

NHATA Executive Council Meeting Minutes  
Oct. 23<sup>rd</sup> 2019  
Location: New Hampshire Musculoskeletal Institute

**Executive Board Members in Attendance**

Sandy Snow – President  
Ben Towne – Interim President Elect  
Ali Bower – Secretary  
Christin Reyes - Treasurer

*Time Meeting is Called to Order: 6:36 pm*

*Quorum Present?*

*Yes, 3 of 3 voting members are present*

**President's Report**

- ◆ Application was sent this week for Director and Officer Insurance – Sent to Lynn Lavallee, Fortified Insurance. Lynn has sent request to Philadelphia associates for more information
- ◆ Per Pauline Riley (NATA CPA) – NHATA does not currently owe any taxes. She has been in contact with the IRS re: reinstatement. Current status: waiting for the IRS to respond
- ◆ Planning to reach out to past officers with more information as more details become available
- ◆ Update: TJ Smith has posted the membership form to the website
- ◆ Awards Committee Update: Committee Chair (TJ Smith) has not yet filled the committee.
  - ◆ General discussion surrounding using the chairs of other committees to vote on awards as nominations come in. Both NHATA Most Distinguished AT and Service Award will be presented at the Nov. meeting. Nominations close 10/31/2019.
- ◆ Bylaws circa 2012 have been tracked down. They state that bylaw votes may not occur via email or online. It is possible sections of the current bylaws are invalid due to an online bylaw vote in Survey Monkey – investigating
- ◆ Email Server Update: Sending emails from the NHATA accounts is possible. TJ to provide log in information to each officer and committee as soon as possible. Moving forward officers will send and receive emails via their NHATA accounts. All official NHATA communications should occur through the NHATA accounts.
- ◆ Working with Ali on promotional materials for Nov. meetings
  - ◆ To send to KSI for their approval

**President Elect's Report**

- ◆ Cost of UNH hosting a future student symposium - \$1200-\$1700.

- Would include lunch, would not include parking. NHATA would need liability insurance.
- ◆ KSI Parking Update: Lot connected to New Hampshire Hall and there are several close, second options
- ◆ Nov. Events Location: New Hampshire Hall rooms 208 and G44
- ◆ Tub should not be an issue
- ◆ UNH student volunteers to help direct traffic and assist with registration

### Secretary's Report

- ◆ No changes to the member list at this time
- ◆ We are aware of several people attempting to join who are encountering issues at the NATA level – per NATA member site is supposed to be back up by Nov. 1
- ◆ Social Media Committee Update: Sandy and Ali had a call with Kelly Griffin-Brown (social media chair) on Oct. 14<sup>th</sup> 2019.
  - Kelly wishes to step away from social media citing personal and professional obligations. A wish the board respects. Have reached out to the rest of the committee for their input and desired involvement. Have reached out to several young professionals who have expressed interest in getting involved to see if they are interested in social media committee. Kelly has agreed to act as a mentor for incoming committee members.
  - As social media platforms are of high value for advertising and promoting the organization, social media has been absorbed by Ali and Sandy for the day to day promotions of events, information and nominations.
- ◆ Developing advertising/promotions for Nov. events
- ◆ Continuing conversation with Wanda Swiger re: KSC hosting student symposium. She has reached out to other programs for input on date
- ◆ General discussion of last month's minutes. No amendments or changes. Vote.

### Treasurer's Report

- ◆ Financial Disclosures
  - Checking Account Current Status: [REDACTED]
  - Savings Account Current State: [REDACTED]
  - Earned [REDACTED]
- ◆ Waiting for information on tax prep costs and potential IRS fees - \$2500-\$3000 set aside
- ◆ General discussion surrounding continuing to retain the accountant – appears in the best interest of the organization for at least the next few years
- ◆ General discussion surrounding future student symposiums, costs, budgets
- ◆ Typical year to year operating budget is about \$15,000
- ◆ Annual dues typically about \$6500
- ◆ Set for 2019, 2020 will require fundraising

- ◆ If non-profit status is reinstated – should be eligible to begin applying for NATA grant funding

### **General Discussions**

- ◆ November State Meeting/KSI-NHATA Meeting
  - KSI coming to UNH Thursday – Saturday Nov. 21<sup>st</sup>-23<sup>rd</sup> 2019
  - Thursday, 11/21 – KSI dinner TBA; Friday 11/22/2019 – KSI presentation regarding sudden death in sports, emergency preparedness, and recommendations with NHIAA, NHATA, athletic trainers, athletic directors, ATE program directors, various other stakeholders, lobbyist and legislatures in hopes of creating larger changes statewide
  - Saturday 11/23/2019
    - 8:00-10:30 am - 2.5 EBP session by KSI – open only to NH ATs and ATS
    - 10:45 to 11:15 am – NHATA Statement meeting with bylaws vote
    - 11:15-1:15 pm – 2 Cat. A CEUs presentation by Christine Reyes on work stressors and coping strategies. Free to NHATA members and athletic training students. \$10 for non-members
- ◆ Next Project: Policies and Procedures manual updates following bylaw revisions
- ◆ NHATA Meeting – general discussion around sponsors
- ◆ Continued general discussion around KSI/Nov. events – particularly encouraging students to attend
- ◆ Northern New England Conference – general discussion regarding beginning planning this event. Possible locations: Nashua or Portsmouth, Manchester also an option, have been proposed. Proposed dates: first or second weekend of June

### **New Business**

No new business

### **Votes and Actions**

- Approve previous minutes – 3 in favor
- Use chairs of other committees to vote on award nominations prior to Nov. meeting – 3 in favor

### **Held Over Items**

- Honorarium vote – review policies and procedures. Wait until tax status is announced to vote

### **Next Steps**

- Listed in order of priority
- All officers to transition to using NHATA email accounts for all official NHATA communications (as soon as log in information is provided by webmaster)
- Sandy to reach out to TJ to release NHATA email account information to officers
- Sandy to reach out to TJ with reminder that awards will be needed at Nov. meeting

- Sandy to reach out to committee chairs re: voting on awards, meeting attendance and committee reports
- Ben to recruit student volunteers for Nov. meeting
- Christine to call Pauline for update on IRS/Tax status and any other follow up questions
- Sandy and Ali to finalize promotions for KSI and Nov. events
- Sandy and Ali to continue to promote open officer positions on social media until 10/31/2019
- Christine to secure PO Box (carry over from Sept.)
- Christine to update bank accounts with new address
- Sandy to change address with Pauline
- Sandy to reach out to meeting sponsors
- Ali to send out Nov. meeting and event information to the membership
- Sandy to reach out to past officers with tax status and additional details
- Ben and Sandy to continue to review policies and procedures
- Christine to add president or president-elect to account information
- Christine to share budget with all officers
- Christine to develop the following budgets: 2020 fiscal year, student symposium, NNEC
- Christine to pay BOC renewal fees prior to 12/31/2019
- Ali to reach out to nominees for officers and awards nominator
- Ali and Sandy to explore call for proposal forms
- Ali and Sandy to begin needs assessment for NNEC
- Sandy to reach out to possible NNEC venues
- Christine to reach out to ATE program directors re: details for hosting student symposium
- Christine to investigate NNEC honorarium
- Ben and Sandy to compare bylaw documents
- Christine to begin working with Christine Levaurtue re: beginning to plan golf tournament, potentially same weekend as NNEC, set budget
- Council task: begin to identify possible NNEC speakers

### **Motions**

- ◆ Motion to adjourn by Sandy– seconded by Christine

### **Next Meeting**

- ◆ Date: Nov. 23<sup>rd</sup> 2019
- ◆ Time: 10:45 am.
- ◆ Location: New Hampshire Hall – UNH
- ◆ December meeting tentative date: Dec. 14<sup>th</sup>. Location TBD

*Meeting adjourned: 8:33 pm*

Approved 11/23/2019  
APBOW MAT ATC

Amended to reflect  
financial disclosure  
policy changes.  
Approved 2/5/2020  
APBOW MAT ATC