



**VATA**  
**Executive Council**  
**Conference Call Agenda**  
 Sunday, February 15, 2017  
 7:30 pm –9:00 pm EST  
 Matt Gage PhD, LAT, ATC, Presiding

**Welcome & Call to Order 7:31pm**

**Roll Call**

**\*P = Present**

Matt Gage (President) *P	Scott Powers (President Elect) *P	Lida Pitsch (Treasurer) *P
Beth Funkhouser (Secretary) NP	Jay Sedory (Past President) *P	Rob Hammill (C & B) *P
VACANT (Region 1)	Chris Jones (Region 2) *P	Maegan Michalik (Region 3) *P
Jessica Bissinger (Region 4) *P	Breanne Piatt (Region 5) *P	Erin Cash (Region 6) *P

**Guests**

All Committee Chairs:

Michael Puglia (GAC) *P	Jamie Frye (Student Affairs) NP	Sara Whiteside (H&A) NP
Katie Grover (Membership) NP	Michele Heisel (CEP)	Sara Pittelkau(Scholarship) *P
Adam Smith (CUATC)	Vacant (AM) *P	Becky Bowers (Lobbyist) NP
Jennifer Armstrong (SS)	Ashley Day (Public Relations) *P	Lauren Hawkinson (YP) *P

**Approval of Agenda & Minutes**

- Minutes Approved

**Introduction of Newly Elected Members**

- Lisa Kavjian (Secretary)
- Chris Jones (Region 2 rep)
- Erin Cash (Region 6 rep)

**Officer Reports**

- **President- Matt Gage**
  - Positions still open:
    - Region 1 rep

- Annual Meeting Coordinator
- Most Distinguished ATC at NATA
  - Jay Hurdle (UVA)
  - Bonnie Van Luren (ODU)
- Meeting time for remainder of year
  - Will send out email asking for best time of night to meet
  - Dates for upcoming VATA conferences are: January 5-7<sup>th</sup>, 2018 & January 11-13, 2019,
- Commitment to Serve document
  - Need back from everyone ASAP
  - Newly elected will be meeting with Matt individually
- New Leadership Matrix
  - Will send out in week following this meeting
  - Any questions let Matt know
- Reimbursement Guidelines
  - Looking at how other ATC associations and other Association's run
- Leadership Book
  - The VATA Officers will be meeting to discuss a leadership book in the upcoming months. Everyone is welcomed to join us. Once days and times are selected they will be sent out to the rest of the Executive Committee
- **President Elect- Scott Powers**
  - Finalizing agreement for Kingsmill for VATA for 2018 and 2019
  - Annual Meeting Committee interviewing for vacant position
  - Thank you to Kim Pritchard
  - Jamie Frye stepping down from Student Affairs
  - Tom Campbell from Bridgewater will be taking over
  - February 25<sup>th</sup>, Student Symposium and Quiz Bowl at Liberty University
    - Information sent out
    - Student enrollment increase (Averett and Bridgewater reported higher numbers)
- **Treasurer- Lida Pitsch**
  - Reimbursement Policy
    - Developed by CPA, not by Financial Committee
    - Will pay for supplies as long as benefits VATA, must obtain approval by Financial Committee before purchasing
      - Must obtain 3 bids before approval, estimate OK
      - Approval must be in writing format
      - Cannot refund for taxes, VATA does have a tax exempt number
      - Must include receipt, statement, name and purpose of expense
  - **SUGGESTIONS:**
    - Under \$100 (or whatever limit) Treasurer can make decision alone since President and President Elect have a lot on their plate does

not get prior approval, timeline for submittal after the fact purchases, because sometimes things come up Motion to table this discussion for further evaluation passed

- Due to the recommended revisions this item was tabled.
- Proposed Budget
  - The Financial Committee will be comprised of the President, President Elect, and Treasurer
  - The whole financial committee worked together to develop the 2017 budget based on the 2016 budget and additional requests from committees. Committees with an asterisk by name, submitted a budget request for 2017
  - Budget in line with committee names is what has been allocated to that committee for 2017.
    - VATA general operating budget: \$29,056
    - Expenses included: lobbyist, CPA, travel, GoToMeetings, website, honorarium/benevolence, regional CEU events
    - Committee operating budget: \$53, 300
    - Total budget: \$82,356
- **CORRECTION**
  - Remaining budget based on current account about \$5000 for remainder of the year
  - Membership and Sponsorships still have not all come through, so not total amount left for the year
  - **NEEDS OK but not WANTS**
  - Any concerns please let Lida know and CC Scott and Matt
  - Question from Jay Sedory:
    - ILead: grouped in with YP or separate?
      - Matt: grouped in with travel expenses
    - Finance Committee put in place to help developing the budget and maintaining the VATA finances. Treasurer has access to money, didn't want to be solely in charge of money, President needs to make sure we don't go bankrupt and how to best serve the membership, President Elect so kept in loop to prepare him/her when they become President
  - Jay Sedory-Can a financial committee be formed based on the VATA By-laws? CPA originally mentioned "executive counsel" Lida changed name to Financial Committee and just kind of came about because needed help with reimbursement policy and was informal at the start
    - New committee, can add or subtract from committee
    - Rob: create an ad-hoc committee
      - would need to be an amendment to formally create this new committee
    - Thoughts on Financial Committee??

- Great idea to have more than one person in charge of money but more people needed to be on finance committee
- Transparency going forward, how did we come up with these three people
- Budget previously was very reactive rather than proactive as organization use to lose money
- President Elect oversees the annual meeting, which is a large portion of the annual budget, that is why the president-electg was included on the Financial Committee
- Keep track of expenses better so have leverage when negotiating deals from year to year or place to place
- An in-depth financial report will be provided at each meeting to facilitate transparence
- Motion to make an Ad-hoc Financial Committee consisting of Treasurer, President and President Elect
  - Motion called to vote, 5 yes, 2 abstain
  - Motion approved
- **Secretary- Beth Funkhouser**
  - No report
  - Beth has been Secretary for 4 years, great asset to the VATA
- **Past-President- Jay Sedory**
  - No report

### **Committee Reports**

- Annual Meeting (KIM)
  - Reached out to speakers scheduled at VATA
  - Asked interest in giving home course
    - 5 nos, 2 soft yes, will continue to reach out
- College and University
  - Goals: Cardiac screening appropriate and available, create dialogue with mental health
- CPE
  - Goals: increase programming at state and district level geared toward the non-traditional ATC
- GAC
  - Successful Hit the Hill day 22-25 people came out
  - No legislation on the table, but picked two bills that attendees could advocate for:
  - Epi pens allowed for admin and staff at the collegiate level
    - Allow protections for civil liabilities to people working at free clinics
    - Looked at EAP across state, especially in regards to cardiac incidents
  - Possible cardiac bill or policy

- Goals: NATA grant-fundraising, current project wrap up (EAP and cardiac), proceed legislatively or more advocacy, workgroup to establish clear guidelines for GAC as a whole, more involvement in annual meeting to educate membership, engage current college student in GAC
- Honors and Awards
  - Increase nominations each year
  - Simplify the process
  - Recognize the Athletic Trainer of the Year nominees if not winners
- Membership
  - No new report
  - Support Region reps and EC and contact membership when needed
  - BCC when emailing things to membership
- PR
  - Look into expanding social media options (IG, LinkedIn)
  - Bring back selfie contest (not great turnout in Oct)
  - More participation in Thursday trivia's
- Scholarship
  - No application for Student Professional scholarship
  - Emailed program directors to find out why such low numbers
    - 30-40% said they weren't member of VATA, others included not having time or weren't aware of it
    - Cost of membership not on website
  - Look at ways to better advertise scholarships available and get students to become members
- Secondary Schools
  - Retained 3/7 members, setting up subgroups by region (be able to work on several project at once)
  - Goals: build relationships with various leagues and ATLAS project
  - Almost all of VA mapped, 52 unmapped schools, number now at 9.
    - Everyone fills out survey to be sent out
  - Set up one day symposium in summer
    - Locally in Lynchburg
  - Safe Sport Grant
    - Money allotment to increase number of safe sport schools in VA
    - Question: How many from VA were awarded those grants, ANSWER: UNSURE, not aware that there are any currently
- Student Affairs
  - Transitioning from Jamie to Tom and getting quiz bowl up and running

- Tom did budget for meeting program
- Ideas to increase student involvement
- YPC
  - Mentorship program, not enthusiastic last year, trying again this year
  - Students set-up with professionals in the area vs help YP with leadership as well as mentors
  - Interested in being mentor or work on leadership, let Lauren know
  - Student interest is the problem, not the mentor enthusiasm
  - YP more gaged at students rather than true “YPs”
  - YP make up over 60% of membership, provide opportunities for training
  - Very open to suggestions about how committee should proceed or focus their efforts
  - YP definition to include people up to 12 years after certification
- **Old Business**
  - Annual Meeting Report already discussed (see previous notes)
  - Quiz Bowl and Symposium already discussed (see previous notes)
  - Annual Meeting Refunds
    - All cc and check refunds have been issued
    - Has been returned in the form that they paid in and the card that they paid with
- **New Business**
  - 2017 Budget Approval
    - EC approves since no budget meeting
    - Motion to Approve, Motion Seconded
    - Motion passed 8-0
    - Reimbursement form found on EC section of webpage, email Lida form, will then be taken out of the budget form
- **Region Rep Reports**
  - Region 1- Newly Vacant
  - Region 2- No news.
  - Region 3- No news.
  - Region 4- Support June pediatrics sports medicine meeting, reach out to Roselynn.
  - Region 5- Not present
  - Region 6- No news
- **Adjournment at 9:43pm**

**Action Items**

Unique Motions Approved	Appointments	Follow-Up Items
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<ul style="list-style-type: none"><li>• None</li></ul>	<ul style="list-style-type: none"><li>• Secretary (Lisa Kavjian)</li><li>• Region 2 Rep (Chris Jones)</li><li>• Region 6 (Erin Cash)</li></ul>	<ul style="list-style-type: none"><li>• Limit that Treasurer alone can approve budget for committees</li><li>• Financial Committee definition, possible amendment to Constitution</li></ul>
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**Respectfully submitted,  
Beth Funkhouser & Lisa Kavjian, Secretary**