



Minutes of the SEATA Executive Board Meeting

Conference Call

November 3, 2019 (6:30 pm / 7:30 pm EST)



Roll Call

Official Minutes

P	District Director	Marisa Brunett, LAT, ATC	P	President	Gerard White, LAT, ATC	P	Vice President	Jeff Hopp, LAT, ATC
	Treasurer	Vacant	P	Secretary	Donna Wesley, LAT, ATC			
P	Alabama President	Danielle Platt, PhD, LAT, ATC	X	Florida President	Erik Nason, LAT, ATC	P	Georgia President	Amos Mansfield, LAT, ATC
P	Kentucky President	Scott Helton, LAT, ATC	P	Louisiana President	Cary Berthelot, LAT, ATC	P	Mississippi President	Jeff Bryant, LAT, ATC
X	Tennessee President	Peggy Bratt, LAT, ATC				L	Parliamentarian	Chuck Kimmel, LAT, ATC

— Meeting called to order with quorum (5 State Presidents) at: 6:36 PM

P = Present

X = Not in attendance

L = Late Arriving

SR = State Rep. present

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS / ACTIONS
1. Call to Order (Roll Call)		
a) State Representative(s)		
b) Invited Guests / Members Present		
2. Review of Previous Discussion(s)		
a) EB Online Motion(s)		
b) Consent Agenda	<ol style="list-style-type: none"> September 8, 2019 Meeting Minutes October 13, 2019 Special Meeting Minutes 	MOTION (AL/KY): Motion to accept the consent agenda. 5-0-0-2(FL, TN) Approved Parliamentarian Kimmel arrived
3. Officer's Reports		
1. Director Brunett	<ol style="list-style-type: none"> Director Brunett reported the passing of NATA Associate Executive Director, Rachael Oats. Director Brunett opened with thanking the SEATA Board for the donation for the \$10,000 to the NATA Foundation to endow the Rachael Oats scholarship, which afforded the opportunity to let her know about this before she passed. NATA BOD had their last conference call on Monday, October 28th and approved the following: <ol style="list-style-type: none"> Approved funding for the NATA Historical Exhibit Concept design. Approved the Transitional Employment Workgroup with D9 member Dr. Jeff Konin as the chair and Vice President Brunett as the Board Liaison Approved the Student Leadership Committee updated Policy and Procedures manual. 	



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	<p>d). Approved the Secondary School Athletic Trainers' Committee Wellness Screening Guidelines</p> <p>e). Approved the AT Clinical Specialization Statements developed by the AT Strategic Alliance pertaining to future directions AT clinical specialization.</p> <p>f). Governmental Affairs update: 31 states have requested state legislative grants and 6 requested matching grants. Reimbursement symposium scheduled in Wisconsin November 15-16th with over 70 AT's registered.</p> <p>3. Specialty Certification met in Omaha @ BOC office last weekend to work on the exam development for the Orthopaedics specialty certification with shooting for it to be ready in 2021</p> <p>4. BOC reported they are still in conversations with the Canadian Athletic Therapist Association with the Mutual Recognition Agreement (MRA)</p> <p>5. CAATE had over 300 participants at their conference in ATL.</p> <ul style="list-style-type: none"> -Have moved their Dec. 9th Board meeting to Orlando -Looking to develop an International Committee -Developing new residency accreditation process and be going out for public comment -They have 2 open positions- clinician and public members 	
6. President White	<p>1. Registration sites for ATSS, Quiz Bowl and Abstracts have been created and are live.</p> <p>2. Secretary Wesley and I are working on ATEC and Corp Partner sites.</p> <p>3. CSMM Registration hopes to be up by Nov. 15</p>	
7. Vice President Hopp	<p>1. CPR Agreement to reserve the additional space for ATEC has been signed and complete.</p> <p>2. Update on President Platt's request for ATs Care training to be included in CSMM Planning.</p> <p>DISCUSSION: VP Hopp reported that we will have a ATs Care course at CSMM we will need to have additional discussions about what course to run (1 day vs 2 day; individual vs team).</p> <p>3. Update on ACTION: Vice President Hopp will contact Lovie to coordinate bringing this back to our District Meeting.</p> <p>4. ACTION: Vice President Hopp will follow up with Conference Direct and CPR to see if Pass Key can be utilized for group reservations for ATSS.</p>	<p>#2 ACTION: VP Hopp will confirm information prior to opening registration.</p>



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	<ul style="list-style-type: none"> a. CPR system only allows up to 4 rooms to be booked through PassKey at this time. 	
8. Secretary Wesley	<ul style="list-style-type: none"> 1. NATA Membership Renewal is now open 2. Updated membership list will be available later this week 3. Will work with President White when November and December dues dispersal checks are to be sent – still need state treasurer mailing addresses from a few states. 	
9. Treasurer Report (President White)	<ul style="list-style-type: none"> 1. What is the name of the firm who serves as the SEATA Auditor? <ul style="list-style-type: none"> a. Provide a copy of the most recent Audit Report. b. What is the Reporting time period? <p>REPORT: President White talked to Kelly McCauley with SME CPA Firm (Augusta, GA) in regards to their financial review and SEATA's 2018 Tax Return. She will be setting me up with access to their online portal as our 2018 Tax Return should be completed in the next week. The return is due Nov. 15th.</p> 2. Is the SEATA Accountant the same as our Auditor? <p>REPORT: Yes, from my discussion with Kelly (SME CPA) they did a review of the bank statements and matched with corresponding entries in online Quickbooks. Each month in 2018 balanced out.</p> 3. Reimbursement Checks: <ul style="list-style-type: none"> a. Chantelle Green, Ats Care Response – PAID b. RT Floyd, ATSS & CSMM expenses - PAID c. Carson Newman Benevolent Fund (\$5,000) – PAID d. NATA Foundation: Rachael Oats Scholarship (\$10,000) – PAID 4. Payment of Outstanding Invoice – NATA Lawyer (The Venable Group). (2/3 have been paid) – PENDING response from NATA 5. Verification of D & O, general liability, and event Insurance for our District – What is covered? Is it current? <p>REPORT: President White did not find any Certificates of Insurance upon review of Treasurer's emails. Found a proposal from Mark Czerniach, Couch Braunsdorf Insurance Group, from Nov. 2018. Mark reported that no policy was issued.</p> 	<p>#1 ACTION: Need to schedule a conference call with the new Treasurer and SME CPA accountants to review Quickbooks and the recording/categories in quickbooks.</p> <p>#2 ACTION: President White would like to appoint two State Presidents and Parliamentarian Kimmel to serve on the SEATA Financial Committee once a new Treasurer has been elected. This committee will be charged with 1) Complete a financial review of SEATA's checking and Investment accounts for 2019. 2) Complete quarterly financial review of SEATA's checking account (to include a review of debit card charges).</p> <p style="padding-left: 40px;">Interested State Presidents should contact President White regarding opportunity to serve on the SEATA Finance Committee.</p> <p>#4 ACTION: President will process payment once verification from NATA that the invoice has not been paid.</p> <p>#5 ACTION: President White will solicit RFPs for general liability insurance, D&O, and event insurance. Secretary Wesley has provided the names of a couple of groups that were discussed at the DST meeting at NATA.</p> <p>ACTION ITEM: President White will work in QuickBooks to see if an insurance payment has been made.</p>



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	<p><u>Discussion</u> about asking hotel for copy of certificate; decided it is best not to pursue this item; instead questioned about reviewing financials to see if a policy has been paid out?</p> <p>6. During a review of Treasurer's emails, found an outstanding invoice (\$175) for SME CPA Accounting Firm</p> <p>7. Transfer of online access:</p> <ul style="list-style-type: none"> a. Email – completed changed password to both gmail (now being forwarded to seata.org) & seata.org b. .Quickbooks – added President White as administrator; changed email to treasurer@seata.org on the account. c. Adobe (Acrobat Pro & Photography) - President White could not login using the password provided by Tim. d. Go To Meeting – Secretary Wesley has be set as the administrator of the account. President White and Vice President Hopp are set as Managers on the account. e. Dropbox – changed password on account and removed remote access on devices <p>8. Storage Unit in Augusta, GA – Tim is working on getting this transferred over to VP Hopp's debit card to remove Tim's card from the account.</p> <p>9. Well-Fargo Checking Account – President White has administrative access to online account. I can make payments and review charges made to the account.</p> <p>10. Wells-Fargo Investment Account - Tim is listed as the "Owner" on the account. He has been requested to get President White and VP Hopp added to this account. Then we will be able to remove Tim from the account</p> <p><u>DISCUSSION:</u> VP Hopp ran into some errors with Wells Fargo and some may have to be done in a face-to-face at a Wells Fargo location and the closest location to President White is in Gulfport, MS.</p>	<p>#6 ACTION: President White will verify that the Invoice is still out-standing? If necessary, payment will be made.</p> <p>#8 ACTION: Vice President Hopp can travel to Augusta, as necessary, to get account changed over to his card and obtain unit keys.</p> <p>#9 ACTION: Vice President Hopp will enroll in online access.</p> <p>#10 ACTION: Waiting on action from Tim McLane for further action on this item and remove him as owner of this account.</p>
<p>4. Committee Reports</p>		
<p>a) Standing Committees</p>		
<p>i.</p>		
<p>b) Ad hoc / Taskforce(s)</p>		
<p>i. Legislative Grant Taskforce (President Bratt – TN)</p>	<p>Update on ATCTION (Tabled 06/2019; 08/2019; 09/2019): President White submitted a draft revision to the P&P regarding Legislative Grants. Updated the timeline of application and reimbursement request to better align with NATA guidelines</p>	<p>TABLED due to President Bratt being unavailable on the call.</p>



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	<p>Discussion:</p> <ol style="list-style-type: none"> Limit a State Association from applying once every five years? <p>State can only request a maximum funding limit to equal 10% (??) of that respective State's dues revenue to SEATA. (i.e., if a SEATA received \$30,000 in state member dues to SEATA, then the max \$ to apply for is \$3,000.)</p> <p>Significant discussion regarding limits of funding for IRS purposes with regards to tax-status.</p> <ol style="list-style-type: none"> 10% not to exceed \$5,000 	
<p>ii. Elections Committee (President Bryant)</p>	<p>Update on nomination process for Treasurer position.</p> <p>Currently 3 nominees submitted; working on candidate eligibility form and confirmation of acceptance of nomination will be completed this week. Nomination period ends Nov. 14.</p>	
<p>5. Old Business</p>		
<p>a) Funding support for Committee meetings at CSMM</p>	<p>Update: President White is seeking a line item budget of \$10,000 for SEATA Committee Travel for the purpose of conducting a committee meeting at CSMM, ATEC, or ATSS events. At the June meeting, the Board expressed the need to clarify what expenses would be covered by SEATA.</p> <p>DISCUSSION: President White proposes a SEATA P&P change to Section IV.B: Expense Reimbursement Policy to allocate a maximum of \$200 for travel expenses and a registration fee waiver, as approved by the SEATA President.</p>	<p>Tabled for future discussion;</p> <p>ACTION: President White will send out an email for further discussion.</p>
<p>b) State Secretary – Treasurers Committee</p>	<p>DISCUSSION: With funding approval for State S/T Meeting at CSMM, need to identify the best day / time to conduct the meeting.</p> <p>DISCUSSION: In order to allow sufficient time to this meeting, discussion about having the Executive Board Meeting on Sunday instead of Saturday night. No objections noted.</p>	<p>ACTION: President White will be sending out an email to the State Presidents with a link to a Doodle Poll. Each State President is asked to forward to their State Secretary and Treasurer regarding availability to meet during CSMM.</p>
<p>c) SEATA Convention and Expo</p>	<p>ACTION: Initial planning should include investigating all 3 meetings in one location/dates, including outside Atlanta.</p> <p>Vice President Hopp will be working with Conference Direct to collect RFPs for SEATA 2022+.</p>	<p>.</p>
<p>d) HOF Nominations (Pres Mansfield)</p>	<p>ACTION: GA President Mansfield will work with Bob Nevill on state presidents submitting names as a "nomination" for SEATA Hall of Fame. President Mansfield will follow-up with the Board regarding further action if required</p>	<p>ACTION: President Mansfield will follow-up with Bob Nevill and noted that there were already a few nominations.</p>
<p>6. New Business</p>		



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a) 2020 Corporate Partner Plan	1. President White requests that the Financial Committee to review changes to the SEATA Corporate Partner Plan to include the following changes? a) Increase of \$250 for Committee, Executive, President and Director plans 2. Corporate Partner Committee recommends to remove Insert Partner (\$150) 3. President White recommends removing "Conference Proceedings" terminology with app sponsors page information.	ACTION: Have the Finance Committee compare our current plan pricing with that of other Districts and benefits being offered. MOTION (AL/LA): Remove the Insert Partner and Conference Proceedings terminology from the 2020 SEATA Corporate Partner Plan. 5-0-0-2 (FL, TN). Approved
7. Announcements	<ul style="list-style-type: none"> • 1st Sunday @ 6:30 pm CST / 7:30 EST - Dec. 1 - Jan. 5 - Feb. 2 - Mar (CSMM) - April 5 - May 3 - June (NATA) • 	
8. Adjournment	Meeting adjourned at:	7:43 PM CST