

NORTH COAST SECTION **BOARD OF MANAGERS** **MINUTES**

April 18, 2011



NORTH COAST SECTION
5 Crow Canyon Ct., Suite 209
San Ramon, CA 94583
(925)-263-2110 Fax: (925) 263-2120
Web Address: www.cifncs.org

Board of Managers
 April 18, 2011
 Attention: Athletic Directors

This guide is designed to help assure that all coaches read the North Coast Section minutes. Coaches should initial the appropriate box(es) before passing the copy on.

SPORT	VARSIITY	JV	FROSH/ SOPH	FROSH	BOYS	GIRLS
Badminton						
Baseball						
Basketball						
Cross Country						
Field Hockey						
Football						
Golf						
Lacrosse						
Skiing						
Soccer						
Softball						
Swimming						
Tennis						
Track & Field						
Volleyball						
Water Polo						
Wrestling						

NCS BOARD OF MANAGERS MINUTES

DATE: MONDAY, APRIL 18, 2011
LOCATION: ACALANES ADULT AND COMMUNITY EDUCATION CENTER
TIME: 8:30 a.m.

Facilitator: Richard Graey
Recorder: Bri Niemi, Asst. Commissioner

AGENDA TOPIC	COMMITTEE RECOMMENDATIONS				PURPOSE	DISCUSSION LEADER(S)	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM			
I. ADOPT AGENDA					R, D, A	Richard Graey	Approved 41-0-0 to adopt the agenda as presented.
II. CONSENT AGENDA					R, D, A	Richard Graey	Approved 41-0-0 to approve the Consent Agenda.
III. MINUTES OF THE JANUARY 28, 2011 MEETING Previously emailed to member of the Board of Managers					C (D,A)	Richard Graey	Approved by Consent.
IV. PUBLIC INPUT Pursuant to Education Code 33353.2 (C), any person wishing to speak on any item on the agenda, or comment on the policies and practices of the CIF – North Coast Section, will be heard at this time.					I		There was no person from the public present that wished to comment on any items on the agenda or on the policies and practices of NCS/CIF.
V. FINANCIAL ITEMS							
A. March Balance Sheet – will be provided at the meeting. <u>Attachment A</u>				I	I	Gil Lemmon	Comments made by Commissioner Lemmon and questions addressed.
B. Report on Fall & Winter Sports Income/Expense (Fall/Winter report will be distributed at the meeting) <u>Attachment B</u>				I	I	Karen Smith	Karen Smith, Associate Commissioner, reported on the Fall and Winter income and expenses.
C. 2011-2012 Budget as proposed by the Executive Committee <u>Attachment C</u>				Support 9-0-0	R, D, A	Gil Lemmon	Approved 42-0-0 to adopt the proposed budget of the Executive Committee.
VI. EXECUTIVE COMMITTEE							
A. 2011-2012 Membership of the Executive Committee					I	Richard Graey	The 2011-2012 membership of the Executive Committee was shared.
B. 2011-2012 NCS Governance Calendar <u>Attachment D</u>				Support 9-0-0	C (D, A)	Richard Graey	Approved by Consent.

AGENDA TOPIC	COMMITTEE RECOMMENDATIONS				PURPOSE	DISCUSSION LEADER(S)	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM			
C. Administrative Athletic Workshops					I	Gil Lemmon	Commissioner Lemmon reported on the planned Administrative Athletic Workshops to be conducted during the 2011-2012 school year.
D. Review Targets					R	Richard Graey	Commissioner Lemmon reported on the progress of the 2010-2011 Targets.
VII. SPORTS ADVISORY COMMITTEE							
A. Sports & General Rulings 100H – new language	Support 20-4-4			Support by Consent	C (D, A)	Susie Woodall	Approved by Consent.
B. Bylaw 25.405H Area Entries (Track Management)	Support 18-0-12			Support by Consent	C (D, A)	Susie Woodall	Approved by Consent.
C. CIF Check List for Accreditation (BAC) and Revision of NCS Constitution and General Bylaw 1203	Support 19-3-4			Support by Consent	C (D, A)	Susie Woodall	Approved by Consent.
D. Waiver for 14-year olds to play varsity football.	Support 23-2-4			Support 6-3-0	R, D, A	Susie Woodall	Approved 34-7-0 to adopt a waiver process for 14-year olds to play varsity football.
VIII. VALUES AND ETHICS							
A. No Report					I	Amy McNamara	No report.
IX. ALIGNMENT AND CLASSIFICATION COMMITTEE							
A. Consideration of Conference Proposals for the 2012-2016 Quadrennial Alignment Cycle							
a. Marin/Sonoma/Mendocino Proposal, <u>Attachment E</u>					C (D, A)	Richard Graey	Approved by Consent.
b. Bay Area Conference Proposal, <u>Attachment F</u>					C (D, A)	Richard Graey	Approved by Consent.
c. Coastal Mountain Conference Proposal, <u>Attachment G</u>					C (D, A)	Richard Graey	Approved by Consent.
d. Humboldt-Del Norte Conference Proposal, <u>Attachment H</u>					C (D, A)	Richard Graey	Approved by Consent.

AGENDA TOPIC	COMMITTEE RECOMMENDATIONS				PURPOSE	DISCUSSION LEADER(S)	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM			
<p>B. Bay Shore Conference Alignment Proposals</p> <p>1. Bay Shore Conference Proposal developed by the Bay Shore Conference <u>Attachment I</u></p> <p>OR</p> <p>2. Bay Shore Conference Proposal developed by the Alignment & Classification Committee <u>Attachment J</u></p>		Support 5-0-2		Support 9-0-0	R, D, A	Richard Graey	Approved 43-0-0 to adopt the Bay Shore Conference Proposal for 2012-2016 developed by the Alignment & Classification Committee.
<p>C. Valley Conference Alignment Proposals</p> <p>1. Valley Conference Proposal developed by the Valley Conference <u>Attachment K</u></p> <p>OR</p> <p>2. Valley Conference Proposal developed by the Alignment & Classification Committee Attachment L</p>		Support 5-0-2		Support 8-0-1	R, D, A	Richard Graey	Approved 43-0-0 to adopt the Valley Conference Proposal for 2012-2016 developed by the Alignment & Classification Committee.
<p>D. Request by Elsie Allen to play an independent football schedule for the 2011-2012 school year <u>Attachment M</u></p>		Support 7-0-0		Support 8-1-0	R, D, A	Richard Graey	Approved 33-8-2 to support the request by Elsie Allen High School to play an independent football schedule for the 2011-2012 school year.
X. ELIGIBILITY COMMITTEE							
<p>A. Review of 2010-2011 NCS Transfer Eligibility through the month of March, 2011 <u>Attachment N</u></p>					I	Gil Lemmon	Commissioner Lemmon reviewed the number of 2010-2011 NCS eligibility transfers through the month of March, 2011.
<p>B. Revision of CIF 206 and 207 Waiver Forms <u>Attachments O and P</u></p>			Support 11-0-0	Support 8-0-0	C (D, A)	Paul Tuohy	Approved by Consent.

AGENDA TOPIC	COMMITTEE RECOMMENDATIONS				PURPOSE	DISCUSSION LEADER(S)	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM			
C. Eligibility Committee Report					I	Paul Tuohy	Eligibility Commissioner member Paul Tuohy reviewed the action/discussion of the February Eligibility Committee meeting.
XI. CIF ITEMS							
A. CIF 2011-2012 Budget with no COLA <u>Attachment Q</u>				Support by Consent	C (D, A)	Richard Graey	Approved by Consent.
B. CIF Executive Committee Nominations				Support uninstructed by Consent	C (D, A)	Richard Graey	Approved by Consent.
C. Bylaw 201: Standards of Eligibility Revision				Support by Consent	C (D, A)	Richard Graey	Approved by Consent.
D. Bylaw 801-803: Coaches, Students, Contribution Revision	Support 28-0-0			Support by Consent	C (D, A)	Richard Graey	Approved by Consent.
E. CIF State Football Championship Regional Games	Failed 0-29-0 (No support)			Delegates instructed to oppose 7-1-0	R, D, A	Richard Graey	Motion approved 42-0-0 to instruct CIF delegates to vote no on the proposed CIF Football Championship Regional games.
F. New Bylaw: Lack of Administrative Oversight Penalty <u>Attachment R</u>				Delegates instructed to oppose by Consent	C (D, A)	Richard Graey	Approved by Consent.
G. Season of Sport Proposal	Support 26-3-0			Support by Consent	C (D, A)	Richard Graey	Approved by Consent.
H. CIF So-Cal Boys and Girls Regional Tennis Championships <u>Attachment S</u>	Support 29-0-0			Support by Consent	C (D, A)	Richard Graey	Approved by Consent.
I. Proposal to add golf qualifiers to the state championships	Support 29-0-0			Support by Consent	C (D, A)	Richard Graey	Approved by Consent.
J. North Coast Section proposal to change entrant guidelines for wrestling	Support			Support by Consent	C (D, A)	Dennis Regalado	Approved by Consent.
K. Football Mercy Rule	Support 29-0-0			Support by Consent	C (D, A)	Dennis Regalado	Approved by Consent.
XII. OTHER BUSINESS							

AGENDA TOPIC	COMMITTEE RECOMMENDATIONS				PURPOSE	DISCUSSION LEADER(S)	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM			
A. New Membership – Alameda Community Learning Center					R, D, A	Richard Graey	The new membership of Alameda Community Learning Center was approved 41-0-2
B. New Membership - Stellar Prep High School					R, D, A	Richard Graey	The new membership of Stellar Prep High School was approved 35-0-5.
C. Establishment of Division VI in CIF State Basketball and Girls' Volleyball Championships starting in 2012-2013				Support 9-0-0	R, D, A	Richard Graey	Approved 41-0-0 to forward to the State CIF the establishment of Division VI in CIF State Basketball and Girls' Volleyball Championships starting in 2012-2013.
D. Permission for the NCS Commissioner to sign a media broadcast agreement for pre-season and league season contests.					R, D, A	Gil Lemmon	Permission was denied 4-37-2 to grant permission for the NCS Commissioner to sign a media broadcast agreement for pre-season and league season contests.
XIII. CLOSED SESSION							
A. Pending legal matters, if any					I	Richard Graey	No Closed Session was conducted.
XIV. REPORT OF ACTION TAKEN IN CLOSED SESSION							
A. Report of action taken in closed session					I	Richard Graey	There was no report since there was no Closed Session conducted.
XV. STAFF REPORTS							
A. Commissioner					I	Gil Lemmon	Oral
B. Associate Commissioner Attachment T					I	Karen Smith	Written
C. Assistant Commissioner Attachment U					I	Bri Niemi	Written
XVI. PRESENTATIONS							

AGENDA TOPIC	COMMITTEE RECOMMENDATIONS				PURPOSE	DISCUSSION LEADER(S)	ACTION
	SAC	A/C COMM	ELIG COMM	EXEC COMM			
A. PHILLIP "PHIL" HEMPLER AWARD Mr. Pat Lickiss – This presentation will be moved to the October meeting since Mr. Lickiss cannot be present.					I	Gil Lemmon	The presentation to Pat Lickiss has moved to the October meeting.
XVII. EVALUATION					P	Richard Graey	
XVIII. ADJOURNMENT					A	Richard Graey	
D = Discussion, P = Participation/No Action, A = Action, I = Information only, R = Review/No Action, C = Consent							
EMERGENCY ACTION ITEMS MAY BE ADDED TO THE AGENDA BY A 2/3 VOTE OF THE MEMBERS PRESENT							

April 18, 2011

The regular meeting of the North Coast Section Board of Managers was called to order by President Richard Graey at approximately 8:45 a.m. April 18, 2011, at Acalanes Adult and Community Education Center, Walnut Creek, California.

LEAGUES & REPRESENTATIVES

Alameda Contra Costa Athletic League (2)

Kelly Lara, Alameda HS (ABSENT)
Sue Kahn, Pinole Valley HS (Ex. Comm.)
Julio Franco, Richmond HS (PROXY)

Bay Counties League-East (2)

Ray Troper, St. Elizabeth HS
Al Hearne, Redwood Christian School (ABSENT)
Tom Welsh, BAC Commissioner (PROXY)

Bay Counties League-West (2)

Travis Brownley, Marin Academy (ABSENT)
Josh Frechette, Marin Academy (PROXY)
Tony Farrel, Stuart Hall (ABSENT)
Ren Marquette, Stuart Hall (PROXY)

Bay Counties League-Central (2)

Sharon Olken, Gateway HS
Syd Renwick, Pescadero HS (ABSENT)

Bay Counties League (2)

Stephen Lim, Chinese Christian School
Mark Ryan, Oakland Military Institute

Bay Shore Athletic League (2)

Simon Chiu, St. Joseph Notre Dame HS
Kevin Gorham, Encinal HS

Bay Valley Athletic League (2)

Louie Rocha, Antioch HS
Scott Bergerhouse, Liberty HS

NCL I – South (2)

Chuck Davison, CMC Commissioner (ABSENT)
Tom Hoppe, St. Helena HS

NCL 1 – North (2)

Geri Giovannetti, Middletown HS
Allen Urbani, Ft. Bragg HS

NCL 2 – South (2)

Cari Stiles, Willits HS (ABSENT)
No second representative appointed

NCL 2 – North (2)

Robert Pinoli, Anderson Valley HS
Warren Galletti, Point Arena HS

Diablo Foothill Athletic League (2)

Adam Clark, Miramonte HS
Carol Kitchens, Campolindo HS

Diablo Valley Athletic League (2)

Nelson Noriega, Berean Christian HS (ABSENT)
John McMorris, Northgate HS (ABSENT)
Gary Swanson, Clayton Valley (PROXY)
Mario Balestrieri, DVAL Commissioner (PROXY)

East Bay Athletic League (2)

Joe Ianora, San Ramon Valley HS (Left early - proxy)
Janet Terranova, Monte Vista HS (ABSENT)
John Raynor, San Ramon Valley HS (PROXY)
Craig Bergman, Monte Vista HS (PROXY)

Hayward Area Athletic League (2)

Theresa McEwen, San Lorenzo HS (Ex. Comm.)
Lauren Clark Lek, Moreau Catholic HS

Humboldt-Del Norte League (2)

Lisa Gray, Arcata HS
Charlie Lakin, Commissioner HDNL

Marin County Athletic League (2)

Lars Christensen, Terra Linda HS (ABSENT)
Don Drake, Sir Francis Drake HS

Mission Valley Athletic League (2)

Greg Bailey, American HS
Sandy Praire, Mission San Jose HS

North Bay League (2)

Rand Van Dyke, Maria Carrillo HS
Laurie Fong, Montgomery HS

Sonoma County League (2)

Paul Tuohy, Sonoma Valley HS
Chris Heller, Analy HS (Ex. Comm.)

**DISTRICT SUPERINTENDENTS'
REPRESENTATIVES**

Contra Costa County Supt. Rep. (1)

Mike McLaughlin, John Swett Unified School District
(ABSENT)

Marin & Sonoma Counties Supt. Rep. (1)

Dr. Jan La Torre-Derby, Novato Unified School District
(ABSENT)

Alameda County Supt. Rep. (1)

Dr. William Wong, Elected representative (Ex. Comm.)
– (ABSENT)

Northern Counties Supt. Rep. (1)

Dr. Don Armstrong, Fort Bragg Unified School District
(ABSENT)

SCHOOL BOARDS' REPRESENTATIVES

Alameda County (CSBA SUB-REGION 7B) (1)

Jerome Wiggins

Private School Representative (1)

Robert Graves, Elected representative (ABSENT)

Catholic School Representative (1)

Pete Imperial, St. Mary's College HS (ABSENT)

Contra Costa County (CSBA SUB-REGION 7A) (1)

Percy McGee, Pittsburg USD Board (ABSENT)

**Humboldt & Del Norte Counties (CSBA SUB-
REGION 1A) (1)**

Ken Steele – (ABSENT)

Sonoma County (CSBA SUB-REGION 3A)(1)

Louis Jenkins

Marin County (CSBA SUB-REGION 3D) (1)

Elizabeth Robbins, Ross School District (ABSENT)

**Mendocino & Lake Counties (CSBA SUB-REGION
1B) (1)**

Lynette Carrillo, Middletown USD Board

PAST PRESIDENT

Jan Smith Billing, Montgomery HS

NCS PRESIDENT

Richard Graey, Mattole Triple Junction

PRESIDENT-ELECT

Amy McNamara, James Logan HS

FEMALE REPRESENTATIVE (1)

Kristy Christensen, Eureka HS (ABSENT)

UNDER REPRESENTED MINORITY (1)

Dennis Regalado, Acalanes School District

(Non-Voting)

**CALIFORNIA STATE ATHLETIC DIRECTOR
ASSOCIATION LIAISON**

Tom Welsh, BAC Commissioner

(Non-Voting)

**CALIFORNIA COACHES ASSOCIATION
LIAISON**

Steve Amaro, Freedom HS

NON-VOTING ATTENDEES

Bill Jones, ACCAL Commissioner

Tom Welsh, BAC Commissioner (PROXY)

Phil Tomasini, BSAL Commissioner

Bud Beemer, BVAL Commissioner

Chuck Davison, CMC Commissioner (ABSENT)

Pat Lickiss, DFAL Commissioner (ABSENT)

Mario Balestrieri, DVAL Commissioner (PROXY)

Don Nelson, EBAL Commissioner

Dave Kiesel, HAAL Commissioner

Charlie Lakin, HDNL Commissioner

Susie Woodall, MCAL Commissioner

Tom Breen, MVAL Commissioner (ABSENT)

Marie Sugiyama, NBL Co-Commissioner

Russ Peterich, NBL Co-Commissioner

Dave Ashworth, SCL Commissioner

STAFF:

Gil Lemmon, Commissioner of Athletics

Karen Smith, Associate Commissioner

Bri Niemi, Assistant Commissioner

Sandy Lemmon, Championship Event Coordinator

GUESTS

Nancy Neu, Redwood HS (Alignment & Classification)

Leo Lopoz, De La Salle HS (Executive Committee and
Alignment & Classification)

Mike Armstrong, Stuart Hall HS (Alignment &
Classification)

Representative from Berkeley HS

Shannon Wigginton, Asst. Athletic Director,
San Ramon Valley HS

Lynn Kameny, Lead Facilitator, Alameda Community
Learning Center

Tovi Scruggs, Principal, Stellar Prep High School

Desmond Gumbs, Athletic Director, Stellar Prep High
School

NCS BOARD OF MANAGERS MINUTES (Pending approval)

April 18, 2011

New Wording is printed in italics.

~~Replaced wording is printed in strike out form.~~

Continuing wording is printed in regular type

Each item passed at this meeting will become effective July 1, 2011, unless an earlier implementation date was passed by the Board of Managers and appears in these minutes.

I. ADOPT AGENDA

PASSED 41-0-0

Motion to adopt the agenda as presented.

Motion – Tom Welsh, BAC Commissioner (PROXY BCL – E)

Second – Phil Tomasini, BSAL Commissioner (PROXY BSAL)

II. CONSENT AGENDA

PASSED 41-0-0

Motion to approve the consent agenda with no items removed.

1. Item III – Minutes of January 28, 2011.
2. Item VI.B – 2011-2012 NCS Governance Calendar – Attachment E
3. Item VII.A – Sports & General Rulings 100H – new language
4. Item VII.B – Bylaw 25.405H Area Entries
5. Item VII.C – CIF Check List for Accreditation and Revision of NCS Constitution and General Bylaw 1203
6. Item IX.A – Consideration of Conference Proposals for the 2012-2016 Quadrennial Alignment Cycle
 1. Marin/Sonoma/Mendocino Conference Proposal
 2. Bay Area Conference Proposal
 3. Coastal Mountain Conference Proposal
 4. Humboldt-Del Norte Conference Proposal
7. Item X.B - Revision of CIF 206 and 207 Waiver Forms
8. Item XI.A – 2010-2011 CIF Budget
9. Item XI.B – CIF Executive Committee Nominations
10. Item XI.C – Bylaw 201: Standards of Eligibility Revision
11. Item XI.D – Bylaw 801-803 – Coaches, Students, Contribution Revision
12. Item XI.F – New Bylaw: Lack of Administrative Oversight Penalty
13. Item XI.G – Season of Sport Proposal
14. Item XI.H – CIF So-Cal Boys and Girls Regional Tennis Championships
15. Item XI.I – Proposal to add golf qualifiers to the state championships
16. Item XI.J – North Coast Section proposal to change entrant guidelines for wrestling
17. Item XI.K – Football Mercy Rule

Motion – Mark Ryan, BCL

Second – Ran Van Dyke, NBL

III. MINUTES

PASSED BY CONSENT

To recommend approval of the minutes of the January 28, 2011 meeting as printed.

IV. PUBLIC INPUT

There was no person present who wished to address the board regarding any item on the agenda, or comment on any policies and practices of the North Coast Section, CIF.

V. FINANCIAL ITEMS

- A. March Balance Sheet

INFORMATION

Commissioner Lemmon presented the March Balance Sheet and answered questions. NCS has cash in various accounts totaling \$849,126.49 dollars. Based on the current income and expense North Coast Section has a projected budget of

approximately \$20,000 for the 2010-2011 school year.

Attachment A

B. Report on Fall & Winter Sports Income/Expense

INFORMATION

Associate Commissioner Karen Smith reported on the Fall & Winter Income/Expense for 2010-2011. Through the winter championships there is currently a budget differential of -\$34,176.00. Some of the current deficit will be corrected during the spring championships.

Attachment B.

C. 2011-2012 NCS Budget

PASSED 42-0-0

Motion to approve the 2011-2012 Budget as proposed by the Executive Committee

Attachment C (Attachments include 2011-2012 Budget Notes, Income Summary, Expense Summary and Championship Income/Expense Summary

Motion: Mark Ryan, BCL

Second: Ran Van Dyke, NBL

VI. EXECUTIVE COMMITTEE

A. **2011-2012 Executive Committee Membership**

INFORMATION

President: Amy McNamara, Principal, James Logan HS
Past-President: Richard Graey, Superintendent, Mattole USD
President-Elect: Chris Heller, Principal, Analy HS
Region 1: Theresa McEwen, Principal, San Lorenzo HS
Region 2: Sue Kahn, Principal, Pinole Valley HS
Region 3: Don Drake, Principal, Sir Francis Drake HS
Female Rep.: Jan Smith-Billing, Assistant Principal, Montgomery HS
Superintendent Rep.: OPEN
CSBA Rep.: Percy McGee, CSBA Region 7A Representative
Class A Rep.: Mike Armstrong, Director of Facilities, Stuart Hall HS
Under-Pop. Rep.: Wendell Greer, Associate Superintendent, West Contra Costa County USD
At-large Rep.: Leo Lopez, Athletic Director, De La Salle HS

B. **2010-2011 NCS Governance Calendar**

PASSED BY CONSENT

Motion to approve the NCS Governance Calendar for the 2011-2012 school year.

Attachment D

Executive Committee: Support 9-0-0

C. **Administrative Athletic Workshops**

INFORMATION

Commissioner Lemmon is planning on conducting six workshops in the various geographical areas of the section. Below are tentative dates and places, as well as confirmed dates and places.

1. Wednesday, September 28th, McKinleyville High School - **CONFIRMED**
2. Thursday, October 6, MCAL Office, Larkspur - **CONFIRMED**
3. Tuesday, October 11, Freedom High School, Oakley - **CONFIRMED**
4. Thursday, October 13, Albany High School
5. Tuesday, October 18, Petaluma High School, Petaluma - **CONFIRMED**
6. Thursday, October 20, Willits High School

Commissioner Lemmon has contacted the schools/individuals above to complete Workshop arrangements. Flyers will be distributed in August.

D. **Review Targets**

REVIEW

Review of the progress of the 2010-2011 targets.

1. Continue to development ways to use technology to be more efficient in the conduct of the business of the section. Assess and address current and future needs for computers, servers, software, printers, copiers, and other related technology, sizing the equipment to the needs of the section office. Develop the use of the NCS website for submission of necessary forms for the conduct of section operations, including more interactive forms, more communication and transmission of documents by email and one-time entry of school directory information that populates other aspects of paperless submission. (Assigned to NCS Staff)

Staff continues to look for ways to streamline operations. Since the section currently does not have a web master we are converting to online submission using PDF interactive forms. Karen Smith is heading this conversion.

2. Work with NCS member school athletic directors to develop a NCS-CSADA Chapter where athletic directors can collaborate on common issues and concerns and develop more communication between schools. (Assigned to Gil Lemmon)

The NCSADA conducted a workshop Saturday, January 29, 2011 at De La Salle High School. New Superintendent of Public Instruction Tom Torlakson attended and shared thoughts on the current state budget. Attending athletic directors also heard presentations by Freedom HS Athletic Director Steve Amaro, Commissioner Lemmon and Eric Freitag, concussion expert. Commissioner Lemmon will be meeting with Section athletic directors at the CSADA Conference in Palm Springs.

3. Develop a seamless plan of transition from the current office location to the new office location, including establishment of an office floor plan, preparation of the new offices, and notification of address change and possible leasing of the current office space. (Assigned to NCS Staff)

The transition to the new office may have seemed seamless to our schools and customers, but staff endured real challenges to moving in late January. This was necessary since the section wanted to save money on property taxes. The office is fully functional and administrative staff is planning building improvements and preparation for the final move at the end of the 2011-2012 school year.

VII. SPORTS ADVISORY COMMITTEE

A. **Sports and General Rulings 100H - new language**

PASSED BY CONSENT

Motion to add language to the NCS Sports & General Ruling Bylaws that outline the process for revision of the bylaws and the effective date each year.

100H – Amendment of Bylaws

- A. The following bylaws may be amended at any regular meeting of the NCS Board of Managers by a majority vote of those present.

1. The succeeding July 1st has been established as the implementation date for all modifications of these bylaws unless a specific implementation date is stated in the action.

SAC: Support 20-4-4

Executive Committee: Support by Consent

B. **Revision of Sports & General Rulings Handbook Bylaw 25.405**

PASSED BY CONSENT

IMMEDIATE IMPLEMENTATION

Motion to add the following language to Sports & General Rulings Bylaw 25.405H Area Entries:

Any competitor or relay team that is disqualified from an event during the league qualifying meet may not move on to the next level of competition in that event. A league may only submit qualified entries to advance to the next level of competition regardless even if they don't fill their allotted number of entries. *Rule 4 Sec. 5 Art.1 NFHS Track and Field Rule Book 2011*

SAC: Support 18-0-12

Executive Committee: Support by Consent

C. **CIF Check List for Accreditation**

PASSED BY CONSENT

Motion to add to NCS Constitution and General Bylaw 1203 the requirement of officials' association to send within a 24-hour period a game report to involved schools when an ejection has occurred. This motion also requests that NCS staff forward the new language to the State CIF for inclusion in the Officials Association Accreditation Program.

Addition-11. Any ejection of a player and/or coach from a contest must be reported to the administrator of that school within 24 hours following the ejection. The officials association must provide the name of the individual, circumstances of the ejection, and the reason for the ejection. Failure to report to the school administrator may result in the loss of the official's association accreditation. **-Required for accreditation**

OFFICIALS ASSOCIATION ACCREDITATION PROGRAM

Philosophy Statement

The purpose of the Officials Association Accreditation Program is to assist official's organizations in their efforts to provide quality officiating by establishing standards that promote effective education and training procedures and desirable professional behavior.

Check List for Accreditation Required

1. Statement of Purpose-**Required for accreditation**
2. Constitution and By-laws required for accreditation
3. Definition of Membership-**Required for accreditation**
4. Evidence of Liability Coverage -**Required for accreditation**
Policy statement that the association requires and/or supplies liability coverage for individual members and the associations. Directors and officers
5. Definition of Management Structure-**Required for accreditation**
6. Operational Information-**Required for accreditation**
7. Must include. Conflict of Interest.
8. Training Requirements
9. Certification of Officials
10. Application Page Completed and submitted. Page 2-**Required for accreditation**
11. Agreement to comply signed and submitted. Page 5-**Required for accreditation**
12. Review Sheet Signed and submitted. Page 6-**Required for accreditation**
13. **See proposal above-Required for accreditation**

Rationale:

- Currently the sole responsibility of reporting an ejection falls upon the coach.
- Most schools have walk on coaches who may not be responsible for notifying their school Administrator.
- A coach may be very upset during the contest and not get the correct information upon leaving the contest
- Requiring the coach and the officials association to report an ejection to the site administrator more adequately supports accurate reporting and a lesser chance of the students being penalized by the inaction of a coach who does not report or is confused by the call of the officials.

SAC: Support 19-3-4

Executive Committee: Support by Consent

D. 18.102H Age Requirement (CIF 1900)

PASSED 34-7-0

Motion to adopt a waiver process of the age requirement in football.

18.102H Age Requirement (CIF 1900)

A student shall not be allowed to participate in an interscholastic varsity football contest or scrimmage until the student has reached his/her fifteenth birthday. The varsity football team of a three or four-year high school is the unlimited team, commonly called the first team. A student under 15 years of age may participate in an interscholastic non-varsity football contest or scrimmage, but the student may not participate in an interscholastic contest or scrimmage against the varsity team of another school. If a school has only one football team, it could be designated as the junior varsity, provided it does not compete against other varsity teams and provided it has received league and CIF section approval as a junior varsity team.

Criteria for the waiver of the age requirement shall include, but not be limited to, the following:

- A. **Participant must be at least 14 years of age;**
- B. **A letter from a licensed medical practitioner that the student is able to compete at the varsity level;**
- C. **A signed consent statement from the parent(s)/guardian(s)/caregiver, allowing participation at the varsity level;**
- D. **A statement from the head coach that the student-athlete has the physical and mental maturity to compete at the varsity level;**

E. A statement of compliance must be forwarded by the principal to the North Coast Section office verifying that all required documentation has been completed and is on file in the appropriate school office.

Note: North Coast Section member schools have chosen not to adopt the criteria to waive the 15-year-old requirement to play varsity football. Therefore, no waiver is available for NCS schools.

PENALTY FOR VIOLATION: The penalty for use of an ineligible participant is found in the NCS Student Eligibility Bylaw 219.

(Board of Managers 5/1/06)

SAC: Support 23-2-4

Executive Committee: 6-3-0

Motion: Robert Pinoli, NCL 2 - North

Second: Louie Rocha, BVAL

VIII. VALUES AND ETHICS

A. No Report

INFORMATION

IX. ALIGNMENT AND CLASSIFICATION

A. Conference Proposals for the 2012-2016 Quadrennial Alignment Cycle

1. Motion to approve the Marin/Sonoma/Mendocino Conference Proposal.

APPROVED BY CONSENT

Attachment E

2. Motion to approve the Bay Area Conference Proposal.

APPROVED BY CONSENT

Attachment F

3. Motion to approve the Coastal Mountain Conference Proposal.

APPROVED BY CONSENT

Attachment G

4. Motion to approve the Humboldt-Del Norte Conference Proposal.

APPROVED BY CONSENT

Attachment H

B. Bay Shore Conference Alignment Proposals

PASSED 43-0-0

Motion to approve the Bay Shore Alignment Proposal developed by the Alignment & Classification Committee

Attachment J

Alignment & Classification Committee: 5-0-2

Executive Committee: Support 9-0-0

Motion: Simon Chiu, BSAL

Second: Mark Ryan, BCL

C. Valley Conference Alignment Proposals

PASSED 43-0-0

Motion to approve the Valley Alignment Proposal developed by the Alignment & Classification Committee

Attachment L

Alignment & Classification Committee: 5-0-2

Executive Committee: Support 8-0-1

Motion: Amy McNamara, President Elect

Second: Gary Swanson, PROXY, DVAL

D. **Request by Elsie Allen HS**

PASSED 33-8-2

Motion to approve the request by Elsie Allen High School to play an independent football schedule for the 2011-2012 school year.

Attachment M

Alignment & Classification Committee: 7-0-0

Executive Committee: Support 8-1-0

Motion: Tom Welsh, PROXY, BCL-E

Second: Rand Van Dyke, NBL

X. **ELIGIBILITY COMMITTEE**

A. **Review of 2010-2011 NCS Transfer Eligibility**

INFORMATION

Commissioner Lemmon reviewed the number of 2010-2011 NCS Transfer Eligibility transfers through the month of March. Overall, the number of transfers are significantly higher than 2008-09 or 2009-2010.

Attachments N

B. **Revision of CIF 206 and 207 Waiver Forms**

PASSED BY CONSENT

Motion to adopt the revised CIF 206 and 207 Waiver Forms.

Attachment O and P

C. **Eligibility Committee Report**

INFORMATION

Paul Tuohy reported on the NCS Eligibility Committee meeting conducted February 22, 2011. The number of transfers, CIF State Appeals and outcomes were reviewed. New CIF 206 and 207 Waiver forms were discussed and approved. Commissioner Lemmon reviewed some of the more NCS note worthy cases that have been in the newspaper and in court.

XI. **CIF ITEMS**

A. **Proposed 2011-2012 CIF Budget**

PASSED BY CONSENT

Motion to send CIF delegates to support the CIF Proposed Budget for the 2010-2011 school year with no COLA.

Attachment Q

Executive Committee: Support by Consent

B. **CIF Executive Committee Nominations**

PASSED BY CONSENT

Motion to send CIF delegates uninstructed.

The following CIF Federated Council members have agreed to serve if selected:

Sheilagh Andujar, Principal, Oakland Technical High School, Oakland Section

Jeff Cardoza, Athletic Director, Washington Union High School, Central Section

Dave Contreras, Athletic Director, Wheatland High School (Northern Section)

Mike Garrison, Principal, Rocklin High School (Sac-Joaquin Section)

Richard Graey, Superintendent, Mattole Unified School District, North Coast Section

Michael Lewis, Assistant Superintendent, Grossmont Union High School District, San Diego Section

Darlene Miller, Athletic Director, Fremont Federation of High Schools (Allied)

James Perry, Assistant Principal/Athletic Director, Corona High School, CAHPERD

Jim Monico, Assistant Superintendent, Paramount Unified School District (Southern)

Executive Committee: Support by Consent

C. **Bylaw 201: Standards of Eligibility Revision**

PASSED BY CONSENT

Motion to send CIF delegates to support the additional language to CIF Bylaw 201.

*The CIF recognizes that any student, who becomes ineligible under the rules of another state, cannot gain eligibility by transfer to a CIF member school until the terms of that period of ineligibility have been served.

Executive Committee: Support by Consent

D. Revision of CIF Bylaw 801-803

PASSED BY CONSENT

Motion to send CIF delegates to support the revision of monetary values in CIF Bylaws 801-803.

Bylaws 801-803 Coaches, Students, Contributions Revision

The Commissioners are recommending a revision of these bylaws to more accurately reflect today's economy.

801. COACHES AWARD LIMITATIONS

No tournament will be sanctioned if an award of over ~~\$100.00~~ ~~\$20.00~~ in value is made to coaches.

802. STUDENT AWARD LIMITATIONS

A. A high school student may not receive, from any and all sources, athletic awards *for athletic achievement in a given sport* totaling more than ~~\$100.00~~ **\$250.00** in value for:

(1) Accomplishments in any regular season CIF high school competition event;

NOTE: Typical examples of a "regular season CIF high school competition event" include, but are not limited to, any non-league dual contest, league dual contest and/or individual tournaments held prior to any season-culminating League, Section, Region and/or State Playoff competition.

(2) A recognition award program, such as "Player of the Week"/"Month," for any regular season CIF high school competition.

B. A high school student may not receive, from any and all sources, athletic awards *for athletic achievement in a given sport* totaling more than ~~\$250.00~~ **\$500.00** in value for any post-regular season CIF high school competition or recognition program.

NOTE: For purposes of this bylaw only, "~~post-regular~~*post* season CIF high school competition" includes League, Section, Regional and State Playoff competition, and such competition is considered to be one continuous event.

C. The dollar value of an award shall be determined by the following criteria:

(1) The retail price paid by the last purchaser in the acquisition of the award;

(2) If the host school or League purchases the award, the retail price paid by the host school or League;

(3) If the award is donated by another entity, the retail price paid by or cost to that entity, exclusive of engraving.

D. Such award cannot be cash, a gift certificate or merchandise alone. It may be merchandise, badge, medal, plaque, ribbon, picture, certificate or trophy, if it is suitably engraved or designated as an award.

E. In the event a student accepts athletic awards in excess of the respective ~~\$250.00~~ ~~\$100.00~~ and/or ~~\$500.00~~ ~~\$250.00~~ value(s) stated above, and he/she or his/her parent(s)/guardian(s)/caregiver does not pay the excess amount(s), the student becomes ineligible for further CIF high school competition and shall be penalized according to Bylaw 213.
(Revised May 2004 Federated Council)

803. CONTRIBUTIONS

A. No entity including, but not limited to, booster clubs, individual or corporate donors, school districts, and leagues, may contribute anything in order to make it possible to give an award exceeding the ~~\$250.00~~ ~~\$100.00~~ or ~~\$500.00~~ ~~\$250.00~~ value.

B. Awards exceeding the ~~\$250.00~~ ~~\$100.00~~ and ~~\$500.00~~ ~~\$250.00~~ values may not be held and given to the student after the student graduates.

(Approved May 2001 Federated Council)

SAC: Support 28-0-0

Executive Committee: Support by Consent

E. CIF State Football Championship Regional Games

PASSED 42-0-0

Motion to send CIF delegates to oppose CIF State Football Championship Regional Games.

CIF State Football Championship Regional Game

The CIF Football Advisory Committee is recommending adding regional football games, north and south starting in December 2012. The winners of the north and south regional games would then play for the championship at Home

Depot Center. During the discussion with the commissioners they suggested that the concept of some type of revenue sharing of the regional football games be developed as part of the proposal.

As the result of the Federated Council discussion at their November 1, 2010 meeting, this item is being brought back as a first reading at this meeting. This item now includes a recommended revenue sharing with sections for the CIF State Football Championship Bowl games for the regional games only.

First Reading/Discussion: February 4, 2011

Vote: April 29, 2011

The CIF Football Advisory Committee is recommending the following format change to the CIF State Championship Bowl Games:

1. The addition of a regional game in each division (Open, DI, DII, DIII, DIV), north and south. Two teams in each division, as determined by the Section Commissioners, will play at site closest to the higher seeded team. (10 games)
2. Each regional game winner, north and south, will advance in their respective division to the CIF State Championship Football Bowl Games.
3. Implementation Date: December 2012
4. Revenue Sharing: The net profit from the ten (10) regional games will be split with the sections according to the current state marketing distribution plan.

Southern:	22.40%
Sac-Joaquin:	11.20%
North Coast:	8.70%
San Diego:	7.45%
Central Coast:	8.02%
Los Angeles:	8.02%
Central:	6.22%
Northern:	3.11%
San Francisco:	1.24%
Oakland:	1.24%
State Office:	22.40%

Total: 100.00%

This proposal would require the following:

1. All section play would end by December 1, 2012.
 - a. 2013 Date: December 7
2. Regional games would be played the weekend of December 7-8, 2012.
 - a. 2013 Dates: December 13-14
3. State Championship Bowl games would be played the weekend of December 14-15, 2012.
2013 Dates: December 20-21

SAC: Did not support - Failed 0-29-0

Executive Committee: Did not support - Failed 1-7-0

Motion: Jan Smith-Billing, Past-President

Second: Geri Giovannetti, NCL 1 - North

F. New Bylaw: Lack of Administrative Oversight Penalty

PASSED BY CONSENT

Motion to send CIF delegates to oppose.

Attachment R

Executive Committee: Did not support – Passed 9-0-0 to instruct delegates to vote no.

G. Season of Sport Proposal

PASSED BY CONSENT

Motion to send CIF delegates to support.

A proposal to adopt a statewide season of sport should now be going forward for a vote by the Federated Council. The four parts will be voted on separately. One of the issues raised during the Federated Council roundtable discussion in May of 2008 was the need to address starting and ending dates and maximum number of contests for sports culminating in a state championship.

The subcommittee on Standard Rules and Regulations formed through the Governance Task Force recommended to the Commissioners to develop common starting and ending dates and maximum number of contests for sports culminating in State Regional and/or Championships for all sections.

The Governance Task Force met on April 19 and suggested several edits. These recommendations were included on the proposal the Commissioners reviewed last June.

New Bylaw

1. SEASON OF SPORT

A. **Starting Dates for Practice** (including tryouts)

Sections shall determine the first day of practice in all sports. Sections, however, may not set as its first day of practice a date prior to:

- (1) The Monday of NFHS Calendar Week 6 for fall sports. For 2011, Aug. 8. For 2012, Aug. 6;
- (2) The Monday of NFHS Calendar Week 19 for winter sports. For 2011, Nov. 7. For 2012, Nov. 5; and
- (3) The Monday of NFHS Calendar Week 32 for spring sports. For 2012, Feb. 6. For 2013, Feb. 4.

NOTE: These dates are inclusive of required/mandated "dead periods" such as Thanksgiving Week, winter break, and section mandated dead periods.

B. **Last Contest Date**

- (1) The last contest date for regular season competition shall be determined by each Section.
- (2) For sports culminating in Regional or State championships, Section playoff competition must be completed by the Saturday prior to Regional or State competition.

C. **Number of Allowable Contests**

Sections shall determine the maximum number of allowable contests. Sections, however, for sports culminating in a Regional or State championship may not set a limit higher than:

Basketball	26	
Cross Country	14	
Football	10	(Sports not listed do not lead to a Regional or State Championship)
Golf	24	
Soccer	26	
Tennis	24	
Track and Field	14	
Volleyball	26	
Wrestling	40	(See Bylaw 3103)

NOTE: The maximum number of allowable contests is in effect for teams during the regular season. The maximum number of allowable contests does not include Section Foundation or Scholarship Games, League, Section, Regional or State championships.

- (1) Basketball - One contest for each game.
- (2) Golf - Tournaments count as 1 contest per day.
- (3) Soccer - One contest for each match.
- (4) Tennis - One contest for each match.
- (5) Volleyball - Tournaments that do not utilize a best 3 out of 5 format (i.e., best 2 out of 3 or single games to 25) count as 2 contests per day.

D. **Scrimmages**

A scrimmage is defined as:

- (1) An activity involving teams or individual student-athletes from two or more different schools in a CIF-approved sport; AND
- (2) Where no score is kept; AND
- (3) Where regulation time is not kept; AND
- (4) Where no officials are paid; AND
- (5) Where substitute rules are set aside; AND
- (6) Where coaches may stop play for instructional purposes; AND
- (7) Where admission is not charged; AND
- (8) Where no score/results are released to the media.

A. **Number of Scrimmages**

A maximum of two scrimmages per sport are permissible prior to the first interscholastic contest (league or non-league) of the season. Scrimmages shall not count in the teams or individuals

maximum number of contests. Scrimmages held after a team's first interscholastic contest shall count as a contest.

SAC: Support 26-3-0

Executive Committee: Support by Consent

H. **CIF SoCal Boys and Girls Regional Tennis Championships**

PASSED BY CONSENT

Motion to send CIF delegates to support.

Attachment S

SAC: Support 29-0-0

Executive Committee: Support by Consent

I. **Proposal to add golf qualifiers to the state championships**

PASSED BY CONSENT

Motion to send CIF delegates to support.

SAC: Support 29-0-0

Executive Committee: Support by Consent

J. **North Coast Section proposal to change entrant guidelines for wrestling**

PASSED BY CONSENT

Motion to send CIF delegates to support.

SAC: Support

Executive Committee: Support by Consent

K. **Football Mercy Rule**

PASSED BY CONSENT

Motion to send CIF delegates to support.

Below are some preliminary discussion points that may be beneficial to the **CIF FB Advisory Committee** in its consideration of developing such a procedure:

- **NFHS FB Rule 3-1-2** allows such a procedure to be established: *“By state association adoption, a point differential may be established whereby at the end of the 1st half if one team has gained the established point differential or if it secures such differential during the 2nd half, the game shall be terminated. A state association may also establish guidelines to use a running clock when the point differential is reached.”*
 - Currently the only **NFHS FB** rule directly addressing shortening or terminating a contest is **Rule 3-1-3**, which states, *“A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee, any remaining period may be shortened at any time or the game terminated.”* As one can see, the language of this rule requires the mutual agreement of opposing coaches, which many times can prove to be problematic.
 - While the intent of this agenda item is to consider the implementation of a “mercy rule” for only Championship events, it would certainly be appropriate for **CIF-Sections** and Leagues to consider such implementation for regular-season contests and Play-offs as well. However, depending on final **State CIF** action, that decision is probably better left for those respective entities to consider.
 - The implementation of a “mercy rule” for Championship events is not unprecedented. Most CIF-Sections and Leagues have some kind of game-shortening/-terminating procedures in place in the sports of Baseball, Softball and Wrestling. As well, the State CIF has already implemented a mandatory “mercy rule” for the sport of Basketball.
 - Approximately 37 of the 50 states already have a “mercy rule” in place for the sport of Football, for both the regular-season and/or Championship play.
1. During the 1st half, by mutual agreement of the opposing coaches and the referee, a “*running clock*” may be used if the point differential between the two teams reaches 35 or more;

2. If at the start of the second half or at any time during the second half, the point differential is 35 or more points, a running clock shall be used for the remainder of the contest;
3. Once the “running clock” is in effect during the 2nd half, it shall remain in effect for the balance of the contest, even if the team that is behind subsequently scores to make the deficit less than 35 points;
4. The “running clock” will be administered as follows:
5. The game clock will start with the snap or legal touch of a free kick on the first play following the establishment of the pertinent point differential, and continue to run uninterrupted when:
 - A 1st down is awarded to either team, including following a change of possession;
 - The ball or runner is out-of-bounds;
 - A legal or illegal forward pass is incomplete;
 - A play results in a touchback;
 - An inadvertent whistle occurs;
 - During all penalty enforcements.
 - The game clock shall be stopped for:
 - The end of a period;
 - A score (including touchdown; try; field goal; safety);
 - The free kick following a fair catch or awarded fair catch;
 - A charged team time-out;
 - A coach-referee conference;
 - An official’s time-out (injury; equipment; 1st down measurement; other, as required);
 - Following a stoppage for any reason in B. above, the game clock will start when the ball is next:
 - Marked ready-for-play; or
 - Legally touched on the free kick following a score, a fair catch or awarded fair catch

SAC: Support 29-0-0

Executive Committee: Support by Consent

XII. OTHER BUSINESS

A. New Membership – Alameda Community Learning Center

PASSED 41-0-2

Motion to accept the request of Alameda Community Learning Center to become a member of North Coast Section, CIF.

Motion: Jerome Wiggins, Alameda CSBA Region 7B Representative

Second: Louie Rocha, BVAL

B. New Membership – Stellar Prep High School

PASSED 35-0-5

Motion to accept the request of Stellar Prep High School to become a member of North Coast Section, CIF.

Motion: Simon Chiu, BSAL

Second: Amy McNamara, President Elect

C. Establishment of Division VI in State Championship Basketball and Volleyball

PASSED 41-0-0

Motion to establish Division VI in CIF State Basketball and Girls’ Volleyball Championships starting in 2012-2013.

Executive Committee: Support 9-0-0

Motion: Dennis Regalado, Under-represented Minority Representative

Second: Ran Van Dyke, NBL

D. Permission for the NCS Commissioner to sign a media broadcast agreement for pre-season and league season contests, effective starting with the 2011-2012 school year.

FAILED 4-37-2

Motion to grant permission for the NCS Commissioner to sign a media broadcast agreement for pre-season and league season contests, effective starting with the 2011-2012 school year.

Motion: Simon Chiu, BSAL

Second: Jerome Wiggins, Alameda CSBA Region 7B Representative

XIII. CLOSED SESSION

- A. Pending legal matters, if any
No Closed Session was conducted since there are currently no pending legal matters within North Coast Section, CIF.

XIV. REPORT OF ACTION TAKEN IN CLOSED SESSION

- A. Report of action taken in closed session, if any
No action was reported since Closed Session was not conducted.

XV. STAFF REPORTS

- A. Commissioner
Commissioner Lemmon reported that the NFHS Hall of Fame Committee did not select former NCS track & field star Monte Upshaw into the NFHS Hall of Fame. Monte's name will be re-considered in the future and NCS has an opportunity to provide additional documentation. For the second year in a row North Coast Section, CIF has had an individual/team awarded the NFHS Section 7 Spirit of Sport Award. Congratulations to San Francisco University cross country coach Jim Tracey and girls' cross country team. The award will be presented either at the CIF Federated Council or the CA State Track & Field Championships. Commissioner Lemmon has forwarded to proposals to the NFHS baseball rules committee, the requirement for base coaches to wear protective helmets and requirement of selected defensive players, batters and base runners to wear mouth guards.
- B. Associate Commissioner
Attachment T
- C. Assistant Commissioner
Attachment U

XVI. PHILLIP "PHIL" HEMPLER AWARD/PRESENTATIONS

1. Pat Lickiss - Phil Hempler Award Recipients
This presentation will be moved to the fall Board of Managers meeting since Mr. Lickiss is not able to attend the presentation.
2. Several members of the Board of Managers who will not return as assigned representatives were recognized for their service.
Dennis Regalado
Geri Giovannetti
Louis Jenkins (may return as an appointed representative but to date this has not been determined)
- Absent Members (letter and gift sent):
Willy Wong
Dr. Elizabeth Robbins
Dr. Jan La Torre-Derby

XVII. ADJOURNMENT

PASSED UNANIMOUSLY TO ADJOURN THE MEETING