

EATA Conference Call Agenda

February 18, 2013

8:30PM

EATA Executive Board Members: Diane Sartanowicz, John Davis, Robb Rehberg, Jennifer Semle, Paul Ullucci, Joe Scott, Sue Guyer, Michael Goldenberg, Tanya Dargusch, AJ Duffy and Jennifer Brodeur.
Guest: Lisa Quadrini

I. Call To Order – President John Davis at 8:37pm

II. **Financial Consultant – Lisa Quadrini, UBS**

Despite some of the challenges of this meeting, the EATA is in a healthy position.

A. Scholarships/Research – Looking at putting more money in (\$2500 - \$5000)

1. Discussion:

What else could we do - fund another school or grant? Where do we need to be financially to do this? The Grant side has an “ebb and flow”

2. Points/Questions:

- a. Goal(s) and Objective(s) need to define first.
- b. Are we really meeting our Goals and Objectives?
- c. Concerns: Making sure that we are not violating any laws with taking R/S/G (the way we deal with +/-) out of our main account. We don't want to lose our non-profit status.

3. Re-cap: totals

- a. Scholarships = approx. \$13K
- b. Research = approx. \$8K (dual payment \$4K/\$2K/\$2K)

Discussion: $\$125,000 @ 6\% = \$75,000$ (\$4000+\$8000 generated interest)

The paperwork needs to show the flow of incoming monies and outgoing monies even if it is an even swap. Build up on these scholarships, so that everything is paid off. \$15,000 pays for hard monies: for plaques, registration fees etc. (helps the bottom line). This helps to have an idea of the costs that we are incurring. Our Operating Budget always comes out of our main acct. We have made a change in the way we do things with the Quicken program.

4. Show what we are drawing from main account (3 total accounts)

- a. Funding for R/S accounts
- b. Paying for our mission - the convention
- c. Increase Scholarships (+\$500 to each or + number)

Motion: Paul Ullucci motions to charge Robb Rehberg & Lisa Quadrini come up with a strategy to our core assets of \$40,000 out of the Main Account and re-distribution them to our scholarships and/or research accounts, such that at the end of the day, we can have our accounts of Research and Scholarships fully funded .

Second: AJ Duffy

Vote: 10-0-0

Follow up with harder numbers with Lisa Quadrini for reallocation of funds in June budget meeting.

III. Secretary's Report - Jennifer Semle

A. Approval of January 2013 EATA Business Meeting Minutes

Motion: AJ Duffy motions to approve the accuracy of the January 2013 EATA Business Meeting Minutes (place on website for membership for view for January 2014)

Second: Joe Scott

Discussion: Remove "NEW" in section 8 under nomination "election results".

Vote: Approved 9-0-1 (JSem)

B. Approval of January 2013 Executive Board Minutes

Motion: Susan Guyer motions to accept the January 2013 Executive Board Meeting Minutes.

Second: Paul Ullucci

Discussion: scholarship – lengthy discussion and not as specific

Vote: 9-0-1 (JSem) to table the secretary report for an email vote.

IV. Treasurer's Report - Robb Rehberg

Motion: AJ Duffy motions to accept the February 2013 EATA Treasurer's Report.

Second: Tanya Dargausch

1. Accounts: July 1 to June 30 is the "year" (4 more months to go)
 - a. Scholarship: \$25,768.53
 - b. Research: \$19,929.63
 - c. Main: \$6,891.16
 - d. Total: \$52,589.32
2. Income Budget:
 - a. Unallocated - \$15000 Sponsorships (Buffalo/Head Injury Seminar)
 - b. Expenses: -\$4715.00 difference - as of Feb. 18, 2013
 - c. Registration funds: - \$506.75 (not -\$906.75 on report)
 - d. Total Surplus: \$17,622.78 - \$6000 R/S replacement =+\$11,622.78
3. Additional thoughts – more complicated this year. Avoid any surprises.

Need to be clear on expectations.

 - a. Status from an accounting perspective – we are doing fine. Not in jeopardy in losing our non-profit status.
 - b. Workshop refund policy is needed – advanced notice on what we do in this case.
 - c. Securing vendor policy is needed – 10-99 Forms. 2012 – not incorporated companies (DJ in Buffalo and last year) or LLC (W4). We will not pay them until we have the information – significant fines – is the "norm".
 - d. Speaker Reimbursement Form – develop a separate form for this.
 - e. Replacement CEU's – this year more replacements were asked for than last year. We might want to look at this process in future.

- f. Accounting housekeeping: donations/honoraria. Take out of main and put into the allocated acct. Re-visit bringing back the letter of donation in order to keep better tracking.
- g. Cancellation/refund procedure – last minute. Re-visit and compare with NATA’s procedure. Add ability to administer fee or put forward to next year.

Vote: 9-0-1 (RR)

V. 2013 Program Post-Report - John Davis

Motion: Robb Rehberg makes a motion to accept the 2013 Program Post Report

Second: Michael Goldenberg

- 1. Review:
 - a. Thank you-Hotel/Convention Ctr contacts, Bob O’Malley, BAV
 - b. Collins Reception – great DJ
 - c. Fundraiser – Hurricane Sandy – Raised approx \$2000 from the NJ/NY chapters.
 - d. Buffalo Bills/Medco Reception – Smaller and more intimate.
 - e. Exhibits – Bob O’Malley exceeded budgeted projections. Food in the exhibit hall was a plus. 2 grad programs did exhibit.
 - f. Head Injury Seminar – Tremendous success with over 300 attendees. Sign language interpreters were sponsored. Local media was in attendance and well exposed. Jean Verel was instrumental in major sponsorships and media outlets (Mike Prybicien as well).
 - g. Workshops – 2 were cancelled due to low numbers. Governmental Grassroots had low attendance but kept for the state/district benefit. CPR was a success with possibility of making it a yearly offering. Make sure we do not put profit generating workshops at the same time as the free ones.
 - h. Information Center – Display in lobby at registration. Look for more creative ways to highlight in future.
 - i. Poster Presentation – Set up in Exhibits was a plus for foot traffic.
 - j. Attendance:
 - 765 in January 2013
 - 849 in January 1998
 - k. Speakers – pleased with the quality of speaker. Most were late with the information for the online compendium. Most donated their honorarium back to EATA.
 - l. Banquet – 515 in attendance. Great room, good food, Diane’s PPT/slide show was very well done. Charlie Thompson’s Pinky Address was well delivered, thought provoking.
 - m. Moderators – Jean Verel and Richard DeMont did a nice job.
 - n. Quiz Bowl – Greg Janik and committee did a great job. New International Quiz Bowl was nicely done. Table IQB decision for June meeting.
 - o. Taping Contest – well attended.

- p. International Wings Eating Contest – Nice event but poorly attended and no Canadian team.
- q. Survey – results were favorable.

Vote: 9-0-1 (JD)

VI. 2014 Program Outline - Jennifer Brodeur

Looking ahead to Connecticut – have a list of topics and list of speakers.

1. Topics:

Kory Stringer – Heat Illness – workshop or lecture

[Offer local area a service like in Buffalo the day before?]

Sickle cell

Casting group was interested in a 4 or 8 hour workshop - Cross credentialing (not certified but give a certificate of attendance)

Educator’s conference is every other year. Thought to have a pre-workshop on alternating years. [not sure that need would be met]

2. Other Items

Review 2014 Contract – up the number of rooms, NO smoking rooms.

BAV – check to see if they follow EATA into CT, bid process.

BOC – New Standard - [Level 1 Evidence Based Practice \(EBP\) category](#)

Discussion: We do not determine – application process. Okay for 2014 but put this in research group’s hand to fulfill these standards. Certified by the BOC. Grant program – must also be approved. At some point we must address this. Erik Swartz is doing this for the NATA now. We can’t dictate, only the BOC.

International Quiz Bowl in 2014? Tabled until June Meeting.

VII. Committee Reports

EB report on their committees - if necessary

VIII. Old Business

P&P - any more revisions will be in June.

IX. New Business

1. District Director Reports – no report.

2. Plaques – order the Quiz Bowl, Cramer, and Free Communications with all other plaques.

Discussion:

Make a recommendation to order all plaques from one place and have them at hand “in house” (Make sure we know who pays for each plaque: Cramer-pays for their plaque (contact Neil Fink), free communication, quiz bowl etc. as well) with the Past President.

Motion: Michael Goldenberg to have the Past President place order for ALL plaques for the EATA Conference.

Seconded: AJ Duffy

Vote: 10-0-0 Unanimous

3. Student Delegation Manual – remove food reimbursement, it is provided as a line item – reimburse for meals per day. In our June Meeting - D1& D2 will discuss and bring up.
4. New Scholarships - discuss in June meeting
5. New banners for student program – discuss in June meeting
6. Schedule June meeting for 16-18. On Sunday, arrive in evening and possibly meet 8pm -10pm. Mon. have a morning tour and leave Mon or Tues. MO DC LQ - look at contract.
7. Treasurer Position is up for nominations. Begin the process with Chair Barb Hemphill putting together notice for each District (secretary) Eblast with dates etc. for a call for nominations.

X. Adjourn

Motion: Paul Ullucci makes motion to adjourn.

Second: Tanya Dargausch