



## SEATA EXECUTIVE BOARD CALL NOTES



Sunday, Dec. 13, 2015

GoToMeeting

8:00 PM EDT/7:00 PM CDT

### 1. ROLL CALL

The meeting was called to order at 8:06 PM by President Mackie with the following members in attendance:

Director: MaryBeth Horodyski, EdD, LAT, ATC, FNATA  
President: Jim Mackie, MEd, LAT, ATC  
Vice-President: David Green, MA, LAT, ATC  
Treasurer: Tim McLane, MBA, LAT, ATC  
Secretary: Donna Wesley, MS, LAT, ATC  
Parliamentarian: Chuck Kimmel, LAT, ATC

AL – Chris King, LAT, ATC  
FL -Erik Nason, MBA, ATC, MS, CSCS  
GA – Eric Gunderson, LAT, ATC  
KY – Robert Ullery, MS, LAT, ATC  
LA - Gerard White, MEd, LAT, ATC  
MS Rep.– Marc Osborne, LAT, ATC  
TN – Scott Byrd, LAT, ATC

The following members were not present on the call:  
TN – Scott Byrd, LAT, ATC

### 2. PREVIOUS ELECTRONIC MOTIONS

**MOTION DW/AL:** To approve the proposed Continuing Education Grievance Policy. **2-5-0-0 FAILED (FL, MS) 11/19/2015**

**MOTION DW/LA:** To approve the revised proposed Continuing Education Grievance Policy (Appendix A). **6-0-0-1 APPROVED (MS) 11/22/2015**

### 3. APPROVAL OF MINUTES

**MOTION (LA/AL) :** To approve the minutes of the Conference Call on November 8, 2015. **5-0-1 (FL)-1 (TN) APPROVED**

### 3. OFFICER REPORTS

#### Director's Report

1. Board approved the proposal that was recommendation from the ECE regarding a disablement model. The model that the NATA has adopted is the World Health Organization's International Classification of Functioning Disability and Health (ICF) and the children and youth version of this model (ICFCY). In addition to adopting this model the Board voted to ask President Sailor to take this model to the Strategic

Alliance members and ask for their adoption of this model. This is important step in helping us determine educational processes in the future.

2. Rachel Oats reported that eleven (11) teams are participating in the NFL Initiative and 5 more have expressed interest in getting into the program.

3. The National AT Initiative is a joint contest with the NFL, Gatorade, NATA, and the NATA Foundation and has received 412 applications. The submissions will be narrowed down to 100 and then a working group from the Secondary Schools Athletic Trainers' Committee will review to award the 15 grand prize finalists and the 10 first place winners; this is expected to take place in January.

4. The NATA Foundation will be celebrating its 25<sup>th</sup> Anniversary. Director Horodyski asked members to consider making a donation on behalf of friends and colleagues as a nice Christmas gift.

5. Thus far 90% of our members are renewing their membership. This represents a record high for our organization and speaks volumes about the strength of our Association and the recognition of our members of the importance of membership.

#### **President's Report**

1. Please continue to promote the Safe Sports Schools Grant. We are starting to get some recognition nationally based upon the work of our group and voting to fund this grant.

#### **Vice President's Report**

1. The Symposium Oversight Committee

**MOTION (JM/MS):** Approve the Symposium Oversight Committee's recommendation of the Crowne Plaza Ravinia in Atlanta as the site for the SEATA Clinical Symposium & Members' Meeting for 2018 and 2019. **6-0-0-1 (TN) APPROVED**

*(Secretary Wesley left the call at 8:17 PM due to power outage)*

#### **Secretary's Report**

President Mackie asked Board members to submit recommendations to Secretary Wesley for a survey of best times and dates for upcoming conference calls.

#### **Treasurer's Report**

Treasurer McLane reported that he is looking at a new liability policy and will provide further details in a future meeting.

#### **4. CONSENT AGENDA**

**MOTION (FL/KY):** To approve the following for Committee appointments:

- Doug Branch – COPE (KY)
- Nicole Horodyski Scott – YPC (FL)
- Brad Rohling – SSATC (TN)
- Sean Wilson – COPA (KY)

Robert White – MDAT (AL)  
Pricilla Dwelly – MDAT (KY)  
Laurie Blunk – Scholarship (KY)  
Ray Burr – MDAT (MS)

**6-0-0-1 (TN) APPROVED**

**5. UNFINISHED BUSINESS**

1. The NATA StarTRACKS proposal recommendations from Director Horodyski were deferred for later consideration based on the fact that the NATA will be presenting a new program to the Board and all future candidates should be referred to the new program (pending BOD final approval).
2. Upon further review by Parliamentarian Kimmel, the recommendation to require NPI numbers as a requirement for nomination and committee appointment will require a By-Laws change. President Mackie, Director Horodyski, and Parliamentarian Kimmel will work to provide the language of this proposal to the Board for approval. It is hoped that this can be done in a timely manner so as to include the By-Laws Change vote on the ballot with the Special Election for Vice President (January 2016).

*(Secretary Wesley rejoined the call)*

**5. NEW BUSINESS**

1. Representative Osborne (MS) reported for SEATA Elections Committee Chair Jeff Bryant that the deadline for nominations for the Special Election for Vice President is December 25. Thus far 3 candidates have been nominated. The election is scheduled to begin January 11 and be concluded by February 19, 2016.
2. President Nason (FL) discussed Florida's proposal for the Marketing Grant and ATAF's plans to promote the profession utilizing funds for membership drives and National Athletic Training Month.

**MOTION (FL/AL):** Approve Florida's State Association Marketing Grant application for \$2,000.

**APPROVED 6-0-0-1 (TN)**

3. President Mackie asked that members present a list of options for future calls due to some members having other commitments on Sunday evenings. Secretary Wesley will compile a list of options and send out a survey or Meeting Wizard to gain feedback and utilize for our 2016 Conference Calls.
4. President Mackie discussed the transition to use of a lighter blue logo to be more consistent with NATA and NATA Foundation images. Director Horodyski mentioned that the Board had previously approved going to the lighter color and was waiting on the submission from the graphic designer. President Mackie informed members that Secretary Wesley would be working to make the new image available to state associations to use on their material and to update the SEATA website.

**6. INFORMATIONAL ITEMS**

1. President Mackie asked that any news items to be included in the SEATA eBlast be sent to Secretary Wesley by Dec. 28.

**7. ADJOURNMENT**

The meeting was adjourned at 8:45 PM EDT.

# APPENDIX A



## CONTINUING EDUCATION GRIEVANCE POLICY

### **Purpose:**

This policy provides guidelines to SEATA members working as members of the SEATA Executive Board or Continuing Education Committee(s) in matters regarding educational activities and grievances filed. The Southeast Athletic Trainers' Association is committed to providing educational opportunities for athletic trainers and health care professionals while conducting all activities in strict conformance with ethical principles and regulations.

### **Scope:**

This policy applies to SEATA membership who serve as members of the SEATA Executive Board or Continuing Education Committee(s) and receive grievances as a result of educational activities conducted by or on behalf of SEATA.

### **Policy:**

#### REPORTING/SUBMITTING A GRIEVANCE

Grievances regarding a continuing education program can be made orally or in writing to a member of the SEATA Executive Board or to the event coordinator(s) of the specific continuing education program. Formal grievances in which an action is requested must be submitted using the SEATA Grievance Form. Grievances must be reported within 5 business days of the event.

#### RESPONSE TO GRIEVANCE

The CE Event Coordinator(s), who must consult with the SEATA Vice President, will mediate any concerns noted by the grieved individual. A written response must be provided to the grieved individual and the SEATA Vice President within 5 business days of receiving the complaint.

#### APPEALING A GRIEVANCE RESPONSE

Appeals of the initial grievance response must be submitted in writing to the SEATA President within 5 business days of the initial decision. The SEATA President shall collect all documentation related to the grievance and place the grievance on the agenda for the next SEATA Executive Board Meeting/Conference Call. The SEATA President shall provide a written response to the grievance within 7 business days of the SEATA Executive Board's decision. All decisions of the SEATA Executive Board are final.



## CONTINUING EDUCATION GRIEVANCE PROCEDURE

As District Nine of the National Athletic Trainers' Association, the Southeast Athletic Trainers' Association (SEATA) is committed to providing ongoing educational opportunities for Athletic Trainers and other allied health care professionals. SEATA is fully committed to conducting all educational activities in strict conformance with ethical guidelines, and as such have adopted the Code of Ethics (Standard 2.1) for BOC Approved Providers from the Board of Certification, Inc. The continuing education programs offered by SEATA will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the CE event coordinator(s) in consultation with the Continuing Education Committee(s) and the SEATA Executive Board.

While SEATA goes to great lengths to assure fair treatment for all attendees and attempts to anticipate problems, there will be occasional issues which come to the attention of staff which requires intervention and/or action of the CE event coordinator(s) or an officer of the SEATA Executive Committee. This procedural description serves as a guideline for how attendees can file a grievance and how those grievances will be handled.

### REPORTING/SUBMITTING A GRIEVANCE

When a participant, either orally or in written format, files a grievance or expects action upon the complaint, the following actions will be taken. All grievances must be reported within 5 business days of the event.

1. If a grievance concerns an instructor, the content presented by an instructor, or the style of presentation, the CE event coordinator(s) will provide the comments to the instructor while maintaining the confidentiality of the attendee.
2. If the grievance concerns a continuing education offering, the program content, level of presentation, or the facility hosting the event, the CE event coordinator(s) in consultation with the SEATA Vice President will mediate and be the final arbitrator. If the participant requests action, the CE event coordinator(s) will request the Grievance Form is completed for documentation purposes and will attempt to seek a resolution.
3. The CE event coordinator(s) must provide a written response to the grievance within 7 business days to the grieved individual and the SEATA Vice President.

4. All grievances (whether formal or informal) and resolutions will be documented in writing for the CE Committee and SEATA Executive Board to review as meeting follow up and for further action if needed.

#### APPEALS OF A GRIEVANCE RESPONSE:

If the grieved individual is not satisfied with the resolution and wishes to appeal the initial decision from the CE event coordinator(s) the following must occur:

1. The registered attendee must appeal the initial decision to the SEATA President within 5 business days of the initial decision.
2. The SEATA President shall request all documents related to the grievance from the CE event coordinator(s) and SEATA Vice President.
3. The SEATA President shall place the grievance on the agenda of the next Executive Board meeting/conference call.
4. The SEATA President shall provide a written response to the grievance within 7 business days after it is discussed and approved by the Executive Board. All decisions of the SEATA Executive Board are final.

