

Eastern Athletic Trainers' Association
Executive Board Meeting Agenda
Chester, PA.
June 11th and 12th, 2012

Attendance: Bob Ward, Diane Sartanowicz, John Davis, Jen Semle, Robb Rehberg, Paul Ullucci, Tim Weston, Joe Scott, Michael Goldenberg, Charlie Thompson, Tanya Dargausch and Incoming Officers: M. Susan Guyer and AJ Duffy.

Monday, June 11th – 8:11pm. Meeting called to order by President Diane Sartanowicz.
(missing in beginning of meeting: TD, JD, RR, CT – AJ standing in for 3rd vote for D2 quorum)

I. Secretary's Report - Jennifer Semle

Question was brought up the topic of the approval of Minutes and the Bylaw regarding the Business Meeting Minutes specifically.

Discussion:

Remove the Bylaw stating that the "Executive Board approval of Annual Business meeting minutes" - 6.0 F. We, The Executive Board, cannot approve Business Meeting Minutes – the membership does.

Motion: Michael Goldenberg motions to remove the Executive Board approval of the "Annual Business Meeting Minutes" out of the Bylaw section – "6.0 F"

Second: Tim Weston

Vote: 7-0 approval with quorum of District 1 and District 2 (missing TD, JD, RR, CT – AJ standing in for 3rd vote for D2 quorum)

II. Committee Reports:

A. By-Laws

Charge: Diane Sartanowicz to reconnect with Tim Sensor regarding the above fore-mention bylaw

B. Exhibit Report - Bob O'Malley

Motion: Charlie Thompson to accept the Exhibits Written Report

Second: Tim Weston

Discussion: Diane asked for excel spread sheet with the 3-5 different companies that were requested decorating bids (for set up and breakdown of exhibit hall). Great Lakes – Bob O'Malley feels that there are no hidden costs after the letter from each company (see red highlighted material)

Motion: Charlie Thompson motions to accept Bob O'Malley's recommendation to accept the contract with "Great Lakes".

Second: Tim Weston

Vote: To approve the Great Lakes Contract: 9-0-1 TD abstained, motion carried.

Vote: On acceptance the Exhibit Report: 9-0-1 TD abstained, motion carried.

C. History and Archives

Motion: Tim Weston motioned to accept the History & Archive Committee Report

Seconded: Michael Goldenberg

Discussion:

EATA items were digitized and moved to John Davis (past H&A Chair) which needs to move to Jeff Stone (current H&A Chair). D2 items were also moved to John Davis. D1 items are with H&A and a D1 member. Storage locker was cancelled last year. The prior decision was to store H&A materials at Collins Sports Medicine which did not happen due to non-favorable storage conditions.

Short term storage solution will be to store at Ullucci Sports Physical Therapy.

Long term storage solution needs to find a University with temp/humidity controlled atmosphere.

The EATA Board needs to find out what we have in storage, what we want to archive, what we want to digitize and then where to store the materials safely. [We can't debate because we do not know what we have.] Focus on what we HAVE and what are interests ARE in the collection and that dictates where we keep it. (Examples: Board winners, Officer list, pictures and movies, actual EATA Programs)

Charge: Bob Ward with bringing Jeff Stone and John Davis together to focus (on a list of items to save and discard.)

Charge: Jeff Stone to find out what an archivist is suppose to keep or not keep and bring that information back to board. Then discuss the storage plan.

Vote: 6-0 approval of the H&A report with quorum of District 1 and District 2 (missing TD, JD, RR, CT – AJ standing in for 3rd vote for D2 quorum)

D. Honors and Awards

No written report. No nominations at this point. Report due in the fall.

E. Information Center – Deanna Errico

Motion: Bob Ward motions to accept the written report for the Information Center.

Second: Tim Weston

Charge: Deanna to see what it would cost to upload all the conference photos to Dropbox so they can be used by those that need them. If picture is in the open – no permission is needed.

Discussion: Careful to make sure of quality assurance. Have us consider an EATA drop box to share photos. The more people that she refers to the drop box, the more memory she is able to have for free. 18 GB (\$99/yr savings). Caution: drop box is NOT secure so consider photos only. Deanna is getting video to Michael Goldenberg shortly for website.

Vote: Motion to approve the Information Center Report. Passed 10-0-0

F. Moyer Award

No written report. No nominations at this time. Report due in the fall.

G. Nominations Committee -

No written report.

Nominations for EATA President Elect:

Tim Weston nominates Jennifer Brodeur (D1) from MA in earlier conference call.

Michael Goldenberg nominates Dave Csillan (D2) from NJ.

Nominations are open until September 1st.

H. Registration- No written report

I. Research Committee – Margie King

Margie King is making a number of clarity changes in their Policy and Procedure Manual and will vote as a group in June in St. Louis, at the NATA convention. To be added to the P&P |

J. Francis J. George Scholarship

No written report. Keep going with the current template.

K. Site Selection – Bill vonLeer

Motion: Tim Weston motions to accept the Site Selection Report.

Second: Joe Scott

Future Locations:

2013 Buffalo Hyatt (NY),

2014 MGM Grand (CT),

2015 Loews Philadelphia (PA),

2016 & 2018 Sheraton Copley (MA).

Discussion: Right now looking at 2017 in district 2. The Committee Chair is looking for \$750 (+250) for travel to sites and to the conference. Cost of travel for the Chair of that committee should come under “Meeting Travel” – see P&P. Go through the selection process for 2017 now, and 2019 in two years. It will now be a yearly search. We need to make sure we have a specific budget.

Motion: Paul Ullucci motions to table the addition of \$750 for travel expense request until Robb Rehberg gets to meeting later today for clarification.

Second: Tim Weston

Vote: 6-0 approval with quorum of District 1 and District 2 (missing TD, JD, RR, CT – AJ standing in for 3rd vote for D2 quorum)

Further Discussion: [during Treasurer’s Report/Budget and then brought back for a vote after completion of report]. Chairman was asking for \$750 instead of \$500 (an increase of \$250 for travel to and from site visits and conference).

Motion: Paul Ullucci motioned to “re-table” Travel Expense Increase until after the Treasurer Report.

Re-Second: Tim Weston

Vote: Motion to re-table for discussion after Treasurer’s Report. Passed 10-0-0

Conclusion: Keep at \$500 and make a request for more funding and what the need is for specifically, each year, thru contingency if needed. Keep as is the budget is always fluid.

Charge Diane report back to Bill vonLeer with the information to keep the same amount of money budgeted but under the realization that we have the money if he goes over.

Vote: To approve the Site Selection Report 9-0-1 (TD abstained) motion passed.

L. Sponsorships – open position

Leave position open but understand that the responsibility still falls under President Elect. Formulate a subcommittee to see what we want to do, what to stay away from in order to give better direction. What are our goals from sponsorship? (What do we want to do?) What is our overall philosophy? Report back Jan/Feb. We never developed a philosophy for the P&P. Goal: Offset the cost of our program?

Motion: Bob Ward motions to have the President, President Elect and Past President get together to create Sponsorship goals and the philosophy by our Executive Board's January meeting.

Seconded: Joe Scott

Vote: 10-0-0 motion passes – unanimous.

M. Webmaster – Michael Goldenberg (Verbal report)

Numbers on site are low – which is nothing new.

Site: “Signup4” – increased their yearly charge by \$300 for this year. Other states use this company because of MG recommendation. This is still a bargain at \$1800.00. This price may go up again in the future.

All forms are on the website and updated-

New Idea: Next year, as per a member request, he will take the power point presentation and save them in notes format so people can take notes on them during the presentation. Next year we hope to make it more user-friendly and be able to add notes via Ipad/smartphone. Hopefully there will be an “app” for that.

N. Workshops – Steve Nemes

No written report

III. Director’s Reports - Paul Ullucci-D1 / Michael Goldenberg-D2

Financially: NATA is doing well.

NATA Building: Looking to sell NATA home office building and looking at three other properties for the new building. The NATA office was sold at the price that they wanted. (There were a few issues - needed to add an elevator to bring the building to “code”).

Nomenclature: continuing to meet and getting a plan of attack ready for the convention.

Registration numbers: are really low for St Louis. New Orleans numbers were second to Philly. Note: Becoming more difficult for college ATC’s to be finished by June.

IV. Pinky Newell Address

Nominations on floor: Charlie Thompson, Kathleen Lacquali, Doug Casa

Discussion

Charlie Thompson will give the Pinky Newell Address at EATA’s in January 2013.

Note: Robb: Regarding the Pinky Newell – checked on donation – looks like, 2006 was the last time we received any monetary donation for The Address from J&J.

New Business:

I. Committee Report Form

A standardized form for continuity for better communication – gives our committee chairs a standardized report form. Highlight bullet points - Current budget information etc. Must have a line that states: “request(s) for board approval”.

Discussion

Charge: Diane to design a committee chair report form by our November conference call.

II. Travel and Hotel – Bob Ward

Motion: Tim Weston motions to accept the new EATA Speaker Form and put into P&P manual with the few additional semantic changes below.

Second: Paul Ullucci

Discussion: Bob Ward developed an additional form to put into “speaker packet”

Additional information:

Arrival/departure date - clear up semantics

Add: Do you have any frequent flyer info? Look at cheapest/timing/more direct route of travel

Exact name needed-same as drivers license and contact number/information for the boarding pass needed to add on form

Vote: Motion to approve the EATA Speaker Form. Passed 10-0-0

Motion: Joe Scott Motions to Adjourn: 10:38pm

Tuesday, June 12th – 8:00 am

III. Program Report - John Davis

A. PowerPoint Presentation/Discussion:

Challenges for Buffalo: Weather, getting people there and running the Youth Concussion Workshop (YCW) for the community. How do we make this location more acceptable enticing? Getting members to travel, weather, YCW, Canadian market, International quiz bowl – need more direction from EB, budget challenges. Discussions: This year is the 65th Anniversary – do we do anything special? List it but look to 75th. Last time in Buffalo – 15 years (1998) ago (watches, Hall of Fame paid for, \$4000 bash from J&J). CATA member number and charge the member rate – it’s all extra. Separate registration box for CATA Member – CATA needs to verify if they are in good standing/members. Use credit card only for the automatic exchange rate – for no exchange rate issues. Canadian members are very excited about Buffalo 2013 site. E-blasts could also be sent to them. Reciprocal event information posted for them on our American side (contact eastern Ohio).

Charge: Diane to initiate the discussion with the CATA international. Bob O’Malley speaks for us on behalf of the EATA.

B. Continuing Education Units:

Whatever the BOC CE’s are, the CATA CE’s must be equivalent. We need to start paperwork for this. Is CATA a BOC provider for us as well?

Charge: Robb to look into the BOC reciprocity with Canada.

C. YCW Program: Promote Concussion Awareness with Community Gift/take home

Discussion:

Idea - Binder with handouts with EATA logo and necessary concussion information included. Include a link to our website and all information accessible.

Idea - Clipboard with scat2 - but someone already does this.

This is not a BOC event, therefore, cannot charge for CEUs. Use this as a complete PR move. The intended audience is local pediatricians, coaches, referees and parents. Time - Friday 1pm - 5pm keep this time free. Program generates more people for an extra day of room coverage for us.

Provide a certificate option: SSI – link for an awareness test from the event completed course.

D. Funding

Motion – Paul Ullucci makes motion of the funding of this YCW Program should not exceed \$8500. In the event that the funding exceeds the \$8500, NY and EATA should split the overage.

Second: John Davis

Discussion:

If in the local location – we should give the funding to the local area. Each site should share in this event on a yearly basis – an “outreach” to the community. Bob O’Malley has been in contact with NY – they will support this and they are excited.

Amended Motion: Paul Ullucci makes motion to amend the motion with the agreement of the Second: in the event that NY does not agree to fund this event, the cost will not exceed the amount of money that has been garnered through sponsorship.

Re-Second: John Davis

Vote: To accept the YCW Program funding Motion and Amended Motion: 10-0-0 motion carried.

E. Program – Social

The Buffalo Bills have shown an interest in sponsoring some sort of a social.

Quiz Bowl night/T-shirt swap (Just an idea). Wing King.

Sunday - football social event – big screened TV – John Davis follow up.

Monday- 7/8 am start time on Monday morning until 12/1 pm. Figure out a way to have a “draw” with the Bills or local hotshot. (Buffalo Bill player with broken neck) Do not place in huge room – appropriate size room at the hotel for venue.

F. International Quiz Bowl

One round on Saturday 3 pm (2 winners with each college – 4 CA. students with our 4 US. students). Have right before the State meetings. BAV is aware that we are doing this twice. Do we have both of the national anthems? Our Quiz Bowl is on Fri night. Invite them to the (6pm) “tape off” as well. More teams, space, time needed etc.

District Director Invitation – registration obligation is covered, if attend. To send a letter to extend an invitation to the District Director in the area.

G. Attendee Gift:

New Era hat possibility – NY – Bob has connection. (65th Anniv. Buffalo NY EATA logo)

H. Liability Waiver (?)

NATA has on bottom of their registration - permission to take photo at bottom of registration form?

Charge Diane to look into the Liability Waiver (before August 15 if want this on Registration page for 2013) must bring to EB to vote on prior to registration.

Must be in vetted by an attorney prior (state by state difference).

I. Student Delegation Report

Motion: Michael Goldenberg motions to accept the Student Delegation report.

Second: Tim Weston

New Delegates.

See Student Delegation Report

Vote: Motion passes 10-0-0 unanimous.

J. Incentive

Buffalo \$15,000 incentive – how do we utilize this to entice?

Ideas: Sunday night party (Medco/Bills)

Continental Breakfast

Nicer Gift – hat?

Take students to Buffalo Bills training facility

Raffle - one a day: Notepad

III. Treasurer's Report - Robb Rehberg

Motion: Charlie Thompson motions to accept the Treasure's Report

Second: Tim Weston

Discussion:

2012 – A year of record numbers and record costs but still came out ahead.

A. Changes: for next fiscal year – implement a “neat receipts system” (indexes them in an electronic copy) \$250.

Look into changing merchant account - \$600/yr.

Comp. registration recording change - get rid of the 3 other sites that were used in the past years, thus reducing margin of errors.

B. UBS Report

Instructed to transfer money from Research/Scholarships (\$5000) accounts in order to meet our needs for now (budgeted - for a buffer. Treasurer must note when this happens, and how much). Bonds: One bond matured as of June 1, another bond will mature in March 2013. Less money tied up going into Buffalo, just in case. (\$10,000-\$12,000)

C. Quicken – a number of categories for same item. Cleaned this up and simplified. Categorized by type of expense not by person of the expense.

D. Budget Items

District 2 Scholarship – New \$2500: EATA pays \$1000 and District 2 pays \$1500

Storage – keep as line item – still undecided as of this year because of Hx & A.

Registration – keep same.

Unallocated - \$2000 – keep same.

Frank J. George Scholarship – finish allocation – paid in full.

Incorporation Fee – yearly fee. Someone must fill this in every year in MA. (Stone)

Printing - Signage – might have to increase this for next year.

Catering – Buffalo is MUCH LESS expensive than Boston.

Postage and Shipping – combined together (\$500).

Shipping must go through Exhibit shipping company – no boxes to be held in the hotel – this is an extra charge.

Contingency – donation/flowers for death, birth etc.

Meals/Hotel is based on the current P&P guidelines.

Quiz Bowl – Two facilitators this year is 2 nights (usually 1 night per each facilitator) due to the International QB addition.

Note: Pinky Newell – always the arrangement is that Jack or Ben – usually picks up ½ cost. Tim put on the agenda for NATA meeting.

Transportation – over-pad the flying portion. **Whoever is in charge of the transportation – MUST have dialog and stay on top of who we are bringing in and what it will cost. Travel form must have date. If they don't send it to us by November 1st, Past President will make the arrangements.

Site Selection – [See under Site Selection Report “conclusion” above - vote on after the Budget Report]

Parking – not needed for Buffalo. Kept \$300 there just in case, airport expenses.

Bottom Line: \$183,468.00 +/- the 4 changes

Goldenberg and Ullucci Left the Meeting

E. Netbooks -

Use only for registration

Motion: Tim Weston make motion to purchase 4 devices of Treasurer's choosing that is used for EATA Registration. Amend: not exceeding \$1000.

Second: Charlie Thompson

Vote for acceptance for Budget as proposed is approved 10-0 Unanimous quorum. (Missing: PU/MG. Stand-in: SG/AD)

IV. P&P Manual Updates - Charlie Thompson

Terminology for destroying/eliminating recordings of meetings after Minutes have been approved – needs to go into P&P under Secretary Duties.

Most recent changes will be highlighted.

Secretary Duties – Articles of Incorporation – Yearly bill to be paid - need a residence of Massachusetts on Board or must appoint a trustee.

Discussion on “Policy vs. Procedure”:

EATA Board has the right to make changes due to the venue and the specific situation. These are “guidelines” not Bylaws, therefore are subject to change due to the specifics of that date and time.

Discussion on Hotel Expenses:

Insert the statement “room night allocations can be adjusted by the President as needed, to meet the needs of the EATA, as necessary.”

Discussion on Research changes:

What we have in writing, reflects what they have in their P&P.

Additions to Scholarship Chair timeline:

Dec/Jan EATA District 2 scholarship added. Includes what Chair sends out in an addendum.

Plaque Specifics – make the writing on the plaques more uniform.

Add new District 2 Scholarship to the list.

Expenditures: Added new District 2 Scholarship.

We have a template but not a philosophy or a goal at this time.

Motion: Bob Ward motions to accept the revision to the Policies & Procedures effective June 2012.

Second: Charlie Thompson

Vote: To accept the revision to the Policies & Procedures effective June 2012.

10-0-0 motion carried. AJ and SG stood in for MG and PU)

Goldenberg and Ullucci returned to the meeting

V. Executive Board June meeting future dates

Strongly recommended to plan for next June to where we have concessions. Next year is at Foxwoods, then the Sheraton. Historically – May really doesn't work. June usually is much better. NATA is June 24-27th.

Next Year's Face to Face Meeting at Foxwoods – Mon. June, 17 (in evening) and Tues. June, 18 (in morning).

VI. 2015 Proposal (Jan. 9-12): Speaker – Rich Sharpnack_ – from Philadelphia. Co-Owner of company Velocity Sports Performance Co., Cherry Hill and Washington Township – associated with Rothman Institute of Philadelphia. Cover 34 High Schools in NJ/PA. Eagles/Phillies – Jan/Feb conferences. Possibility to utilize his company to pull in 1 to 4 lectures with surgical procedures, panel discussion, rehabilitation of the professional athletes and their specific injury issue. Link a physician with an AT for a specific surgery and AT rehab connection. They have the resources, we have the audience. All conferences are a community outreach program (to enhance each other's professional interests with no cost to us). Add to the student program, a professional component that could open their minds to great opportunities. Cost factors that we do not have to absorb for speaker or even a workshop.

Idea: To have a "Rothman Day" like the NATA does the "J&J Day" – a Monday morning session possibility that we struggle with keeping people here for the last day. (Before they fly out-great location, close to airport)

Plan this for 2014 New Incoming President Elect to make connections.

VII. Awards Discussion:

Background – when Tanya was at the DST meeting in January, there was a discussion on the secretaries creating additional awards to give their members more points to elevate

them for further NATA awards. We need to recognize more of our certified members. We give more recognition to the students than general membership. Awards should be special – an honor. FYI - We have only 5 awards for 6000 members. Other districts have more awards. Put on agenda for next time.

Motion: Charlie Thompson motions to adjourn.

Second: Tim Weston @ 1:40pm