



EXECUTIVE COMMITTEE MEETING

August 27, 2013

1:00 PM Section Office

- **Opening Business**
 - Call to Order – Ed Johnson – Meeting called to order at 1:30 PM
In Attendance- Ed Johnson, President, Robert Carr, President-Elect, John Aguirre, Commissioner, Vicky Lagos, Assistant Commissioner, Cristina Scotti, Finance, Hugo Ramirez, Alexa Berg, Roger Blake, State Executive Director, Arturo Barcenas, Kevin Kanemura, Joe Reed, Bob Schatz, Rick Prizant, Elias Gomez
 - Adopt Agenda – Motion to Approve- Rick Prizant, Second- Arturo Barcenas. Agenda adopted
 - Public Comment- Rick Prizant asked Roger Blake about lobbying the state for funding for high school sports for the lost revenue from the sales of soda, chips, etc. Roger Blake said he did not see it happening.
- **Introduction of State CIF Executive Director, Roger Blake**
 - State CIF Issues
- **Communications**
 - President – No Communications to share
 - Commissioner
 - ASEP / LA 84 Coaches Education
Will continue to provide coaches with the coaching education discount and all the information is posted on the website.
 - Community Harvest Bankruptcy
 - Committee Members
Heather Daims has resigned
- **Consent Calendar**
 - Approval of June 18, 2013 Executive Committee Meeting Minutes (Posted on the Section website at www.cifla.org
Revisions to calendar (coaches meetings, seeding meetings, scheduling forms).
Approved.
- **Budget & Finance – Cristina Scotti**
 - Banking Report (H)
 - Change of Financial Institution
We will be using Chase and Wells Fargo Banks and moving our current funds out of Schools Federal Credit Union

- Profit & loss Report (H)
In the report given we have made a profit in the first 2 months
- Annual audit preparation
Getting proposals from an auditing firm to handle yearly taxes and auditing
- Membership Fees update (H)
Over 20% of membership dues have been paid to date
- **Review of Internet-Based Software to Assist Section Schools**
 - Request from Rschools Today for long term contract
 - Increases would occur annually
 - The fees are based on a per school fee structure.
 - Form designs would take months to complete
 - CIF Home – **Should be available within a month**
 - EC Vote – **Documentation of vote via email that John Aguirre sent**
 - Agreement (H)
 - The system will provide
 - Schools
 - Forms, rosters, communication with all sections, membership fees, schedule review, transportation schedules
 - League Commissioners
 - Plus scheduling master – CIF Campus

Need a vote to approve paying first half of CIF Home website. Vote to approve motion:
1st- Rick Prizant, 2nd Bob Schatz, approved.

- **Governance Issues and Items for Review**
 - BOM Agenda Items (H)
 - Use of 22 game limit in all sports – Rick Prizant
 - CIF Bylaw 519 delegates this decision to the Section

Need a vote to approve placing on agenda for next meeting. 1st to approve motion – Bob Schatz, 2nd –Arturo Barcenas. Approved for agenda.
 - Revision to scrimmage restrictions in the sport of football
 - Allow teams to advance the ball while maintaining down and distance during their prescribed number of offensive plays.

Need a motion to approve. 1st to approve motion – Rick Prizant, 2nd – Bob Schatz. Approved.
 - Board of Managers Jurisdiction and Purpose (H)
 - Open Positions on BOM– Vicky Lagos (H) – **Re-open and allow others to apply for Coaches BOM position, also in need of principals.**
 - Clarification on Appeals’ Committee Procedure
 - Article 1110 – Establish Appeal’s Committee at BOM meeting (H)

How to select an appeals committee. It was suggested that the committee be made of 3 members from the BOM. It was put into motion, 1st- Rick Prizant, 2nd – Joe Reed, approved.

- Finalize Sub-Committees for Viability – additions
 - Forming of Finance Sub Committee composed of President, President Elect, and one other Executive Committee Member.

Motion to establish a subcommittee, 1st-Bob Schatz, 2nd-Rick Prizant, approved and need to select a member from the Executive Committee to complete the Sub Committee.

- Official's Committee – All on arbiter. Ask assigners to list the fees for each official on arbiter.
 - Increase sport representation
 - Maximum of 2 reps from any one sport on committee
- Basketball playoff official's
 - Request to return to using officials from the units that serve LA City Section
- LAUSD Athletics Office Staff Member
 - Request to continue as League Commissioner-per Roger Blake and the legal CIF team, League Commissioners can not legally vote on the BOM because they are direct employees of the section.
 - BOM Voting Rights, Dawn Xitco
Not allowed to vote she has to resign from one position
 - LAUSD Central District personnel to participate in Section Governance
 - Superintendent Representative on BOM & EC
 - Athletics Office Coordinator – Trent Cornelius will find out who the LAUSD Superintendent's designee will be.
 - Seek Superintendent approval
- **Review of the Section Office Progress**
 - Office Staff
 - Administrative Assistant – Alexa Berg
 - Budget & Financial Manager – Cristina Scotti
 - Marketing Development Coordinator – Hugo Ramirez
 - Payroll Matters - Cristina Scotti
 - ADP Payroll – Inputted monthly and hourly payroll for all staff members
 - Health Benefits - Cristina Scott

- Cal PERS unable to provide health benefits until approved. – **Now have Anthem Blue Cross, Choice Builder. Need to now be approved for retirement benefits since we have health insurance.**
 - State CIF recommendation
 - Researched several insurance broker
 - Federal legislation requires all health benefit packages be the same for all employees
 - Some carriers require specific percentages of employees per selection
 - Health Benefits selected based on affordability, plan coverage, employee input.
- Each employee receives \$750 a month for all medical coverage. Vicky Lagos has a \$10 overage but all other employees were under. Motion to move to pay for Vicky Lagos' \$10 overage each month. 1st to move – Rick Prizant, 2nd-Bob Schatz, Approved.**
- CalPERS update
 - District Lease Required Insurances – John Aguirre
 - Workman Compensation Insurance
 - Property Insurance
 - Office upgrades – John Aguirre
 - Internet, emails, and computer system
 - Other needs – Office Décor – **Working on getting window and wall graphics for the entrance as well as artwork for the conference room and signage on the outside wall.**
 - Employee Handbook
 - Social Media Request & Quarterly Assessment– Hugo Ramirez
Budget for social media request was approved.

Informational Items

- Gold Book
 - Executive Committee Responsibilities
 - Athletic Courtesy Passes
 - Sports Coordinators
 - Officials Assigners Meeting – Vicky Lagos
 - Meeting with LAUSD Athletics Office
 - NFHS Section 7 & 8 Meeting
 - Meeting with TWC Sports and TWC Deportes regarding broadcast events
 - Follow up meeting with Time Warner and Roosevelt / Garfield Administration
- **Close Session**
 - Follow Up on Section Office Hiring Process
 - New Employees
 - Job Offer
 - Contract

- Health Benefits

- **Upcoming Meeting Dates & Locations**
Athletic Directors Meeting – September 4, Roybal LC
League Commissioners Meeting – September 4, Roybal LC
Board of Managers - September 9, 2013, Contreras LC
Executive Committee Meeting Date – October 8, 1:00 PM, Westchester High School
CIF Commissioners Committee Meeting – October 1 & 2, Sacramento
CIF Federated Council Meeting - October 27 & 28, San Francisco

- **Adjournment**

Handouts:

Important Dates List – Revised
Section Calendar of Events
Financial Reports
CIF Home Contract
Section Insurance Information
Marketing Report
Sport Coordinator Directory
Gold Book – Constitution of the CIF Los Angeles City Section Article I – VIII
CIF Executive Director’s Update