



Minutes of the SEATA Executive Board Meeting

NATA Convention – New Orleans, LA

June 27, 2018 (12:30 pm CST)



Roll Call

Official Minutes

x	District Director	Marisa Brunett, LAT, ATC	x	President	Gerard White, LAT, ATC	x	Vice President	Jeff Hopp, LAT, ATC
x	Treasurer	Tim McLane, LAT, ATC	x	Secretary	Donna Wesley, LAT, ATC			
x	Alabama President	Chris King, LAT, ATC	x	Florida President	Erik Nason, LAT, ATC	SR	Georgia President	Susanne Tucker representing Paul Higgs, LAT, ATC (phone)
SR	Kentucky President	Carol George representing Scott Helton, LAT, ATC	x	Louisiana President	Scott Arceneaux, LAT, ATC	SR	Mississippi President	Marc Osborne representing Jeff Bryant, LAT, ATC
SR	Tennessee President	Mike Van Bruggen representing Peggy Bratt, LAT, ATC				T	Parliamentarian	Chuck Kimmel, LAT, ATC

Meeting called to order with quorum (4 State Presidents) at: 12:46 PM

X = Present

SR = State Rep. present

AGENDA ITEM	DISCUSSION	RECOMMENDATIONS / ACTIONS
1. Call to Order (Roll Call)		
a) State Representative(s)	Susanne Tucker, GATA Secretary Carol George, KATS Vice President Mike Van Bruggen, TATS Vice President Marc Osbourne, MATA Vice President	Guests: Cary Berthelot, LATA Incoming President Danielle Platt, ALATA Incoming President Rich Frazee, Sharri Jackson, Rebecca Lopez, Mike Wilkinson, Karen Fierman Parliamentarian Kimmel arrived 1:06
b) Invited Guests / Members Present	<ol style="list-style-type: none"> President White asked to set aside the order of the Agenda to allow guests to address the Board. Shari Jackson presented the work done on the new SEATA website hosted on Wix. Rebecca Lopez requested to make a personal presentation to create a SEATA LBGTO+ Advisory Committee as a Tier 4 committee. 	<ol style="list-style-type: none"> MOTION (MS/AL): To go to agenda out of order to allow for guests to speak first. <i>7-0-0-0 Motion passed</i> See Old Business, Item e. See New Business, Item a.
4. Review of Previous Discussion(s)		
a) EB Online Motion(s)	N/A	
b) Consent Agenda	<ol style="list-style-type: none"> May 20, 2018 Meeting Minutes Executive Session – May 20, 2018 Executive Session – June 10, 2018 	MOTION (AL/LA): Approve Consent Agenda. <i>7-0-0-0 Motion passed</i>
1. Officer's Reports		



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a) Director Brunett	<ol style="list-style-type: none"> 1. More BOD information will be provided on next call due to Director Brunett's travel issues and more meetings on Friday. 	<p>President White recognized that District 9 Director Brunett was recently elected NATA Vice President; will take office after General Session.</p>
b) President White	<ol style="list-style-type: none"> 1. The Great Gatsby Foundation Event is Thursday at 7:30 pm. SEATA does have some tickets for our tables. 2. Thank you to ALATA and MATA for your hospitality. 3. President White asked for an Executive Session. 	<p>CLOSED SESSION at 1:28 PM CLOSED SESSION ENDED 1:48 PM (Guests re-entered)</p> <p>The following statement will be read to the membership during the SEATA Member's Meeting this afternoon:</p> <p><i>With the full support of the Executive Board, I would like to share the following statement with you in regards to a recent action of the Board:</i></p> <p><i>In April 2018, a lawsuit was filed naming SEATA as a co-defendant in a copyright infringement suit. The lawsuit alleged copyright infringement on a power point presentation slide by a SEATA faculty member who made a presentation during the 2016 ATSS meeting. SEATA became aware of the suit in May 2018. The Executive Board consulted with outside counsel (the same law firm group on retainer by the NATA). After several discussions and conference calls reviewing the matter, the SEATA Executive Board decided to settle the suit in June 2018 because the Board Members determined that it was more financially responsible use of the member's money. As you President, I would I would love to be able to share more details; however, SEATA has signed a customary non-disclosure statement on the settlement. I would hope that you, as a membership, would trust that your Board has talked the correct steps to address this matter.</i></p>
c) Vice President Hopp	<ol style="list-style-type: none"> 1. UPDATE: Crowne Plaza Ravinia continuing with negotiations and should be completed prior to June meeting. 2. UPDATE: Hotel is crediting \$5 for rooms that were overcharged and will issue an updated overall bill. 	<p>Contracts for ATSS and CSMM 2020-21 with Crowne Plaza Ravinia are being finalized.</p> <p>MOTION (LA/MS): To accept the 2020-21 ATSS/CSMM Contracts with Crowne Plaza Ravinia in Atlanta pending</p>



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		final distribution to the Executive Board. <i>7-0-0 Motion Passed.</i>
d) Secretary Wesley	<ol style="list-style-type: none"> 1. COI Forms 2. The latest Membership Statistics were discussed. 3. Membership Privacy Policy – NATA guidelines and recommendations & BOC Approved Provider update based on GDPR compliance; membership database changes 4. SEATA Website Update 5. At present, no member requests for Surveys are being accepted by NATA or requests for member contact information. NATA is contacting/sending information out itself from advertisers and no member information is provided – Attendee info is different from Member info. 	<ol style="list-style-type: none"> 1. Board Members and Committee Chairs present were given a COI to sign and return to Secretary Wesley. 2. Secretary Wesley and President White will continue to investigate the impact of the new GDPR Compliance regulations and the website.
e) Treasurer McLane	<ol style="list-style-type: none"> 1. Update: KY dues amount submitted to NATA. 2. Update: Refund check to Angel Stone (ATSS Refund) 3. Financial Reports were provided in Dropbox. <ol style="list-style-type: none"> a) PROFIT/LOSS Operating Income 37,000 – we will be close to even. b) BALANCE SHEET: 830,000 is both checking and investment account. c) NVESTMENT: Doing pretty well. d) CASH FLOWS: Discussed. 4. Proposal from EDAC will be presented for Foundation Scholarship in the future. 	EB Members and State Representatives are asked to use Expensify for NATA 2018 travel expenses.
2. Committee Reports		
a. Standing Support Groups		
i. SEATA CUATC	Updated on DISCUSSION: President Higgs (GA) will recommend a SEATA member to President White to serve as Chair for CUATC.	
b. Ad hoc / Taskforce(s)		
i. Legislative Grant Taskforce	Update on ATCTION: Created a group to develop criteria to fund the SEATA Discretionary/Emergency Legislative Grant. (Treasurer McLane, Chris King (AL), Peggy Bratt (TN) named to the work group.)	State Reports are to be submitted to Kelsey Greenwald, SEATA GAC Chair. She has asked that those reports be submitted in a timely manner and reminded members about the upcoming NATA Legislative Grants.
ii. CSMM Taskforce	DISCUSSION: The Taskforce posed the question: Should SEATA consider not using Conference Direct in the future? President White provide copies of recent email	No objections to a continued relationship with Conference Direct.



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	<p>correspondences from Sandra Geiger, Conference Direct, with regards to potential hotel sites for the 2020 and 2021 ATSS and CSMM meetings. Per previous approval by the Board, Vice President Hopp is finalizing the hotel contacts for these years with CPR. President White expressed concerns with possible increasing costs at the CPR due to their extensive remodeling of the hotel. He asked if there were any objections to maintaining a working relationship with Conference Direct for future SEATA meetings?</p>	
3. Old Business		
a. SEATA SWaG (Strategic Plan) Meeting	<p>DISCUSSION: Have a proposal for the Board to review and ask for approval. Requesting funding of up to \$18,000 to hold a Strategic Workgroup and Guidance (SWaG) Meeting in Birmingham, AL (date TBD). Funding to cover all travel related expenses duly approved by President White, meals, hotel (if necessary) for the member(s) to attend this SEATA joint-committee meeting. Up to 39 members are being invited to attend.</p>	<p>MOTION (SEC/AL): To establish a line item budget of up to \$18,000 for the Strategic Workgroup and Guidance meeting to be held in January 2019. <i>7-0-0-0 Motion Passed</i></p>
b. Sharing of CEU Opportunities (White)	<p>SEATA Policy on Promoting CEU Opportunities – see attached.</p>	<p>NO MOTION</p>
c. Membership Value Document	<p>ACTION: President White and Treasurer McLane will work on membership value document</p>	<p>In-progress</p>
d. Policy & Procedures	<p>ACTION: Proposed changes in P&P prior to the official version and approval, should be emailed to President White and cc'd to all by April 1.</p> <p>DISCUSSION: The following policies have been revised:</p> <ol style="list-style-type: none"> 1. Selection of state-based committee members to Tier 2 & 3 2. CUATC composition 3. Financial Section <ol style="list-style-type: none"> a. Approval based on \$ amount b. Financial Reports – Annual and Quarterly c. Copied Expense Reimbursement Policy d. Processing of reimbursement requests (2X /month) e. Dues Distribution to States 	<p>MOTION (MS/FL): To accept the proposed changes to P&P as presented. <i>7-0-0-0 Motion Passed</i></p>



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	<ul style="list-style-type: none"> i. Foundation Memorial Scholarship g. Credit Card Usage Policy 4. Capital Hill Day Grant 5. SSS Award Grant 	
<p>e. Website transition (Wesley)</p>	<p>Update on transition to Wix site – Sharri Jackson, SEATA Webmaster, presented to the Board with review of the new WIX website. She is continuing to update our site and we will transition fully from Wild Apricot for website management prior to the price increase date.</p> <p>DISCUSSION: Based on discussions and information learned in yesterday's Secretary-Treasurer Committee meeting, some additional changes will need to be made.</p> <p>DISCUSSION: Need to determine when we will transition from Wild Apricot to Wix.</p>	<p>Secretary Wesley recommended that depending upon continued revisions and new additional changes, we may need to go to a monthly contract with WA before final transition.</p>
<p>f. Updating marketing / PR signage and displays (Wesley)</p>	<p>UPDATE: Improving SEATA backdrop and marketing items.</p>	<p>Secretary Wesley is finalizing the new backdrop. She will send electronic proof(s) to the Officers for review and final approval.</p>
<p>6. New Business</p>		
<p>a. Creation of a SEATA - LBGTO+ Advisory Committee</p>	<p>Rebecca Lopez, District IX Representative to NATA LGBTQ+ AC has requested to re-present the proposal to create a SEATA LGBTQ+ Advisory Committee as a Tier 4 committee of SEATA with up to eight members. Rebecca presented a PPT to the Board and discussed the purpose and objectives of the committee. Discussion was held.</p>	<p>MOTION (SEC/LA): To approve LGBTQ+ Advisory Committee as proposed as a Tier 4 SEATA Committee with up to eight members. Vote: 4-0-3-0 (AL, FL, KY) MOTION PASSED</p>
<p>b. Gift for Sharri Jackson. (Wesley)</p>	<p>President White approved Secretary Wesley's request of \$250 gift card for Sharri Jackson in recognition of her service to SEATA/NATA to help offset cost of her expenses for traveling to New Orleans for NATA Honorary Membership Award.</p>	<p>Secretary Wesley secured the gift card and has been presented to Sharri Jackson as a room amenity upon her arrival to New Orleans for NATA.</p>
<p>c. Student Membership (Wesley)</p>	<p>Student Membership & CAATE program transitions. Discussion was held to inform the Board of her data indicating trends and loss of student members and revenue based upon educational program transition.</p>	
<p>d. SEATA reimbursements and email communication</p>	<p>DISCUSSION: Members have contacted the SEATA President concerning timely reimbursement and/or email correspondence reply to emails regarding reimbursement. Treasurer McLane reports having some issues with emails</p>	<p>Previously discussed. President White and Treasurer McLane have worked and are continuing to establish the best process. Anyone having an outstanding expense should email SEATA treasurer and SEATA president separately.</p>



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	going into his Spam Folder. Need to find a resolution to this matter.	
e. YPC Funding Request	<p>PROPOSAL: The YPC Chair is requesting \$1,500 a year in funding for the next four years (see email message below). They are also requesting to be able to schedule the YP Mixer event during CSMM independent of any other SEATA sponsored event at CSMM.</p> <p>DISCUSSION: The Board expressed full support of the YPC efforts and their intent of the proposal. However, there were concerns with the potential scheduling conflict with a SEATA sponsored fundraiser event during the CSMM. Members should not have to make a choice as to which SEATA event to attend.</p>	<p>MOTION (AL/LA): To accept the YPC funding request with the stipulation that the YP Event not conflict with a SEATA Fundraiser. <i>7-0-0-0 Motion Passed</i></p>
f. NATAPAC Event at CSMM	<p>DISCUSSION: Incorporating a NATAPAC event during CSMM. Would develop a cycle of GAC, Foundation, and NATAPAC as hosted fundraising events by SEATA. Director Brunett discussed questions from members about why SEATA does not actively support the NATAPAC. Discussion about adding a line on CSMM Registration for members to contribute, similar to NATA Foundation. Parliamentarian Kimmel suggested keeping options open about possibly having another event in lieu of a 3rd rotation between Foundation and Governmental Affairs.</p>	<p>Treasurer McLane / Secretary Wesley will add a donation line on the Registration Form for future CSMM and ATEC symposium registrations.</p>
g. NATA 3 rd Party Reimbursement Initiative (Nason)	<p>President Nason has some information on the 3rd Party Reimbursement material for state leaders. If interested, Joe Green has developed a packet of information for steps to develop and work on reimbursement.</p>	
7. Announcements	ATAF will have 30 th Symposium in July.	
8. Adjournment	Meeting adjourned at:	3:20 PM



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