ACTION ITEMS.

- None.

INFORMATIONAL ITEMS.

1. Welcome and review roster. The chair, Brit Katz, welcomed the subcommittee to the teleconference and reviewed the roster.

2. Minutes from November 3 teleconference. The subcommittee reviewed the minutes and had no changes.

3. 2017 Convention plan. 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 recommended changes.
   b. Division III-specific discussion checklist. Staff reviewed the Division III-specific checklist and reminded subcommittee members that they will be receiving agendas, scripts, and PowerPoints over the next several weeks to review and provide feedback.
   c. Division III Issues Forum. The subcommittee reviewed the final agenda and had no recommended changes.
   d. Division III Business Session. The subcommittee reviewed the final agenda and had no recommended changes.

4. Convention Registration Packet. Staff updated the subcommittee on the registration packet materials. The subcommittee had no additional recommendations.
5. **Updated registration numbers.** The subcommittee reviewed the updated registration numbers as of December 5. To date, over 3,507 total delegates have registered to attend the Convention, with 1,200 Division III registrants. For future teleconferences, we will have the senior woman administrator denoted the same way that we have the president/chancellor, director of athletics, faculty athletics representatives, athletics direct reports, etc.

6. **2017 Convention Planning timeline.** The subcommittee reviewed the timeline and noted it was the last teleconference prior to the 2017 Convention. In preparation for the 2018 Convention there will be a doodle sent out in late January or early February for a March 2017 teleconference. The chair thanked the subcommittee members for their service and time.

7. **Other business.** None.

8. **Adjournment.** The teleconference adjourned at 1:20 p.m. Eastern time.

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**Committee Chair:** Brit Katz, Millsaps College, Southern Athletic Association  
**Staff Liaisons:** Louise McCleary, Division III Governance  
Debbie Brown, Division III Governance  
Jay Jones, Division III Governance

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**Attendees:**  
Carey Eggen, Framingham State University, Massachusetts State Collegiate Athletic Conference  
Allie Fox, Mills College, Independents  
Karen Freed, Rutgers, The State University of New Jersey, Camden, New Jersey Athletic Conference  
William Fritz, College of Staten Island, City University of New York Athletic Conference  
Brian Granata, Arcadia University, Middle Atlantic Conference  
Shantey Hill, St. Joseph’s College (Long Island), Skyline Conference  
Sharon Hirsh, Rosemont College, Colonial States Athletic Conference  
Brit Katz, Millsaps College, Southern Athletic Association  
Scott Kilgallon, Webster University, St. Louis Intercollegiate Athletic Conference  
Julie Kline, University of LaVerne, Southern California Intercollegiate Athletic Conference  
Keri Luchowski, North Coast Athletic Conference  
Angela Marin, University of Texas at Dallas, American Southwest Conference  
Kayla Porter, Frostburg State University, Capital Athletic Conference
Tracey Ranieri, State University of New York at Oneonta, State University of New York Athletic Conference

Chuck Yrigoyen, Iowa Intercollegiate Athletic Conference

**Absentees:**
- Brad Bankston, Old Dominion Athletic Conference
- Matthew Shank, Marymount University, Capital Athletic Conference

**NCAA Staff Support in Attendance**
- Debbie Brown, Reed Fogle, Eric Hartung, Jay Jones, Louise McCleary, Emily Rechin-Tisdale, Crystal Reimer.

**NCAA Staff Support Absentees:**
- Dan Dutcher, Mike King, Stacey Preston, Juanita Sheely