



Minutes of the SEATA Executive Board Meeting

Mandalay Bay Convention Center (NATA – Las Vegas, NV)
June 25, 2019 (9:30 am)



Roll Call

Official Minutes

P District Director Marisa Brunett, LAT, ATC	P President Gerard White, LAT, ATC	P Vice President Jeff Hopp, LAT, ATC
P Treasurer Tim McLane, LAT, ATC	P Secretary Donna Wesley, LAT, ATC	
P Alabama President Danielle Platt, PhD, LAT, ATC	P 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	SR Mississippi President Jeff Bryant, LAT, ATC Marc Osborne, LAT, ATC
P Tennessee President Peggy Bratt, LAT, ATC		X Parliamentarian Chuck Kimmel, LAT, ATC

— Meeting called to order with quorum (7 State Presidents) at: 9:32 am (PST)

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)		Marc Osborne, LAT, ATC (Mississippi Vice President)
b) Invited Guests / Members Present		4 Guests – Steve Patterson, Ray Burr, Mike Wilkinson, Jody Sandler, Rich Frazee, Mike VanBruggen
1. Review of Previous Discussion(s)		
a) EB Online Motion(s)	None	
b) Consent Agenda	<ol style="list-style-type: none"> 1. April 7, 2019 Meeting Minutes (Tabled 5-19-19) 2. May 19, 2019 Meeting Minutes 3. EBP Grant <ol style="list-style-type: none"> a) MATA (\$1,000) 	Remove April Minutes from Consent Agenda. MOTION (TR/VP): Approve Consent Agenda 7-0-0-0 Passed
2. Officer's Reports		
a) Director Brunett	<ol style="list-style-type: none"> 1. Welcome to Las Vegas! 2. BOD met on Sunday and will meet again Thursday and Friday. 3. Kim Morris (Univ. of Tampa) will replace Chris Snoddy as D9 NATAPAC Board member. 4. 1 Committee Position is open for EAC 5. Cheryl Cundy is 2020 Host for Atlanta and is here shadowing host 6. Director Brunett is searching for Orlando Host city rep. 7. Approved LGBTQ+ Advisory Committee Award 8. Linda Mizzoli presented on her Employment Fair Practice work group regarding – Zero Based Contracting. 	Secretary Wesley will issue Call of Nominees for District IX EAC Rep in next eBlast.



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	<ol style="list-style-type: none"> 9. BOC has named Ann Minton is the new CEO to replace Denise Fandel. 10. ICSM Summit was on Sunday and was well attended. 11. Changing of the Guard – Marisa Brunett has been re-elected as NATA Vice President. 12. CAATE has rolled out a new logo to better describe their mission. 13. MARCOM is working on an AT Marketplace to co-brand with documentation and 14. Membership numbers are slightly dropping as expected with program decline. 15. NATA Membership Directory is still available, but with GDPR regulations, it is now that you have to “Opt In” to be included in Directory in Gather. 16. Preferred Providers – Go4 Ellis contract is up at the end of the year; RFP has been issued for other providers. 17. YPC has produced a Best Practices document to be presented to the Board on Thursday on AT Per Diem Practices. 18. Third Party Reimbursement – going well. Eric Nason will continue as D9/D6 lead. 19. ACO Demonstration Project – hope to start collecting data July 1st. 	
b) President White	<ol style="list-style-type: none"> 1. ATEC Survey: 49 Responses – 55% prefer to coincide with ATSS meeting. 2. Thank You to LATA, KATS, and MATA for their hospitality. 3. SEATA Award winners have been updated on the website. 4. Created Google form for the following: <ol style="list-style-type: none"> a. New State Officer b. State Committee Rep to SEATA Committee 5. Added a SEATA Reimbursement page on website to show procedures and includes links to Expense Report and Reimbursement Form 	
c) Vice President Hopp	<ol style="list-style-type: none"> 1. Update on Conference Direct going forward – 20/21 without CD. We are investigating contracts for 22/23 and he has met with Connie Griffin and a proposal is in Dropbox if we choose to go with them. 2. CSMM Planning conference call 	



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d) Secretary Wesley	<ol style="list-style-type: none"> 1. Membership Data 2. NATA Bill/Highway Update on distribution of State dues 3. DST Projects on Membership Benefits <p>Discussion was held regarding the value to SEATA for a NATA District Secretary & Treasurer's Committee. This could be a good SEATA state-based committee. The State Secretaries and Treasurers could share and collaborate on best practices.</p>	<p>MOTION (FL/LA): Propose to have an organized Education meeting for State Secretaries and Treasurers at the 2020 CSMM –</p> <p>AMENDED MOTION (FL/LA): Fund an Organized leadership meeting for state Sec. and Treasurers at the 2020 CSMM.</p> <p>MOTION TO TABLE (GA/LA): Table previous motion to research amount and type of funding to be provided by SEATA. 7-0-0-0 Passed</p>
e) Treasurer McLane	<ol style="list-style-type: none"> 1. Status on Hotel Bills & Payments: Westin (ATSS) and Crown Plaza (CSMM) – Westin Bill has been paid; CSMM has been reviewed and will be signed to be paid before we leave Las Vegas. 2. Reviewed financial reports and preliminary budget for CSMM/A TEC/ATSS meetings 4. Status on SSS Award Fees paid for 7 grants approved 	<p>ACTION: States that have an Approved Grant (Marketing or EBP), MUST complete and submit the Reimbursement Process for the Grant; it requires documentation and receipts for the checks to be cut for reimbursement.</p>
3. Committee Reports		
a. Standing Committees		
i.		
b. Ad hoc / Taskforce(s)		
i. Legislative Grant Taskforce (President Bratt – TN)	<p>Update on ATCTION: 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>Discussion:</p> <ol style="list-style-type: none"> 1. 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"> 1. 10% not to exceed \$5,000 	<p>ACTION: Edit to include phrasing of "respective State's dues revenue"</p> <p>ACTION: All comments and suggestions should be addressed to President Bratt before next conference call.</p>
4. Old Business		
a. SEATA SWAG (Strategic Plan) Meeting	<p>Update: Secretary Wesley and President White updated the SWaG Document to include the Strategies identified by the groups.</p>	<p>ACTION: Need to formally send Strategic Plan to assigned SEATA Committee for committee work and action(s).</p>



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<p>b. Tier 4 Committee Procedures</p>	<p>Update: Current procedure is for the Tier 4 Committee Chair to solicit committee members from all States in SEATA. SEATA would promote / announce committee vacancies. SEATA members would complete a Committee Interest Google Form, which is sent to the SEATA President. A committee interest report is generated by President White and is sent to all SEATA Committee Chairs. The respective Tier 4 Chair will then select/identify members appropriate to the committee purpose and function. The list of recommended committee names is presented to the SEATA President for EB review and action. As the Board, action can be taken on the entire list of recommended candidates or the Board may call for a individual vote on each committee candidate.</p>	
<p>c. 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.</p>	<p>ACTION: President White will have updated proposal due to financial concerns about limit.</p>
<p>d. Wild Apricot new charges</p>	<p>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 .</p>	<p>No Discussion</p>
<p>e. Cvent Proposal</p>	<p>1. 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.</p> <p>2. Each State Association who chooses to utilize Cvent at the state level will be charged the following fees by SEATA for the following as a cost-sharing measure:</p> <ul style="list-style-type: none"> • Log-in User fee = \$62.50 per User • eMarketing Tool = \$200 / yr • CrowdCompas App fee – based on % of State membership in SEATA as a whole • Cvent Registration Fee = \$3.45 per registered attendee <p>NOTE: A merchant processing fee equal to 2.99% will be automatically assessed by the vendor.</p> <p>As part of the contract with Cvent, SEATA will be invoiced for all charges on a quarterly basis, thus prepaying for all services. The SEATA Treasurer shall invoice State Associations at the conclusion of their respective event hosted through Cvent.</p>	<p>MOTION (FL/TN): To accept the proposal to move forward with SEATA and State Association for Cvent contract. 7-0-0 Passed</p>



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5. New Business		Break: 12:21 PM -125:34 PM
a. SEATA Member Tragedy	Tragic loss to Matt Cahoon's (TN) family. Would SEATA consider making a donation to the family (GoFundMe)? \$5,000? Mike VanBruggen encouraged donation to Carson Newman Benevolent Fund instead of GoFundMe	MOTION (AL/MS): SEATA donate \$5,000 to the Carson Newman Benevolent Fund that has been established for the Matt Cahoon family. 7-0-0-0 Passed
b. Membership Survey Feedback on District IV Division	Director Brunett would like to poll the SEATA members for their feedback on the current discussions of District IV dividing into two districts (thus creating District XI). As this is a NATA Board of Director's action and this does not require a full membership vote for approval.	ACTION: Secretary Wesley will place new PPT on SEATA Members' Only portion of website & Create Survey for Fall on how to vote.
c. EB Conference Calls Schedule	On the recent survey, results showed that Sunday (best day) and 6:30 pm / 7:30 pm (best time). President White proposes the following conference call schedule (subject to cancellation due to lack of business):	1 st Sunday @ 6:30 pm CST / 7:30 EST August 4 Dec. 1 April 5 Sept. 1 Jan. 5 May 3 Oct. 6 Feb. 2 June (NATA) Nov. 3 Mar. (CSMM)
d. SEATA Officer Conference Call Schedule	President White is asking that the Officers to plan for a monthly conference call to discuss operational matters of SEATA. These calls would be scheduled for two weeks prior to the EB Conf Call. Open to any day of the week?	
e. Agreement with Conference Direct	Conference Direct is asking for SEATA to sign an agreement to assist and facilitate hotel proposals for SEATA for 2022-2023/	MOTION (VP/TR): Sign the agreement with Conference Direct for 2022-23 SEATA educational meetings. 7-0-0-0 Passed
f. Combined SEATA Convention and Expo	During discussion regarding committee member travel reimbursement and funding, a discuss began regarding SEATA holding one major convention (ATSS, ATEC, CSMM) at the same time. This would enable better student / clinician interaction and streamline SEATA efforts into one event.	MOTION (GA/TR): SEATA investigate the viability of combining CSMM and ATSS and ATEC for 2022/23 contract negotiation. 7-0-0-0 Passed
6. Announcements	<ul style="list-style-type: none"> • 2020 Foundation Event: June 19th – Wild World of Sports; STATS BrewPub • President Nason addressed the 3rd Part Reimbursement Workshop before NATA 2020 and doing a Pilot Program (FL/GA/TN) similar to the previous project that was done in the Mid-West. • President Berthelot addressed Dr. Ronnie Harper son's car accident and asked to keep the family in thoughts and prayers. 	
7. Adjournment	Meeting adjourned at:	1:04 PM PST