



NHATA Executive Council Meeting Minutes January 2021

January 22, 2021
1:00 PM
Conducted via Zoom

Attendees:

Executive Council:

- President Christine Reyes
- President-Elect Len Angelli*
- Past President Sandy Snow
- Secretary Alison O'Connor Sutherland*
- Treasurer David Caponigro*

Committee Chairs and Regional and National Representatives:

- Emerging Student Leader Max Judge
- Awards and Honors Committee Chair T. J. Smith
- Golf Tournament Committee Chair Christine Levreault
- Equity and Diversity Advisory Committee and LGBTQ+ Committee Representative Sara Home
- Social Media Committee Chair Natalie Pollet

*voting officers

Members:

- Mary Annear

1. Call to Order and Approval of Minutes

Called to order 1:01pm

Quorum: 3 of 3 Present

President-Elect Len Angelli motions to approve minutes, Treasurer David Caponigro seconds (3:0:0)

2. Announcements

- Thank you all for attending the V-EATA! Virtual offerings still available through 2/11/2021

3. President's Report: Christine Reyes

- District 1 Executive Board Updates
 - Changes to the YPC coming
 - YPC will split and be renamed
 - Early Professionals Committee: Individuals certified 0-6 years
 - Career Advancement Professionals: Individuals certified 6-12 years
 - This does not change funding but does affect NHATA organizational structure to follow this model
 - COPA (Committee on Professional Advancement)
 - NH does not have a COPA representative, attendees encouraged to consider individuals who may be a good fit for this
 - Request for Social Media to promote items in specific areas
 - Award Nominations- Please submit for ICSM & GAC! We have many members who are deserving of awards in these areas!
 - NATA committee awards (<https://www.nata.org/membership/honors-and-awards>) many have 2/1 deadline



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- Commitment to Serve Documents for Executive Council
 - Secretary Alison O'Connor Sutherland sent via email, please return to secretary@nhata.org by 1/31/2021
 - Will repeat in July; done twice annually
- D1 iLead
 - Cancelled this year
 - May be a district-wide student opportunity. Diane sent a district email today (1/22/21) noting updates to the plan for this
- Safe Sport Grants Still Available!
- Reminder: Emerging Student Leader Application is out and open through Jan 31
- Membership numbers update/outlook year to year comparison
 - D1 had a lot of lapsed members “hundreds”
 - Diane suggested a Certified Professional member support system to cover dues for those with financial challenges
 - Need to revisit dues structure as previously discussed, there is a process and it needs to be approved by June

4. President Elect's Report: Len Angelli

- Update on Golf Tournament
 - Includes Christine Levreault as Golf Tournament Chair
 - General Discussion
 - Previous discussion in combining this with NNEATC
 - Christine L notes that many golf tournament participants have not historically been AT's and location would require a commute which could detract from participants
 - 6/18 is the KSI Team Up For Sports Safety event
- Other fundraising ideas:
 - Len will research but wants to be sure nobody objects before he begins further research
 - Online squares
 - Casino profits
 - Need to confirm this is compatible with NHATA non-profit status

5. Secretary's Report: Alison O'Connor Sutherland

- Member number updates (updated 1/15/2021):

Member Category	Count
Certified Professional (not yet renewed for 2021)	55
Certified Professional	180
Certified Retired	8



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Certified Student	16
Student (not yet renewed for 2021)	25
Student	41
Non-NATA/out-of-state*	2
Associate (not yet renewed for 2021)	2
Associate	1

- Newsletter: Quarterly, aim to send out 4/1. Seeking input from Officers and Committee Chairs

6. Treasurer's Report: David Caponigro

- Financial Disclosures
- W9 was received from State Meeting speaker
- Directors & Officers Insurance:
 - David has completed paperwork, needs review/approval by Christine and Sandy and then will submit to two insurance companies: Westchester, Travelers for quotes
 - Funds for this purpose are from SAAC Grant

7. Committee Reports/Updates

- EDAC/LGBTQ: Sara Horne
 - Compiling resources for NHATA website
- Fundraising: Christine Levreault
 - Nothing in addition to Golf Tournament addressed in President-Elect's report
- Emerging Student Leader: Max Judge
 - Max emphasizes positive response from V-EATA
 - EATA Student Delegation looking to put on an EDAC event, Sara can expect communication soon
- Social Media: Natalie Pollet
 - Not much on social media in January but did promote EATA early on
 - Meetings for NNEATC are going well
 - NATM plans are being finalized
 - Lots planned based on last year's model
 - Will be working a lot with Precious and Sara
 - Natalie believes the theme is "AT's are Essential"
 - Would like to feature NH AT's who have done a lot during COVID in particular
 - Contact Natalie with recommendations for people to feature
 - Will do a student takeover; asks Max to relay information to PD's/programs for how they handled AT education in the pandemic
 - Students may be able to help recruit preceptors



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- Max will help get photos of city/town proclamations to post to social media
- No budget requests at this point
- COPA has put some things out that they would like us to share as well
- Reminder to like and share NHATA posts!
- Webmaster
 - Email and Website currently not working
 - Restorations occur every 3 days, was due today, so we will lose data between 1/19 and today (1/22)
 - T. J. Smith will let Alison know when the email is back functional and Alison will resend relevant documents from the last 3 days
- Awards
 - Seeking additional/revised language for Service & Most Distinguished AT awards. This was brought forward in the past but never resolved.
 - Revising eligibility
 - Continue with same survey system
 - Open voting earlier?
 - TJ suggests having voting open early during live events (State Business Meeting, etc.) when members are most engaged
 - Social Media advertising would be beneficial
 - Table discussion until next month due to time
- GAC (Precious Burke, report given by proxy by Christine Reyes)
 - Bill will be grouped in with healthcare bills, no number yet
 - An Excel document exists that contains people who would be good to provide testimony
 - Precious seeks to find athletes who have had lifesaving care from an AT, not necessarily from/in NH to provide testimony
 - Seeking support in Northeast New Hampshire/Coos county; representative is not at this point supporting the bill due to not seeing necessity
 - Providing testimony/support is easier in digital environment as support can be provided in an asynchronous manner and via technology vs. in person. More information will be available when we have a Bill Number and date that it will be addressed.
 - Encourage AT's to attend to show support even if not providing testimony
 - TJ will send links to Alison, David, and Len
 - Sandy suggests this could be a good effort during NATM
 - KSI Team Up For Sports Safety (TUFFS) event 6/18 will be an opportunity to invite stakeholders who do not currently have an EAP
 - NHATA has had financial difficulties
[an emergency meeting was held on 1/11/2021, minutes can be requested for additional context]
 - Unable to hold fundraisers between IRS status and COVID.
 - IRS status was reinstated just prior to the onset of COVID
 - NHATA did not receive GAC Grant Funding



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- Due to efforts relating to the EAP Bill, NHATA is able to apply for D1 Legislative Superfund
 - Legislative Superfund requires a list of needs which Precious has compiled requesting \$14,000 to cover \$10,000 lobbyist fees, \$4,000 for marketing materials for recent legislative effort
 - General discussion
- No report from Student Committee
 - Did not respond to request from Christine for a report
- No report from Secondary Schools Committee
 - Did not respond to request from Christine for a report
- Len requests that meetings be held earlier in the morning
 - Christine will send out a Doodle poll to set a time bearing this in mind

Action Items

- Discuss evolution of YPC with current committee to discuss evolution towards new D1 model

Motions (yay : nay : abstention)

- Len motions to give Christine L. authority to reserve date of 6/4/2021 AM at Waukegan Golf Club assuming there are no significant concerns over minimum attendance of 60; David seconds (passes 3:0:0)
- Alison motions to table awards discussion until next month, David seconds (3:0:0)
- David makes a motion to accept GAC application requesting \$14,000. Alison seconds. Motion struck following discussion and amended:
- Len makes a motion to accept GAC application requesting \$14,000 with hope of being granted at least \$7,000, David seconds. Discussion regarding breakdown of \$10,000/\$4,000 and the details of the application. (3:0:0)
- Due to time, Alison motions to table the remainder of the agenda and reconvene next week. David seconds (3:0:0)

Adjourn – End Time 2:58pm

January 27, 2021

1:00 PM

Conducted via Zoom

Attendees:

Executive Council:

- President Christine Reyes
- President-Elect Len Angelli*
- Past President Sandy Snow
- Secretary Alison O'Connor Sutherland*

Committee Chairs and Regional and National Representatives:

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- Treasurer David Caponigro*
- Social Media Committee Chair Natalie Pollet (1:13 pm)

*voting officers

Members:

- Mary Annear (1:12 pm)

1. Call to Order

Called to order 11:02

Quorum: 2 of 3 Present

Len joining late due to patient care conflict (11:05 via phone)

2. Ongoing Business

- GAC Update (Precious Burke)
 - GAC met 1/26, went through list of testimonies; some written testimonies have been submitted, Precious reached out to Deanna from GAC Bootcamp for some guidance on buzzwords and bullet points
 - Need more verbal testimonies
 - GAC Meetings on Tuesday mornings at 10am until the hearing (date remains TBD)
 - Some fundraising ideas- will share when more solidified
 - Still looking for AT's in Coos County, GAC has reached out to EMS agencies
 - Natalie offered to advertise on social media, will hold off until an official bill number has been established.
 - TJ discusses a future online system, NHATA would have a chance to review before sending on, want to be conscious of how this is directed to reps.
 - Continue to work on support for bill as we wait for this to be moved forward in the legislature, it is anticipated that it will be included in with other healthcare topics
 - Seeking support from athletes and parents of athletes who have benefitted from AT's/EAP's
- Date for SAAC Grant Funded Retreat
 - Awarded \$
 - Can be used to help bring in professionals/consultants
 - Primarily for officers, chairs included as well
 - Grant mandates the retreat be completed before June
 - Goals/Tasks
 - 3 Problems to Address per Grant Application
 1. Financial Procedures and Budget
 2. Documentation and Record Keeping
 3. Dormant Committees and involvement (priority of retreat)
 - Develop cohesiveness as an Executive Council
 - Strengths finder?
 - Team building exercises?
 - SWOT Analysis
 - Set initiatives
 - Strategic plan



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- General discussion about getting committee chairs more involved and accountable
- Christine will send out a Doodle poll to narrow down potential dates for this retreat.
- Financial institution discussion
 - David has not done research since December and is not prepared, will present in February to vote
- Clarification/updates for new Executive Council members regarding previous action items with unclear resolution
 - President and Treasurer's debit cards
 - Waiting on institution decision, tabled until February
 - Christine has a debit card, David has access as needed
 - There is a checkbook as well, checks are usually cut via the bank directly
 - Connecting local hospitals and AT's Care: COVID related, not currently relevant.
 - May be a good idea to discuss structured plan for AT's Care in the event things turn catastrophic with COVID during the retreat.
 - 4 current trained AT's Care, one is Christine, which is a potential conflict of interest as the President is involved in referrals. Natalie Pollet, Heidi Kirby, and Jess Soucy are other 3.
 - Len has been working on getting another training session. Christine asks if this could this be incorporated in the retreat? Len will check.
 - David recommended discontinuing use of or downgrading Quickbooks in the spring
 - The SAAC Grant covers this and covers payment through 2021.
 - CPA advises we do not need the \$645 version that we currently have; could downgrade to \$350 version.
 - This should be re-evaluated in March or April in advance of SAAC Grant resubmission for June.
 - All officers were to cross-check P&P with the NATA/D1 equivalents
 - Tabled to next meeting; Sandy can clarify the status
 - Website
 - Addressed on 1/22/21
 - David will check to confirm payment for website was sent to TJ; this is typically a July expense easiest handled via check/e-check.

3. New Business

- State of Financials Assessment: Emergency Meeting was held on 1/11/21
 - Following emergency meeting, David reviewed annual expenses to identify actionable items to cut from the 2021 budget to ensure we are able to continue if funds from Legislative Superfund are not awarded
 - Unsure when Legislative Superfund would be awarded, Christine believes this is on a rolling basis with no strict deadline but consensus is that this should be a priority
 - Current funds will be exhausted by June if Legislative Superfund is not awarded



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- Unsure when NHATA will see dues disbursements as the process has changed from NATA/District 1
 - Previous budgets have expected approximately \$6,800 annually in disbursements which are distributed throughout the year
 - There will now be 4 disbursements in a year
 - Unsure what will change with summer NATA discount and multi-year discounts
 - TJ anticipates a disbursement of approximately \$1500 to come in February
 - iLead funding tabled until more info
 - David will talk to CPA (Pauline) for a quote to update budget; he will also confirm that she will file NHATA taxes on time or request extension
 - Alison will work on developing a 2-3 event Scholarship Symposium Series to fund and will draft language for scholarships to post to the website and share with programs.
 - General discussion
 - Student Scholarships and iLead are different line items as iLead funds have already been promised to the recipient
 - Discussed NNEATC budget; anticipate \$8000 expenditure, unclear how much would come back. Hybrid vs. fully remote version will have different expenses. David will discuss update at February NNEATC meeting.
 - General discussion, decide to continue at NNEATC meeting vs. Executive Council
 - Request to reimburse Ali Bower \$7.75 for postage in mailing Secretary documents to Alison O'Connor Sutherland
 - Len has updates on golf tournament from Christine L., still looking into questions to be answered re: bar cart, etc. Casino and Squares are not options.
 - Alison's Mom is a Certified Fund Raising Executive and has offered to attend relevant meetings to consult on fundraisers
4. **Good of the State**
- none
5. **Next Meeting** – TBD
- Christine will get polls out for SAAC grant retreat and next meeting. These will go first to voting council members and then Committee Charis.

General reminder to check emails and be proactive particularly in light of upcoming legislative work

Motions:

Alison motions to require Committee Chairs to attend 50% of exec council meetings in a calendar year to retain chair position. David Seconds. Discussion ensues, no vote.



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Len's motions to allow proxy or report in an effort to support Committee Chairs, Alison adds to the motion that Committee Chairs are required to participate in 80% of Executive Council meetings which can be via proxy, report from a Committee meeting that has occurred since the last Executive Council meeting or 4 weeks whichever is longer; the Committee Chair must attend 20% of Executive Council meetings in person/via Zoom. Discussion ensues, no vote.

Len motions to table discussion on committee chair requirements. Alison seconds. Motion Passes (3:0:0)

Alison motions to remove dollar amounts from NHATA Scholarships (previously \$500 x 2), and continue to solicit applications, with the intent of fundraising without any guaranteed funding. Len Seconds. Motion passes. (3:0:0)

David motions to eliminate \$750 budget allocation for student symposium, Len seconds. Motion passes (3:0:0)

Len motions for TJ to explore web hosting options for NNEATC and provide quotes seeking for a participant count of >200. Alison seconds, passes (3:0:0)

Alison motions to get Ali Bower reimbursed for cost of mailing secretary documents and flash drive to Alison, Len seconds, passes (3:0:0)

Adjourn:

Len motions to close meeting at 1:04 pm

Approved 2/15/2021

Alison O'Connor Sutherland, MS, NHLAT, ATC
NHATA Secretary