

EATA Conference Call Minutes

February 12, 2012

7:30PM

EATA Executive Board Members: Bob Ward, Diane Sartanowicz, John Davis, Robb Rehberg, Jennifer Semle, Paul Ullucci, Tim Weston , Joe Scott, Michael Goldenberg and Charlie Thompson Missing: Tanya Dargusch Incoming Officers: AJ Duffy (D2 Treasurer Elect), Sue Guyer (D1 Secretary Elect). Invited Guests: Bob O'Malley (Exhibits) and Bill von Leer (Site Selection).

I. Call To Order - Diane Sartanowicz 7:34pm

II. Secretary's Report - Jennifer Semle

- Approval of January 2012 EATA Business Meeting Minutes – Is it necessary for EB to approve? Sent Minutes to EB for their review.

Not necessary for EB to vote on the Business Meeting Minutes. Have the President look over them and then place on website for the membership to look at with a note stating that these are the “Minutes not yet approved until the January 2013 Business Meeting”.

- January 6, 2012 Minutes up on website – The electronic vote on current minutes went smoothly and in a timely fashion. Thank you Webmaster.
- Directory Changes – Continued updates and new changes being made with the Research/Scholarship area presently – complete by mid to late March (along with the P&P changes to be brought to EB attention for discussion).

III. Treasurer's Report - Robb Rehberg - see Treasure's 2/2012 Power Point Presentation.

Motion: Tim Weston motions to approve the February 2012 Treasurers Report.

Second: Charlie Thompson

Discussion:

Income

- Dividends are on target
- Research-reflects J&J check for \$2500
- Exhibitors – fell short
- Registration – surpassed our expectations: \$12,000+ ahead
- Workshops - ok
- Sponsorships – Outstanding items (\$14,000+): breaks even when everything comes due.

Expenses

- AV: \$4000+
- Catering:

Large expense – over the budgeted cost (-\$9,000) due to the increased number of people in attendance at banquet - a good problem to have.

Exhibit Hall Discussion- Chairperson saw only ONE coffee set up while we were told that they replenished a few times. Also noticed that there was only coffee, no danish/pastries. Were we charged for something other than coffee? They never spoke

with Exhibit Chair prior to each replenishment for approval. Is this in the contract? It should be in the contract. We need to check on the contract.

The President Elect needs to check/double check all set-ups, contracts and BEO's from hotel.

Note: the cost for a carafe of coffee was \$95.00. This final cost was WAY over our budget (the cost of what we were charged equals 20 carafes of coffee – excessive – did we actually get this much coffee?)

Other Food– can this be broken down (February Report) for each meal for future cost reference? Note: Quicken system is what is used – which has many terms of clarification that can be located in many places. (Looking to re-categorize after this meeting) The EATA treasurer wants to make this easier for next year – simplify, streamline. A suggestion: may have to audit our food during the Annual Meeting and disputed these extra charges at the “post conference meeting”. More control is needed.

- Exhibitors: did well here with Budget (\$5000+)
- Research: ahead (\$2000+)
- Scholarship: ahead - especially when J&J check comes in
- Speakers – Over budgeted costs (\$1300+) for Travel and Hotel – considerable overage.

Discussions:

**Specific guidelines are in the P&P and have been discussed in the minutes on several occasions. Anything over a certain amount (\$400) MUST be approved for reimbursement PRIOR to purchase/stay. NEW: An additional page (in the works from the Past President) will be attached to the Speaker's packet that must be signed by a deadline. A \$700 flight is excessive for travel that is to be made months in advance.

- Student Program – was on budget. AV was \$1200+ over.

Overall Total – still looking good (+\$2,119.14).

Expenses: +\$17,956.21 (outstanding bills).

Income: -\$15,837.07 (outstanding donations).

EATA used to be lump bills/expenses with no type of breakdown 10+ years ago.

Sometime after that point – EB Treasurer started to break report down by line item.

There are a lot of things that you can combine and re-categorize.

Final Thoughts:

- Caps on Speaker Travel.
- Streamline “Quicken” prior to 2013 Budget Meeting (June).
- Review: Finance Practices and Merchant Account Services.

Vote: 9-Yes, 0-No, 0-Abstain. Unanimous – Motion Carried.

IV. 2012 Program Post-Report – President Elect John Davis

Motion: Tim Weston motions to approve the 2012 Program Post-Report.

Second: Bob Ward

Discussion:

Student Delegation – During the SD conference call, they discussed the future needs: space on break-out sessions on a separate day. 4 graduate programs wanted to exhibit there. Several more schools wish to do this next year and in future.

Food costs- cost high \$23,325 meal on Thursday night.

Surveys – space was too small, big reason was more people attended than expected, liked Marriott better in size and layout.

Student stress---students walking around – if there wasn't a student lecture, they should go to our sessions. They didn't feel like there was enough for them-looking for things for things to do.

District meetings can NOT conflict with any of the student events. This is set up nicely in the P&P.

Speakers/travel – contacted the speakers numerous (4-5) times to call the Past President for their travel arrangements.

Vote: 9-Yes, 0-No, 0-Abstain. Unanimous – Motion Carried.

V. 2013 Program – President Elect John Davis

- Buffalo - looking ahead to an interesting challenge.

John is looking towards possibly having some Canadian programs help with the conference. How many people should be planned for attending? The last time we were in Buffalo in 1998, there wasn't a Student Delegation program. Our goal is to try to beat our registration numbers every year. This year we had a few up front challenges in going into the Westin – not an issue in Buffalo. We try to shoot for 1000+/- (usually a safe number). Canadian programs are very excited to come down as well as western PA/NY. Should we be looking to make it a Special 65th Anniversary Meeting? Need to find ways to “market” ways to get people to Buffalo. Diane will check out bus rentals -Peter Pan – Springfield/Boston looking into a deal or prices – Peter Pan does not go into PA/DE. Diane is working hard to see if there can be designated pick up locations for riders. We need ideas to pull people up to Buffalo. Ontario athletic training is meeting soon – send Bob up to that meeting to promote meeting for next year. We prefer Bob O'Malley to go up to do this because he is closer to the location of the meeting. See if they can take Bob in as a guest – make a presentation to get advertised. OATA. Possibly have a table (booth?) at the exhibit area at their meeting? Do we have contact with the Ohio Board? It is a 7 hour drive from NJ and 9 hrs for train \$218 round trip.

- Buffalo workshops – should we discount them? Medco – looking at a Friday night party sponsor. Maybe organize a trip to the falls. Falls trip is a good idea. What night? Table it for later after your program is laid out. The Buffalo Bills are interested in actively helping – involved with doing something with the students and a coordinated effort for us as well as the student program.
- Canadians – registration costs - \$25 increase if not NATA member. CATA – lowered fees comparable to NATA rate. “PAR” = pay whatever the American rate is and get the exchange later.

EATA Youth Concussion Management Seminar (Bob O'Malley) – will target a certain age group and be open to the public. A “team work” approach to managing concussions given by the EATA. Kevin Guskowicz has agreed to come up and speak, John Leddy University of Buffalo family practice, Family practice Dr. Matuzak family practice, neurological center and put this on as public service. Looking to have Sabers – through “Hasek's Heroes” (Buffalo Saber-former goalie), Bank of America, and BC/BS to sponsor this. NY state law at present is changing. Concept - what an AT can do to manage concussions on the field through RTP. Look to have

this workshop on Friday afternoon from 1-4pm on workshop day. Hopefully get a sponsor to cover the speaker etc. Tie this into our general meeting – attendee gift – Scat2 concussion on erasable white board etc. (Impact or Concussion Signs). “Impact” has NY State deal already. In our June meeting – We need to talk about PR moves/ideas to get this info out to our districts. Leave this to John and Bob to handle this additional seminar.

VI. Exhibit Report - Bob O'Malley

- Attendee email list – Charged to Bob from January 2012.
Bob and Tim Weston, along with Chad Crawford at NATA office worked together to adapt the form(s) that NATA uses for these topic(s). (Shared the NATA policy with us as well as their forms.)
Form – Email addresses available for 3 months total-time only. [Pre-meeting: for exhibitors only. Post-meeting: common practice to have one copy of list for ONE time use.]
Motion: Bob Ward motions to approve the new exhibitor attendee list policy (with clerical/technical corrections made) for EATA.
Second: Charlie Thompson
Charge: Charlie Thompson to put the Attendee Email List Policy in P&P and Tim and Diane make the edited corrections.
Vote: 9-Yes, 0-No, 0-Abstain. Unanimous – Motion Carried.
- Exhibit Company Cancellation Policy/Refund Policy-charge
Motion: Charlie Thompson makes a motion to accept the proposal of the Exhibit Company Cancellation Policy/Refund.
Second: Tim Westin.
Discussion – Wording changes: “under any circumstances” should be changed to same lines as the P&P policies - [second sentence] “at the discretion of...” in order to give us choice to determine by a case by case basis (what is in the best interest of the EATA).
Vote: to approve the refund policy with the grammatical changes as mentioned: 9-Yes, 0-No, 0-Abstain. Unanimous – Motion Carried.
Charge: Bob O'Malley to send the changes to Charlie Thompson and Diane Sartanowicz who will disseminate to Jen Semle etc.
Bob O'Malley leaves the call.

VII. Site Selection Report - Bill vonLeer

Motion: Jen Semle motions to accept the February 2012 Site Selection Report

Second: Tim Weston

EATA Annual Meeting - 2016/2018 (D1) - Boston or Providence

Discussion:

Surveys from the Boston Meeting made them look at the Boston venue more closely because of the cost of F&B etc.

Sheraton – Take a look at the cost of food – quite high in Boston, regardless of hotel.

Providence – Contract has a 64 page document of specific additional costs. Unknown costs with the convention center – not a clean contract as it pertains to knowing the costs in order to budget for 2016 let alone 2018. Having anything in the hotel does NOT count towards any of our discounts for the Meeting. Everything is done in the convention

center in order to get it credited to us. Cleaning fees are unknown \$ 2700 - \$3200. Additional restroom attendant fees. Internet is unknown in 2016 let alone in 2018. Size of Sheraton is bigger than Westin but smaller than Marriott. Only issue see...800/600 rooms for Exhibits/SD can flip if SD gets bigger than this year. Westin rooms were too small for quiz bowl and some of the presentations (bad set up).

Motion: Bob Ward makes a motion that we sign the contracts for the Sheraton Boston in 2016 and 2018.

Second: Paul Ullucci

Vote: for the Sheraton Boston Contract signing for 2016/2018: 9-Yes, 0-No, 0-Abstain
Unanimous – Motion Carried.

Thank you to Bill vonLeer (Site Selection Chair) and Kim Lyons (Conference Direct), from all of the Executive Board, for all of your many hours - a great job.

Vote: for acceptance of February Site Selection Report: 9-Yes, 0-No, 0-Abstain
Unanimous – Motion Carried.

Bill vonLeer leaves the call.

VIII. Committee Reports

- EB position to report on their committees

Bob Ward - Past President

Scholarships – Chairperson currently making changes on the P&P. Will forwarded those changes to President Diane and will address these changes in June face to face meeting.

Jen Semle – Secretary

Information Center – sent the report out to EB for review. Only question that Chairperson Deanna had was feedback on her power point presentation that ran continually at the Registration desk. Feedback – great job. Continue to add more each year in order to have ALL information electronically saved. John spoke to BAV to see if we can also eliminate the poster board and do everything electronic in the future. She coordinates with History & Archives. This year is 65th Anniversary – do we do something special this year? We have time to give her more feedback in June.

Diane Sartanowicz - President

P&P – preliminary went out to all EB and Chairpersons to look over and make any revisions if necessary in their respective areas. Once these come back, Charlie and Diane will bring final copy to our attention at our June face to face meeting.

Bylaws – Clean copy on website soon.

Should the Bylaws and P&P committees be placed together? We will discuss this in our June meeting.

Research – making revisions on their Directory (NATA Members?), reviewing EATA P&P and getting back to us with any changes in either.

Nominations – President Elect nominations are out for this next year.

Question/discussion: if there is a written report, should it be voted upon. If it is written, it needs to be given to the EB and voted upon during our next meeting. It

is understood that EB must have more accountability, but we all must read what was written in order to be able to vote for the approval of a written report.

Conclusion: If there is a written report, it must be seen and voted upon. We will follow this in the future. Report forms need to be used.

IX. Old Business

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

Charge: Jen Semle to get the revised P&P out to EB and Chairpersons to look over and check for errors in their respective portion. How would Charlie Thompson like to proceed with this now? Provide a final, clean copy at our June Board meeting. Every few years review for a major update.

- Bylaws – Chairperson Tim Sensor has updated with changes/additions from the January 2012 Business Meeting and will forward to Secretary which will keep and give a clean copy to Webmaster to put on website.

X. New Business

- D2 Scholarship – Michael Goldenberg update: District 2 has decided and approved to give \$1500 towards an EATA D2 scholarship. This will place D1 and D2 in equal scholarship dollars.

Motions: Paul Ullucci motions to allocate \$1000 from the EATA for a D2 scholarship, to add to the \$1500 that D2 puts forth, in order to make a \$2500 scholarship respectively.

Second: Tim Westin

Vote: 9-Yes, 0-No, 0-Abstain . Unanimous – Motion Carried.

Can D2 please name their Scholarship?

- New procedure for recording minutes, listing motions

NATA – Regarding recordings for meetings (conference calls etc) sought out legal counsel for questions they had regarding maintaining the verbal copy(ies) of meetings and taking meeting minutes verbatim.

Recommendation: Not in the best interest to have verbatim descriptions of minutes. Minutes need to be generalized - just specific on the points of information that was said. Any audio copies should be deleted once minutes of the meeting have been approved.

Set up P&P in place for D1 and D2. EATA – recommend EATA follow suit.

For Voting – the non-majority gets listed. Usually generalized: D2/D1

Audio – History & Archives – minute recordings of actual meetings must be destroyed.

Motion: Paul Ullucci makes a motion to modify the current P&P to state that, once a Executive Board Meeting Minutes have been approved, all verbatim written or digital copy(ies) shall be destroyed.

In addition to this Motion, that all previous recordings of EATA Business Meeting Minutes also destroyed once approved.

Second: Charlie Thompson

Vote for both parts of Motion: 9-Yes, 0-No, 0-Abstain. Unanimous – Motion Carried.

- Schedule June meeting – at a property in mid June (possibilities - Sheraton Boston/Lowes Phila.) June 15th in Boston only – other dates somewhere else.
Charge: Jen Semle to send out Meeting Wizards to see about June dates for face-to-face meeting in Boston/Philly area.
NATA in St. Louis – June 24-30, 2012.

XI. Adjourn

Motion: Charlie Thompson motions to adjourn at 9:57pm.

Second: Tim Westin

Respectfully Submitted: Jennifer Semle – EATA Secretary 2012