



## Minutes of the SEATA Executive Board Meeting

Hilton Americas Room 336  
June 27, 2017 (2:00 pm CST)



Roll Call

Official Minutes

<b>X</b>	<b>District Director</b>	Marisa Brunett, LAT, ATC	<b>X</b>	<b>President</b>	Gerard White, LAT, ATC	<b>X</b>	<b>Vice President</b>	Jeff Hopp, LAT, ATC
<b>X</b>	<b>Treasurer</b>	Tim McLane, LAT, ATC	<b>X</b>	<b>Secretary</b>	Donna Wesley, LAT, ATC			
<b>X</b>	<b>Alabama President</b>	Chris King, LAT, ATC	<b>X</b>	<b>Florida President</b>	Erik Nason, LAT, ATC	<b>X</b>	<b>Georgia President</b>	Susanne Tucker, LAT, ATC for Paul Higgs, LAT, ATC
<b>X</b>	<b>Kentucky President</b>	Scott Helton, LAT, ATC		<b>Louisiana President</b>	Scott Arceneaux, LAT, ATC	<b>X</b>	<b>Mississippi President</b>	Marc Osborne, LAT, ATC for Jeff Bryant, LAT, ATC
<b>X</b>	<b>Tennessee President</b>	Scott Byrd, LAT, ATC				<b>X</b>	<b>Parliamentarian</b>	Chuck Kimmel, LAT, ATC

Meeting called to order with quorum (4 State Presidents) at: 2:03 PM

**X = Present**      **SR** = State Rep. present

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS / ACTIONS
<b>1. Call to Order (Roll Call)</b>		
a) State Representative(s)	GA Representative – Susanne Tucker (GATA Secretary) MS Representative = Marck Osborne (MS Vice President)	2:14 – President Arceneaux arrived
b) Invited Guests / Members Present		Welcome to Scott Helton, new Kentucky president; Susanne (GA) and Marc (MS) Guests: Rob Ullery, Peggy Pratt, and Mike Wilkinson, Andrew King
c) EB Disclosure Statement	Each EB member is required to sign.	ACTION: Whistle Blower Policy
<b>2. Review of Previous Discussion(s)</b>		
a) EB Online Motion(s)	<ol style="list-style-type: none"> <li>1. SEATA Grant for NATA SSS Award – Updated the policy and procedures for processing grant requests.</li> <li>2. Capitol Hill Day Grant request for Cary Berthelot (LA)</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>MOTION: (TN / KY)</b> Approve revisions to SSS Award Grant as submitted. <b>VOTE:</b> 7-0-0-0 Approved</li> <li>2. <b>MOTION: (KY / AL)</b> Approve CHD grant request. <b>VOTE:</b> 7-0-0-0 Approved</li> </ol>
a) Consent Agenda	<ol style="list-style-type: none"> <li>1. EB Meeting Minutes – April 30, 2017</li> <li>2. Support Group Appointments               <ol style="list-style-type: none"> <li>a. Murray Burch (MS) to chair History and Archives Workgroup</li> </ol> </li> </ol>	<b>MOTION: (AL/TN)</b> Approve Consent Agenda 6-0-0-1 (LA) Approved
<b>3. Officer's Reports</b>		
a) Director Brunett	BOD Updates <ol style="list-style-type: none"> <li>1. Healthcare Reform Workgroup – proposal ACO MSO work to approve project and funding</li> <li>2. AT Cares Committee made proposal to Board for Districts/States to determine what fits their needs. 29 Attendees (3 from D9) that went through the AT Cares Training. April 2015 – June 2017 (191 reported incidents of need). Goal is to have committee to have trained as instructors within the next 2 years so that they can train at</li> </ol>	<i>President Arceneaux (LA) arrived at 2:14 PM</i>



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	<p>their level.</p> <ol style="list-style-type: none"> <li>3. CAATE has 3 sessions on updates here at convention. Open comments is due by July 31. CAATE Accreditation Conference October 13-15 in Tampa.</li> <li>4. BOC reminds members that this is a reporting year; BOC office will be closing Friday, Dec. 29 and encourage members to report early.</li> <li>5. BOC cannot mandate NPI #s, but they can promote on website. BOC Regulatory Conference is July 15-16 in Omaha.</li> <li>6. Ron Courson and MaryBeth Horodyski are moving forward with funding to develop a video on spineboarding.</li> <li>7. Historical Commission presented information on archiving NATA history and we need to do more at our state/District level. Sue Stanley-Green is working on this for our District.</li> </ol> <p>Board will meet again Friday and more will be on our next conference call.</p>	
b) President White	<ol style="list-style-type: none"> <li>1. Thank you to GATA, LATA, MATA and KATS for your hospitality during your state meeting.</li> <li>2. Planning an Officer's P&amp;P Manual Review meeting: July 29<sup>th</sup>.</li> <li>3. Developing a "Master SEATA Timeline of Events"</li> <li>4. Working with SEATA Secretary to develop a PR communication plan. Will get input from PRC Chair and present to EB for review and approval for P&amp;P Manual.</li> </ol>	<p>ACTION: Jeff Hopp will work on hotel reservations for July 29<sup>th</sup> Office Meeting</p> <p>ACTION: President White and Secretary Wesley will send the timeline and template of the timeline to the State Presidents.</p> <p>ACTION: President White will send Communication PR Plan when it is finalized to the presidents.</p>
c) Vice President Hopp	<ol style="list-style-type: none"> <li>1. Update on email forwarding from <a href="mailto:info@seata.org">info@seata.org</a>.</li> </ol>	<p>ACTION: Secretary Wesley will work with Sherrie to add/update this to the website</p>
d) Secretary Wesley	<ol style="list-style-type: none"> <li>1. Membership update</li> <li>2. Newsletter items due July 7.</li> <li>3. Cards for NATA HOF recipients for EB to sign</li> <li>4. BOC Update on Annual Report Approval from States</li> <li>5. Written copies of the Expense Report are to be utilized and were dispersed to attendees. Treasurer McLane asked that copies be scanned and submitted electronically because he will be moving in 2 weeks and wants to expedite the process of reimbursement.</li> </ol>	<p>ACTION: State Presidents are to notify Secretary Wesley if BOC Annual Report has been approved yet and if any corrections have been requested.</p> <p><i>President King (AL) stepped out 2:47 PM</i></p>
e) Treasurer McLane	<ol style="list-style-type: none"> <li>1. Update on member refunds for t-shirts from CSMM.</li> <li>2. Expense Report – classification errors noted and will be corrected and Treasurer McLane will be transitioning to Quicken Online from QuickBooks.</li> <li>3. 8.75 percent gain on investment account to date. We are at over \$310,000 in investments and \$442,000 in checking.</li> </ol>	<p>ACTION: Treasurer McLane will continue to work on reimbursing for CSMM t-shirts that were not delivered at the meeting.</p> <p>ACTION: President White and Treasurer McLane will work on a document to educate the members on what SEATA does for them and where our expenses are utilized.</p>



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	4. In the future there may be a request to move funds between checking and investments to look at doing more work for our membership, students, and research.	
<b>1. Support Group Reports</b>		
a) Standing Support Groups		
i. SEATA CUATC	John Barrett (FL) will be resigning as Chair and leaving D9 effective August 1 <sup>st</sup> . John has recommended that Micki Collins (LA) from Louisiana State University to replace him as the new Chair. Current D9 members on ICSM are Brandon Platt (Troy); Paul Higgs (GCSU); John Dunham (Emory); and Joe Mosher (GGC). DISCUSSION: ICSM Chair is looking at their applicants and that they will be submitted to Director Brunet.	
ii. Elections Workgroup	DISCUSSION: Review EB members who are currently appointed to this workgroup: Jeff Bryant (MS), Chair; Paul Higgs (GA) and Scott Byrd (TN).	MOTION (TN/SEC): Accept Election Timeline as presented from the Elections Committee 6-0-0-1 (AL) Approved
b) Ad hoc / Taskforce(s)		
i. Legislative Grant Taskforce	<b>Update on MOTION:</b> Created a group to develop criteria to fund the SEATA Discretionary/Emergency Legislative Grant. (Treasurer McLane, Chris King (AL), Scott Byrd (TN) named to the work group.) DISCUSSION: Update on progress from Treasurer McLane. The group is still working on this project.	
<b>2. Old Business</b>		
a) Whistle Blowers Statement	<b>Update on ACTION:</b> Secretary Wesley will send out revised policy to Board members and committee chairs.	Completed – will need GA and MS Presidents to sign after the meeting
b) 2018 SEATA Elections Timeline	<b>Update on ACTION:</b> SEATA Elections Committee Chair (President Bryant) is to establish a timeline for upcoming elections and present to President White.	Completed
c) Quiz Bowl Peer Review Panel (Pres White)	DISCUSSION: President White will appoint 3 State Presidents to serve as a Peer Review Panel to review the proposed Final Jeopardy Question for the annual SEATA ATSS quiz bowl event.	<b>ACTION:</b> President White appoints the following State Presidents to the SEATA Quiz Bowl Peer Review Team: 1. Chris King (AL) 2. Erik Nason (FL) 3. Paul Higgs (GA) <b>ACTION:</b> President White will notify Shawn Felton, Quiz Bowl Workgroup Chair of these peer review team members.
d) Donation to Kenny Howard Foundation	<b>Update on MOTION:</b> To make a donation to the Kenny Howard Foundation in the amount of \$1,000.	Completed
e) SEATA EBP Education Sponsorship Grant	<b>Update on ACTION:</b> Treasure McLane reported that the procedural aspects of this grant are appropriate.	Approved
f) SEATA Sponsorship of 2017	<b>Update on ACTION:</b> Treasure McLane will make sure that the \$2,500	Completed



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NATA Foundation Event	payment is processed for the Royal Flush Sponsorship Level. <b>Update on ACTION:</b> President White sent out an inquiry on who should represent the Board at the table. Two tickets each were offered to RT Floyd (out-going Foundation President and the two D9 NATA HOF inductees MaryBeth and John). The remaining tickets will be given to EB members. .	
g) SEATA Support Group Candidates	<b>ACTION:</b> Each state president will review the Support Group listing included in agenda and make a selection to fill vacancy and submit to President White.	ACTION: State Presidents will review list and Secretary Wesley will review/verify membership and NPI requirements. ACTION: State Presidents will review the Commitment to Serve Form for SEATA Support Groups and Chairs and vote on next conference call.
h) Term Limit change for Secretary	During the March meeting, VP Hopp questioned if it would be appropriate to make a Bylaws change to allow the SEATA Secretary to not have a term limit similar to the SEATA Treasurer? DISCUSSION: proposal to change 2.2.4 in the SEATA Bylaws to change the last statement: "He/she may not serve more than two consecutive terms".	Revise statement to read: "He/she may serve without term limits."  MOTION (TN/VP): To amend the by-laws 2.2.4 to reflect removing "He/she may not serve more than two consecutive terms" and replace with "He/she may serve without term limits. 6-0-0-1 (AL) Approved.
i) Executive Session		Executive Session Called 3:22 PM – All guests left the room <i>Chris King (AL) re-entered at 3:33 PM</i> ACTION: The Executive Board requests the SEATA President to obtain a complete listing of the SEATA Safe Sport School Grant Applicants, Approved Applications, and Applicants that were submitted to NATA for payment from the SEATA Secondary School Chair by July 15, 2017. Executive Session ends 3:56 PM
<b>3. New Business</b>		
a) ATAF Marketing Grant (Nason)	Pres. Nason (FL) is asking for \$2,000 to help cover the cost of a full page ad in the 2017 MLB All-Star Program. Total cost for ad is \$6,000. ATAF and GameReady will pay \$2,000 each. DISCUSSION: SEATA grant has a max of \$1,000. Did ATAF receive a \$2,000 grant last year?	MOTION (TN/MS): Approve ATAF State Marketing Grant funding application for \$2,000. 6-1-0-0 (GA)
b) <b>SEATA Strategic Plan Meeting</b>	President White recommends that SEATA hold a SWAG (Strategic Workgroup and Guidance) Meeting in conjunction with CSMM / ATEC Meeting next March (March 7-10, 2018). We would invite all Committee / Workgroup Chairs (~25 chairpersons) together to discuss and develop an implementation plan. Recommend that SEATA	MOTION (FL/TN): Approve funding as proposed for 2018 SWAG meeting. 7-0-0-0 Approved



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	<p>covers ½ hotel room night (\$1,800) plus \$200 travel/per diem related expenses (\$4,800) for this SWAG Meeting (we would not provide any meals as this would be part of their travel expenses)</p> <p>Pending program agenda:</p> <ul style="list-style-type: none"> <li>• Wednesday March 7<sup>th</sup> PM – SWAG Meeting</li> <li>• Saturday, March 10 – 1 pm Executive Board Meeting?</li> </ul>	
<p>c) SEATA Travel / Reimbursement Policy IV.B.7 Change – Committee Travel (White)</p>	<p>See attached. DISCUSSION: SEATA currently does not provide for SEATA Committee travel related expenses for committee members to conduct SEATA business during the annual CSMM. Proposes to allow 1 hotel night and \$200 for travel/per diem expenses. DISCUSSION: Should this be ½ hotel room night and \$200 travel/per diem related expenses?</p>	<p>President White asked to Table this item until the March 2018 EB Meeting.</p>
<p>d) SEATA Travel / Reimbursement Policy IV.B.8 Change – D9 Rep. Committee Travel (White)</p>	<p>See attached. DISCUSSION: SEATA currently provides up to \$200 for D9 Representatives Committee travel related expenses for committee meetings at NATA. Proposes to allow up to 2 hotel nights and \$500 for travel/per diem expenses.</p>	<p>MOTION (MS/GA): To accept proposed funding for changes to SEATA Expense Policy. 7-0-0-0</p>
<p>e) SEATA PR Chair CSMM Registration Waiver</p>	<p>President White proposes that SEATA approve a 100% registration fee waiver for the SEATA PR Chair (or designated PRC members) for the purpose of taking pictures and performing PR activities during the annual CSMM meeting.</p>	<p>MOTION (VP/FL): To accept proposal as presented. 7-0-0-0</p>
<p>f) ATs Cares (Brunett)</p>	<p>Question: Does SEATA want to finance members interested in this training? DISCUSSION: NATA is still working on developing a workshop model(s) for this program. Need more information before the EB can proceed at this time.</p>	<p>ACTION: Tabled until more information is available</p>
<p>g) Sharing of CEU Opportunities (White)</p>	<p>Question: Can SEATA develop a policy on in-district and out-of-district CEU opportunities advertising? DISCUSSION: Is there a need for a fee for service for advertising</p>	<p>MOTION (TR/AL): To approved advertising of free SEATA Continuing Events 0-7-0-0 FAILED  MOTION (TREA/MS): To approve advertising of Free CE Events on SEATA website only. 0-6-1-0 (LA) FAILED ACTION: SEATA Officers will develop a policy to present to the Board.</p>
<p>4. Announcements</p>	<p>ATAF – will do a press release and LATA – July 8 Emergency Preparedness course at LSU; High School Activities Association approved 5 best practices as recommended from KSI.</p>	
<p>5. Adjournment</p>	<p>Meeting adjourned at:</p>	<p>4:54 PM -</p>