



Minutes of the SEATA Executive Board Meeting

Conference Call

May 19, 2019 (6:30 pm / 7:30 pm EST)



XRoll Call

Official Minutes

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

Meeting called to order with quorum (5 State Presidents) at: 6:36 pm (CST)

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. Review of Previous Discussion(s)		
a) EB Online Motion(s)		
b) Consent Agenda	<ol style="list-style-type: none"> 1. April 7, 2019 Meeting Minutes 2. Marketing Grant Request(s): <ol style="list-style-type: none"> a) GATA (\$2,000) 3. EBP Grant <ol style="list-style-type: none"> a) ATAF (\$1,000) 4. Capitol Hill Day Grant <ol style="list-style-type: none"> a) LA – Jason Dunavant 5. Matt Sabin, CSMM App Coordinator 	<p>Removed April 7, 2019 Minutes</p> <p>MOTION (AL/VP): Approve the consent agenda. 5-0-0-2 (MS, TN).</p>
2. Officer's Reports		
a) Director Brunett		
b) President White	<ol style="list-style-type: none"> 1. ATEC Survey should be ready to go out shortly. 2. R&Ed would like to schedule the Member's Meeting right after the Awards Luncheon at CSMM. 3. Review SEATA Grant Procedures (see below) 	<p>President Nason discussed the success that ATAF has had in moving to the model of a "business meeting" following the awards luncheon. President Helton also reported that Kentucky is also transitioning to this model. President Nason also reported that ATAF has utilized a quarterly webinar.</p>



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		President White will be in attendance at LA, KY, and MS state meetings. President White has put together a document on the procedures for SEATA Grants.
a. Vice President Hopp	Conference call on Wed. for use of Conference Direct going forward	
b. Secretary Wesley	1. Membership database has been sent out 2. Seeking information for eblasts/Newsletters	President White encouraged presidents to send information to NATA and to Secretary Wesley; he recognized ATAF for their outstanding job in getting information to the NATA News.
c. Treasurer McLane	1. Update: Reimbursement for LATA Grant 2. KATS Legislative Grant Reimbursement 3. R&Ed Grant Awards: Brandon Lempke 4. Nikki Harris, CHD Reimbursement 5. Status on Hotel Bills & Payments: Westin (ATSS) and Crown Plaza (CSMM)	Vice President Hopp reported that the finalized bills for the hotels is still being discussed. President Nason asked that the EBP grant (just approved); receipts can be sent to Treasurer McLane. President Helton reported that the checks for the Legislative Grants have been sent. President Berthelot will follow up with submission of the paperwork on grants that have been approved.
3. Committee Reports		
a. Standing Committees		
i. Research and Education		
ii. SSATC	Submitted the following applications to the NATA for the Safe Sports School Award: 1. Ensworth High School; Jillian Keeler, ATC; Nashville, TN 2. Homewood High School; Edwin Harris, ATC; Homewood, AL 3. Fisher Middle High School; Eric Giesmann, ATC; Barataria, LA 4. Grace King High School; Jessica Davis, ATC; Metairie, LA 5. St. Augustine High School; Becky Mihalovits, ATC; New Orleans, LA 6. St. Martin Episcopal School; Jennifer Natal, ATC; Metairie, LA 7. Ursuline Academy (This application is pending NATA membership from Cyd Bertrand); Cyd Bertrand, ATC; New Orleans, LA	Treasurer McLane and President White will work to ensure that the fees are processed and paid.
b. Ad hoc / Taskforce(s)		
i. Legislative Grant Taskforce (President Bratt – TN)	Update on ATCTION: Created a group to develop criteria to fund the SEATA Discretionary/Emergency Legislative Grant. President Bratt was appointed as the chair.	President White and President Bratt will work on the paperwork that needs to be submitted for the process.
4. Old Business		



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a. SEATA SWAG (Strategic Plan) Meeting	Update: Secretary Wesley and President White will work to formalize the outcomes from the SWaG meeting.	Secretary Wesley will put information in Dropbox in the next few days.
a. Tier 4 Committee Procedures	Update on ACTION: President White will re-examine the committee set-up in the P&P to look at procedures for committee member nomination/selection for Tier 4 committees.	ACTION: President White will continue to follow-up on this and present an update.
b. Funding support for Committee meetings at CSMM	The current P&P is clear that we do not provide financial assistance for committee members to meet at CSMM. In order to promote more engagement of various SEATA committees to meet at CSMM, can SEATA provide one hotel room night and a registration waiver for committee members who conduct a meeting at CSMM. Discussion was tabled as the need to evaluate financial impact and committee representation	ACTION: State Presidents will email President White with proposals and he will compile a written proposal for next call.
c. Wild Apricot new charges	Wild Apricot email: Recently, we notified you that we will be introducing a Payment System Servicing Fee. After hearing feedback from our customers, we have moved the date this fee comes into effect from April 2 to July 2, 2019 , to give everyone who wants to switch to Wild Apricot Payments more time to do so. UPDATE: Secretary Wesley and Treasure McLane will do further investigation on this and present a proposal to the Board in the future prior to this date. Treasure McLane is going to communicate with WildApricot about the fee increase and how it will impact us financially. The DST is investigating CVent for meeting registration.	Tabled for report from Treasurer McLane Information will be presented in New Business
d. 2020 CSMM Programming	Develop educational program with 2 tracks - Manual Therapy and Acute Care. We are exploring speakers who could do longer EBP workshops that are part lecture and part lab so attendees leave with new skills to use in clinical practice. Amanda and Lizzie (with feedback from committee) will develop a proposed program, including budget needs for supplies, speakers, and lab assistants, for board consideration by 4/8.	For informational purposes and they will make a budget request proposal; President Platt will follow-up with R&E Committee
e. CSMM Registration Waiver for Student Abstract presenters	R&E Committee requested that CSMM Abstract presenters receive a registration waiver as a benefit to encourage submissions and participation of research abstracts. (see committee report below). Tabled from April meeting for further review.	MOTION (KY/AL): Approve the Research & Education Committee's request to fund the Basic CSMM registration fee waiver for selected Student Abstract presentation lead author (or lead presenter) to be capped at 10 "scholarships". [Approve Amendment 6-0-0-1 (MS)] 6-0-0-1 (MS) Approved



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AGENDA ITEM	DISCUSSION	RECOMMENDATIONS / ACTIONS
5. New Business		Break: 5:21 PM - 5:34 PM
a. SEATA Reimbursement Procedures	President White is submitting a change to the procedures for reimbursement. Updated the Google Form to allow file uploads and modified the Expense Form to capture amounts.	President White discussed the revised procedures for the expense reimbursement policy.
b. Cvent Proposal	With recent increased charges and fee by Wild Apricot, SEATA needs to utilize a new provider. President White, Secretary Wesley and Treasurer McLane had some preliminary discussions with Cvent to get a proposal of various web services to facilitate SEATA events. Included in the proposal is to provide services to State Associations at a reduced rate (group rate). President White provided a PPT for this discussion.	President White reviewed the general information presentation. He and President Nason asked that each state president review and follow-up with Cvent before our next meeting.
c.		
6. Announcements	Upcoming EB Conference Calls Schedule <ul style="list-style-type: none"> June 25 (Tuesday) 9:30 AM – 12: 30 PM in Las Vegas 	
7. Adjournment	Meeting adjourned at:	8:04 PM



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SEATA Grants Procedures

1. Capitol Hill Day Grant
 - a. Submit to State President for State Association Approval
 - b. SEATA President approval
2. Safe Sports School Award Grant
 - a. Reviewed and approved by State Peer Review Team (Pres & SS Representative)
 - b. Report is submitted back to Exec Board.
3. Marketing Grant
 - a. Submit to SEATA Treasurer for review of completeness.
 - b. Submit to SEATA President to be placed on Board Agenda for approval.
4. EBP Education Grant
 - i. Submit to SEATA President for review of completeness.
 - ii. Placed on next Board conference call for Board approval.
5. Legislative Grants
 - a. Submit to President for review and approval by SEATA Grant Review Team (SEATA GAC Chair, Treasurer and SEATA President.
 - b. Needs approval of the EB.

R&Ed Committee Proposal – Waiver of Registration Fee for Student Abstract(s)

Project #2	
P2: Name	Abstract Submissions
P2: Organization	committee
P2: Description	Only 7 abstracts were submitted for the 2019 CSMM. We would like to brainstorm ways to increase participation - especially for students.
P2: Barriers	Funding - students do not want to pay for registration to present. Local students would consider if they did not have to pay for registration.
P2: Plan	Waive registration fee for Abstract Presenters.



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P2: Motion	Waive registration fee for Abstract Presenters
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P2: Status	% Completion (NP (No Progress))
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