

**NAWGJ - BOARD OF DIRECTOR'S MINUTES  
Baltimore, MD June 26-27, 2025**

***The mission of NAWGJ is to provide professional development for its members and to support and promote women's gymnastics in the United States.***

**NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES  
BOARD OF DIRECTOR'S MINUTES  
Baltimore, MD  
June 26-27, 2025**

**Call to Order**

President Teresa Barnard called the meeting to order on Thursday, July 26 at 8:50 a.m. ET. After welcoming everyone, she requested a roll call for the record:

President: Teresa Barnard

Vice President: Ann Heppner

Director of Finance: Robin Ruegg

Secretary: Denise Green

Region 1: April Brandon

Region 2: Priscilla Hickey

Region 3: Suzzan Azzaro - excused

Region 4: Robin Smith

Region 5: Debbie Campbell

Region 6: Jim Burton

Region 7: Leslie McPeck

Region 8: Diane Thompson

National Collegiate Assigner: Jenna Karadbil

National Education Director: Tammy Parsons

National History Director: Gina Fuller

National Judges Cup Director: Evelyn Paradis

National Library/Technology Services Director: Maureen Blair

National Website Director: Brenda Eberhardt - excused

**Conflict of Interest/Confidentiality Agreement forms**

Ann Heppner, Vice President, requested all BOD members complete the Conflict of Interest and Confidentiality Agreement forms electronically.

**Approval of Minutes**

**MOTION:** Priscilla Hickey

I move to approve the minutes from our April 30, 2025, Board of Directors' Zoom meeting.

Second: Diane Thompson

Passed: Unanimously

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**For the Record**

**Bylaw Committee (vote after 30-day review)**

**MOTION:** After a 30-day review, the Bylaws Committee moves the four listed amendments to the NAWGJ Bylaws.

**1. Article V - General Organization, Section 1 - Officers, H.**

With the approval and sanction of the Executive Committee and following input from the governing Regional Judging Director, members may choose to run as co-State Judging Directors.

- Co-SJDs must submit a form delineating duties for each Co-SJD to the Executive Committee prior to the start of the election.
- *Co-SJDs have one voice and one vote.*

May 23, 2025: Unanimously Approved

**2. Article VI - Elections, Section 1 - Duties and Procedures, A.**

A simple majority of votes cast shall be necessary for elections. ~~State Committee.~~  
*In the event of a tie, elections will be broken by a run-off election to be completed as soon as possible after the initial elections.*

**3. Article XII, Section II - Board of Directors Members, Regional Judging Director, Specific Duties, 3.**

~~The RJD may recommend qualified judges from their respective Regions for selected national and Regional competitions. select judges~~

*All women's national gymnastics administrative organizations (USAG, NGA, YMCA, etc.) have a process for selecting judges for post-season meets. The NAWGJ Regional Judging Director may make or be requested to recommend qualified judges.*

May 23, 2025: Unanimously Approved

**4. Article XII, Section III - Other Officers, A. State Judging Director, Specific Duties, 5.**

~~5. Recommend qualified judges from the State Judging Director's respective State for State and Regional competitions with the assistance of the State Committee members.~~

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*All women's national gymnastics administrative organizations (USAG, NGA, YMCA, etc.) have a process for selecting judges for post-season meets. The NAWGJ State Judging Director may make or be requested to recommend qualified judges.*

May 23, 2025: Unanimously Approved

**Elections:** State Committee elections for odd-numbered Regions are in process. Voting takes place between June 25 and July 10, with the results finalized by July 12, 2025. Elected members will take office July 20.

## **OLD BUSINESS**

### **Strategic Planning**

A brief overview of the development of a NAWGJ Strategic plan re-introduced to the BOD to aid in committee meeting discussions.

### **NAWGJ Committees**

Teresa reviewed the goals of the Committee meetings:

1. Develop a joint mission using the information from previous committees
2. Develop goals and timelines with a future focus that supports NAWGJ's overall mission.
3. Consider and develop motions.

**Motion to Recess** to Committee Meetings: Debbie Campbell

Second: Diane Thompson

Passed: Unanimously

Meeting Recessed: 9:45 a.m. ET

**NAWGJ - BOARD OF DIRECTOR'S MINUTES**  
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**Reconvened the Board of Directors Meeting** Thursday, July 26, 2025, at 2:30 p.m. ET  
All members present except excused members Suzann Azzaro and Brenda Eberhart.

**EXECUTIVE REPORTS**

**President's Report - Teresa Barnard**

Over the past year:

- Signed the contract for the 2026 BOD meeting to be hosted in Kansas City at the Loews Hotel.
- Signed the contract for the 2027 BOD meeting and NAWGJ Symposium to be hosted in Kansas City at the Loews Hotel.
- Quarterly zoom BOD meetings in October, January and April. The January meeting was in person in Fort Lauderdale, FL, in conjunction with the NJC.
- Produced and sent quarterly National Newsletters via Wild Apricot to all members.
- Met quarterly with Land's End for Uniforms and introduced a new jacket with the badge. Working on 3 new vests.
- Renewed our Insurance with the current carrier. Signed the renewal application for our 2025-2026 Policies.
- Attended two meetings in person, representing the organization.
  - WCGA meeting in Salt Lake City, Utah
    - Presented the NAWGJ NCAA college task force findings
  - DEV/Tech Joint committee meeting & USAG Tech meeting in Salt Lake City, Utah
    - Presented our USAG Report
    - Presented a PowerPoint with concerns for the future and testing
    - Nichole Otterson will attend our meeting virtually
  - Financially, NAWGJ covered the cost of my attendance at both meetings and my hotel room for all days, as the meetings took place before and after Nationals.
- The Executive Committee, the National Collegiate Assigner, and I began working with an attorney on redrafting the Code of Professional Responsibilities document, the Problem Resolution Process, and the Social Media Policy. Target date for completion - September 1, 2025.

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**Vice President Report - Ann Heppner**

Three-in-One Report: VP activities, Election Committee, Bylaws Committee

**Executive Duties**

**Bylaws, Election Guide** (Bylaws Committee: Ann Heppner, Denise Green, Bonnie Synol)

- Ongoing work on updating and removing outdated documents on website with help of Webmaster, Brenda Eberhardt
- Election results reported to Board of Directors and recorded in minutes with the help of National Secretary, Denise Green
- Research on Strategic Planning for NAWGJ

**Bylaws** (Bylaws Committee: Ann Heppner, Denise Green, Bonnie Synol)

- Bylaws updates determined by Board of Directors (BOD) at July 2024 meeting: See meeting notes for details
- Bylaws document updated to reflect BOD decisions
- Task list for Summer BOD meeting

**Election Guide** (Election Committee: Ann Heppner, Bonnie Synol, Denise Green, Jim Burton)

- Election Guide published 10/24
- Ongoing work with Election Buddy, changes in process
  - Double check by RJD appreciated and working well
- Task list for Summer BOD meeting

**Elections Report**

- Ongoing identification and clarification of Term Limits
- July 2-July 16, 2024 - State Committee Election - Even Regions
  - 373 Voters 71%
  - Election conducted, concluded
  - Challenging issues with termed-out candidates.
  - Change procedures for next election
- Jan 30-Feb 16, 2025 - RJD elections as scheduled - Odd regions
  - 291 Voters 72%
  - Collaboration with Website Director for URLs
  - Election conducted, concluded
  - Tie vote - Region 7

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- Mar 5-Mar 20, 2025 Tie-breaker Election
  - 153 voters 74%
  - Election conducted, concluded
- March 25-April 8, 2025 - Special SJD Election - Kansas
  - 23 voters 79%
  - Election conducted, concluded
- June 25-July 10, 2025 - State Committee Election - Odd Regions
  - Currently underway

**Director of Finance - Robin Ruegg**

- The proposed budget for Fiscal Year 2025 requires the National Committee's (BOD) approval. This covers the National accounts only.
  - 2025 Proposed Income: \$213,000
  - 2025 Proposed Expenses: \$279,241
  - 2025 Proposed Net Loss: -\$ 66,241Notes: \$37,000 down payment paid for Symposium 2027.  
Increased expenses due to paying for RJD hotels out of National account.
- States still need to spend down their accounts or have a plan to spend next year with recertification.
- Note that CD rates are 3.0-4.0% currently, so the national account owns five CDs earning interest. Regions and States can invest in CDs also—it is good cash management policy for those amounts being held for recertification or symposium.
- NAWGJ National Bank Accounts as of 06/22/2025 totaled \$599,633. This consists of a checking account, 2 savings accounts (1 for Helping Hands), and 5 CDs.  
Note: for 1 year's expenses of \$280,000, we will keep funds in checking and savings accounts.
- Starting in Fiscal Year 2026 (Nov 1, 2025), we will begin using a revised financial report that compares the financial report to the actual bank balance.
- Summary of total NAWGJ finances for the last Fiscal Year from Nov 1, 2023 – Oct 31, 2024.
  - Income: \$3,302,205
  - Expenses: \$2,852,004
  - Net Revenue: \$ 450,200Notes: NAWGJ continues to bring in significant funds from judges' cups at the state level. Reminder: All money belongs to the overall NAWGJ organization, regardless of whether it is in State, Regional, or National accounts.
- Balance sheet 10/31/24: \$3,568,679 (Money held in State, Regional and National bank accounts, including checking, savings, CDs)

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- **Proposed Budget**

The Director of Finance, Robin Ruegg, reviewed the Proposed and Preliminary budgets for Fiscal Year 2025-26 (November 1, 2025 to October 31, 2026).

**MOTION:** from the Finance Committee

***The Finance Committee moves to approve the 2025 budget and the preliminary 2026 budget for the National NAWGJ accounts.***

**Second:** Not required

**Passed:** Unanimously

**Secretary's Report - Denise Green**

**Memberships**

- NAWGJ has 2,396 members, including 22 who are *pending* certification.
  - Membership increased by 135 from last year's total of 2,261.
  - 64% of members are Level 10 and above with 91% having a Level  $\frac{4}{5}$  rating.
  - Review of profiles indicates many ratings have not been updated.
- 38 SJDs and State Committees took advantage of group renewals.
- Distributions of funds from dues paid (between August 1, 2024, and July 31, 2025), will be sent to the RJDs in November of 2025.
- NAWGJ members are encouraged to update their Profiles whenever their personal information changes, such as their name, address, phone number, email, rating, or NAWGJ position. This helps to maintain accurate records and ensures that the voting process is accurate, efficient, and inclusive.
- If a judge is unable to sign in to their NAWGJ profile to update, please use the "Reset Password" button or contact the NAWGJ Secretary via email (secnawgj@gmail.com).

**Minutes**

- Approved Minutes from the Board of Directors' meetings and Executive Committee meetings are posted on the National NAWGJ website under the "About Us" tab.

**OLD BUSINESS**

**Regional & Committee Reports**

Please refer to the Board of Directors Minutes (4/16/24 & 4/30/25).

**SJD Annual Workshop**

Teresa Barnard, President, briefly reviewed the upcoming virtual SJD Meeting and Workshop.

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**NEW BUSINESS**

**RJD Presentation**

Region 5 - Regional Judging Director Debbie Campbell presented an overview of strategies to organize RJD duties and utilize Google Drive to provide support to the SJDs.

**Website Review**

Teresa Barnard, President, reviewed the following protocol for website updates. The Committees/Directors listed below will review and provide suggestions for changes to the listed website sections:

- About Us - Executive Committee
- Become a Judge - Professional Development Committee
- Member - Executive Committee
- Educational Links, Judging Aids - Education Committee
- Events - Events Committee
- NCAA - Collegiate Judging Committee
- Organization - Executive Committee
- Store - Website Director

**MOTION** to Recess: Jim Burton

**Second:** Diane Thompson

**Passed:** Unanimously

Meeting Recessed: 5:00 p.m. ET



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**Reconvened the Board of Directors Meeting** - Friday, July 27, 2026, 8:40 a.m. ET  
All members present, except excused members Suzann Azzaro and Brenda Eberhardt.

**NEW BUSINESS** (continued)

**NAWGJ Policies and Procedures Best Practices**

Teresa Barnard, President, and Debbie Campbell, Region 5 RJD, presented the NAWGJ Best Practices for Financials and Procedures document to the Board of Directors. The document will serve as guidelines, providing direction to NAWGJ officers and members regarding finances, assignments, membership, and other matters. When completed, it will be reviewed by the BOD. Target date September 1st.

**Committees**

Committees presented their updated Missions and Goals, including timelines.  
On Sunday, motions from the Committees will be reviewed, discussed, and votes taken.

**NAWGJ Strategic Planning session**

Ann Heppner, Vice President, led the BOD in an activity to gather information for a future strategic plan. These included recognizing NAWGJ's strengths and weaknesses, as well as our opportunities and threats. Information will be gathered from various sources related to our organization to develop our decision-making process.

**NAWGJ Insurance**

Jenna Kardbil, National College Assigner, will create a side-by-side document comparing what the NAWGJ insurance policy covers versus USAG at a judge-related event, simplifying the coverage information.

**Google Suite**

The BOD held a work session to organize the Google Drive files for uniformity and easier accessibility.

Five (5) folders in Regional Shared Drives:

- Elections - Membership lists running/voting
- Financials - Compensation Plans, Educational Plans, Fundraiser Financial Report, Quarterly Reports
- Forms - Annual Statistical Report, Assigning Protocols, Confidentiality & Conflict of Interest, Green Flag Report, Inventory Report, Mitigation Forms, Signed Contracts, State Committee Members
- Minutes for Meetings - all State and Regional meeting minutes
- Resources - Director's Directory, Blank NAWGJ Expense Report Form, Blank Clinician Agreement, Google Suite Information

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**MOTION** to Recess: April Brandon

Second: Leslie McPeek

Passed: Unanimously

Meeting Recessed: 5:00 p.m. ET

**Reconvened the Board of Directors Meeting**: Saturday, July 28, 2025, 9:30 a.m. ET

All members were present, except for the excused members: Debbie Campbell, Suzann Azzaro, and Brenda Eberhardt.

**SJD Annual Workshop**

Teresa Barnard reviewed the agenda: Tammy Parsons manages the Zoom breakout rooms.

11:00 - 1:00 Introduction, Executive Reports

Nadine Thompson - assists Robin Ruegg, Director of Finance

Amanda Reynolds - USAIGC

Donagene Jones - NGA

Nichole Otterson - USAG

1:00 - 2:00 Lunch

2:00 - 4:30 RJD Committee Meeting with SJDs

5:00 - 8:00 Breakout rooms (after a 10-minute opening)

- Organizing SJD Position Using Technology - Denise Green, Maureen Blair, Robin Smith.
- Finance: Education Reimbursements, Fundraising - Robin Ruegg, Evelyn Paradis, Jim Burton, Leslie McPeek.
- Preparing for the Future - Teresa Barnard, Ann Heppner, Gina Fuller.
- Assigning Best Practices - April Brandon, Priscilla Hickey, Jenna Kardbil, Diane Thompson.

**MOTION** to Recess: Jim Burton

Second: Diane Thompson

Passed: Unanimously

Meeting recessed: 10:45 a.m. ET

**NAWGJ - BOARD OF DIRECTOR'S MINUTES**  
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**Reconvened the Board of Directors Meeting**, Sunday, July 29, 2026, 8:30 a.m. ET  
All members were present, except for the excused member, Debbie Campbell.  
Attending virtually: Suzann Azzaro and Brenda Eberhardt.

**Protocols and Procedures**

- Presented protocols for personal information going out to memberships (e.g., deaths).
  - NAWGJ Regional or National Officers - Executive Committee will compile and send information via Wild Apricot.
  - Other members - Information may be compiled and sent via Wild Apricot or emailed to specific Regions.
  - For emails or information shared from Wild Apricot (the membership site), the NAWGJ President is the official voice of NAWGJ.
    - **Rule 9:** Judges shall not speak to the press or other media on behalf of NAWGJ unless it is part of their official job duties for NAWGJ.
- Helping Hands: SJDs send requests to the Helping Hands Sub-Committee, which will forward them to the Executive Committee for review and approval.
- RFP (Requests for Projects): Requests submitted to the Awards Sub-Committee for review and approval. Projects will be shared with BOD.
- NAWGJ Educational Projects: The Education Committee reviews Educational Projects and determines which projects to accept for the website. BOD approves projects that incur costs.

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**MOTIONS from Committees**

**MOTION #1:** from Bylaws Committee

***The Bylaws Committee moves to amend the title of the National Library/Technology Services Director to Technology Services and Support Director.***

Second: No second required

Passed: Unanimously

**MOTION #2:** from Collegiate Judging Committee

***The Collegiate Judging Committee recommends the three appointments for Collegiate Regional assigners.***

Proposals:

1. To appoint Michelle Ripple to the position of NCAA Regional Assigner for a four-year term, beginning upon her acceptance.
2. To appoint Amanda Turko to the position of NCAA Regional Assigner for a four-year term, beginning upon her acceptance.
3. To appoint Mark Welch to the position of NCAA Regional Assigner for a four-year term, beginning upon his acceptance.

Rationale:

The Collegiate Judging Committee ("CJC") reviewed the 10 submitted applications for the three open Regional Assigner positions. The CJC met and discussed each of the applicants, their respective applications, and the requirements for the open positions. Upon full discussion, (Jenna Karadbil recused herself from discussion on Amanda Turko) the CJC committee voted and unanimously agreed upon the three applicants stated above.

Second: No second required

Passed: Unanimously

**MOTION #3:** from the Executive Committee

***The Executive Committee moves that all National Annual SJD Meetings return to in-person beginning in 2027.***

Second: No second required

Passed: Unanimously

**MOTION #4:** from the Executive Committee

***In addition to the President, the Executive Committee moves that two additional administrators have the passwords/codes to all sites that are password protected.***

Second: No second required

Passed: Unanimously

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**MOTION #5:** from the Education Committee

***The Education Committee moves to use a specific logo as a signature element for NAWGJ-created or produced educational materials.***

Second: No second required

Passed: Unanimously

**MOTION #6:** From the Finance Committee

***The Finance Committee moves that elected officers, specifically the Executive Committee, RJDs, and SJDS, may issue contracts, in addition to judging contracts, with approval of their respective committees.***

- ***Within the National Board of Directors, approved by the Executive Committee***
- ***Regional Judging Director, their Regional Committee***
- ***State Judging Director, their State Committee***

Second: No second required

Passed: Unanimously

**MOTION #7:** from the Finance Committee

***The Finance Committee moves to raise NAWGJ membership dues as of July 31, 2026 to \$75 or \$30 for a first-year membership.***

Second: No second required

Passed: Unanimously

**NAWGJ VP - Discussion**

- With the upcoming election for the Vice President, the BOD will consider a shadow position from the date elected until taking position on April 1, 2026.
- Motion to be discussed at the October 1st BOD meeting.

**Review of SJD meeting & workshop**

- Continue with breakout sessions next year - survey to determine needs of SJDS.
- Good education from outside organizations - USAIGC, USGA, NGA. Consider other organizations for next year.
- Consider splitting SJD sessions into two weekends or keeping them on one weekend.

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**GOOD of the ORDER**

**Newsletter**

- BOD - Provide information for the Newsletter by July 7th. The theme is "Gratitude," e.g., expressing gratitude to assigners, etc.

**NAWGJ Region 8**

- Brenda Eberhardt reports that NAWGJ Region 8 will host a casino night and raffle at USAG National Congress.
- The NAWGJ store will donate NAWGJ 50th anniversary memorabilia and a NAWGJ symposium registration.

**Presidential Appreciation**

- Teresa Barnard shared gracious remarks to each member of the BOD for their ongoing support of NAWGJ.

**Proposed Dates for Quarterly 2025-26 BOD and 2026 Annual SJD Workshop**

- Wednesday, **October 1**, Virtual (6P/7M/8C/9E)
  - September 17 - Motions due
  - September 24 - Agenda sent with Motions attached
  - Quarterly National Fall Newsletter
- Saturday, **January 3**, Anaheim, California, National Judges Cup
  - December 20 - Motions due
  - December 27 - Agenda sent with Motions attached
  - Quarterly National Winter Newsletter
- Wednesday, **March 25**, Virtual (6P/7M/8C/9E)
  - March 11 - Motions due
  - March 18 - Agenda sent with Motions attached
  - Quarterly National Spring Newsletter
- **May / June**, Committee Reports & Regional Reports, **TBD** (Virtual)
- Tuesday - Thursday, **July 21 - 23**, Kansas City, MO
  - Room block July 20 - 23

**MOTION** to adjourn: Robin Smith

Second: Ann Heppner

Pass: Unanimously

Meeting adjourned: 10:18 a.m. ET

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**2025/2026 NAWGJ National Committees**

<p style="text-align: center;"><b>Executive Committee</b> Teresa Barnard*, Ann Heppner Robin Ruegg, Denise Green</p> <p style="text-align: center;"><b>Bylaws Committee</b> Ann Heppner*, Denise Green Diane Thompson, Brenda Eberhardt</p> <ul style="list-style-type: none"><li>○ Election</li><li>○ Membership</li></ul> <p style="text-align: center;"><b>College Judging Committee</b> Debbie Campbell *, Robin Ruegg Jenna Karadbil, Teresa Barnard</p> <p style="text-align: center;"><b>Communications Committee</b> Priscilla Hickey*, Gina Fuller, Jim Burton Brenda Eberhardt, Maureen Blair</p> <ul style="list-style-type: none"><li>○ History</li><li>○ Newsletter</li><li>○ Social Media</li><li>○ Technology</li><li>○ Web Content</li></ul>	<p style="text-align: center;"><b>Education Committee</b> Ann Heppner*, Tammy Parsons Maureen Blair, Evelyn Paradis, Leslie McPeek, Suzann Azzaro April Brandon (All BODs participate)</p> <p style="text-align: center;"><b>Events Committee</b> Teresa Barnard*, Suzann Azzaro Evelyn Paradis, Gina Fuller, Robin Smith Tammy Parsons, Jim Burton</p> <ul style="list-style-type: none"><li>○ Awards</li><li>○ NJC</li><li>○ Site</li><li>○ Symposium</li></ul> <p style="text-align: center;"><b>Finance Committee</b> Robin Ruegg*, Leslie McPeek April Brandon, Debbie Campbell</p> <p style="text-align: center;"><b>Professional Development Committee</b> Denise Green*, Diane Thompson Priscilla Hickey, Robin Smith Ann Heppner</p> <ul style="list-style-type: none"><li>○ Assigning</li><li>○ Helping Hands</li><li>○ Outreach, Recruitment &amp; Mentoring</li><li>○ Professional Responsibility</li></ul>
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\* Denotes Committee Chairperson