

Texas State Athletic Trainer's Association
Regional Directors Mid-Winter Meeting Minutes
January 29, 2012, 8:00am
Hilton Airport-Austin, Texas

I. Welcome and Call to Order, Scott Galloway, Chair

- Called to order at 8:05am by Board Chair, Scott Galloway
- In attendance: Scott Galloway, Darrell Ganus, Mark Chisum, Terry Greenup, Bubba Willson, William "Hondo" Schneider, Bryan Farr, Spanky Stephens,
- Absent: Josh Woodall and Nancy Vanley
- Guest: David Weir, Rodney Murphy, Dawn Allen, Dennis Hart, Deidra Duke, Randy Matthews, Britney Webb, David Anderson (arrived at 9:47am)
- Scott welcomed everyone to the meeting and thanked Bryan, Darrell and Spanky for the meeting preparations.
- Be as efficient as we can in the meeting and not disorganized
- **Scott talked about procedures of small boards and read the Roberts Rule of Order for small boards. Noting that the board does have order in the meetings and use it as small boards do not need motions according to the rules.**
- Meeting minutes will be available four weeks after the meeting so we cannot miss anything on action items and move forward.

II. Discussion and approval of Minutes from Summer Meeting July 2011

- Discussion of Executive Director (ED) travel
- Discussion on budget amended approval and was approved
- Minutes approved as written

III. Board Chair's Report-Scott Galloway

- Discussion of the Chair's work for Fall of 2011
 - i. Did not have a chance to meet with out-going chair to know her vision so Scott has taken time to visit with BOD to stream line and simplify where we are headed. If we can do two or three things well and not be all over the place then we will be more effective as an organization.
 - ii. New appointments since this summer Deidre Duke, member relations and PR, Britney Webb, parliamentarian and recording secretary, Randy Matthews governmental affairs

- iii. Worked with David Weir and Spanky Stephens on the Orthotics and Prosthetics(O&P) board issue
- iv. Explored with the Vice-chair new options through email for elections.
- v. Web site changes, it is managed by Bucky Taylor who does a great job with not much money to work with.
- vi. Elections are coming up and Scott will run again.

IV. Executive director's (ED) Report-Spanky Stephens

- HB 2038 discussion
 - i. There was confusion on the bill but it was due to people not reading the bill, hearsay, and misinterpretations of the bill. But all is worked out now.
 - ii. At the end of the football season the LAT across Texas took their report to the superintendent and assistant superintendent and the reaction is the same. They did not know how much the LAT did for the school district.
 - iii. Working with TEA for CEU for coaches that will be in effect by Sept 1 2012, for a suggestive curriculum for the continuing education on key points.
- Corporate Sponsorship
 - 1. Renewal of Texas Kid's First
 - 2. Alert Services
 - 3. HPSO Insurance for athletic trainers
 - 4. Muller will pay for 5 scholarships and TSATA will pay for one. Muller is happy to be back on board
- Sports Medicine III course
 - i. Should be approved this weekend
 - ii. Dennis will talk more about it later and has done a great job.
 - iii. SM III will make a pathway for students to go on the medical path in their education.
- Scott stated to the BOD about all the hard work that went into the bill and thanked Spanky for all his hard work. It was not easy to implement and spent many hours of working and driving to get this bill passed. Thank you Spanky.

V. Vice- Chair's Report, Darrell Ganus

- Elections
 - i. Region 1 Nancy Vanley is term limited and will not be running, Region 4 Scott Galloway will be running, Region 7 Josh Woodall can run again but is not running, it will be an open election for region 7. Elections itinerary is to open the nomination process as of February 15, 2012 and close as of March 28, 2012. This will allow for thirty (30) business days to receive nomination for the

respective Regions. Election ballots will be sent out the week of April 2 through April 5, 2012. Good Friday being April 6, I would ask if the Board feels that we should extend mailing out to the following Monday, April 9. In the past we have contracted out with Bob Ramos' daughter to do the mailing and print the ballots. Akin Business Services would collect and tally the ballots as before. There has been interest in doing elections online.

- ii. Looked into online voting-contacted the NATA for the companies they have used. Passed out information to the BOD. Will discuss more in the NEW BUSSINESS section. William "Hondo" Schneider asked about member only section in regards to voting. Scott said the way Darrell and he researched the online voting that it will be secure and better response from the membership. Scott discussed that there will be movement forward on the member's only section. Spanky discussed a tie election in the past he had to hand delivered the ballot when Terry Greenup making sure people did not vote twice. He asked what if this happens on the online voting. Darrell said we would discuss more in NEW BUSSINESS section.
- Membership Update
 - i. Membership roster from the NATA is what they have at that time of request. The number is 1564 members. NATA has another category called career starter they do not pay anything thing but the NATA dues. They do not pay regional dues. 94 individuals were labeled as just for the state of TX. Darrell left them on the roster. If the TSATA offer a career membership for these 94 career starters it would be to our best interest. So that they can see what TSATA does for them. Darrell said he can remove this 94 people if needed to, whatever the BOD wants to do.
 - ii. Scott discussed career membership for one free year many BOD agreed but not vote was taken only discussed.
 - iii. Darrell wants to keep the BOD up to date with roster as much as he can
 - iv. Spanky said let them know what we are doing for them and notify the 94 tell them what is happening. With the SM I and II course split into two payments for the college seniors more and more are taking it. Our way for helping the young professional. Good idea.

VI. Secretary-Treasurer's Report, Brian Farr

- Financials 2011- discussion of budget and amendments
 - i. As of December 31, 2011 we have \$106,770 in total assets with \$27,671 in CDs,\$6,740 in checking, \$72,008 in our money market, and \$404 in "other" assets. Wealso have \$1,261 in our PayPal account. The total assets amount is up

from the previous two years (\$100,058 in '09 and \$105,043 in '10). Our total income for 2011 was \$137,460, which is also up from the previous two years (136,863 in '09 and \$128,980 in '10). Our net income for 2011 was \$1,429, which is down from the previous two years (\$22,379 in '09 and \$3,949 in '10). Our expenses were \$136,031 for the year, which is up from the previous two years (\$114,938 in '09 and \$125,043 in '10). The increase in expenses was largely due to the work with HB 2038 and special events (e.g. 10-year anniversary, SWATA Welcome Reception, 40th anniversary). The main income came from membership dues of \$79,330 (up from the previous two years (\$74,995 in '09 and \$61,275 in '10), the Sports Medicine Course fees of \$41,755 which is down from the past two years (\$45,525 in '09 and \$46,725 in '10), and sponsorship of \$12,000 which is down from the previous two years (\$13,000 in '09 and \$18,710 in '10). We also had small income from donations (\$665), book sales (\$493), fundraising (\$345), grants (\$2,000) and investment interest (\$873). The fiscal year 2011 budget was set at \$149,800 and we ended up \$16,038 under budget. We were over-budget in a few areas and under-budget in others. The over budget was due to HB 2038 is was expensive.

ii. Bryan stated that there was not any frivolous spending.

- Recommendations for procedural changes

1. Approval of a budget for FY 2012 that is approximately 10% lower than the FY 2011
2. Strict adherence to the budget by all areas.
3. In order to help ensure the budget is adhered to, he recommend implementing the following:

- i. The Treasurer will send a brief summary report to the head of each area regarding their remaining budget on a quarterly basis. Heads of those areas are responsible for adhering to the budget.

- ii. If an area expects to go over budget, the head of the area is to contact the Treasurer to ask for an increase in money and explain the need to go over budget before the expenses are incurred. The request and explanation will be submitted in writing via e-mail. The Treasurer will notify the Board of Directors who will vote on the issue and either approve or deny the request. If the BOD denies the request, the area head will ensure that no additional expenses are incurred that would cause a budget deficit.

iii. Area heads are to send budget requests to the Treasurer approximately one month prior to the proposed budget being set (currently done in November or December). The requests should include an amount requested with a brief explanation on why that amount was requested (i.e. what are the planned expenditures).

4. The creation of a “special project fund” in the General Operating budget that can be used to fund activities that were not planned for but would benefit the Association. Area heads can make a request for funds by sending a written request with details on the amount and what the funds will be used for, via email to the Treasurer. The Treasurer will share the request with the Board of Directors who will then vote to approve or deny the request. The BOD could elect to approve the funds as requested, approve a different amount, or deny

- Discussion on Profit vs. Losses trends and 2012 proposed budget.
 - i. William “Hondo” Schneider asked about the “Gate Keepers fund” first time Bryan had heard of this. This fund is not taken out of membership fund. It was a donated money not member money. History of this fund was in the formation years of TSATA lived off the “Gate Keeper’s fund” but once TSATA budget had money, it was not used. Bryan stated it had not shown on the books in the last three years, but some line items have been grouped together so it might be there. William “Hondo” Schneider said he would like to see this as a line item in the future. Scott asked how did the association get the money? William “Hondo” Schneider stated TSATA had pamphlet asking for donations. Scott asked if we should do that again, Spanky noted TSATA is good. Deidra Duke asked what the protocol is if we have questions about funding or needed funding for example the PR committee. Brain noted an email will go out to the BOD for discussion if there is no protest then the funding would be approved. Darrell stated that we are all accountable for the budget and we must all justify it. He would like to see proposed income and budget put on the website for the membership.
 - ii. Brain discussed areas that are bring in money need to be budgeted well. Membership dues fluctuate, SM course is good in bring in money. He did not think the TSATA is in the business of making money. Spanky stated it is a non-profit organization. Trends for the SM course was 2009=\$45,500, 2010=\$46,700, 2011=\$41,700. Dennis Hart commented that the monies brought in for 2011 is due

to college seniors paying in two payments and more and more are taking the course. Spanky explained procedures for the course in decreasing the budget for travel.

iii. Brian thinks TSATA is doing fine for the budget finances. Scott stated TSATA is financially sound and confident in the procedures.

- Refund of Dues-2 where refunded
- Website-taken from the secretary's report submitted by Brain Farr
 - i. "Substantial changes have taken place in regards to the website. The two main changes are that Bucky Taylor is now working with me in managing the website and we broke ties with the previous company, Caliche Road, after experiencing issues with them not answering our requests for updates to the site. The site is currently maintained by Donny Coursey, through Bucky Taylor, and the change has worked out well. We pay Donny \$50/hr for his work on the site. I suggest that the Board of Directors discuss how we want to proceed as far as the website goes. Do we want to enter a formal agreement with current folks or look at alternatives? We have two concerns with the current site. One is that I get a great deal of spam messages via the job site. This has been an ongoing issue since Josh Woodall was the Secretary-Treasurer. He implemented a policy that the Secretary reviews all postings prior to them being "approved". This is a good policy in that it prevents the spam from reaching the job board, but there are times when I get dozens of spam messages a day. The second issue is that the "counter" on the job board doesn't reset once jobs expire. I received three complaints about this from members. We looked into fixing the problem and cannot find a fix. Other than it being an issue for a few members, I don't think it's worth putting additional time and energy into fixing. Other than those two issues, it seems as if the website is running well as is. I suggest adding some sections to the site and "cleaning" up some areas. I think we need a section on the TSATA. We constantly talk about folks not knowing what we do, what our purpose is, etc. We need to add that info on the site. Under "forms an info", there is a link to "buy TSATA apparel" that takes you to Mesquite SportsCenter, but they don't have our apparel on the site. We need each BoD member to review his/her bio and contact info to ensure accuracy. I'd like for each BoD member to go through the web site and come up with things that they'd like included and things that they don't think are needed anymore."

Break called back to order at 9:47am

VII. David Anderson-Hillco Partners

- Looking back hats off to TSATA on its work with the concussion bill. Summary of the legislation session and Four Price, and the NFL's help in getting the bill passed was noted. David stated, what do we do now looking into the next legislation session coming up? David asked if there are any other topics to explore. Scott discussed the implementation concerns on the bill. For examples CEU and the consistency of the material being taught. Talks with TEA and Mark Cousins have occurred. William "Hondo" Schneider is working close with Mark to help with the bill, such as UIL forms. Spanky added he hopes the TSATA website would have suggestions, Dawn Allen said TSATA needs to partner up with UIL for a webinar and take a test for at least one hour of continuing education, Rodney Murray suggested doing a video. Many ideas were discussed, but all agreed that the consistency of material across state for CEU's is a concern. David Anderson noted this is an opportunity for the organization to step up to solve this concern, and can be turned into a money maker. Many BOD disliked trying to make money off of this opportunity. Scott suggested a) have a provider number b) have information bullet points to talk about c) have a licensed health care provider present the content. Spanky sees the TSATA roll as a support roll and not administrative roll. Scott added TSATA will do the prudent thing to provide the education, and is confident in the BOD motives to do the correct thing. Noting to David that TSATA would like the ability to weigh in on more legislation that affects the athletic trainers.
- Brain Farr states the a membership survey could take place to give more ideas for the direction that we might want the TSATA and David Anderson to go tackle in the future.

VIII. David Weir-Texas Advisory Board of Athletic Trainers

- Discussion on the O & P issue. The issue was one in which a LAT was challenged this past year on fitting braces and orthotic. There was a complaint filed to the O & P Board. It was ultimately dropped. Copy of the O & P Law Section 605.303 was handed out and discussed in length. TSATA will support what is best for the LAT.
- Scott asked for David Weir and David Richards to investigate more on the subject and then see what steps if any TSATA needs to take. Scott notes we have a responsibility to investigate. We see it in our mission that we need to publicize it to the membership that we want respect and recognition for our profession.

IX. Regional Directors Reports

- All reports were submitted to BOD in manual
 - i. Nancy Vanley-absent- Region I: report submitted, no discussion

- ii. Josh Woodall-absent-Region 7: report submitted, no discussion
 - iii. Region 2, 3, 5, 6, 8, 9: report submitted, no discussion
- Scott thanked all BOD for great reports.

X. Task Force Committee Reports

- **Member Relations and PR-Deidre Duke**

- i. Reports that if any committee members that are serving is not a member of TSATA will ask to step down. She presented postcard idea to get all LAT's on board and become members of TSATA. The postcards will have key points. She was able to get the postcards sponsored by Methodist Concussion Center for approximately \$1,100.00. So that will not come out of the TSATA budget. View of the postcard was presented. She made suggestions for the website, adding a "members" tap to the top bar, suggests to buy a pull-down screen with TSATA logo, suggests updating the secondary school pamphlet. William "Hondo" Schneider thinks the membership will support this to promote TSATA at local, regional, state and national events. Randy Matthews states it needs to be eye catching, Brian Farr says pamphlets are not cost efficient. Honda suggests Rodney and Deidre work together on their committees to promote TSATA. Spanky's app for cell phone idea was shot down. Deidre also suggest updating the TSATA logo. She presented a powerpoint to the BOD and discussion was held on follow up of the postcards. She suggests a Task Force to call and promote TSATA to the people who are not members. Scott comments and gives full authority to go forward with all ideas.

Lunch Break called at 11:49, called back to order at 12:37pm

- **Secondary School Task Force-Rodney Murray**

- i. 130 completed TSATA Academic All-State awards sent out the end of February. Exhibited TSATA booth at TGCA and THSCA and materials were sent to GHATS for exhibit. Conferred with David Edell during the SWATA Secondary School Committee meeting to determine any collaborative efforts for the coming year was successful. This summer will be working with SWATA SSATC on case study project. February 15th Muller online applications for student scholarship will be available and money is secured for the scholarships.
- ii. Scott thanked Rodney for his hard work. Asked for Rodney and Deidre to work together to promote our profession and TSATA.

- **TSATA TEA Curriculum Committee-Dennis Hart**
 - i. Sports Medicine III hopeful to be passed this weekend from the state board of education approval. It is a college prep class and was the idea of many of our membership. It is an optional course. It is completely optional for school districts. The course syllabus has been in the notebook since the last year and offered as local credit. Now if approved will be offered as graduation (class rank and GPA) credit. There was great help from Cathy Parks and David Anderson's on this process. Dennis notes that TSATA BOD needs to know the value David Anderson brings to TSATA. He is invaluable. SMIII will be in the update course and will not be of extra charge. The price break for the college seniors and GA's is still in effect. Once they get their LAT # then they pay the remaining sum. Britney Webb is the contact for those students to receive their materials. Dennis discussed the course sites, March 5th in Odessa Medical center. Jim Carlson will be the person that is setting up the facility. South Padre will be a site, followed by Dallas/SWATA. Location for SWATA TBA. Discussion on textbook for SM I was brought to the table from the membership. Dennis explains that if it is approved state textbook there will be TEKS and teacher certification attached to that plan. Therefore, it will remain recommended textbook. The LAT that has taken the course can get a copy from the publisher, because Dennis sends a report to the publisher after each course. 2012 budget Dennis submitted to the BOD was below what Brain Farr had published, so Dennis will update his numbers.
 - ii. Scott thanked Dennis for his hard work.

- **TSATA Governmental Affairs Task Force-Dawn Allen/Randy Matthews**
 - i. Submitted a BOD report. Dawn discussed some key points. This year will not have final needs. Have paid for students to go to special programs, like I-lead and education conferences. Brian said we do have monies in the budget. Can use the budget money to bring in college students to our meetings/SWATA/Austin to develop tomorrow's leaders. Scott will stay in touch with Gov't fairs after talking with David Weir on the O&P issue. Dawns asked if we were going to have a college and university task force. Scott stated that if we are going to develop that task force that it will need a mission and goal. IF we are going to have groups they need to work towards goals and be productive.

- **UIL Liaison-Mike Carroll**
 - i. Submitted in writing to the BOD; it is in hand out. He is in GA representing the NATA and TSATA on preseason guidelines.
- **Website –Bucky Taylor**
 - i. Submitted in writing to the BOD; it is in hand out. Just need to tell Bucky what we need through Brian for consistence.

XI. HB 2038 Review and Update-Spanky Stephens, Dennis Hart, Scott Galloway

- Spanky and Dennis presentation of HB 2038 was viewed and answered questions. Dennis showed Bucky Taylors presentation and discussed points of content:
 - Concussion oversight team(COT)-school board appoints and approves members of the team. Its main purpose to develop the RTP protocol for the school district. COT membership is outlined in Sec 38.154 of the bill.
 - Form information is outlined in Sec 38.157
 - Education is outlined in Sec 38.158

Spanky suggest if not in compliance take the law to the school attorney and tell the attorney they are not in compliance. In two cases thus far it was corrected. School nurse can't be on COT, not in their scope, but the school nurse can be the compliance supervisor. If school nurse is of advanced practice nurse can be on the team.

Darrell, Bubba, Brian had discussion during the presentation and Dennis answered questions. Also the question was asked about the UIL form on concussion management protocol RTP would it be in Spanish. The answer was not due to losing some of the information in translation. For the CEU one will need 2 hours, photo copy your certificates and give to HR department.

Scott asked Dennis to send all forms he has to Regional BOD members to have on hand if members of their region would like examples.

XII. Executive Session-

All guests were dismissed and recorder ran out of batteries.

XIV. Approval of ED contact-

The ED contract was approved as presented.

XV. Consent Agenda Approval-

- Scott asked for a motion to approve SM course dates and fees, and membership initiatives and website contractor, Brian Farr motioned, William "Hondo" Schneider 2nd the motion approved 7 votes with none opposed with Region 1 and 7 absent.
- Discussion on election timeline and procedures

- i. Darrell has done research and discussed online voting and what the TSATA's by-laws say that it has to be done by a 3rd party. He states that elections have to occur in April so decision has to be made by March. He gives 5 examples of online voting companies all will cost money. He discusses key point on each company. He states we can do this for free by the way Scott and he has done online or TSATA can spend money. Bubba added one election per year roughly for 3 regions; the largest region is involved this year. Average cost \$1130.00 for mail outs which is budgeted with 650 eligible voters. Discussion on the mail.chip site that Scott used, he could see how many people read the email etc. 40% open rate in the last email sent. Scott thinks it will be higher rate if electronically done. Discussion of last year's cost was \$510.00 and 2010 cost was \$318.00. Spanky asked about the free one Scott has research and if it is secure. Yes and Collene Barbie can call up the excel sheet from Google and certify the count. Spanky noted we needed to keep the BOD out of this process. He suggests doing the free one and scores go to Collene and if it is not overwhelming to her and we get great results we then can look at paying if needed for the service.

- ii. There was 1300 + emails send out through mail.chip and only 15 bounced back. BOD vote for paying or free service for online voting. Terry motioned to use free service, William "Hondo" Schneider 2nd the motion, discussion was had to move forward with electronic ballot free style, vote was unanimous with 7 yes and 0 no's with Region 1 and 7 absent.

XVI. Approval of Executive Director Contract-

- Vote on ED contract and salary as reflected in the 2012 budget, Darrell motioned, Mark Chisum 2nd the motion, all approved with Region 1 and 7 absent.

XVII. Approval of Budget 2012

- Scott ask for a motion to approve 2012 budget as presented by Brian Farr, Bubba motions and Terry 2nd the motion, with no discussion, unanimous 7 yes with Region 1 and 7 absent.

XVIII. Approval of Budget Procedural Changes-

- Scott asked for a motion to approve budget procedural changes as presented by Brian Farr, William "Hondo" Schneider motions and Mark Chisum 2nd the motion, with no discussion, unanimous 7 yes, with Region 1 and 7 absent.

XIX. Goals Tasks and Assignments for 2012

- Website revisions-Deidre Duke and Brian Farr
- Scott will contact committee chairs to get update roster of committees
- SM Course rosters and membership-Scott asked Dennis for roster of courses for 2012 to give to Deidre Duke so she can follow up with non-members. Deirdre will send Dennis membership information for the students at the course that are not members.

XX. Constitution By-laws Policies and Procedures Review

- Scott wants to do exactly what is in the by-laws and make suggestions to changes if needed. By-laws can be updated by BOD but constitution change has to be voted on by membership. Darrell and Scott are looking at by-laws.
- Review of all committees of the TSATA and see if they are being productive with the goals and mission if not will "trim the tree".
- Ideas for task force or committee task please tell Scott.

XXI. Hall of Fame (HOF)-discussion

- Scott thinks HOF is a good idea.
- Could put it in the Sports Hall of Fame in Waco would basically pay for space would like to have a sponsor. Scott does not know the fee. William "Hondo" Schneider motioned to table it until Scott has more details.

XXII. Muller Scholarship-

- Spanky talked about the scholarship and the money is covered.

XXIII. Legislation 2013 and beyond-

- Covered earlier in the meeting. Plan on David Wier to follow up on the O & P issues to see if TSATA needs to take action.
- Do we introduce private schools to the concussion bill? Discussion on concussion survey Dennis has done in the Dallas area.
- Membership survey can use mail.chip to do since the last one was done in 2009. Submit questions for the survey to Scott.
- Governmental Affairs task force will do a membership survey on legislation issues.
- Addison will be next TSATA meeting date and time-TBA
- Scott report from SWATA mid-winter will let BOD know of any and all information
- Brian Farr will send out expense report form for this meeting

Motion by Mark Chisum to adjourn meeting; motion 2nd by William “Hondo” Schneider, unanimous 7 yes with Region 1 and 7 absent.

Meeting adjourn at 3:25pm