

NHATA Executive Council Meeting Minutes
December Meeting and Holiday Gathering

Dec. 14th, 2019

Location: Backyard Brewery, Manchester, NH

5:00 – 8:00 pm

Executive Board Members in Attendance

Sandy Snow – President
Christine Reyes – President-Elect
Ali Bower – Secretary
David Caponigro – Treasurer
Ben Towne – Past-President

Committee Members in Attendance

Cliff Chulada – Secondary Schools Committee

Time Meeting is Called to Order: 5:26 pm

Quorum Present?

Yes, 3 of 3 voting members are present

President's Report

- ◆ EATA Housing Reminder – register and confirm ASAP
- ◆ Officer transition plans – officers should be executing transition plans to orient new officers to their responsibilities and expectations – to be completed ASAP
- ◆ 12/7/2019 at 8:56 am – received confirmation that documents were delivered to the IRS via USPS
- ◆ Membership – discrepancies appearing (See Secretary's Report) and renewals are now open.

President Elect's Report

- *Nothing to report*

Secretary's Report

- ◆ Sandy and Ali are having a follow up phone call with the Social Media Committee on Monday, 12/16/2019 at 12:15 for update on policies and procedures and review expectations. All officers are welcome to join.
- ◆ Discrepancies between membership lists have been coming to light – working with Vicky Graham to determine where the issues are and find members who appear on some lists and not others, some who do not appear at all but have reached out that they are members.
- ◆ Building NHATA, non-NATA, member list

- ◆ NNEATC Needs Assessment is open until 12/20/2019
- ◆ NNEATC Call for Proposals draft in progress
- ◆ Vote on Nov. Minutes – 3 in favor

Treasurer's Report

- Financial Disclosures
 - Checking Account Current Status: [REDACTED]
 - Savings Account Current State: [REDACTED]
 - PayPal: [REDACTED]
- December Income – Membership Dues from NATA: [REDACTED]
- December Expenses
 - Award: [REDACTED]
 - Award: [REDACTED]
 - Pauline Riley, CPA: [REDACTED]
 - IRS Reinstatement Fee: [REDACTED] certified check bank fee
 - Anticipated Expense – BOC Provider Fee: \$350.00 by 12/31/2019
 - Anticipated Expense – Lobbyist: \$8500.00

General Discussions

- NNEATC – general discussion surrounding hosting NNEATC conference and logistics. More specifics to be determined once Needs Assessment closes and are able to select date and location.
- Secondary Schools Report – Tuesday, Dec. 10th, 2019: Sandy, Cliff, David and NHATA member Sean Cox met with Carol Dozibrin, Executive Director of the New Hampshire Athletic Directors' Association (NHADA) where they discussed a potential partnership between the NHATA and NHADA. Looking to have meetings in the near future to help develop athletic programs based in best practice whether or not a school has an athletic trainer. NHATA can provide resources to ADs and programs such as Return to Play, Return to Learn, Heat Related Issues etc. Looking forward to developing potential relationship.
- Emily Guay – Emily is finishing her iLead position this month. She has been developing policies and procedures for the next iLead rep and is available to help with the transition once a new rep is selected. Thank you, Emily!
- General discussion surrounding need to open iLead application quickly for special consideration as Emily is mid-term. This included general discussion surrounding iLead rep term length as educational programs transition from the undergraduate level to the Masters level. General discussion of timeline – decision held over.

New Business

- No new business

Items to be Held Over

- iLead Representative special application timeframe and deadlines

Votes and Actions

- Approve previous minutes – 3 in favor

Next Steps

- David and Christine to update bank account with new address
- Christine to add President and new Treasurer to bank account, get debit card for each
- Christine to investigate iLead application timeline, set up deadlines and send out to program directors
- Christine to edit iLead application with TJ to reflect adjusted deadlines
- Sandy to follow up on D&O
- Sandy to contact Student Committee
- Group Task: complete outstanding items on “Must Do” List
- Ben, Sandy and Christine to continue to review policies and procedures
- David and Christine to develop student symposium budget and reach out to program directors for details
- David and Christine to work on NNEATC Budget
- David and Christine to pay BOC renewal fee before 12/31/2019
- Ali to compile Dec. minutes
- Ali to draft NNEATC Call for Proposals
- NNEATC Needs Assessment information to be reviewed
- David and Christine to investigate NNEATC honorarium (what can we sustain?)
- Group task: begin to identify potential NNEATC speakers

Motions

- ◆ Motion to adjourn by Sandy– seconded by several

Next Meeting

- ◆ Date: Jan. 11th 2020
- ◆ Time: 4:00-5:00 pm
- ◆ Location: EATA, Foxwoods Casino

Meeting adjourned: 6:37 pm

Approved
1/11/2020
A. Brown MAT ATC

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