



Minutes of the SEATA Executive Board Meeting

Dogwood Meeting Room
 March 10, 2018 (4:00 pm EST)



Roll Call

Official Minutes

X	District Director	Marisa Brunett, LAT, ATC	X	President	Gerard White, LAT, ATC	X	Vice President	Jeff Hopp, LAT, ATC
X	Treasurer	Tim McLane, LAT, ATC	X	Secretary	Donna Wesley, LAT, ATC			
X	Alabama President	Chris King, LAT, ATC	X	Florida President	Erik Nason, LAT, ATC	X	Georgia President	Paul Higgs, LAT, ATC
X	Kentucky President	Scott Helton, LAT, ATC	X	Louisiana President	Scott Arceneaux, LAT, ATC	X	Mississippi President	Jeff Bryant, LAT, ATC
X	Tennessee President	Peggy Bratt, LAT, ATC				X	Parliamentarian	Chuck Kimmel, LAT, ATC

Meeting called to order with quorum (4 State Presidents) at: 4:32 PM

X = Present SR = State Rep. present

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS / ACTIONS
1. Call to Order (Roll Call)		
a) State Representative(s)		
b) Invited Guests / Members Present		1. AL – Danielle Platt – President-Elect
2. Review of Previous Discussion(s)		
a) EB Online Motion(s)	1.	1.
a) Consent Agenda	1. February 18, 2018 Conference Call Minutes	MOTION (AL/LA): Motion to accept Consent Agenda 7-0-0 PASSED.
2. Officer's Reports		
a) Director Brunett	No Report as BOD has not met yet.	
b) President White	1. No new report.	
c) Vice President Hopp	1. No report.	
d) Secretary Wesley	1. No report	
e) Treasurer McLane	<ol style="list-style-type: none"> Treasurer McLane reported on financials of the organization. Investment report – portfolio has progressed well. 2018 Reports and Balanced Sheets. State dues allocations will be mailed after this meeting (hopefully by Wednesday, 3/14/18) after communicating with Kelly Carlin. Treasurer McLane requests that updated treasurer addresses be sent to him for check allocation distribution. 	<p>Eve Becker Doyle - \$2750.00 to "catch up" on this scholarship.</p> <p>SEATA Memorial donations check was written to NATA Foundation for for \$300 (in honor of Tom Rokovitz's wife, Aubrey "Mikie" Hill, and Jack Redgren).</p> <p>NATA Foundation Event sponsorship will be verified with office next week.</p>



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	4. ACTION: Treasurer McLane will follow-up and get the Jack Redgren check written. 5. SEATA makes a donation of \$100 each to NATA Foundation Memorial Scholarship in honor of Tom Rokovitz's wife and Aubrey "Mikie" Hill. 6. Update on payment of NATA Foundation invoice of \$3,500 7. Sponsor NATA Foundation Event at The Great Gatsby (\$5,000) Level.	
3. Support Group Reports		
a. Standing Support Groups		
i. SEATA CUATC	Updated on DISCUSSION: President Higgs (GA) will recommend a SEATA member to President White to serve as Chair for CUATC.	President Higgs (GA) is continuing to work on this and report at next meeting. As ICSM D9 Rep, President Higgs will report to SEATA Committee CUATC Chair
ii. ATEC	ATEC Chair, Mandy Jarriel, is requesting approval for a "Faculty Corner" section in all monthly SEATA Newsletter.	President Higgs will work with Chairman Jarriell on clarification about monthly eBlast or quarterly newsletter.
iii. Research & Education	REC needs committee members from MS and LA. The State Presidents are asked to solicit a qualified member and submit accordingly.	Continuing to work on leads to fill vacancies.
iv. ATs Care	DISCUSSION: Allocate \$1,000 in the SEATA Budget to on-site CISM responses within D9. All travel requests must be approved by the SEATA President prior to the response.	Director Brunett will work with Katie Scott (NATA ATs Care) and Lovie Tabron to finalize District ATs Care makeup. MOTION (VP/TR): Allocate \$5000 annually for travel related expenses for fully trained D9 ATs Care Committee members from the state impacted by the crisis incident. 7-0-0-0 PASSED Future discussion about NATA involvement and allowing additional assistance when state representatives are not available to respond.
v. Young Professionals' Committee	DISCUSSION: Budget for YP Social of \$1,000 in conjunction with CSMM. In lieu of social this year, the YPC would like to disseminate the remaining funds to the states to have a YP sponsored event at the state level.	
b. Ad hoc / Taskforce(s)		
i. Legislative Grant Taskforce	Update on ATCTION: Created a group to develop criteria to fund the SEATA Discretionary/Emergency Legislative Grant. (Treasurer McLane, Chris King (AL), Peggy Bratt (TN) named to the work group.)	Tabled to next conference call.
4. Old Business		
a. SEATA SWaG (Strategic Plan) Meeting	Update on SWAG Meeting <ul style="list-style-type: none"> President White is looking to have this prior to CSMM, but with ATs Care it is conflicting with the schedule. President White will 	NOTE: State Leadership Forum in Monday from 3-8:15 PM and may conflict with timing of this.



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	be scheduling this meeting for Monday, June 25, just prior to the NATA Convention in New Orleans.	Tabled until next call.
b. Sharing of CEU Opportunities (White)	Update on ACTION: SEATA Officers will develop a policy to present to the Board. This item is still in progress.	Tabled until next call.
c. Innovative CEU request from Ed Kravitz	<p>Update on ACTION: President White and Secretary Wesley had a GoToMeeting with Ed Kravitz. Had a positive discussion. Would like to get additional information and feedback from other Districts with regards if a "member benefit"? Cost – Benefit analysis? Speaker honorarium increase? Board Members were asked to review Innovative CEU Proposal for discussion.</p> <p>DISCUSSION: ICEU's hosting fee is \$500 /yr unless sales exceeds this amount. ICEU will pay SEATA 50% of all net course sales on each SEATA courses sold on ICEU Platform that have a price range of \$29.99 to \$100.00; ICEU will pay SEATA 2/3 of the net course sales on ICEU Platform that have a price range of \$100.01 to \$250.00; ICEU will pay SEATA 75% of the net course sales price that have a price range of \$250.01 and up. SEATA will be responsible for recording of presentation(s) and all materials necessary.</p>	
d. Stickers for SSS	<p>Update on ACTION: President White will charge Scott Arceneaux to propose numbers and get information to Director Brunett.</p> <p>Proposal is for SEATA to help states with 2" x 2" logo stickers for marketing; proposal is for \$2,000 and does include set-up fee</p>	MOTION (FLVP): Accept the budget request of \$2,000 for the SEATA State AT decal proposal. 7-0-0-0 PASSED
e. Membership Value Document	ACTION: President White and Treasurer McLane will work on membership value document	Table until next call. DINNER BREAK 5:41 PM (Board Discussion of P&P during dinner)
f. Policy & Procedures	<p>DISCUSSION: Updated version has policies hyperlinked. President White will email version that has the track changes made to Executive Board.</p> <p>DISCUSSION: The role of the Executive Board Liaison was discussed and President White asked that the Committee Chairs be cc'd on all committee communications. Board Liaisons will be responsible for presenting committee action items to the Board.</p>	<p>ACTION: President White will ensure the current list of committees on the Committee Interest Form on website are current (ATs Care).</p> <p>ACTION: President White will also send a list of interested individuals to committee chairs and copy the executive board.</p> <p>ACTION: Secretary Wesley will also send Director Brunett and President White an updated NATA Leadership Interest list. State Presidents should have the material in the monthly membership list.</p>



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		<p>ACTION: Proposed changes in P&P prior to the official version and approval, should be emailed to President White and cc'd to all by April 1.</p>
		<p>MOTION (MS/VP): To suspend meeting (6:58 PM) for a guest – Sandra Geiger from Conference Direct to speak to the Board. 7-0-0-0 Approved</p> <p>RECONVEINE at 8:15 PM</p>
<p>g. Hotel Contracts for 2020 and 2021 (ATSS and SCMM)</p>	<p>DISCUSSION: VP Hopp and Karen Lew will continue to examine other hotel options for future meeting (2020 +). Will be working on a couple of site visits.</p>	<p>ACTION: VP Hopp will continue investigate discussion with Crowne Plaza Ravinia.</p> <p>ACTION: Create a workgroup of VP Hopp, Treasure McLane, and President Higgs to investigate the possibility of any changes to the meeting schedule for CSMM for 2020 and 2021.</p> <p>ACTION: Work group (McLane, Hopp, and Higgs) will work with hotel to extend the timeline from the hotel's deadline. President White will inform the Board of the need for a conference call when the recommendations are made.</p> <p>Proposal from workgroup to include meeting schedule, meeting dates and hotel contract should be submitted to the Board by April 10.</p>
<p>h. SEATA Elections Timeline</p>	<p>DISCUSSION: Timeline for 2018 election for DD, VP and SEC</p>	<p>President Bryant (MS) timeline that has been established and used previously.</p> <p>ACTION: President Bryant will be formalized with 2018 dates and send to Secretary Wesley for DD, VP and SEC.</p>
<p>i. Website</p>	<p>DISCUSSION: Transition from Wild Apricot.</p>	<p>MOTION: (FL/SEC) To accept the proposal from Sharri Jackson to transition from Wild Apricot to WIX (Unlimited) with the addition of ShoutOut (Basic) for SEATA website and emails; event management will continue with Wild Apricot at a lower monthly level. 7-0-0-0 Approved</p>
<p>5. New Business</p>		
<p>a. SEATA Education Sponsorship Grant</p>	<p>Request by LATA (\$1,000)</p> <p>DISCUSSION: Proposal is submitted because it falls outside current guidelines as LATA will not be having a true state meeting due to NATA being in New Orleans and this is for a "Super Regional Meeting".</p>	<p>MOTION (TR/AL): Accept Louisiana's proposal for SEATA Educational Grant as presented by President Arceneaux. 7-0-0-0 Approved</p>
<p>b) Agreement with Sandra Geiger</p>	<p>SEATA has a verbal agreement to use the services of Sandra Geiger, Conference Direct, to locate, negotiate, and coordinate a hotel(s) for</p>	



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	<p>SEATA ATSS and CSMM. We have used her services for the past 5-6 years. SEATA is not directly charged for her services, however, the hotel has to pay a 10% commission fee based on total room revenue.</p> <p>DISCUSSION: Karen Fierman has offered to help Jeff with this "leg-work" to find hotels that can meet our needs and provide a quality service. March 2019 is our last hotel contract that we have signed. We need to finalize contracts for 2020 and 2021 for both ATSS and CSMM/A TEC.</p>	
7. Announcements	SAVE THE DATE: SEATA EB Meeting and District IX Members Meeting at NATA (New Orleans) – Wed. June 27 th Time/Location is TBA	
8. Adjournment	Meeting adjourned at:	9:47 PM

