REPORT OF THE
DIVISION III CONVENTION-PLANNING SUBCOMMITTEE
DECEMBER 13, 2019, TELECONFERENCE

ACTION ITEMS.

• None.

INFORMATIONAL ITEMS.

1. Welcome and Review Roster. The chair, Lori Mazza, welcomed the subcommittee to the teleconference and reviewed the roster.

2. Report from November 13, 2019, Teleconference. The subcommittee reviewed the report and had no changes.

3. 2020 Convention Updates. The subcommittee reviewed the following documents for the Convention.
   a. Division III delegates schedule. The subcommittee reviewed the final version, with room locations, and had no questions.
   b. Division III-specific discussion checklist. The subcommittee reviewed the Division III-specific checklist. Staff will send agendas, scripts and PowerPoints over the next several weeks for identified subcommittee members to review and provide feedback.
   c. Division III Issues Forum. The subcommittee reviewed the final agenda and had no questions.
   d. Division III Business Session. The subcommittee reviewed the final agenda and had no recommended changes.


5. Updated Registration Numbers. The subcommittee reviewed the updated registration numbers as of late November. To date, over 2,800 total delegates have registered to attend the Convention, with 1,065 Division III registrants.
6. **2020 Convention Planning Timeline.** The subcommittee reviewed the timeline and noted it was the last teleconference prior to the 2020 NCAA Convention. In preparation for the Convention, there will be a doodle scheduling request sent out in late January or early February to set a March 2020 teleconference. The chair thanked the departing subcommittee members for their service and time.

7. **Other Business.** None.

8. **Adjournment.** The teleconference adjourned at 12:25 p.m. Eastern time.

### Attendees:
- Stevie Baker-Watson, DePauw University.
- Tiffany Franks, Averett University.
- Joe Hakes, Illinois Institute of Technology.
- Mariann Ingraham, Elms College.
- Greg Johnson, North Central University.
- Gregg Kaye, Commonwealth Coast Conference.
- Marcus Manning, Centenary College (Louisiana).
- Lori Mazza, Western Connecticut State University.
- Lisa Melendy, Williams College.
- Laura Mooney, Massachusetts College of Liberal Arts.
- Colby Pepper, Covenant College.
- Lori Runksmeyer, Eastern Connecticut State University, NADIIIAA.
- Kandis Schram, Maryville College (Tennessee).
- Kellen Wells-Mangold, University of Wisconsin, River Falls.

### Absentees
- Patrick Summers, New England Women’s and Men’s Athletic Conference, D3CA.
- William Tsutsui, Hendrix College.

### Guests in Attendance
- Jessi Faulk and Crystal Reimer.

### NCAA Staff Support in Attendance
- Louise McCleary.