thursday.

On Wednesday, Mary Lee Martin modeled the new knit skirt with the current wool jacket. Even though the skirt is comfortable, the Board felt that it did not match the jacket well enough to consider it part of the official uniform. (The skirt will be removed from the Library store).

### **History Project**

Lee Bjella, Washington co-SJD, is assembling a list of all NAWGJ Officers since 1974. Robin Smith will create a form to help SJD's list their current or former Officers.

### **Document Review**

The first Document Review will be conducted this summer. SJD books will be due back in about six weeks. The following States had been selected earlier:

- Region 1: Arizona/Nevada
- Region 2: Montana
- Region 3: Kansas
- Region 4: Minnesota
- Region 5: Michigan/Illinois
- Region 6: Massachusetts
- Region 7: Pennsylvania/Maryland
- Region 8: Georgia/Tennessee

Motion that our Document Review packet cover our fiscal year (November 1 – October 31).

Motion: Sheila Ragle  
Second: Ann Heppner  
Passed: Unanimously

### **Gifts for Donna Trevethan/Debbie Campbell**

Evelyn proposed that NAWGJ reward Donna and Debbie for their over-the-top service last January during the records transfer project from Betty's house.

Motion that NAWGJ purchase a gift card of \$100 for each of them.

Motion: Patty Shipman  
Second: Patty Panichas  
Passed: Unanimously.

### **NEW BUSINESS**

#### **West Virginia SJD**

Bonnie Synol reported that after the State Judging Director in West Virginia resigned earlier this year, Pennsylvania and Virginia have helped cover the work. Now judges in West Virginia are asking that a State Judging Director be reinstated.

West Virginia's SJD Election would normally occur spring 2015. Bonnie will ask the two qualifying judges if one would like to serve as SJD in the interim. Also, the 2015 SJD Election might be hindered by a lack of qualifying State Governing Board members.

Motion: West Virginia judges who have been a State Governing Board member less than one year would be eligible to run for West Virginia SJD in 2015.

Motion: Robin Smith  
Second: Leslie Patterson  
10 votes in favor, 1 abstention

Motion for adjournment: Bonnie Synol

Second: Sheila Ragle

Meeting adjourned at 6:00 p.m. (EDT)



**RECONVENE THE MEETING HELD ON WEDNESDAY  
8:30 am – July 16, 2014**

The President welcomed everyone back into session.

**Financial Policy Revisited**

The Financial Committee motioned to accept the Whistleblower Policy in the Financial Policy.

No Second needed

Passed: Unanimously

The Financial Committee motioned to accept the Conflict of Interest Policy, including a small revision, in the Financial Policy.

No Second needed

Passed: Unanimously

**Funding for Small States**

Discussion on the difficulty of small States, based on the number of judges and/or gymnasts, to fund their NAWGJ activity. Evelyn estimated that 6-8 States that may need help in this area.

Following discussion, Patty Shipman suggested taking part of the record profits from the last National Judges Cup to seed a Small States Fund.

Motion: I move to add a budget line item for this fiscal year for States in need of additional funds to run their office and attend annual meetings. The seed money will come from the 2014 National Judges Cup in the amount of \$10,000.00.

Motion: Robin Smith

Second: Ann Heppner

Passed: Unanimously

An ad-hoc Small States Fund Planning Committee was formed:

Robin Smith – Chair

Ann Heppner

Cindy Lord

Sheila Ragle

Leslie Patterson

They will develop a plan for 1) allowing donations to perpetuate the fund, and 2) distributing the monies. They are to report back to the Board in January.

Motion: To name those five people to the Small States Fund Planning Committee.

Motion: Pat Panichas

Second: Bonnie Synol  
Passed: Unanimously

Motion to adjourn: Barbara Tebben  
Second: Leslie Patterson  
Meeting adjourned at 10:50 a.m.

**RECONVENE THE MEETING HELD ON THURSDAY  
1:30 pm – July 17, 2014**

Meeting was called to order by President Evelyn Chandler.

**Approval of Budget**

Patty Shipman distributed the NAWGJ budget for fiscal year 2014-2015.  
Motion to approve the 2014-2015 budget.  
Motion: Robin Smith  
Second: Leslie Patterson  
Passed: Unanimously

**Next Year's NGB Meeting/SJD Workshop Date**

Following discussion, motion was made to move the weekend of next year's meetings to the third weekend in July.  
Motion: Hilary Carlson  
Second: Bonnie Synol  
4 in Favor  
6 Opposed  
1 Abstention  
Motion did not pass

**Constitution Committee Report**

Mary Lee Martin (Chair), Ann Heppner, Barbara Tebben  
Mary Lee read announced the changes to the Constitution proposed by the Committee: deleting "Associate Judge" and "New Judge" from the types of NAWGJ memberships, and minor changes to the dues payable timetable, since we will enforce a common membership date of 7-31 by July 31, 2015.

Motion: The Constitution Committee moves that we make these changes to the Constitution.  
No Second required.  
Passed: Unanimously

The NGB will be sent a document containing the changes. A vote to approve the changes will be taken in August via e-mail (a 15 day period is required for any changes to the Constitution). The Constitution Committee will follow up by e-mailing a new document to the NGB members.

Evelyn would like the Constitution Committee to work on an index for the Operating Code. Mary Lee said that this would be possible once the many recent changes are made.

### **New Canon regarding Gambling**

Patty Shipman noted that suspected gambling activities is the number one “hot spot” for investigation of 501 (c) 3 corporations by the IRS. In fact, she must check a box when filing the taxes to indicate that we have a procedure in place to prevent gambling. Evelyn would like to begin some research into adding a Canon about gambling to our Code of Professional Responsibility. We will continue discussion at the January 2015 meeting.

### **Regional Annual Reports**

Each RJD gave the Board a report on the state of their Region.

Motion to adjourn the meeting at 3:15 p.m.

Motion: Robin Smith

Second: Cindy Lord