

AzATA Board of Directors Meeting
September, 16th 2007 10:00am Pima Community College

- I. Welcome
 - A. Chris thanks everyone for coming to the meeting in addition to our regularly scheduled quarterly meetings.
- II. Establish a quorum
 - A. Board members in attendance: Chris White, President; Becky Notestine, Vice President; Sharon McLaughlin, Secretary; Scott Horton, Treasurer; Gregg Schroeder, College and University Representative;
 - B. Absent: JD Burgess, High School Representative; Matt Anderson, Clinical/Professional Representative
 - C. Others in attendance: Rick Ball, legal counsel
 - D. Quorum established with 5 in attendance
- III. Approval of previous meeting Minutes (Sharon)
 - A. Becky motions to approve the minutes from the July meeting. Scott seconds. Passes 5-0.
 - B. August 18th Conference Call do not need to be approved as this was not an official meeting.
- IV. Review of action points from the August conference call
 - A. Gregg states that Ben Carbajal and Jack Baynes are not interested in doing the Honors and Awards chair position. Jeff Haynes from Eastern Arizona College is interested in getting involved. Chris points out that Gregg should be sure that Michelle Poppen and Michelle Gonzales who are already on the committee do not want to step up before appointing someone else. It will be recommend to Eric that he establish a co-chair to serve with him and take over in February.
- V. Treasurer's Report (Scott)
 - A. All of our accounts are off slightly comparing what Scott has and what the bank says we have. He notes this probably has something to do with to some checks having not cleared. Scott will iron it out before the November meeting.
 - B. General Account is at \$10,884.67 although the bank says that we have \$10,886.47.
 - C. Legislative Account is at \$7,318.25 although the banks says that we have \$7305.05.
 - D. PEC Account is at \$6,265.87 although the bank says that we have \$6,462.07. The major difference there is likely due to SPORG auto deposits that Scott may not be aware of having been added in.
 - E. The investment account took a big hit in July with loss of just over \$1000 in July. But it is back up in the last month and we are still up \$4,233.64 year to date. Rick notes that investment accounts often drop in the summer and rebound during the last quarter.
 - F. Chris has an invoice for Blair to pay him for his web services.
 - i. Scott motions to approve \$435 billed to pay Blair for his services. Gregg seconds. Motion passes 5-0.
 - ii. Chris notes that we need to designate funds to pay him from now till the end of the end of the year. Gregg motions to approve up to \$180 a month for webmaster fees from now till December. Scott seconds. Motion passes 5-0. Chris will request that he breakdown his hourly work so that we are being charged appropriate amounts.
 - G. Chris notes that Blair would like to move the website to a different host server (we are currently using a host server out of Australia and he would like to move us to a domestic server). He will give us a report at our budget meeting in terms of cost to move to a different web hosting service. Scott notes that we have been paying approximately \$150 renewal hosting fees per year. Scott will check the exact amount so that when Blair provides us with the exact fees for a domestic host we can compare and make a determination at the budget meeting.
- VI. Technology Grant
 - A. Chris notes that our state association was given \$2500 to make purchases in the area of technology. Sharon purchased a \$40 digital tape recorder for meeting minutes and the

rest of the money is still available for use. Chris suggests that we consider buying meeting projection equipment.

- B. Sharon notes that Blair and Tamara both said that they do not need anything from the grant when she asked last month.
- C. Rick suggests that we look at computer and software needs, and notes in particular the treasurer may have needs. Scott says that he has his software needs met, but that all his information is stored on a desktop at Pima and a laptop computer would be helpful.
- D. Scott will investigate prices for a laptop to be used for AzATA treasurer duties. Scott will send an email with the information that he finds and will ask for approval and make a purchase prior to the November budget meeting.
- E. Becky notes a projector and/or digital camera might be another smart purchase. Chris notes that it would be a good back up for education sessions and for board meetings. Sharon will ask Tamara if there might be a need for a camera memory card as she uses mostly equipment from AT Still. Sharon will follow up and see if she or any other committee chairs have any technology needs.
- F. Becky motions to approve the treasurer's report. Sharon seconds. Motion passes 5-0.

VII. Committee Report

- A. Chris notes that it is always difficult for people to get committee reports. Chris suggests that we make it clear that all chairs are required to be at the budget meeting in November. We will do the budget requests at the beginning of the meeting so they can leave. Chris would also like to do a Leadership Seminar in conjunction with the February meeting that will review our governance manual and show the expectations to all of our committee chairs and also give them a chance to explain why there is or isn't a lot of committee activity.
- B. Rick notes that it should be added to Policies and Procedures that all committee chairs are required to attend annual, semi-annual and budget meeting.
- C. Meeting and Events – Terri Groessl and Missy Cremens (Scott Horton)

i. Goals Accomplished Since Last Report:

1. Contract signed/confirmed with Crowne Plaza Hotel for Winter Meeting 2008.
2. AV equipment reserved. Contacted Bart Peterson if he would be available to run the equipment. He has not gotten back to them yet, and if he is available to be at the meeting he will do it. They expect to hear from him this week. If we use the RMATA equipment there is a \$20 fee to hook up that equipment. Rick notes that we either need to provide a qualified person to run the equipment or we must fly the RMATA's person from the Air Force Academy to run the equipment. Therefore if Bart is unavailable we will need to look within our membership for another qualified individual to save the expense of flying someone in from Colorado for the meeting.
3. Attained group hotel rate with hotel: Celebrate the Occasion, reduced rate with minimum room block requirement (15 rooms minimum to get the reduced rate \$139 plus tax). That room rate does not have an impact on the AzATA's fees it is an individual fee for all those who choose to get a hotel room for Saturday night.
4. Chris requested a review of space. Missy notes that the main room will seat 250 and will be used for lunch as well. The breakout room will seat 100 people which will be used for the high school breakout session.
5. They are working on selecting menu items. A buffet was used last year and is probably the best way to go for this year in terms of pricing and ease of use. Missy notes that we need to guarantee \$4000 minimum for catering.

ii. Short Term Goals : 0 - 6 months

1. Coordinate specifics for winter meeting
 - a. Appetizers for social

- b. Select menu for luncheon (buffet is \$22/person not counting service charge)
 - c. Recruit volunteers for registration
 - d. Food for board meeting: menu or order from hotel
 - i. Discussion on when to hold the board meeting, leadership seminar and social.
 - ii. It was discussed later in the meeting that it would be best to have the board meeting early in the day and do the leadership seminar just prior to the social (this would likely increase committee chair attendance).
- iii. Long Term: 6 - 12 months
 - 1. Secure meeting site for summer meeting 2008
 - 2. Hotel room block for summer 2008
 - 3. Coordinating promotion for Winter Meeting (email, phone reminders, mailers, etc)
- iv. Steps in Place to Meet Goals
 - 1. In possession of pricing menus and have the contact for Crowne Plaza
 - 2. Potential search for AV operator (Bart Peterson unsure of availability)
 - 3. Email potential volunteers for registration for Winter 2008
- v. Ensure at November Board meeting adequate budget is established for Winter and Summer meetings.
- vi. How can the Board help you?
 - 1. Board lunch option; breakfast for exhibitors- do we want/need this? Extra costs?
 - a. Chris notes that it is nice to offer a breakfast for the exhibitors, something continental with snacks and drinks.
 - b. Rick suggests that the exhibitor chair should be a part of the Meeting and Events committee. Right now Steve Johnson keeps good information regarding the exhibitors we have had in the past, but is not extremely active in recruiting additional exhibitors.
- vii. Missy asks for recommendations from the board regarding promotion time frames for the meeting. Chris suggests that a Save the Date eblast be sent out right now, a nice mailing should go out prior the holidays. Becky notes that we need to have guidelines for what needs to be done prior to all meetings that can be followed for future events as well.
 - 1. Rick notes that anything we send out now needs to have as much information as possible (ie: date, location, room rates, registration information) even if we don't have a lot of information regarding the content of the meeting.
 - 2. Rick suggests that it should be Publicity Chair's responsibility not Meeting and Events. Meeting and Events gets them the information and they are to send the information out as they see fit.
- viii. Missy notes a need to establish dates for summer meeting. Review of the information that is necessary to be available by February meeting (date, hotels, topic). Discussion on the format of the meeting and the board agreed to keep it a multiple day format similar to the past couple of years. We will establish the dates at the November meeting. Rick suggests that we look at the 3rd weekend in July again as it was a good time in terms of start of college and high school seasons. Rick also suggests that they consider adding someone in Flagstaff onto their committee to have a physical presence there.
- ix. Missy asks what their role is for the RMATA meeting in May. Chris notes that he is the liaison for the RMATA, he has requested knowledge about anything that needs to be done and has not heard anything yet. He notes that likely the biggest thing that is needed is recruitment of volunteers, particularly helping with registration.

- D. Professional Education – Ian McLeod (Becky Notesitne)
- i. Scott motions for Jeff Flack to co-chair with Ian and to transition into the chair position when Ian leaves after the winter meeting. Gregg seconds. Motion passes 5-0.
 - ii. Additional committee members include: Sarah Piebes, Ben Carbajal and Steve Cernohous
 - iii. Successful completion of the summer meeting. Positives from meeting were:
 1. Online registration
 2. New social format and location
 3. Snacks and drink availability,
 4. Good attendee evaluations,
 5. PEC portion of the meeting was under the predicted budget → this was in large part due to the generosity of the AT Still Athletic Training Program and their donation of the copying services (saved an estimated \$300)
 - iv. Negatives from the meeting were:
 1. Issues with publicizing the meeting, specifically a delay in sending out the automated voicemail.
 2. Need for budget information. Scott requests that Sharon let the chairs know that they can contact Scott at anytime to get budget information.
 3. Scott notes that we should also get the board meeting more prominently noted on the website as opposed to just in the minutes.
 4. Chris also notes that at the bottom of the AzATA news and event we should post a link to latest board minutes.
 - v. Short Term Goals: 0 - 6 months
 1. Complete the planning of the winter meeting by the end of November so the first Eblast can be sent with the December 1st Newsletter
 2. Initiate planning of the summer meeting with the hope of preliminary information (date, location, topic / speaker list) being available for dissemination at the winter meeting.
 3. Transition full chair responsibilities to Jeff Flack by the winter meeting
 - vi. Long Term Goals: 6 - 12 months
 1. Successful completion of the 2008 summer meeting.
 2. Initiate planning for the 2009 winter meeting.
 - vii. Jeff and Ian will work on organizing the committee over remainder of September. October and November will be devoted to selecting topics and recruiting speakers for the winter meeting.
 - viii. December and January will be devoted to the initial planning of the summer meeting (Prior to the next board meeting they may submit a proposal date for the 2008 summer meeting and request decision from the board outside of a board meeting).
 - ix. Ian requests a copy of the PEC account information.
 - x. Ian also requests that copies of the meeting minutes be sent to the committee chairs following each BOD meeting and not just placed on the website.
 - xi. He would also like committee members to be notified of upcoming BOD meetings, preferably 4 weeks in advance so they can adjust their schedules to make an attempt to attend the BOD meetings.
 - xii. Ian suggests that we investigate purchasing the Arizona BOC mailing list to increase the number of athletic trainers targeted by either a mailing or Eblast for the winter meeting. He also suggests that we send a postcard notification in the middle of December publicizing the winter meeting. He also suggest that a date be strategically set (taking into account the date of the winter meeting and also the deadline for early registration) for the sending of a mass voicemail regarding the winter meeting.
 - xiii. Ian recommends that a letter be sent to Dr. Sauers at AT Still University thanking both himself and the athletic training program for their donation of the

copy services for the summer meeting. I have thanked him personally but think it would be a nice touch if there was a formal thank you from the BOD.

- xiv. Ian also notes that for this upcoming year with the RMATA meeting in town we may see a drop in numbers for both of our CEU conferences. On the other hand the RMATA conference could serve to our benefit to publicize the summer meeting.

E. Honors and Awards – Eric Freas (outgoing) (Scott Horton)

- i. Chris asked for a rendering from Eric regarding what the permanent Hall of Fame is going to look like. What he has presented so far is a wood incasing with pictures and bios of Hall of Famers with a black felt background.
- ii. Chris suggests a desire to utilize a monitor with video presentation. Becky notes that Matt has brought up concerns regarding pricing, safety and security regarding asking a place to house something with electrical input.
- iii. Chris is concerned that the rendering we have will not be adequate to give to a professional venue and ask for placement. Gregg suggested that if we need to have a professional rendering before we submit it to US Airways, board agrees. Rick notes that the company that produces this should also be able to provide pictures of past work.
- iv. Discussion of the color in the display and need to have the state colors incorporated in it somewhere.
- v. Scott will request that Eric get a better more formal rendering. Matt will work on soliciting the venues once we get a better representation.

F. College Student Committee – Debbie Craig (Gregg Schroeder)

- i. As it is the beginning of the school year Debbie has just got started on getting the committee set and sent out a message to students to encourage them to sign up for the committee and to find out what kind of information they would like to see at meetings.

G. Association Publisher – Tamara McLeod (Sharon McLaughlin)

- i. Goals Accomplished Since Last Report: Completed Sept Newsletter, sent in an eblast to the membership on September 11th.
- ii. Short Term: 0 - 6 months: December Newsletter
- iii. Long Term: 6 - 12 months: March and June issues
- iv. In general things have been a little better for Tamara in terms of getting committee reports from chairs. In the last request she received a reply from Eric Freas. The GAC is wonderful and always have something. Jessica has found it easy to work with Debbie and Cindy to get AT program info and with Debbie and Gerilyn for College/HS Committee Stuff.
- v. Board election results will be placed in the December Newsletter
- vi. Tamara asks that the board continue to provide information for the newsletter and encourage committees to do so as well.

H. Placement – Vacant (Eric Freas)* (Gregg Schroeder)

- i. Eric Submitted the following Employment Model:
 - 1. The American Medical Association (AMA), the National Athletic Trainers Association (NATA), and the Arizona Athletic Trainers Association (AzATA) strongly recommend that an adequate Athletic Medicine Unit (AMU) be established in every school that mounts an interscholastic sports program. The AMU should consist of an osteopathic or orthopedic physician director with unlimited license to practice medicine and a NATABOC Certified Athletic Trainer. The duties of the AMU will include prevention, recognition, treatment and rehabilitation of the injuries to the participants in said interscholastic sports programs. The AMU is also required to submit and maintain all reports/records of injuries to a designated authority, ie: MD or ATC.
- ii. Questions that he has include: Do we want to include mentions of pay, working hours, tournament coverage, teaching loads, assistants, post season

coverage/pay, medical coverage for visiting teams, liability insurance and/or administrative coverage for the position?

1. Rick also notes facilities should be discussed. Scott also notes that we had discussed the need that people are paid fulltime for their athletic training duties and not just their teaching.
 2. Chris has a document that he sent to several schools last year that he can send to Eric and Gregg that they can utilize.
 3. Gregg suggests that there is a need to send out a survey to current athletic trainers to see what their duties are, teaching loads, pay etc so that we know where the good jobs and bad jobs are. Discussion on whether district Athletic Directors or the athletic trainers themselves are the best place to seek this information. Gregg states they will solicit information from both sources.
 4. Rick notes that we shouldn't worry about getting into district issues. We should come up with an ideal model for an appropriate job description that we can make available. This should be based on appropriate medical coverage and what is being done well at certain schools.
 5. Down the road the plan is to be able to present this information to the AIA and all Athletic Director's state-wide. But we need to work on getting a model.
 6. Eric will look over Chris' document and appropriate medical coverage and gather information from the athletic trainers in different districts to see what model they are using. They will question different Athletic Directors and Athletic Trainer to gather information regarding hiring practices and employment. Eventually they will establish a model for appropriate coverage.
- I. Webmaster – Vacant (Sharon McLaughlin)
- i. Blair has been doing a good job getting information posted in a timely manner.
- J. Sponsorship – Jackie Kingma (Scott Horton)
- i. Their next scheduled meeting will be in the next couple of weeks
 - ii. Chris suggests that Scott inquire as to if corporate donors have been given what they were promised in return for their donation. Scott will follow up with Jackie regarding this issue.
- K. High School Student Committee – Gerilyn Trulove (JD Burgess)
- i. Discussion that we have not provided enough directives as to what we would like her to be doing.
 - ii. Chris suggests that JD contact her directly and suggest that she seek information and provide it to Ian regarding what high school students would like to see covered in their sessions at state meetings.
 - iii. JD will solicit information from Gerilyn and provide program suggestion to the PEC by November 1st.

VIII. Old Business

- A. By-law final review
- i. Sharon will forward the document with changes for the board to review and provide any additional comments. We will approve suggested changes at November meeting. Sharon will send out copy to membership with explanations of changes to membership at least 45 days prior to the winter meeting.
 - ii. Becky will let Ian know that Chris needs 20 minutes in the morning at the winter meeting so that there is a quorum in order to vote on the changes to the bylaws and constitution.
 - iii. Review and recommend Policy revisions by October 26th. Discussion and vote to approve will occur at the November meeting.
 1. Chris will review policies dealing with the Board. Scott notes that each of us should review our own position in that section as well.

2. Sharon will review membership policies.
 3. Everyone will review the policies regarding the committees that we oversee.
 4. Becky will review general committee information.
 5. Scott will review budget and financial information.
 6. Sharon will review miscellaneous information
- iv. Review and recommended Procedure revisions by October 26th. Discussion and vote to approve will occur at the November meeting.
1. Chris will review establishment of policies and procedures
 2. Sharon will review Membership
 3. Chris will review Board of Directors
 4. Becky and Gregg will review Committees
 5. Sharon will review Elections
 6. Scott will review Finance
- B. Governance Manual Development (Chris)
- i. Chris reviewed the RMATA governance model. He would like everyone to review this information and come up with ideas and revisions and make this information available to everyone. He would like to format it into one document that can be accessed.
 - ii. We will revisit the idea at the November meeting so that we can try to establish something to show committee chairs at the February leadership retreat. It is decided that this meeting will be 3-5pm on Saturday February 10th at the Crowne Plaza Hotel prior to holding a social at 6pm, which will hopefully get committee chairs to be in attendance. Scott will discuss getting this set up with Missy and Terri.

IX. New Business

- A. Budget meeting preparation (Scott)
- i. Scott will send out information regarding last year's budget so that we can review it prior to the meeting.
 - ii. There is a need to get as many committee chairs to the meeting as possible and let them know that we need their input or they will just get the same amount they were given last year.
 - iii. Chris notes there is a movement to get the Gary Delforge scholarship endowed. Chris suggests that we might want to reconsider the amount that we give the REF annually and have some of that money earmarked to go toward the Gary Delforge scholarship. Becky suggests that we can give a portion of our money toward the general fund and the other portion to the scholarship fund.
 - iv. Rick notes that our last winter meeting went way over budget and we ate into the reserve of money in the PEC account. The ideal way to raise that amount back up is for the sponsorships committee to get out and solicit more sponsors. He notes that we need to carefully consider the needs of money for the PEC and Meeting and Events budget.
 - v. Rick also notes that there may be a consideration to budget money for the winter and summer meetings separately.
 - vi. Scott suggests that we can have an online exhibitor registration for the winter meeting which may promote more vendors signing up.
 - vii. Rick asks about appointment of Publicity Chair. He notes that Mark Letendre the medical director for professional baseball umpires is interested in getting involved and might be a good fit for this position. He is also clinical industrial chair for the District. Rick also suggests that he might be interested in doing exhibitor recruitment under Meetings and Events. Sharon will contact him and let him know our board expectations (let him know that he would be doing meeting and events promotion, including serving on that committee as well as external publicity for the AzATA). She will have him submit a bio if interested in the position and we can vote on him over email..
- B. Spit Tobacco Education (Chris)

- i. After an article in the paper John Parsons asked Chris if education in this area is something that we want to get involved in. Chris suggests we could get involved in this effort by distributing information and formally supporting their initiative.
- ii. Scott suggests that the initiative might need the AIA to get more involved and provide a little more regulation.
- iii. Chris will contact the health department to see if they have information that we can distribute to our membership. Chris will also ask the AIA committee to start investigating activity in that area and suggest an area of emphasis be placed on these rules being enforced. Chris suggests that the AzATA make it known to the AIA that we would like them to make a point of emphasis regarding spit tobacco use.
- iv. Rick also suggested that Chris we consider a booth at our meeting to distribute information to our members regarding the use of spit tobacco.

C. Other / Review

- i. Scott will work with Missy and Terri to set up promotion plan. Becky will get feedback from Ian on feedback regarding registration timelines. Missy can set up an immediate e-blast.
- ii. Sharon will look into getting information from BOC regarding non-AzATA member list and buy six usages. Sharon will contact Scott regarding making the purchase by credit card.

X. Next board meeting November 11th 10am at Brophy College Prep.