



**REPORT OF THE
NCAA DIVISION III CONVENTION PLANNING SUBCOMMITTEE
JUNE 26, 2023, VIDEOCONFERENCE**

ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. **Welcome and review roster.** The subcommittee commenced the meeting at 2:05 p.m. Eastern time. Bill Stiles facilitated the meeting in the absence of subcommittee chair and welcomed the subcommittee members.
2. **Report of March 13 videoconference.** The subcommittee reviewed and approved the report.
3. **Convention Management updates.** The subcommittee was advised that all programming for the 2024 Convention will occur at the convention center and that there will be no specific divisional hotels. The meeting request site is expected to open mid to late July. Convention registration opens Sept. 12, with registration fees of \$325 before Oct. 12.
 - **Update on Association-wide programming and events.** The subcommittee was informed that there is no trade show at the 2024 Convention. Further, the subcommittee was advised that the core Convention schedule is still pending which includes all Association-wide events and programs. The schedule will be finalized before the meeting request site is opened.
4. **Discussion of educational session topics.** The subcommittee discussed potential education session topics to offer for the membership at the 2024 Convention. The subcommittee reviewed results from a membership survey issued in May. Division III will have three sessions available for the membership. One session will be sponsored by the National Association of Division III Athletic Administrators (NADIII AA), while two other session topics will be based on membership feedback. The topics being considered for two of the three sessions include:
 - a. **Hosting a Championship.** This session would provide an overview of the site selection process and best practices for hosting a NCAA Division III championship.
 - b. **Understanding the work of the Championships Committee.** This session will provide an overview of the current enhancements to NCAA championships the committee is considering and how the process to make those changes works.

The topic for the third session, sponsored by NADIII AA, is still undecided. NADIII AA will inform the staff and the subcommittee of the topic for their session prior to the July Division III Management Council meeting.

5. **Review 2024 Convention schedule.** The subcommittee reviewed a preliminary draft of the Division III programing and sessions.
6. **Issues Forum.** The subcommittee continued its discussion of the format of and possible topics for the Issues Forum. The subcommittee did not recommend a keynote speaker for the session. Additionally, the subcommittee will provide staff possible topics for the Issues Forum for consideration at its September meeting.
7. **2024 Convention-Planning timeline.** The subcommittee reviewed the timeline leading to the 2024 Convention.
8. **Future subcommittee videoconferences.** The subcommittee was reminded of the remaining 2023 teleconference with dates still to be determined.
9. **Other business.** There was no other business.
10. **Adjournment.** The videoconference adjourned at 3:07 p.m. Eastern time.

Committee Chair: Kate Corcoran, Cabrini University, Atlantic East Conference.

Staff Liaisons: Bill Regan, Division III Governance

NCAA Division III Convention Planning Subcommittee June 26, 2023, Videoconference
Attendees:
Keri Alexander Luckowski, North Coast Athletic Conference. Angela Baumann, Massachusetts State Collegiate Athletic Conference. Bryan Coker, Maryville (TN), Collegiate Conference of the South. Carrie Gardner, Christopher Newport, Coast-to-Coast Conference. Daniele Iaboni, Anna Maria College, Great Northeast Athletic Conference. Jason Imperati, Lawrence, Midwest Conference. Doug Lee, Waynesburg, Presidents Athletics Conference. Angel Mason, Berry, Southern Athletic Association. Holly Sheilley, Transylvania, Heartland Collegiate Athletic Conference. Bill Stiles, Alvernia, Middle Atlantic Conference. Amber Thomas, Centennial Conference. Kiana Verdugo, Alma, Michigan Intercollegiate Athletic Conference.

Absentees
Allan Belton, Pacific Lutheran, Northwest Conference. Kate Corcoran, Cabrini University, Atlantic East Conference. Jim Duncan, Rhodes College, Southern Athletic Association. Steven Mauro, Alfred State, Allegheny Mountain College Conference. Brian Wigley, Shenandoah University, Old Dominion Athletic Conference.
Guests in Attendance:
None.
NCAA Staff Support in Attendance:
Bill Regan and Lisa Rogers.
Other NCAA Staff Members in Attendance:
Nicole Ezeh, Jessi Faulk, Stacey Preston, Crystal Reimer and Emily Tisdale.