



Minutes of the SEATA Executive Board Meeting

Conference Call

December 8, 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
P	Tennessee President	Peggy Bratt, LAT, ATC				P	Parliamentarian	Chuck Kimmel, LAT, ATC

— Meeting called to order with quorum (6 State Presidents) at: 6:35 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	1. November 3, 2019 Meeting Minutes 2.	MOTION (TN/AL): To accept the minutes as presented. 6-0-0-1 (FL) Motion Passed.
3. Officer's Reports		
a) Director Brunett	<p>NATA BOD update from our last call on 11/25/19</p> <p>Honored to have Past President and current SEATA Parliamentarian Chuck Kimmel on our board call to start our call with his "Leadership Lessons".</p> <p>UPDATE on GLATA District 4 Split- The NATA BOD will be voting on this in January at the Joint Committee Meeting. As Director Brunett previously discussed D9 will be sending out a member survey to let Director Brunett know how they would like her to vote on behalf of District 9- The information has been on the SEATA.org website for a few months with District 4 Director Craig Voll's information if any members wanted to reach out to discuss further with him. Director Brunett will get with Secretary Wesley to get the survey out the</p>	<p>ACTION: Secretary Wesley will get with Director Brunett to develop a survey on how the District feels toward the District Four split. Survey will be held in early January prior to JCM meeting.</p> <p>ACTION: Secretary Wesley will send out eblast info regarding NATA Committee openings.</p>



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	<p>beginning of January with a 2 week deadline to respond if they want her to vote "YES" or "NO" for District 9.</p> <p>-AT Strategic Alliance Update - BOC President Rusty McCune said they were hoping to have final answers soon regarding the MRA with Canadian Athletic Therapist Association.</p> <p>-CAATE update- President Eric Sauers shared the Executive Director Danielle Baron resigned on 11/12/19. They are currently in discussions with a consulting group to assist with the search. The CAATE will be meeting in Orlando Dec. 9-10, 2019</p> <p>~ The BOD approved the following funding request proposals:</p> <ul style="list-style-type: none"> -The ICSM/Sports Business Journal Intercollegiate Athletic Forum -The 2020 Youth Sports Safety Governing Bodies Meeting in Colorado Springs - Board of Directors-District Leadership participating in JCM 2020- - Moving Athletic Training Education Journal out from under the Executive Committee for Education and will instead report directly to the Board of Directors effective January 1, 2020. - A name change for ATs Care Committee to the ATs Care Commission. - A technical Bylaws change to section 8.2 <p>The Presidential Election Workgroup presented their update regarding the new deadline to declare and the policies and procedures they will be sending to us for the elections.</p> <p>The candidates that declared for the next Presidential election are: Kathy Dieringer (D6), AJ Duffy (D2), Katie Walsh Flanagan (D3) and Chris Hall(D6)</p> <p>We have 3 immediate NATA D9 committee member openings that we will be eblasting out. This is also in GATHER.</p> <ol style="list-style-type: none"> 1) LGBTQ+ Committee 2) Governmental Affairs Committee 3) Hall of Fame Committee 	
b) President White	<ol style="list-style-type: none"> 1. Registration sites for Corp. Partner and ATEC have been created and are live. 2. Secretary Wesley and I are working on CSMM site. 3. SEATA's 2018 IRS-990 Form for tax purposes has been filed by the accountant. President White has a hard copy for Board 	



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	review.	
c) Vice President Hopp	<ol style="list-style-type: none"> 1. Update on ACTION: Vice President Hopp will contact Lovie to coordinate bringing this back to our District Meeting. 2. Update on ATSS hotel – room block numbers are down at the moment due to registration numbers being down. 3. AV Equipment – 3 new projectors have been ordered \$962.97; planning to purchase additional equipment for future meetings and replace outdated AV equipment. 	<p>ACTION: Follow-up to determine the structure of the course. Discussion</p> <p>MOTION (TN/LA): Approve funding to include additional room expense for adding ATs Care Individuals Course to CSMM agenda. 6-0-0-1 (FL) Motion Approved</p>
d) Secretary Wesley	<ol style="list-style-type: none"> 1. Database 2. EBlast Update 	<p>ACTION: Secretary Wesley will be working to get eblast out early this week.</p>
e) Treasurer Report (President White)	<p>President White reports on the following updates:</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • Pending election of new Treasurer 2. ACTION: President will process payment once verification from NATA that the invoice has not been paid. <ul style="list-style-type: none"> • Outstanding invoice is now paid. 3. ACTION: President White will solicit RFPs for general liability insurance, D&O, and event insurance. <ul style="list-style-type: none"> • Work in progress. 4. ACTION: President White will verify that the Invoice for SME CPA Firm is still out-standing? <ul style="list-style-type: none"> • Pending notification from SME CPA 5. ACTION: Vice President Hopp can travel to Augusta, as necessary, to get account changed over to his card and obtain unit keys. <ul style="list-style-type: none"> • Payment is going to VP Hopp's card and is working to get access to the unit 6. ACTION: Vice President Hopp will enroll in online access. <ul style="list-style-type: none"> • Vice President Hopp does now have online access 7. ACTION: Need to have President White and Vice President Hopp added as authorized officials on the Wells-Fargo Investment account and then removes Tim McLane from the account. <ul style="list-style-type: none"> • President White and VP Hopp have completed the paperwork – waiting for Wells Fargo to process. <p>The following Treasurer actions have been taken:</p>	



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	<p>8. State Dues allocations have been processed. State Treasurers should have received them by now. There was an error in payments. Each state was overpaid as SEATA's portion of dues payments was not separated out of each State's dues payments.</p> <p>3. NATA Career Center funds have been processed. Each state to receive \$ 472.46.</p> <p>4. ATAF EBP Grant Reimbursement of \$1,000 has been submitted for payment.</p> <p>5. GATA Marketing Grant Reimbursement – the expense report did not have any itemized expenses or receipts.</p>	
4. Committee Reports		
a) Standing Committees		
i. Finance Committee	<p>President White appoints the following Board Members to the Finance Committee:</p> <ul style="list-style-type: none"> • SEATA Treasurer (TBA) – Chair • AL President Platt • KY President Helton • Parliamentarian Kimmel 	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).
b) Ad hoc / Taskforce(s)		
i. Legislative Grant Taskforce (President Bratt – TN)	<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>Discussion:</p> <p>1. Limit a State Association from applying once every five years?</p> <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> <p>1. 10% not to exceed \$5,000</p>	President White requests that we Table this item and allow the new Treasurer to investigate and provide a recommendation.
ii. Elections Committee (President Bryant)	Update on nominations / election process for Treasurer position.	Run-off between Scott Byrd and Rob Ullery
5. Old Business		



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a) State Secretary – Treasurers Committee Meeting (White)	<p>Update on ACTION: President White will be sending out a survey to the State Secretary and Treasurer regarding availability to meet during CSMM.</p> <ul style="list-style-type: none"> 9 of 11 State S&T are available to meet in March. As a second option, 9 of 11 could meet after ATSS in February. 	<p>President White requests that the State Presidents from AL, KY & MS contact their respective Secretary to verify that they received the survey.</p>
b) SEATA Convention and Expo (Hopp)	<p>ACTION: Initial planning should include investigating all 3 meetings in one location/dates, including outside Atlanta.</p> <ul style="list-style-type: none"> Had an Officer's call to review RFP document from Conference Direct. Vice President Hopp will follow-up with CD to finalize the RFP document for SEATA 2022+. <p>Discussion regarding reasons for decrease in ATSS numbers and concern regarding contracts.</p>	<p>Meeting would be Sat, Feb. 8 if held in conjunction with ATSS instead of CSMM.</p> <p>MOTION (KY/MS): To hold the SEATA Secretary and Treasurers Committee Meeting on Saturday, Feb. 8, 2020. 5-1(GA)-0-1(FL). Motion passed.</p> <p>ACTION: President White will send out a email to Presidents, Secretaries and Treasurers regarding invitation and outlining the expense reimbursement.</p>
c)		
6. New Business		
a) SEATA Privacy Policy (Wesley)	<p>1. Discussion about policy and implications at the State Association level.</p>	<p>MOTION (KY/TN): To approve the SEATA Privacy Policy as presented and effective 12.8.2019. 6-0-0-1 (FL) Motion Approved.</p>
b) Purchase Agreements for ATSS	<p>In an effort to control ATSS lab expenses, the ATSS Committee is requesting that SEATA sign a 3-year agreement to purchase a minimum of 250 kits/vouchers (max of 500) with the following:</p> <ol style="list-style-type: none"> BOC – Exam Prep Test Voucher The Apprentice Doctor – Suture Kits (Kits to be used by ATSS, ATEC and CSMM) 	<p>MOTION (AL/DW): To approve SEATA entering contracts with the BOC and The Apprentice Doctor for the next 3 years. 6-0-0-1(FL) Motion Approved.</p>
7. Announcements	<ul style="list-style-type: none"> 1st Sunday @ 6:30 pm CST / 7:30 EST - Jan. 5 - Feb. 2 - Mar (CSMM) - April 5 - May 3 - June (NATA) President Bryant reported on update with President Lindley and Director Brunett. President Berthelot announced that Karen Lew Feirman and Dan had a healthy baby boy today President Platt announced that Amy and Deanna will be coming to ALATA to have a legislative boot-camp on Monday and Tuesday Congrats to President Bratt on 14th State Championship and good luck to VP Hopp on upcoming state championship game in GA. 	<p>Make February call a face-to-face meeting in conjunction with ATSS.</p>
8. Adjournment	Meeting adjourned at:	7:49 PM



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State Secretary & Treasurer Survey Information

Position	State Association	Can you attend a meeting on Saturday, March 7th (est 1 pm - 9 pm).
Secretary	ALATA	
Treasurer	ALATA	No
Secretary	ATAF	Yes
Treasurer	ATAF	Yes
Secretary	GATA	No
Treasurer	GATA	Yes
Secretary	KATS	
Treasurer	KATS	Yes
Secretary	LATA	Yes
Treasurer	LATA	Yes
Secretary	MATA	
Treasurer	MATA	Yes
Treasurer	TATS	Yes
Secretary	TATS	Yes