

Region 8 NAWGJ Board Meeting
July 14, 2017
Milwaukee, Wisconsin

Present: Catherine Batsche, Teri Costa, Gayli Craver, Brenda Eberhardt, Janet Efland, Kim Joye, Susan Monahan, Mary Thacker

Note: Items in red are additions/changes that occurred at the National Board meeting on Sunday, July 16, 2017. They are included in this document for purposes of communicating changes to items discussed in the SJD meeting on July 14.

- I. **Call to Order.** The meeting was held in conjunction with the National SJD meeting in Milwaukee, Wisconsin. The meeting convened at 6:30 p.m.
- II. **Conflict of Interest/Confidentiality Forms.** COI/Confidentiality forms were distributed to SJDs for 2017. SJDs were reminded to collect these from the State Governing Board members for 2017.
- III. **State Membership Benefits.** C. Batsche distributed a draft of State Member Benefits and asked the SJDs to check the list for accuracy. After the list is finalized, it will be distributed to SJDs for their reference as needed.
- IV. **Document Review.** Louisiana was commended by the National Board for submission of an outstanding Document Review packet. Several Louisiana forms and processes were noted as being exemplary. *(Post-meeting note: At the Sunday National Board meeting, the North Carolina Document Review had been completed and was also found to be a model for other states. Congratulations Region 8)!*

Based on feedback from Region 8 SJDs, the National Board will streamline the Document Review process for future submissions. Among the anticipated changes are: (1) only the first page of the Financial Reports will need to be included; (2) bank statements and receipts will not need to be included; (3) copies of emails will not need to be included. Evelyn Chandler planned to revise the guidelines during the upcoming year.

(Post-meeting note: Florida and Alabama are scheduled for Document Reviews this year)

- V. **Forms Reduction.** Based on feedback from Region 8 SJDs, several forms will be consolidated and will be converted to online, fillable forms.
- VI. **Non-NAWGJ Expenses.** The NAWGJ Board re-affirmed its position that NAWGJ funds should be spent on NAWGJ-related activities as a first priority. Specifically, states are asked to support the National Judges Cup by sending judges to the meet, sending a team, or supporting a judge from another state who is able to attend if judges in their own state cannot attend; or sending a contribution. Because the meet is labor intensive, the preference is for states to send judges to the meet. Ideally, volunteer judges will stay for the entire meet so that there is adequate coverage from beginning to the end of the meet.

(Post-meeting note: Realizing the difficulty in getting volunteers who can stay from the beginning to the end of the meet, the National Board was open to (1) splitting a weekend assignment if a state sends more than one person (e.g., Friday-Saturday and Saturday Sunday); or (2) having a judge just come in for Sunday because this is the day that is most difficult to staff. In many locations, the judge will need to stay over Sunday night.)

RJD Approval of Non-NAWGJ Expenses over \$100.00. The Operating Code (page 15) states that “after consultation with and approval of the State Governing Board members, [SJD’s] must receive written approval from the Regional Judging Director for non-NAWGJ expenses over \$100.00.” This has not been a practice in Region 8 so it will need to be implemented. This includes items that are less than \$100 individually but, when bundled together, exceed \$100. *(Post-meeting note: At the Sunday morning meeting, the Board remained firm in the interpretation of this requirement. However, it was noted that the RJD could approve these expenses at the time the budget was submitted to the RJD, if the budget was accompanied by SGB minutes detailing the specific non-NAWGJ expenditures. This process will avoid duplicative approvals. It was specifically noted that RJDs do NOT approve the SGB budget. Therefore, RJDs may approve projected non-NAWGJ expenditures at the time of submission of the budget if accompanied by SGB approval/minutes but they will not be approving the budget).* See previous note about the priority for NAWGJ expenses over non-NAWGJ expenses.

VII. National NAWGJ Meeting. SJD’s were asked to notify their members that the National NAWGJ meeting will be held at USA Gymnastics Congress on August 17 at 4:30 p.m. All judges are invited to participate.

VIII. Financial Announcements and Reminders:

- All states were asked to have an elected position designated as ~~treasurer~~. *(Post-meeting note: The name was changed from treasurer to Financial Assistant at the Sunday Board meeting to better reflect the duties of the position.)* The Financial Assistant may be a separate elected position or may be an existing elected position who is designated as Financial Assistant in addition to other duties. The Financial Assistant should become knowledgeable in all NAWGJ financial policies and procedures, may assist the SJD with financial duties, and serve as the four-eyes reviewer. The individual may prepare the financial report for the SJD but the SJD must sign the report (in this case, the SJD would conduct the four-eyes review).
- Only the SJD may have access to the NAWGJ checking account and sign checks or utilize bill pay. *(Post-meeting note: This statement will be added to the NAWGJ Operating Code as it was not explicitly stated before).*
- Patty Shipman will accept financial reports electronically via Google Docs or other method. Kim Joye, Georgia SJD, provided an overview of Google Docs to all SJDs at the national meeting and was helpful in getting electronic submissions to become accepted.
- A Form 1099 needs to be submitted for all individuals paid by the SGB, regardless of the amount paid. Send the form and the amount paid to Patty Shipman. The RJD does not need copies of these forms.
- The threshold for requiring approval by RJDs for depreciable items was changed from \$200 to \$400. This change will be reflected in the Operating Code.

- The threshold for submitting inventory forms to Patty Shipman was raised to \$1500. A check box will be included on the Annual Report form to document inventory items below \$1500. *(Post-meeting note: It may still be necessary to send an inventory form for items between \$400 and \$1,499 to the SJD—need to wait for the minutes from the National Board because I was not clear on the final outcome of the discussion).*
- If an SJD travels on NAWGJ business by car instead of by air, reimbursement may be claimed in an amount comparable to the sum of the cost of the airfare (lowest fare at the time a reservation would have been made) plus other related costs, e.g., airport parking, baggage fees, mileage to/from the airport, transportation to/from the hotel/site.
- When SJDs use NAWGJ funds to travel and share a hotel room with another NAWGJ member, the accompanying judge should pay half the cost of the hotel room (otherwise this would be a benefit to one judge over all other members—the alternative would be for the state to provide all members with a similar benefit).
- Reminder that the Helping Hands donation goes under “Other” on financial reports.

IX. State Governing Board Meetings

The Operating Code was changed to require a minimum of two SGB meetings per year. One of the meetings must be face-to-face (however, individual members may call in, Skype in, or use GoToMeeting to participate in the face-to-face meeting). The second meeting may be face-to-face or by other means (call in, Skype, GoToMeeting, etc.).

X. Assigning

For insurance purposes, judges must be assigned by the elected assigner or the SJD. It is preferred that the elected assigner make all assignments. If a person other than the elected assigner or SJD is used to assign, (1) the person must be an elected SGB member and (2) the minutes must state that the SGB has voted to approve this person to assign. The insurance company will not provide coverage for meets not assigned by individuals who are not officially designated with this duty.

XI. Summer 2018 National Meeting. The 2018 National NAWGJ Board meeting will be July 8 – 15, 2018 in Burlington, Vermont at the Essex Culinary Resort. *(Post-meeting note: Nearly all regions voted for Burlington; two were split between Burlington and Niagara Falls).*

XII. Term Limits. The Board discussed the pros and cons of term limits. Region 8 SJDs favored term limits at all levels (SGB members, SJDs, RJDs, and other National Board members). Region 8 SJDs preferred a three-term limit over a two-term limit. *(Post-meeting note: Six regions were in favor of term limits. One was opposed. One was not present for the discussion. Two regions preferred 3 terms; the other regions preferred 2 terms. The Constitution Committee will prepare two to three proposals regarding term limits for consideration at the January, 2018 National Board meeting).*

XIII. Emergency Preparedness. A draft document was distributed to assist Meet Referees and judges in preparing for potential emergencies on the way to or during a meet (accidents, illnesses, or other emergency situations). The document will be finalized and posted on the NAWGJ website. States were asked to discuss the document with their boards and to

develop a plan that would educate judges in their state and enhance their preparation for emergency situations. Of particular importance was the need to collect emergency contact information for all judges (the *gymjas* developer will be asked to add a field to the assigning system for judges to enter emergency contact information—until then, states should identify a method for collecting this information and making it accessible if needed).

XIV. Regional Symposium Schedule. The tentative Region 8 Symposium schedule was reviewed and amended. A final schedule will be disseminated as soon as it is completed.

XV. SJD Attendance at National Meeting. *(Post-meeting note: A motion was passed that SJDs must be present from the start to the end of the summer SJD workshop to satisfy the requirement for attendance).*

XVI. Adjournment. The meeting adjourned at 8:30 p.m.