

FINANCE/PERSONNEL COMMITTEE

Committee Members: Sandy George, Chair, Rodney Shotwell, Vice Chair, **Staff:** Que Tucker and Karen DeHart
 Joe Poletti, Bobby Wilkins, Tim Foster and Brad Craddock

AGENDA ITEM	RECOMMENDATION	SUPPORTING INFORMATION
1. 2017-18 Budget Review Attachment FP1	Review of 2017-18 budget versus actual revenues and expenses through 03/31/18. Points of Discussion: Review of budget from 07/01/17 through 03/31/18.	**** Discussion Item ***
2. 2017-18 Sports Revenue Comparison Attachment FP2	Review of 2017-18 sports comparison financial report relative to previous year(s). Points of Discussion: Review of sports' expenses and revenues to-date for fall/winter (2017-18 year) and Spring 2017.	**** Discussion Item ***
3. Investment Summaries Attachment FP3	Review of investment accounts based on summary reports from management groups through 03/31/18. Points of Discussion: An overview and summary of money managers' commentary of NCHSAA accounts performance will be presented.	**** Discussion Item ***
4. Strategic Plan - 2017-2022 updates	Status report on 5-year Strategic Plan plan. Points of Discussion: Status update will be provided by Commissioner.	**** Discussion Item ***

AGENDA ITEM

5. Television and Live streaming status report
Attachment FP4

RECOMMENDATION	SUPPORTING INFORMATION
<p>Updates regarding television partner, Sinclair Broadcasting and streaming partner, NFHS Network.</p> <p>Points of Discussion:</p> <ul style="list-style-type: none">• 2-year contract signed with Sinclair Broadcasting Company to produce and air live football and basketball championship games.• 5-year (plus 5 year roll-over) contract signed with NFHS Network for streaming rights to all NCHSAA championship events except football and basketball unless SBC declines coverage at playoff levels. Dual streaming agreement reached between SBC and NFHS Network for football and basketball.	<p>**** Discussion Item ***</p>
<p>Status report regarding use of fine monies (collected from coaches' failure to take required courses through NFHS Learn).</p> <p>Points of Discussion:</p> <p>\$12,750 in fine money collected as a result of coaches' failure to adhere to NCHSAA requirements.</p> <p>197 AIC, 80 CIC with 54 completing both AIC and CIC – represents coaches eligible to receive partial reimbursement for courses accepted for AIC and CIC accreditation.</p>	<p>**** Discussion Item ***</p>

6. Fine money usage
Attachment FP5

AGENDA ITEM

- 7. Follow up from December 2017 Board Meeting – Investment Insurance Policies
Attachment FP6

RECOMMENDATION	SUPPORTING INFORMATION
Invest revenues received from the cash value surrender (total of \$2,426,962.46 surrendered) from the life insurance policies as shown on attachment.	<p>Rationale: Revenues are restricted to NCHSAA Endowment and must be reinvested as such. To bolster existing scholarship funds, some policies will be invested into those existing funds. To aid staff in 2017-2022 Strategic Plan priorities, remaining funds will be invested and restricted for certain initiatives.</p> <p>Budget Impact: Revenue stream will allow NCHSAA staff and Board to positively impact membership and students.</p> <p>Educational Impact: Scholarship funding will enhance existing opportunities for students; funding for coaches’ and athletic administrators’ educational initiatives will provide financial relief to those seeking AIC, CIC, RAA, CMA and CAA certification.</p> <p>Equity Impact: NA</p> <p>Effective Date: Immediately</p>

AGENDA ITEM

8. Implementation and financing of Home Campus database system
Attachment FP7

RECOMMENDATION	SUPPORTING INFORMATION
<p>Recommend</p> <ul style="list-style-type: none">a. Financing 2018-19 Home Campus fee through NCHSAA general investments earned income (\$50,000).b. Implementing a membership dues increase effective with 2019-2020 school year from \$0.75 to \$1.00 per pupil to offset cost of Home Campus annual fee.	<p>Rationale: Current database application, Filemaker, offers a “band-aid” approach and Home Campus, a cloud-based system will offer staff better opportunities to serve membership.</p> <p>Budget Impact: Annual subscription fee per school of \$100.00 must be paid. NCHSAA to cover costs in 2018-19 start-up year with proposed \$0.25 per pupil membership dues increase starting in 2019-20 to offset subscription expense annually.</p> <p>Educational Impact: NA</p> <p>Equity Impact: All schools will be able to utilize the Home Campus system.</p> <p>Effective Date: 07/01/18</p>

AGENDA ITEM

9. Dual Team Wrestling Reimbursements

RECOMMENDATION	SUPPORTING INFORMATION
Recommend financial reimbursement to participating teams through 40/60 revenue split from adjusted gross revenue of ticket sales, similar to other bracketed sports.	<p>Rationale: With championships held at a neutral site, the financial reimbursements need to be revised to provide funds to participating schools.</p> <p>Budget Impact: Each participating school will receive a portion of gate receipts consistent with 40/60 split in other bracketed sports. NCHSAA organization will receive a share of gate receipts consistent with other bracketed sports.</p> <p>Educational Impact: NA</p> <p>Equity Impact: Schools' gate share will be dependent and calculated based on attendees for their respective championship events.</p> <p>Effective Date: Immediately</p>

AGENDA ITEM

10. Playoff Financial Forms

RECOMMENDATION	SUPPORTING INFORMATION
Revise all sports playoff financial forms to provide reimbursement caps for allowed expenses.	<p>Rationale: Financial forms currently do not cap allowable expenses and host schools are not consistent with what they are expensing, nor the amounts per item expenses.</p> <p>Budget Impact: Providing standardized allowable expenses with amount caps will render more consistent reporting and will control expenses for each sport.</p> <p>Educational Impact: NA</p> <p>Equity Impact: All host schools for playoffs will complete the standard financial forms.</p> <p>Effective Date: 07/01/18</p>

AGENDA ITEM

11. Staff Updates

RECOMMENDATION	SUPPORTING INFORMATION
<p><u>Discussion Item</u>: Status update regarding personnel changes.</p> <p>Points of Discussion</p> <ul style="list-style-type: none">• Client Services Contract signed with Marsh & McLennan Agency, LLC for outsourced Human Resources consultant services.• Cathy Allen is our representative.• To-date, she has reviewed HR policies, employee handbook, various HR records and is organizing files according to standard procedures. Various projects have been identified for future work.• Update Employee Handbook, review of existing job descriptions, creation of templates for employee application, new hire checklist, termination checklist, ensuring compliance with federal and state employee regulations.	<p>**** Discussion Item ***</p>