

# Meeting Minutes

## CCFOA Board of Directors

Date & Time: March 1, 2017, 6:00 pm

Location: Fuddruckers Restaurant, Walnut Creek

Board Members Present: Justin Bigler, Scott Dunagan, Andrew Jensen, Steve Olsen, Mike Shevelson, Ron Susa, Daniel Wilkins

Members Present: Dave Cutaia, Ken Leffle, Dale Newhouse

Members Absent: Rich Broad, Bert Michalczyk

### Meeting Minutes

**Budget Review** – 1). Mike Shevelson advised the bank balance was \$3,622.67 as of January 31, 2017, but that the balance has been reduced by about half since then as a result of paying \$1,865.12 for training materials, which reflects a normal expense spike this time of year. 2). The 2017 budget has been set at \$19,190.12, which is in line with actual 2016 expenses. 3). Mike Shevelson has officially replaced Scott Dunagan as association Treasurer. Mike and Scott have been working transition issues for several weeks and all files and materials have now been turned over to Mike for his use.

**Membership** – Three members are known to be leaving the association this year, including Mike Kaufman (personal), Bob Crowe (retirement) and Monty Chavez (relocation). John Cattolico will be returning to CCFOA following a job transfer from Texas.

**Recruiting** – Overall numbers are expected to be down, continuing a recent trend. As such, recruiting new members will be key to adequate on-field coverage, so a general discussion ensued around how recruiting of new members might be enhanced. The following recruitment ideas were proffered:

- Target youth group dads whose sons don't move up following youth football
- Target existing pool of junior college officials (note: Dave Cutaia asked to be included in any JC visits)
- Post opportunities in local high schools
- Post signage at local health clubs

- Advertise in local newspapers, e.g. Contra Costa Times, Danville Patch, etc.

**Retention** – A broader discussion was held around retention of officials, and why officials tend to leave over time. Dave Cutaia surmised that people leave for better job opportunities, tire of the “heat” taken as an official, and still others who may not want to keep up with the requirements of the job necessary to remain an effective official. Dave also reminded the Board that the CCFOA has more officials than any other officiating group in the Bay Area who move up to the JC and college ranks, thereby putting additional strain on overall membership. Pay might also be a factor, but Dave reminded the association that CCFOA has one year left on its current five-year agreement. Even so, CCFOA remains the highest paid organization among Bay Area football organizations.

As an idea, Scott Dunagan suggested that the association might want to reach out to former CCFOA officials who left at some point but who may desire to come back. In doing so, it may be helpful to understand why they left in the first place.

**Communication/Conflict Management** – It was acknowledged this is an area the association needs to focus on and reinforce. Some officials are better skilled at communication and conflict management, so we need to make sure all officials – especially those with less experience, work towards being better communicators and as a way to avoid conflict.

**Annual Clinic and Other Dates** – 1). Sunday, August 13 was identified and proposed as the date for the annual mandatory all-day clinic. Eighteen (18) hours of training are required by each official prior to receiving game assignments. Such training includes the all-day clinic and scrimmages. 2). a suggestion was raised to reduce the number of in-season mandatory sessions from three to two, which assumes the organization is kept whole from a financial perspective (trade-off of lower facility rental fees offset by reduced missed meeting fees). 3). Sunday, December 3 was proposed as the date for the annual banquet. Coordination will occur with the basketball association to ensure there are no conflicts similar to the one encountered last year when upwards of 20 members were unable to attend due to a mandatory basketball meeting on the same date.

**Summer Study Sessions** - Whatever dates are suggested need to be coordinated with Bert Michalczyk and Dave Jurkiewicz. As before, the sessions will focus on New Rules, General Rules and Mechanics. Andrew Jensen

suggested the enhanced use of video as part of the summer study sessions. If video is used, Dave Cutaia expressed an interest in attending and additionally volunteered to deliver any such video-based sessions.

**Referee School** – The board discussed the merits of sponsoring a training session for the referee position. It has been several years since such a program has been sponsored by the association, and since that time many experienced referees within the association have retired, relocated or otherwise moved on. If such a school were to be developed, the feeling was that participation should be by invitation only – and not necessarily open to everyone. Dave Cutaia thought a referee program is a good idea, but feels strongly that it's more than simple mechanics, and that along with proper signaling, field presence is key. If the idea is pursued further, Dave wants to be involved in the process. As to who might be involved in such a program, Dave Cutaia, Bert Michalczyk and John Nardi were mentioned as likely candidates.

- **Agreed** – The Board will solicit interest and then determine who should participate.

**Mentoring** – The results of the associations mentoring efforts were discussed, and the overall feeling is that results have been mixed. Some mentor/mentee relationships have proved to be stronger than others. To improve success, the association may need to be more explicit with mentors around expectations and what all is involved. It was further observed that a properly constructed mentor program may also help with member retention. Following the training and onboarding provided for first and second year officials (currently coordinated by Bert Michalczyk), it was felt that third and fourth year officials are the likely key target audience for any mentoring program.

- **Agreed** – Daniel Wilkins to follow-up with Bert Michalczyk to confirm timing, with Steve Olsen to assume overall coordination for the mentoring program.

**Ratings** – Ratings from the 2016 season were distributed and discussed. There were 11 officials who failed to provide complete ratings, or who provided no ratings at all. These individuals were given until March 9 to complete, or face consequences for non-compliance.

**Next Meeting Date** - The date of the next meeting will be determined by Andrew Jensen. A meeting date in ~two months was felt prudent, to occur sometime in early May.

With no additional items raised for discussion, the meeting adjourned at approximately 8:15 pm.

Ron Susa

Secretary, CCFOA