



## Minutes of the VATA Executive Council Meeting June 13, 2013 Richmond, VA

Meeting called to order 9:00 AM

Present: A Caswell, M. Callis, E Sedory, I Rogol, J Doctor, D Cobler, B Funkhouser, J Simpkins, S Caswell (via facetime)

Conference Call: D Carroll, J Ambegaonkar, J Hart, E Evans, B Bowers Lanier, R Schmieg

Motion to Approve January EC meeting minutes which were electronically distributed.  
Motion: E Sedory; Second: I Rogol. Motion Passed Unanimously.

### Dan Carroll- Chair, Scholarship Committee

- Awarded 2 Scholarships. No applicants for annual meeting scholarship. Distance and location cited as a factor. \$500 wouldn't cover.
- Goals: Follow up on past recipients. All currently still enrolled in ATEPs as far as his research has shown.
- Judging the scholarship entries is too subjective. Working on form to make process more subjective. 3 separate judging forms for each category.
- Committee has decided- should be NATA meeting member for C/U scholarship and Professional development. (MAATA already requires that)
- Committee would like EC to vote to change the 3<sup>rd</sup> scholarship to give the option to attend MAATA or NATA on reimbursement scholarship to make sure it is being used every year.
  - EC discussed options and challenges.
- Motion to change wording to allow reimbursement for state, district or national meeting up to \$500; Dan; DC, second. No further discussion.
  - Vote to change aye: 8; nay: 0; abstention: 0
- Amanda commended Dan and the Scholarship committee for the excellent work in promoting the VATA and professionalism.

### Jatin Ambegaonkar, Co-Chair, Annual Meeting Programming Committee:

- Meeting Feedback/Survey Results
  - Requests for more learning labs/hands-on sessions
  - More about clinic outreach opportunities or learn about that position
  - Propose a change to research submissions to align with regional and national meeting format which would make it easier for presenters to submit/present at multiple locations and increase consistency.
    - No vote needed, all in agreement that the change is justified.
  - Discussion continued on how to incorporate more labs and how to best serve the

- needs of the membership with programming efforts.
  - Bridging the gap between the competencies for students and seasoned professionals.
  - Offering 2 meetings annually?
    - Won't be possible until '15-16. Hotel is booked for '14.
    - Financial feasibility
  - Extend current meeting an additional day to incorporate Hit the Hill Day.
    - Cost-Benefit?
- Joe Hart, Co-Chair- called in at 9:38 AM to join discussion.
  - Leadership of annual meeting:
    - Move the meeting responsibilities from P-E to own position "meeting coordinator" to create continuity instead of change every 2 years. Have added a hotel liaison (Dave Pawlowski) and vendors' liaison (Scott Powers) which has been great. We are losing money on the meeting every year, currently. This coordinator would help decide where the meeting would go in the future
    - Lengthy discussion ensued
    - Decided coordinator must still report to and work with President-Elect
  - Amanda suggested a follow-up conference call with the Annual Meeting Committee to discuss the annual meeting moving forward and possible role redistribution, if needed.

Becky Bowers Lanier, Lobbyist & Rose Schmieg, Chair, GAC:

- Moving forward on Oxygen legislation.
  - NATA issued an RFP for legislative reform. Becky suggests using it for Oxygen rather than insurance reimbursement. Use it to define and reestablish roles with legislators and gain some ground.
    - Amanda- explained NATA request for proposals and the idea to pursue O2 first and casually mention 3rd party reimbursement and make that the goal for 2015 instead of hitting all of them at once.
- Many changes in both the House and Senate which has impacted many committees
- GAC is working on PowerPoint slides covering mandated provider status and why we need it for all. Oxygen, reimbursement, etc. Will add audio to slides and have it put on website.
  - Also, planning YouTube videos which should be ready in July.
- Need to get Region Reps more involved. Grassroots efforts.
  - Committee has identified some legislators we need to work with to educate in the regions. Have a plan going into the session
  - Host meetings in each region to educate membership/legislative VIPs.
    - Meetings could qualify for CEUs under the VATA provider number
- Concussion legislation.
  - PTs want to add themselves to concussion bill. There's room for all health

- providers, but AT needs to be the point person.
- Discussion resulted

#### Emily Evans, Chair, Membership Committee:

- Submitted detailed report with membership numbers
- Amanda requested updated membership contact information be sent to region reps every 6 months to improve communication.
- Concern that in the district, NC outnumbered VA in membership for the first time. 1/3 of ATs in VA are not members.
  - Financial issues. Many don't have the money. Not getting reimbursed. Not getting raises, etc.
  - Have we ever offered VATA membership without NATA?
    - Long ago. Can no longer do that since change in NATA due structure.
  - People don't see the value in membership.
- Discussed surveying members/non-members/former members.
  - What can we do to keep our students, members, engaged and in the state? Maintaining memberships, etc.?
- Emily will work to compile information on the missing licensed and certified athletic trainers against the member database.

#### 10-minute break

Meeting resumed 11:04 AM

Jay requested to re-examine mission statements. (Last approved in 2007)

- Drafting- does this need to be redrafted?
  - All- yes
- Requested workgroup: Mike Shelty has expressed interest. Looking for 2 EC members to join.
  - Discussion
    - DC Cobler & Jorena Simpkins volunteered to join workgroup
  - Jay will contact committee chairs to put team together and be in touch.

#### Job Descriptions and Matrix

- No document exists to illustrate how we do business. (PPT)
  - First slide- explained redefined roles and committee liaisons. Can be adjusted as needed to suit needs/interests.
    - Region reps will be committee co-chairs – would streamline business, have a voting member on the committee
      - Discussion about the need to add continuity to roles and add fresh ideas.
      - Checks & Balances
- Project Proposal Form
  - Better way to track projects and requests, especially for secretary
    - Jay explained document (Amanda distributed)

- Specific document to request a project/ project funding
  - Discussion on lack of agreement, accountability and documentation on projects in the past.
    - What about “off the floor” requests at business meeting?
      - Ian- would still need to complete project proposal to complete paper trail. Have to have some accountability.
      - Also, suggested a signature line for requestor
    - Secretary/President will keep files on projects.
- Jay motion to approve and over the next year to implement leadership program and project proposal template.
  - Ian second. Discussion- vote aye: 9; nay: 0; abstention: 0
    - Will constitution & bylaws be updated to reflect changes?
      - Yes, once we have a chair of that committee.
- Job Descriptions
  - This is another solution to the ambiguity of how business is done. Fluid document.
  - Amanda- Put forward that we accept these as the duties responsibilities specific to the roles and responsibilities of each.
    - Jason Doctor- Since we just voted on an organization change. Would we not have to immediately amend this document to reflect that? Region reps and co-chairs. Officers and liasons.
  - Jay motion to accept the job descriptions with amendments, as discussed. Second: DC. Aye 9; Nay 0; Abstention: 0
- Commitment to Serve Document
  - Amanda presented for committee chairs and EC positions a document which explains commitment to organization. Add accountability to roles.
    - No formal mechanism in place to remove EC officers, currently.
    - Forms were distributed to members present to review and sign, if they felt comfortable to commit to the organization.
    - Secretary will keep signed documents on file.

#### Other Business:

- Jason- Motion to discuss requiring 2 check signatures and second on accounts. Jorena second.
  - Discussion-
    - Who: Treasurer and ? And/Or?
      - Unanimously agree President as second
    - 2 signatures may be a hindrance to getting business done
      - Money limit for 2 signatures?
      - Requested common expense examples from Ian:
        - \$800 to the lobbyist each month
        - \$26,000 to Hilton for meeting
    - Ian suggests \$2500 as number for double signature/approval

- Shane suggested Ian contact bank to gather more information on options for 2 signatures.
- Move to add the President on to the book keeping/accounts of VATA with Treasurer.
  - Motion: Jason; Second: Jorena.
    - Aye: 9, Nay: 0; abstention: 0
- Table 2 signatures vote and Ian will report his findings from the bank back to EC.
- Ian- Financials
  - Presented treasurer's report
  - Discussion on raising dues, and budgetary concerns for the future.
    - It will take dues increase and more Vendors/Sponsors. We had 2 ACO Med and sponsorship of Quizbowl for last annual meeting.
    - Need to find a way to make up financial loss & recruit sponsors from different regions.
    - If we increase dues by only \$10, that could offset the cost of the meeting.
      - Have details in place to discuss in the fall. And vote in January.

Motion to close: Jason. DC: Second. Passed unanimously.

Meeting adjourned 12:28 PM

Respectfully Submitted,  
Beth Funkhouser, Secretary



## VATA Executive Council Reports June 2013

### President Amanda Caswell President-Elect Jay Sedory

We are happy to report that we have been working on identifying policies and procedures to assure that the VATA is efficiently and effectively conducting the business for the membership. Descriptions of roles and responsibilities for committee chairs have been developed as well a leadership model that will assist with communication within the VATA. The new website is beginning to take shape and we hope to have it public accessible in the Fall. Vacancies within the organization have been and will continue to be advertised until all positions are filled. Discussions and planning for the annual meeting in January 2014 have started and we hope to release some preliminary information to the membership in the Fall. The Governmental Affairs Committee has been developing a plan to move our legislative efforts forward. The VATA is involved on a variety of fronts within the state, district and nationally and we will continue to communicate with the membership about the exciting happenings.

### Secretary Beth Funkhouser

Thank you for the great welcome to the EC and the opportunity to serve as secretary. We are continuing to work on the new website that will launch soon. We have 1718 active contacts on our main Constant Contact distribution list. I am working with the Membership Chair to add new members as we learn about them. We won't do a mass database update until after September to allow for the summer moves and transitions. The Constant Contact opening rate for last 10 eblasts is 34%.

### Treasure Ian Rogol

<b>Treasurer's Report</b>		
<b>Virginia Athletic Trainers' Association</b>		
<b>2013 Spring EC Meeting</b>		
<b>Richmond, VA</b>		
<b>13-Jun-13</b>		
<b>INCOME</b>		
2013 Conference registration and sponsorship		6886
Membership Dues		13940
Membership Dues Dec		7315
NATA		401.35
	<b>TOTAL</b>	<b>28542.35</b>

<b>EXPENDITURES</b>		
<b><i>Personnel Expenses</i></b>		
Lobbyist		4850
Winter EC Lunch		
Fall EC Lunch		
Fall EC Mileage		
Stamps		27.6
	<b>TOTAL</b>	<b>4877.6</b>
<b><i>Public Relations</i></b>		
Hall of Fame Materials		655.5
	<b>TOTAL</b>	<b>655.5</b>
<b><i>Education</i></b>		
2013 Annual Meeting		
Hilton Hotel		26691.19
Printing and Supplies		1130.52
	<b>TOTAL</b>	<b>26691.19</b>
<b><i>Technology</i></b>		
Conference calls		46.29
Webpage		514.8
Constant contact		228.12
	<b>TOTAL</b>	<b>789.21</b>
<b><i>Scholarships</i></b>		
Committee reimbursement		34.1
Scholarship awards--Pending		2000
	<b>TOTAL</b>	<b>2034.1</b>
	<b>TOTAL EXPENDITURES</b>	<b>35047.6</b>
<b>Account Balances as of 6/11/2013</b>		<b>16,146.00</b>
<b>Money Market investments</b>		
<b><i>Oppenheimer Main Growth and Income Fund</i></b>		
Balance as of December 31, 2011		<b>10,000.00</b>
<b><i>Money Market Funds</i></b>		<b>11,000.00</b>
Balance as of December 31, 2011		
<b>Total Assets as of December 31, 2011</b>		<b>26,146.00</b>
<b>Respectfully submitted,</b>		
<b>Ian Rogol, MEd, ATC, Treasurer</b>		

**Constitution and Bylaws**  
**Brent Arnold, Chair**

No Report.

**College and University**  
**Jeff Boyer, Chair**

No Report.

**Honors and Awards**  
**Grace and Jerry Weniger, Co-chairs**

There will be a call for nominations later this summer. Please be thinking of individuals to nominate.

**Governmental Affairs**  
**Rose Schmeig, Chair**

No Report.

**Membership Committee**  
**Emily Evans, Chair**

Since last VATA EC Meeting I have performed the following:

- 1) Maintained accurate membership roster
- 2) Continued to contact new members via email with welcome message and VATA website information
- 3) Welcomed new members on VATA Facebook page through Heather Murphy
- 4) Collected and organized membership data for Jay/EC (see second page of this report for data)

Future Goals:

- 1) Gather more specific information regarding ATEP student membership (as requested by EC)
- 2) Regularly update Constant Contact
- 3) Investigate ways to increase membership (work with PR committee)
- 4) Distribute a "Regional Membership" list to each RR



<b>VATA Membership</b>	<b>Jan-11</b>	<b>Sep-12</b>	<b>Mar-13</b>
<b>CATEGORY</b>			
Regular Certified	837	798	805
Associate*	16	10	7
Career Starter Certified	51	55	49
Certified Student	59	118	68
Graduate Student	16	15	13
Undergraduate Student*	138	83	110
Retired Certified	19	20	20
Honorary*	4	4	4
<b>SETTING</b>			
College/University	250	240	250
Secondary School	289	279	279
Clinic	241	149	139
Military/Law Enforcement/Govt	33	32	29
<b>AGE</b>			
Certified to 35 y/o	747	556	553
36 - 55 y/o	386	329	328
56+	41	51	57
no response	31	5	8
<b>GENDER</b>			
Female	687	677	658
Male	453	426	418
<b>TOTAL</b>	<b>1140</b>	<b>1103</b>	<b>1076</b>

\*This category was eliminated when calculating the AGE categories noted in RED.

**Program Planning**  
**Jatin Ambegaonkar and Joe Hart, Co-Chairs**

No Report.

**Public Relations**  
**Heather Murphy, Chair**

No Report.

**Scholarship Committee**  
**Dan Carroll, Chair**

- Awarded Scholarships
  - Meghan Almarode, Lynchburg College - College/University Scholarship
  - Jessica Printz, W.T. Woodson High School - High School Scholarship
    - Will be attending California University of Pennsylvania in Fall '13
  - Did not award scholarship to attend NATA Annual Meeting due to no applicants.
    - Investigation into this has led us to believe the reason for no applicants is the location of this year's symposium.
- Have begun tracking past scholarship winners.
  - 2009 Runner-up, Caitlyn Richbourg, graduated from JMU's ATEP this year.
  - All recipients 2010-2012 are still currently enrolled in ATEP
- Created and adopted standardized judging forms for all scholarships.
- Unanimously added being a current NATA member to both the College/University Scholarship and the NATA Annual Symposium Scholarship.
- In regard to there being no applicants for the NATA Annual Symposium Scholarship, we as a committee have discussed and support allowing future recipients to choose to use the scholarship for the NATA Annual Symposium or the MAATA Annual Meeting. We would like to have a vote by the Executive Council to approve this change. It is our hope that by adding the MAATA Meeting as an option, it will encourage those who are new members of our profession to become active in attending these functions for the future and not be limited in their access due to cost and location. *Note: As it currently reads, this scholarship serves to reimburse the recipient up to \$500 of their expenses for attending the NATA Annual Meeting (i.e. travel, hotel, food, etc.). The recipient must submit proof of attendance and receipts of expenses in order to obtain reimbursement.*

**Secondary Schools**  
**John Reynolds, Chair**

No Report.

**Sponsorship and Vendors**  
**Scott Powers, Chair**

No Report.

**Student Affairs**  
**Jamie Frye, Chair**

No Report.