

AASCA General Directors' Meeting Minute

LOCATION:

Marriot Dadeland, Miami, Florida

PRIMARY FACILITATOR:

Mrs. Liliana Jenkins, AASCA President

DATE:

May 03-04, 2019

TIME:

8:00 a.m.-4:00 p.m.



AASCA GENERAL DIRECTORS' MEETING



LOCATION: Dadeland Marriot Hotel Miami, FL
PRIMARY FACILITATOR: Mrs. Liliana Jenkins, AASCA President
DATE: May 03-May 04, 2019
TIME: 8:00 a.m.-4:30 p.m.

	NAME	SCHOOL		E-MAIL
1	Michael Johnston	Colegio Maya	GUA	mjohnston@cm.edu.gt
2	Sharon Canadine	Colegio Interamericano	GUA	sharon.canadine@interamericano.edu.gt
3	Jaime Comandari	Decroly Americano	GUA	jaime.comandari@decrolyamericano.edu.gt
4	Patricia Marshal	American School of Guatemala	GUA	pmarshall@caq.edu.gt
5	Kathleen Serverian-Wilmeth	Colegio Americano del Sur	GUA	kwilmeth@cas.edu.gt
6	José Antonio Peyré	The Village School	GUA	tonypeyre@yahoo.com
7	Ronald Vair	Escuela Internacional Sampedrana	HON	rvair@seishn.com
8	Liliana Jenkins	American School, Tegucigalpa	HON	ljenkins@amschool.org
9	Ken Davis	Discovery School	HON	kdavis@discoveryschool.edu.hn
10	Courtney Cullum	Mazapan School	HON	courtney.cullum@mazapanschool.edu.hn
11	Luis Chavez	Happy Days Freedom	HON	lchavez@happydaysfreedom.com
12	Eloisa Rodriguez	DelCampo School	HON	erodriguez@delcamposchool.org
13	Polly Parker	Escuela Americana, El Salvador	ESA	parker.polly@amschool.edu.sv
14	Chester Stemp	Colegio Internacional de S. Salvador	ESA	c.stemp@ciss.edu.sv
15	Grazia Bettaglio	Colegio Maya, El Salvador	ESA	gbettaglio@colegiomaya.edu.sv
16	Claudia Pardo	Escuela Panamericana	ESA	pardoc@escuelapanamericana.org
17	José Oyanguren	St. Augustine Preparatory School	NCA	headmaster@csa.edu.ni
18	Adolfo J. Gonzalez	Lincoln International Academy	NCA	adolfo@lincoln.edu.ni
19	Alegria Lores	Pan-American School	CRC	alegrial@panam.ed.cr
20	Michael Scheider	Mariam Baker School	CRC	mschneider@mbs.ed.cr
21	Robert Rinaldo	Lincoln School	CRC	rrinaldo@lincoln.ed.cr
22	Scott Adams	Country Day School	CRC	scott_adams@cds.ed.cr
23	Kathia Alvarado	American International School	CRC	katty.alvarado@ais.ed.cr
24	Viki Stiebert	International School of Panama	PAN	vstiebert@isp.edu.pa

DISCUSSION ITEMS:

1. Welcome and Introductions
2. Approval of GD meeting minutes from May 2018
3. Revision of meeting minutes from the AASCA Principals meeting
4. National Interscholastic Athletic Administrators Association (NIAAA):
5. AASCA Calendar of Events 2019-2020
6. 2018-2019 Events Report
7. Fees for Events
8. AASCA Division proposal for Sports Events (2nd day of discussion).
9. The situation at the Unified Volleyball boys' final at Sampedrana School
10. Del Campo Membership Report
11. New Applications for Candidacy and presentation by School Representatives
12. Tri-Association 38th Annual Educators' Conference
13. Treasurer's Report
14. Revision of ADs meeting minutes
15. AASCA Board Elections
16. AASCA bylaws change proposal
17. Members Retiring from AASCA

1. Welcome and Introductions

Liliana J. opened the meeting welcoming all participating directors and asked all directors to introduce themselves. After that, Michael Johnston, Head of Colegio Maya, Guatemala lead the icebreaker. He recommended using for icebreakers Liberating structures, <http://www.liberatingstructures.com/> and explained the purpose of the icebreaker.

2. Approval of GD meeting minutes from May 2018

Ron V. mentioned the last meeting minutes to see if anyone had any objections to them. *Liliana J. moved to accept last meeting minutes from the GD May 2018 meeting, Adolfo G. seconded the motion and it was approved unanimously.*

3. Revision of meeting minutes from the AASCA Principals meeting

For this section of the meeting (revision of minutes from the ADs and Principals), Graham Maclure, HS Principal from Colegio Maya, Guatemala and Juan Santamaria, Athletic Director from Escuela Sampedrana in Honduras, participated in order to answer questions or clarify information in the minutes.

- a. **Unified Events:** Comments shared about unified events: from the student perspective and overall activities the unified events are positive events but from the adult perspective (especially for the host school) there were different issues that need to be reconsidered including, size of the event, safety in such large events, competitiveness, logistics, traveling to the different locations, etc. Ron V. talked about different options and specifically the one recommended by the ADs and supported by the Principals. He indicated that the rationale for divisions if only one year of competition is used there might be real problems because schools have different issues for not participating, but the general idea is to use more than one year of participation. Discussion followed on possible causes for low participation of some schools: new school director, size, not enough students in teams, budget, and other limitations that might occur. Liliana J. reminded us that we need to take into account the students, not just what is easier for the schools hosting events. Large schools end up hosting unified events because small schools cannot host those types of tournaments. Patty M. suggested that maybe schools should only participate in some events where they can focus on all resources and effort, and AASCA can revise participation even though those schools do not go to all events. Jose O. recommended adding child protection guidelines to our discussion of events. Discussion continued and Ron V. indicated that division of schools should be based not only on the size of school but on performance and schools should be able to file a petition to play at the smaller or large division. In case schools file a petition, this should be done during the beginning of the year. Principals suggested to have the two divisions and supported the idea presented by the Athletic Directors with minor changes. Ron V. continued to present participation and

performance data from the 2018-2019 academic year. The data clearly indicated that larger school participated more (5 to 6 events per year) and smaller schools less (2 to 3 events per year). The Principals based on the ADs recommendation proposed that Volleyball, Basketball, and Soccer are separated in divisions and all other events remain unified. Their proposal included the following:

- *Divisions will be determined based on performance and enrollment.*
- *Schools should be allowed to declare/petition where they want to play (based on statistics and enrollment) per sport and gender. Petitions should be done during this time of the year (after volleyball).*
- *A 2-year review of enrollment numbers.*
- *Change the name of the divisions other than large and small schools or any numerical, etc. ranking, etc.*
- *ADs need to come up with clear process and protocols to petition and well-established criteria to make a determination.*
- *ADs need to provide data in order to make and support future decisions.*
- *ADs will determine the max number of participants per tournament*
- *Schools petitioning will present data from the last four years of competition to inform status that will determine the divisions.*

Discussion followed and some other proposals were presented: 12/12 in each division, to maintain the unified events, to separate according to the recommendations, to separate only soccer (which is the most difficult to host), how to move from one division to the other, etc. After a while, the topic was suspended in order for all directors to analyze the proposals. Also, it was revised the topic of streaming, and it was agreed too that streaming is optional.

- b. **Community Service Award:** This year, only two schools presented projects for the annual AASCA Community Service Award. Principals at their meeting selected the two schools to be considered for the award: Balboa Academy and the International School of Panama. Discussion followed on why such low participation occurs, including reflection on past years with a similar situation. Jose O. recommended changing the guidelines for the award. Tony P. indicated that if projects are presented at the Leadership conferences, students could choose the winners. Ron V. read guidelines for the Community Service Award in order to revise guidelines. Discussion followed to have two awards (one at each leadership conference) where students could vote. Proposal: two awards, they have to present at each leadership conference. Ken D. suggested eliminating that the project must have been in place for at least 2 years at the time of application. Robert R. suggested to include in the Leadership Conference invitation a reminder to the schools about the community service award. Kathleen W. asked what would happen with schools that do not send students to the Leadership conference. It was suggested that schools, even if they could not participate, they could send or present the project electronically. Ron V. made the comment that it might happen that those projects sent electronically might not get votes since students are not present, but at least have the opportunity to participate. Tony P. reminded the group, that at the leadership conference, the end product is a service-oriented project, students present their projects and vote on the best one based on a rubric. If continuity is the objective, the following year, students should present the implementation of the previous year projects. Ken D.

supported the idea and Courtney C. suggested to leave it open since students are not the same, it can be the project implementation or any new project. After taking into consideration all recommendations, **Jose O. moved that the Service Award is determined at the two leadership conferences (one award per conference). Tony P. seconded the motion, and everyone voted in favor.** Liliana J. and Adolfo G. will revise the guidelines and propose the changes to the group. After changes are approved, the new guidelines will be posted on the AASCA website. In addition, Balboa Academy and the International School of Panama will receive each the \$500 dollars' prize for the AASCA Annual Community Service Award.

- c. **AASCA Science Fair:** At the Principals' meeting the American School of Guatemala asked if the Science Fair could be expanded to include projects from Middle School (6th-8th grade) or maybe create a separate event for them. The proposal to expand the fair and include Middle School was approved by the Principals. Discussion followed and Tony P. indicated that the Science Fair is growing slowly, but if the goal is to include Middle School, then a new category should be created for them. This year, 22 projects were presented and the focus of the fair is the presentation of the projects (transportation of the projects and chemicals may be difficult). After the discussion, two motions were presented:
 - i. **Tony P. and Alegria L. motioned to expand the AASCA Science Fair to include grades 6-8 in a separate category. Mike J. seconded the motion and the motion passed unanimously.**
 - ii. **Ken D. motioned that the AASCA Science Fair becomes an official AASCA event. Tony P. seconded the motion, 22 voted in favor, two abstained and the motion passed.**
- ci. **Professional Development Opportunities:** In previous years, the idea to share PD opportunities in the region was raised. Most schools have PD workshops and initiatives through the year that include local and international consultants that other schools could benefit from. Ron V. suggested that AASCA directors share their school's PD calendar and allow that other schools participate. The idea suggested is to have the information on the AASCA website with the links to the different PD opportunities. This initiative will work if directors commit to sharing their school's PD calendar. Liliana J. recommended that each director sends Adolfo G. their contact person for PD in order to create the calendar and open the local PD opportunities to all the AASCA schools.
- cii. **Swimming, tennis, and track and field (age and grade):** The proposal by the Principals was that the eligibility to participate in the above disciplines include: *6th grade and a minimum of 11 years old on the day of the tournament.* Discussion followed and some concerns regarding 6th-grade participation were raised. **Eventually, Michael J. moved to approve the proposal from the Principals regarding swimming, tennis and track and field/cross country events to**

include in the guidelines that in order for student-athletes to participate, they must be at least 11 years old and be enrolled in 6th grade at the time of the tournament. The motion was seconded by Ron V.; 20 in favor, 3 against and 1 abstention. The motion was approved.

- f. **Music and Drama Festival:** The Principals proposed to revise the manual for the Music and Drama Festival. The proposal was to appoint a committee to review the manual: structure and philosophy, change it to a combined event and for next year the host could be the committee leader. Liliana J. indicated that the problem has been that some host schools have not been following the manual. Some years it is more a competition than a festival, then the other years the expectations are not met. The overall suggestion is to follow the manual (but in the manual, there are awards and scoring rubrics for awards so it gets confusing). Recommendations included to send it to be revised by an Art department. Ron V. indicated that the language needs to be clarified but students are graded or awarded against criteria not in comparison to other competitors. **Ron V. volunteer to rewrite the manual, clarifying that they are festivals and will continue as separated events. He will send the revised manual to the group to check or suggest changes.**
- g. **Middle School Sports Festival:** The Principals proposed the following: Students and coaches will select, based on a rubric (specific values), their sportsmanship MVP per team. One overall sportsmanship team will be identified by the referees and official school administrator in charge. Directors talked about the event and emphasized the festival aspect. Ron V., Courtney C., and Robert R. concurred. Liliana J. moved not to accept the proposal. Adolfo G. seconded the motion and everyone voted not to accept it. **The proposal by the Principals was not accepted because those changes gear to make it a competition and this event is not a competition.**

4. National Interscholastic Athletic Administrators Association (NIAAA):

Juan Santamaria, Sampedrana school AD, presented to the group NIAAA's certification. He indicated that this certification is one of the best certification programs for ADs. This kind of support will enhance the school's programs and the level of the ADs. He recommended that AASCA supports the certification program. This could be done in a two-year period (one day each year at the ADs meeting and a test), English is required but he could present in Spanish. <http://www.niaaa.org/niaaa-programs/niaaa-certification-program/> (the website where the certification can be found). It was approved that the ADs can start working on the certification logistics and present the AASCA board with the information for the next ADs meeting.

5. AASCA Calendar of Events 2019-2020 (approved). Please note that the first and last days are for travel.

EVENT	DATE	SCHOOL
HS Leadership Conference	OCT 09-13	Mazapan School – Honduras
MS Leadership Conference	SEP 19-22	EIS – Honduras
Tri Association Conference	SEP 24-28	ASF - Monterrey, Mexico
Division Basketball	OCT 23-27	AST – Honduras
Division Basketball	OCT 23-27	CISS - El Salvador
ES Principals' Meeting	NOV 01-03	CAG- Guatemala
PANAMUN	OCT 23-26	International School of Panama
Knowledge Bowl	NOV 13-17	EIS – Honduras
Cross-Country/Track & Field	NOV 20-24	EIS – Honduras
Athletic Directors' Meeting	JAN 22-26	Panamerican School/Colegio Maya - El Salvador
Drama Festival	JAN 29-FEB 02	(Should be a school who attended in 2018)
Math Counts	JAN 30-FEB 02	EAS - El Salvador
Division Soccer	FEB 05-09	CAG – Guatemala
Division Soccer	FEB 05-09	DEL Campo –Honduras
Science Fair	FEB 12-16	ISP - Panama
Invitational Swimming	MAR 04-08	Lincoln School - Costa Rica
Tennis Tournament	MAR 04-08	Lincoln School - Costa Rica
GIN	MAR	Medellin
Middle School Sports Festival	MAR 18-22	EIS – Honduras
Division Volleyball	MAR 25-29	EAS - El Salvador
Division Volleyball	MAR 25-29	Pan-American School - Costa Rica
MS/HS Principals' Meeting	APR 22-26	AIS/Pan-American School/LCR/CDS - Costa Rica
General Directors' Meeting	APR 28-MAY 03	Miami, (Dadeland Marriott Hotel) & ICMEC

6. 2018-2019 Events Report

The Report of Events in the Principals' minute was revised and each hosting director and/or participant schools provided some insights into the different events. Two schools did not present their report at the principals' meeting. Please be reminded that a report of each event must be presented at that meeting. The report must include an overview/summary of the event, participating schools, incident report (in case there is one) and the overall budget of the event.

EVENTS (for detailed information, please refer to the Principals' meeting minute).

- **Middle School Leadership and Service conference** (October 18-20, 2018). Courtney C. indicated that her students came empowered. There were no more comments.
- **Unified Basketball** (October 24-28, 2018). Lincoln School CR: Robert R. indicated that they had a school incident that week but the opening ceremony was good and the event itself was good. He tried to meet with all school officials and reassure that everything was OK and there were no problems.
- **Knowledge Bowl** (November 7-11, 2018). Escuela Americana, El Salvador. Liliana J. heard good things about the KB and there were good comments about the event.
- **Music Festival** (November 23-26, 2018). The American School, Tegucigalpa, Honduras: Liliana J. pointed out that the two facilitators came from the US and did a marvelous job in three days putting together the festival and promoting community building. Liliana can send information regarding the facilitators to the school that will organize the festival next time.
- **Track and Field** (November 28-December 2, 2018). Escuela Americana, El Salvador. There were no comments about this event.
- **High School Leadership and Service Conference** (February 6-10, 2019). Village School, Guatemala. Tony P. indicated that it was a great conference, the school had a budget override but it was OK since the students had a very positive experience. This time, zero accidents and the team building activity was handled by a professional group.
- **Unified Soccer** (February 20-24, 2019). International School of Panama. Vicky S. told the group that it was a huge event and the fee was not sufficient to cover the cost of the tournament. Logistically is too much for the host but it was a great tournament.
- **Science and Engineering Fair** (March 20-23, 2019). Escuela Americana, El Salvador. Overall comment, everything went well.
- **Invitational Swimming** (March 14-17, 2019). American School, Guatemala. Luis Ch. Indicated that in addition to the tournament, an event was organized for parents and they appreciated it very much, they had a pizza social.
- **Middle School Sports Festival** (March 20-24, 2019). Pan-American School, Costa Rica. NO MVP and no first, second or third places.
- **Unified Volleyball** (April 3-7, 2019). Escuela Internacional Sampedrana, Honduras. Ron V. pointed out the situation during the boys final and that it is

on the agenda for discussion. In regards to the students, it was a great event. Students danced for a couple of hours and the closing ceremony and they had a positive time.

7. Fees for Events

After revising the 2018-2019 Events Report and the budget for each event a discussion followed on the fees, overrides and the possibility of raising fees for some events. **After the revision, Liliana J. motioned to increase participation fee for the soccer tournament to \$1000 dollars per team. Kathleen W. seconded the motion and everyone voted in favor.**

8. AASCA Division proposal for Sports Events (2nd day of discussion).

The discussion began with comments about the different proposals. Polly P. spoke on behalf of the system in place, ADs meet and propose ideas, then Principals meet, they revise recommendation by ADs and send the proposal to the GDs. She pointed out that we should follow the recommendations presented. Robert R. indicated that it is also the way to do it since the group has been talking for around two years about unification and divisions. Tony P. indicated that it was OK to divide schools into two divisions but not just by school size. Luis Ch. indicated he agreed with the proposal. Discussion continued for a while. **Ron V. moved to accept the proposal by the Athletic Directors to split schools into two divisions. Polly P. seconded the motion and 22 voted in favor. Two opposed. The motion passed.**

Discussion continued on how to choose schools for each division. Ron V. presented the data based on points given by participation and overall standing in the tournaments. Discussion followed. **Then, Liliana J. proposed that the point system presented is used to divide the schools into the two division for next school year for soccer, basketball, and volleyball. Polly P. seconded the motion. Everyone voted in favor. Motion passed unanimously.**

Discussion followed on how to call the two divisions. **Luis Ch. moved to name the two divisions as Atlantic and Pacific divisions. Jaime C. seconded the motion and 20 heads voted in favor. Four abstained to vote. The motion passed.**

9. The situation at the Unified Volleyball boys' final, Sampedrana School

During the boys' final at the Unified Volleyball Tournament at Sampedrana School in Honduras, Village School abandoned the game due to a situation with the Sampedrana crowd. By doing so, they forfeited the game and Sampedrana was declared champion of the tournament. When ADs met and discussed the issue, they decided to propose a co-championship between Village and Sampedrana due to the situation. Village School sent a letter to the AASCA board to protest the situation. There was a letter by Sampedrana to answer the letter and a rebuttal letter from Village school followed. All directors present at the GD meeting had access to those letters.

The Board (in the absence of the treasurer) decided that each director presented a summary of the situation and then the group would meet (in the absence of the directors from Village and Sampredrana), discuss the issue and decide what actions to take.

Liliana J. guided the discussion that followed. After a thorough discussion taking into account both sides of the issue, it was unanimously decided to place Escuela Internacional Sampredrana on probation for one year under the following conditions: *During the 2019-2020 school year, EIS will be able to host events but must understand that any further lack of adhering to the AASCA event manual this year will result in the suspension of hosting future events and/or further sanctions.* Also, since Village School forfeited and did not follow the proper procedure to protest, EIS will remain as the Unified Volleyball Tournament Champion.

10. Del Campo Membership Report

Eloisa R. presented the two-year candidacy report fulfilling the AASCA vision and mission. Del Campo School had its second accreditation visit and continues to have English as the primary language of instruction. They have a commitment to support AASCA events. Liliana moved to grant Del Campo School full AASCA membership. Luis Ch. seconded the motion and everyone voted in favor.

11. New Applications for Candidacy and presentation by School Representatives

- a. **SERAN School, Sampedro Sula, Honduras:** Emilly Carson presented a video of their school SERAN (Sociedad Educativa de Rendimiento y Aprendizaje del Niño) including how their school shares AASCA values. Total students: 604. Mission: Guiding students to be the best they can be instilling moral values. Ron V. and Luis Ch. visited the school. Luis Ch. Indicated that SERAN is ready to belong to AASCA. Ron V. pointed out that SERAN has been around for 30 years. It is a traditional school, they do a very nice job, their graduates do well. **Ron moved to accept SARAN school to become an AASCA Candidate School. Luis Ch. seconded the motion. Everyone voted in favor and the motion passed unanimously.**
- b. **International School of Tegucigalpa: Ron V. and Liliana J. visited the school and recommended to wait on the acceptance of IST as AASCA Candidate. Everyone voted and it was agreed to deny candidacy membership this year to IST.** They can apply for Candidacy membership next year.
- c. **Metropolitan School (MET), Panama:** Vicky S. visited the school. MET is a Nor Anglia Education School <https://www.nordangliaeducation.com/schools>. They are an IB school. The directors who visited MET school consider that the school is ready to become an AASCA school. **Vicky S. moved to accept the Metropolitan School of Panama to be accepted into AASCA as a Candidate school. Jaime C. seconded the motion and the motion passed unanimously.**

12. Tri-Association 38th Annual Educators' Conference

Liliana J. shared the importance of participating at the Tri-association Annual Conference and that schools should take advantage of this great PD opportunity (one registration fee is already included in the AASCA membership and Tri has opportunities for PD grants). On September 2019, Tri-Conference will take place in Monterrey, Mexico. The theme for the conference is Building the Empathetic School. Pre-conference institutes will take place on September 24-25 and the main conference will take place on September 26-28. The host school will be the American School Foundation of Monterrey. Early registration until September 2nd and registration closes on September 6th. More information can be found at <https://www.tri-association.org/page.cfm?p=526>

13. Treasurer's Report

Summary of Finances: Ron V. indicated that every school but one paid this year. He also reminded the group that the AASCA policy indicates that school must pay on time. This year, Nicaraguan schools were allowed to pay anytime during the year. **AASCA fees are due in September, by January the school that has not paid the fees will incur in a \$500 dollars' late fee fine.** Also, as soon as school pays, please send a note to Ron V. indicating how to identify the payment done by the specific school (sometimes money arrives but there is no clue who paid; this year, this happened twice). AASCA Goal is to have one year of operation in the bank (accomplished). Sonia K. from Tri-Association has not yet sent the fees for next year (but tri-portion will go up 5.5%), so it seems that the AASCA fee for next year will be around \$6000.

Treasurer's Report 2018-19					
	Balance	Credit	Debit/Checks	Interest	Fees
May 01 2018- May 31 2018	132,860.82	0.00	10,268.00	5.39	2.00
June 01 2018-June 30 2018	122,596.21	0.00	0.00	5.04	2.00
Jul 01 2018-Jul 31 2018	122,599.25	0.00	0.00	5.21	2.00
Aug 01 2018-Aug 31 2018	122,602.46	56,972.50	116,369.62	4.27	2.00
Sep 01 2018-Sep 30 2018	63,207.61	17,096.00	2,000.00	3.04	47.00
Oct 01 2018-Oct 31 2018	78,259.65	11,358.80	0.00	3.86	17.00
Nov 01 2018-Nov 30 2018	89,605.31	0.00	2,568.00	3.64	2.00
Dec 01 2018-Dec 31 2018	87,038.95	22,695.50	5,000.00	4.46	18.07

Jan 01 2019- Jan31 2019	104,720.84	0.00	0.00	4.45	3.07
Feb 01 2019-Feb 29 2019	104,722.22	5,705.00	0.00	4.18	18.00
Mar 01 2019-Mar 31 2019	110,413.40	4,535.50	0.00	4.84	3.16
Apr 01 2019- Apr 30 2019	114,950.58	0.00	0.00	4.72	3.13
Closing April 30	114,952.17				

Transactions Pending					
		Credit	Debit/Checks		
Checks Pending		10,213.00			
TRI ICMEC Grant		10,097.42			
Late Deposit		4,570.00			
HS/MS Principal's Meeting			4,725.00		
Webmaster 2018-2019			2,970.00		
Community Service Awards			1,000.00		
Directors' Meeting/ ICMEC			13,818.78		
ES Principal's Meeting			0.00		
AD Meeting			2,204.00		
Projected Balance	115,114.81				

14. Revision of ADs meeting minutes

Discussion followed on some of the topics in the AD meeting minutes. Tony P. recommended sending the minutes back to the ADs so they can update the information presented in the minutes to the new two-division component. Sharon C. will inform Osvaldo Ortiz, AASCA-AD President, to adjust the information that is relevant for the preparation, planning, and implementation of the two-division tournaments for Volleyball, Soccer, and Basketball. In addition, a revision and update of the **AASCA Events Manual** are required in order to eliminate from the manual anything referring to UNIFIED tournaments for soccer, basketball, and volleyball. **Also, a revision and clarification of the role and responsibilities of the administrative representative are needed.**

Regarding AD agenda topic that refers to New rules approved by International Organizations AASCA sports tournaments will apply any rule approved by International Federations before September of that same school year. **This was not approved! AASCA rules supersede to any other rule. International rules will not be adopted by AASCA unless GDs at the GD May meeting approves them.**

- 5.10. *Timing System: Cross-country and Track and Field competitions must use photo finish in order to provide reliable results timely and accurately*
Change this to “if possible” or “it is recommended”. If the photo finish is used, then the host school can refer to the guidelines for that.
- 6.1. Maximum Number of Swimmers and Entry Fees:
 - *Individual Entry Fee: US\$70 per athlete (If a school enters two or one athletes in the same age category – Individual Entry Fee per athlete is paid).*
 - *Category Entry Fee: US\$200. (If a school enters three or more athletes in the same age category – Category Entry Fee is paid).* **At the GD meeting, it was approved to change the Category entry fee for swimming to \$300.**

Reminder: Any suggestions made at the AD meeting can only be put in place after approval by the GDs at the AASCA GD meeting in May. After approval in May, changes or new regulations can take effect for the following school year.

The group continued to revise the written suggestions made by the ADs to GDs (for the total list, refer to the ADs’ meeting minute) and the group agreed that those suggestions were addressed during the meeting by creating the two new divisions for basketball, volleyball and soccer, and with the revision of the Events Calendar.

15. AASCA GD Board Elections

There were several suggestions to refer to bylaws and elect new members each term. Jaime C. recommended rotating the presidency by countries. Tony P. indicated that it would be best to align AASCA elections to Tri-Association elections. Alegria L. pointed out that in the spirit of cooperation with Tri-Association the current president should stay one more year. Liliana J. indicated that she will obtain Tri-Association bylaws for board election in order to share it with the GDs and propose a new system.

Discussion followed and election process began: **Vicky S. moved to modify the current structure of the board, separating Vice-President and Treasurer in order to create four positions instead of the actual three: President, Vice-president, Treasurer, and Secretary. Jaime C. seconded the motion and everyone voted in favor.**

Alegria L. nominated Liliana J. for President. Jaime C. seconded the motion and everyone voted in favor.

Ron V. nominated Adolfo G. for Vice-President. Alegria L. seconded the motion and the motion was approved unanimously.

Vicky S. nominated Ron V. to be the treasurer, Alegria L. seconded the motion and it passed by unanimous decision.

Jaime C. followed to nominate Robert R. to become the new AASCA secretary. Liliana J. seconded the motion and it passed by unanimous decision.

In addition, a discussion followed on the future of the organization. Then Tony P. recommended promoting a process of strategic planning. Adolfo G. volunteered to lead the process.

16. AASCA bylaws change proposal

After revisiting membership mandatory requirements vs new member requirements, a discussion followed. Then, Ron V. proceeded to propose to change the current bylaws for continual membership to:

- Maintain the status of good standing by adhering to the six AASCA membership requirements.
- Demonstrate commitment by:
 - *Annual attendance to the Secondary School Principal's or Athletics Director's meeting.*
 - *Annual attendance to the General Directors' meetings.*
 - *Participate in a minimum of two students' events per year.*
 - *Host at least one student even every four years.*
 - *Be up to date with the membership dues.*

Eloisa R. seconded the motion and the motion was unanimously approved.

17. Members Retiring from AASCA

Liliana J. spoke on behalf of the association and thanked departing heads: Mr. Jeff Keller, Mr. Chester Stemp, and Mr. Michael Johnston. We would like to mention our special gratitude to Michael J. who has been instrumental to promote community and collegiality with the different activities, workshops and ice breakers for the group. The whole group wishes them good luck on their new life journey.

Liliana J. motioned to adjourn the meeting, everyone agreed and the meeting ended at 3:00 p.m. on May 04, 2019.