

RMATA, INC
BOARD OF DIRECTORS MEETING
MARCH 16,17, 1995
DENVER, COLORADO

1. CALL TO ORDER: Bill Lyons called the meeting to order.

ATTENDANCE:

Bill Lyons	Director/President
Scott Linaker	Secretary
Matt Webber	Arizona Representative/President
Jim Gillen	Colorado Representative/President
Rich Gerrells	New Mexico Representative/President-in coming
David Draper	Utah Representative/President
Bart Peterson	Wyoming Representative/President
Dan Libera	Parliamentarian
Pam Cox	New Mexico Representative/President-out going

With more and more members attending the board meetings, we should wear business dress at our board meetings.

STATE PRESIDENT TERMS:

	TERM	TERMS OF OFFICE	BEGINS	TERM	
Arizona	2 yrs	2 consecutive	February	2 term	(2 yr)
Colorado	3 yrs	2 consecutive	January	1 term	(2 yr)
New Mexico	3 yrs	2 consecutive	January	1 term	(1 yr)
Utah	3 yrs	2 consecutive	February	1 term	(2 yr)
Wyoming	3 yrs	2 consecutive	March	2 term	(2 yr)

Bill would like to have the out-going representative attend one meeting with the in-coming representative. Depending on the time of each state's elections, the in-coming representative would attend the last meeting of the out-going representative or the out-going representative would attend the first meeting of the in-coming representative. This would be extremely beneficial to the continuity of the state representative position. Therefore, we may have one or two extra people at our annual board meetings. (we should add this to our policy/procedure manual)

2.1995 ANNUAL MEETING UPDATE:

Dan Libera and Shannon Courtney presented the following report:

- a. with the anticipated number of participants there may be some crowding in the meeting room and possibly during the Saturday lunch
- b. the students have been working hard gathering items for their raffle
- c. there are more speakers than we have had in the past and they are excellent speakers
- d. the hotel will be asking for identification and proof of legal drinking age to guard against the students obtaining alcohol illegally
- e. lunch tickets will be placed in each notebook and the hotel personnel will be collecting these tickets at the

Saturday lunch. you must have a ticket to eat lunch

f. it would help if we don't have too many people involved with the local convention committee

g. the local convention chair should be involved from the beginning of the process and have all the information they need, especially the hotel contract

h. the student dance is scheduled for Saturday evening and will have food and soft drinks

i. Shannon got a good deal on the notebooks and it might be a good idea to go with the same supplier and possibly get a good price if we can give the supplier a multi-year commitment, mailing that many boxes of notebooks to the local convention chair might not be cost effective

j. getting speaker outlines and abstracts early enough to get them to the printer was difficult, and probably always will, in the future we will request speaker outlines/abstracts by February 15

k. AV costs are going to be a concern from year to year

l. sponsorship is difficult to accomplish, especially if you don't have many contacts, try to get sponsors for specific functions

m. preregistration income is \$17,967, we only have an estimate as to the expenses, but estimating a profit of about \$4000

3. RMATA FINANCIAL REPORT:

a. a copy of the 1993 financial report and 990-EZ tax return were distributed for review and discussion

b. a copy of the budget for the twelfth annual clinical symposium and business meeting was distributed for review, discussion, adjustments and approval

1-a major portion of the discussion focused on the AV situation, we

will continue to look at the AV needs from year to year and proceed on an as needed basis

2-further discussion concerned the need to raise the registration fees, it was decided to keep the fee structure as is but keep an eye on the exhibit fees, as we are low compared to other districts 3-because of our continued growth, we are looking at the possibility of having to meet off site (from the hotel) and provide busing transportation, as well as room rates may increase

MOTION: To accept budget for the Twelfth Annual Clinical Symposium and Business Meeting as presented.

MOTION BY: WY (Bart)

SECOND: AZ (Matt)

CARRIED: 5 - 0 (CO absent)

c. a copy of the of the updated account numbers was distributed and discussed

d. a copy of the financial statement for fiscal 1994-95 (as of 03-15-95) was distributed and discussed

e. a copy of the proposed budget for fiscal 1995-96 was distributed and discussed line item by line item

1-travel budget for the Director/President:

* for the time being, will be under-expended, because we do not pay for the travel expenses to our annual meeting

* in the future we will need to address the issue, because we may need to pay this travel expense if the person in this position cannot get their institution to pay for this

* currently the Director/President travel to this meeting is paid for by the University of Wyoming

2-office budget for the Director/President:

* continues to be an important budget for the following reasons:

- computer programs and update of same

- subscriptions to valuable journals (e.g. WALL STREET JOURNAL)

- expenses taken from the respective institution will be cut back, so it will become more difficult to run some office items through the institution budget

3-in the future we may need to add a line item for secretarial help for the Director/President (presently Bill gets help from a work study student who puts in about 11 hours/week (20-30% of her total time) working on association business, and is paid \$1500 - \$2000 per year (close to minimum wage)

4-placement coordinator:

- * is available through E-mail
- * most of costs are printing and postage

5-legal retainer should be increased by 5% because Rick's expertise is sometimes limited and we may need to get additional counsel from time to time, depending on the issue at hand (but for the 95-96 budget we will only pay \$551, even though we will budget \$580)

- * in the future we may need to get our hotel contracts reviewed by legal counsel prior to signing them
- * we may also need to look into insurance for our annual meeting, which would require legal advise
- * legal fees will include any required corporation filings Rick needs to take care of, as well as serve as a buffer in case we need to seek other counsel

6 - we may need to look at an independent accountant so that we don't have to deal with companies who require accountants to bring accounts in-house

7 - miscellaneous expenditures deals with computer programs, software and support services; American express annual fees; logo set up and sample briefcase by Bushwalker; mailing of health care letter and election information; shipping of Hall of Fame Trophy to and from Dallas (computers should be a capital expenditure and should not be in the operating budget)

- * some of these items will get a separate account and be taken out of the miscellaneous account

8-discussed the possibility of the Secretary and Finance Committee producing a quarterly financial report and distributing it to the Board (hopefully this will be possibly using the QUICKEN program)

4. **RMATA MEMBERSHIP REPORT:**

Membership Report as of 02-28-95 was distributed and discussed.

a. Bill presented the following:

- * we will continue to see an increase in our district membership due to our location, however, growth at the national level will not continue at the pace it has in the past

5. **RMATA FINANCE COMMITTEE:**

- a. Pam Cox has resigned from this committee, so we need to find a replacement
- b. after further discussion the following motion was made:

MOTION: Appointment of Bart Peterson to the RMATA Finance Committee.

MOTION BY: NM (Rich)

SECOND: Secretary (Scott)

CARRIED: 5 - 0 (CO absent)

7. **RMATA/NATA PLACEMENT COMMITTEE:**

- a. are still looking for someone to fill this position

- b. most of the work is done at the national meeting
- c. a district service is to mail out the placement list every 2 weeks to 4 year institutions
- d. Jim Roush has voice an interest in this position

8. **1996 ANNUAL MEETING - ARIZONA:**

Matt and Scott presented the following:

- a. Flagstaff will not work out as there is not enough meeting space
- b. Phoenix is difficult to get into with competition with professional baseball spring training practice
- c. we may need to change our meeting schedule with the difficulties we are encountering in Arizona and possibly Wyoming
- d. may need to consider going to Albuquerque in 1996 instead of Arizona, but will have to check the dates which may conflict with the NCAA regional basketball tournament in Albuquerque
- e. topic: SPORTS MEDICINE IN THE 21ST CENTURY
 - 1-may focus on a variety of issues and set up separate blocks to deal with the issues
 - 2-may also set up a block just for students
 - example: Saturday AM block
 - Saturday PM block with separate block for students
 - Sunday AM block
- f. will continue to search for a site in Arizona and will have a conference telephone call on May 1, 1996 to further discuss this concern

9. **NATA-REF:**

- a. each district has been solicited by the REF for a donation
- b. new Chair, Ronnie Barnes, is taking an aggressive approach to fund raising, this is not a philosophical change to get funds from each district, but rather, Ronnie is doing a good job
- c. fund raising activity a this years national meeting will involve a formal reception and dinner at the Indianapolis Zoo, followed by a keynote speaker, awards ceremony and live auction.
- d. all money raised at this event will go to the NATA-REF
- e. RMATA can purchase a table for 10, at this event for \$500
- f. Matt Webber presented the following concern with the REF: *Rick Ball is in the process producing an informed consent video to be used at the high school level to inform parents of the inherent risks involved in athletic participation
 - *Rick approached the REF for funding and was denied, without any notification from REF (Rick had to call himself to find out) *the reason given for the denial was that the video tape was not research based
 - *concern whether or not the REF is following it's own mission statement, which includes education
 - *if REF is just funding graduate student research, then I don't want to give them any money
 - *there is also a concern about the REF funding research which is not original research
- g. in-depth discussion continued with the focus on the reason Rick's production was denied, and that being that the activity was not research based
- h. Utah membership agrees to support the REF through an RMATA donation
- i. funding for the NATA Secondary School Athletic Trainers' Committee's survey was also denied, but was told a more focused injury type of survey could be partially funded after this first year
- j. this board appears to agree, philosophically, with the importance of research and education and the funding of

research and education, but we disagree with the slant of the REF at this time and we have some questions which need to be answered

MOTION: RMATA decline funding to the REF on the basis that current project funding by the REF is not following their mission statement, particularly in the area of public educational awareness, by only funding hard science research and not funding educational opportunities through media.

MOTION BY: AZ (Matt)

SECOND: WY (Bart)

CARRIED: 5 - 0 (CO absent)

11. **EXHIBIT REPORT:**

Steve Scales presented the following report:

- a. as of 8:00 AM 03-17-95 have 24 exhibit booths
- b. Human Kinetic request presented (request follows)
 - * national office policy concerning exhibit booths is the exhibitors must have their booth manned as long as the exhibits are open
 - * RMATA will follow policy of the national office (we need to add this policy to our policy and procedure manual)
- c. Rothhammer International paid for a booth which will be un-manned, but they only want to display their catalog

12. **RMATA FINANCIAL POLICIES AND PROCEDURES:**

a. MAILING LABELS:

- 1- more and more members are calling requesting mailing label and mailing lists
- 2- most requests have been honors as they concerned district or state affiliated issues

MOTION: Mailing labels/ mailing lists will be given for any member request concerning district or state association affiliated issues. Non-member requests for mailing labels/ mailing lists for non district or state association business will be referred to the national office.

MOTION BY: AZ (Matt)

SECOND: NM (Rich)

CARRIED: 5- 0 (CO absent)

b. UNMANNED EXHIBIT SPACE:

- 1- the requests from Human Kinetics and Rothhammer International were discussed

MOTION: RMATA will accommodate unmanned booths if:

- 1- all items in the booth are free to the membership and are not expected to be returned to the vendor
- 2- RMATA receives the booth fee
- 3- RMATA will not be held responsible for items and will not attend or supervise unmanned booth space

MOTION: AZ (Matt)

SECOND: WY (Bart)

CARRIED: 5- 0 (CO absent)

c. AMERICAN EXPRESS CORPORATE CARD:

- 1- this has been a very convenient means of doing business, especially when dealing with convention related issues

2- most businesses will accept a credit card number and we bill the RMATA directly, so the local convention people do not have to pay for items out of their own pocket and then get reimbursed

d. CORPORATE SPONSORSHIP MONIES:

- 1- we received sponsorship in the amount of \$4472
- 2- this allows our corporate sponsors to receive complimentary exhibit space at our district meeting
- 3- further discussion focused on how to allocate this money
- 4- practices of other districts:
 - * district 1- equal portions (1/2) to the states according to membership
 - * district 2- supporting state meetings
 - * district 3- scholarships and state
 - * district 4- lump sum to states with remaining staying with district
 - * district 6- gives Arkansas its share and gives rest to Texas for special projects
 - * district 9- divided among the states
 - * district 10- gives 2 scholarships with balance going to states by an undetermined formula
 - * district 5,7 &8 have not decided yet

13. **PRESIDENT/DIRECTOR'S REPORT:**

a. AMERICAN SPORTS MEDICINE ASSOCIATION AND ATHLETIC TRAINING EMERGENCY CARE:

- 1- Joe Borland (ex AATA executive) is behind this new effort
- 2- be on the lookout for this guy, AGAIN!

b. NATA/APTA JOINT SEMINAR:

- 1- was a very good seminar
- 2- maxed out attendance wise at 300 - 350 attendees

c. NATA COLLEGE ATHLETIC TRAINERS' COMMITTEE:

- 1- Terry O'Brien is the Chair
- 2- will be sending out a survey in the near future
- 3- have added an advisory position which will be a non-voting member
- 4- to work on helmet removal protocol
 - * will work with the secondary school committee
- 5- working on the NCAA Sports Medicine Handbook
- 6- working on out of season workout issues with NCAA

d. NATIONAL CONVENTION:

- 1- will make slight adjustments in the 1996 format
- 2- will start earlier and end earlier
- 3- will receive the same number of CEU's
- 4- 2 or 3 other groups will be in Orlando around the same time we are

e. CORPORATE SPONSOR LIST:

- 1- NATA is developing a list of potential official corporate sponsors and a list of potential official suppliers

2- official corporate sponsors would include;

- | | | |
|--------------|------------------------------|-----------------------------|
| -eye care | | -breakfast foods-fast foods |
| -candy | -food councils | -instant meals |
| -pain relief | -fever reducers | -skin care |
| -soap | -athletic shoes and clothing | |

3- official suppliers would include:

- | | |
|-------------------------|------------------|
| -external analgesics | -rehab equipment |
| -conditioning equipment | -orthotics |
| -braces | -supports |

f. INJURY SURVEILLANCE STUDY:

1- John Powell is heading this study, he is no longer on the REF Board, he is no longer associated with the University of Iowa, he is part of separate company

2- NATA funding for this study is:

- * First 18 months - \$175,000
- * 1996-97 year - \$150,000
- * 1997-98 year - \$150,000

3- the cost of the first survey from 1987-89, which covered fewer sports and fewer schools was:

- * administrative costs - \$75,000 per year for 3 years (came out of public relations budget) totaling \$225,000
- * data collection - \$10,000 to start up and survey design plus \$35,000 for 3 years totaling \$115,000
- * total spent on first survey was \$340,000

4- in comparison, and considering that more schools (100) and sports (10) are involved, this new study is pretty much in line cost wise

5- this survey should be a true nation wide study, not just limited to a specific portion of the nation

- * John has indicated that he would like a good cross section

6- the initiation of the study came from the NATA Board

g. NATA BOARD MEETINGS:

1- will continue to move winter meeting around the country which allows for more membership interaction

2- next year will enter into a co-sponsor with PBATS, the Major League Baseball Physicians Association, for the Lewis Yocum Joint Seminar * will be held Jan 12,13 & 14 1996 in San Diego

3- future winter co-sponsorship are still to be decided

h. NATA MEMBERSHIP RETENTION AND RECRUITMENT:

1-National office has conducted an ASAE membership satisfaction survey * looked specifically at issues of membership retention

- * see following Memorandum for details of survey

2- NATA membership growth may have peaked

3- certified membership compared to the number of certified athletic trainers is still high

DISTRICT INCORPORATION:

1- we are 1 of 2 districts which are incorporated

2- the original advise we received to incorporate was good because it protects the district and the district officers

- * form an officers standpoint the real reason for incorporation is to protect personal finances

* original opinion was from accountants

3- about 8 month ago NATA received a legal opinion from an outside attorney

* this outside opinion turned out to be the exact opposite from the opinion of the in-house attorney

4- NATA accepts the legal opinion of Sarah Teslik, NATA Counsel, that districts should not incorporate (opinion follows)

5- at the most recent NATA Board meeting, in which this issue was discussed, Bill gave an historical perspective on why RMATA became incorporated

* if the NATA continued to be run as it was under Alan Smith, then RMATA, INC was protecting itself from the NATA

6- there is absolutely no reason for RMATA, INC to dissolve its incorporation

j. **BLOOD BORNE PATHOGEN GUIDELINES FOR ATHLETIC TRAINERS:**

1- Bill is working on this along with Brent Arnold, who originally began working on this, and the final draft should be ready by the June convention in Indianapolis

2- guidelines are less binding than a policy statement, so guidelines will leave room for individuals to adjust to their specific situation without being more bound by something such as a policy

k. **GOVERNANCE TASK FORCE:**

1- has been dissolved

2- NATA is in the process of re-incorporating in the state of Texas

3- not officially functioning under the new By-Laws and Policies and Procedures because some things had to be adjusted to fit into the incorporation laws of Texas

* as an example, Texas law requires an incorporation to have a President, Vice President, Secretary and a Treasurer as officers, so needed policy to deal with this

* as an example, Texas law requires certain membership classifications, so our old classification system had to be put back in

4- this should be finalized by our June meeting

1. **WOMEN IN ATHLETIC TRAINING TASK FORCE:**

1- is in the process of being organized

m. **EDUCATIONAL TASK FORCE:**

1- discussion focused on concerns generated by the members of this Task Force

2- will take as much time as necessary and will make no recommendation to the NATABOD until they are completed

3- will attempt to gain input from the membership

4- members with concerns should contact Bill, Mike or Ed

n. **ADDITIONAL COMMENTS:**

1- national office continues to be run very well and efficiently

2- office personnel are doing a fine job

14. **DISTRICT SECRETARY REPORT:**

a. membership reports will be streamlined in the future

b. concern whether or not the District Secretaries Committee is a recognized committee and should receive funding from the NATA just as other committees do

* committee should bring proposal to NATABOD concerning direction, funding, etc.

c. all members of the District Secretaries Committee must be certified or retired certified members of NATA

d. bases on information received from the newly hired NATA accountants, RMATA needs to have the following in order:

1- Articles of Incorporation needs to have a statement dealing with scholarship awards

2- we need a tax exempt letter stating our tax exempt status

e. for donors to receive tax breaks for scholarship donations, we need to have 501 © 3 tax status

f. it is possible for us to get a liability certificate (convention insurance) from the NATA at no charge to the district, since we are covered under the NATA umbrella

g. district accounting questions or concerns should be directed to Linda Tilley at the national office if Linda cannot give us the needed information, she will consult the NATA Accountants

h. report of teleconference on 03-02-95 with Sarah Teslik, NATA Legal Counsel; District Secretaries Committee and Dwayne Turner, NATA Membership Director:

1- minutes attached

15. AUDIO-VISUAL EQUIPMENT FOR DISTRICT MEETINGS:

a. we will continue to hire outside AV companies to handle our AV needs, knowing we will be paying for it

b. it would not be wise at this point in purchasing our own equipment and then trying to find someone in the district to be responsible for its up-keep and to transport it to the meeting each year

16. WARREN B. LEE SCHOLARSHIP:

a. RMATA has decided to offer an NATA scholarship in the amount of \$1500

b. this award would go to a qualified candidate from district 7 first

c. if no student from district 7 was qualified, then it would go to the next most qualified student

d. NATA would supply the plaque for this award

e. need to call the national office and speak to Jan Martin, the NATA Office Liaison to the Scholarship Committee, to get details concerning this award

17. RMATA LOGO TRADEMARK:

a. when you trademark a logo you actually have to produce the logo on letterhead, envelopes, stationary or something, so Bushwalker made up a couple of items with our logo on them

b. two reasons to trademark a logo:

1- so no one else can use it

2- protected when put on merchandise for sale

c. have to sent in the items when applying for trademark

d. unfortunately our logo colors, which Bushwalker produced, came from the banner color scheme, which shows the incorrect state colors

e. Wayne will have to produce more items with the correct color scheme

f. trademark fees are not that significant

g. once trademarked, we may want to have a vendor buy the rights to the use of our logo for a specific period of time with RMATA receiving a lump sum or receiving royalties for each item sold

* this way RMATA does not have to be concerned with the actual marketing of the merchandise

h. official color scheme is:

AZ = turquoise

CO = green

NM = yellow
UT = white
WY = brown

19. **RMATA HALL OF FAME:**

- a. Bob Beeten has been nominated and has received Board approval as the most recent inductee into the RMATA Hall of Fame
 - * Bill will make this announcement at the business meeting
 - * Bob will not be in attendance at this meeting, so formal induction will take place in June in Indianapolis
- b. the charge to this task force is to work out the details of specific criteria
 - * Chris has been working on this and will get together with the other task force members to finalize the specific criteria
 - * once finalized it needs to be presented to the Board
 - * once approved and accepted it will be distributed to the membership
- c. after everything is finalized, the task force will be organized into a standing committee

20. **RMSATA:**

Warren Youmans represented the RMSATA and presented the following concerns:

- a. RMSATA Constitution and By-Laws proposed changes
 - * Constitution - Article VIII Section 1
 - * By-Laws - Article II Section 2
- b. fund raising seems to be the responsibility of the students in the state in which the annual meeting is held
 - * would like to have all students in each state participate in fund raising efforts
 - * fund raising efforts by students in the state in which the annual meeting is held seems to be the most successful
- c. also working on creating a RMSATA logo
- d. election of officers will take place at the business meeting
- e. solicitation of some of the professional teams to help underwrite the student newsletter
- f. if students have any specific requests concerning budget items, then the student association needs to put together a proposal and present it to the RMATABOD for consideration and discussion

21. **RMATA GOVERNANCE:**

- a. By-Laws
 - 1- have been sent to Rick Ball for review and recommendation
 - * since this information has been sent to Rick concerning the NATA By-Laws is now outdated, once finalized Rick will need the final draft
- b. Policies and Procedures
 - 1- Bill recommended that he and Matt get together and work on these and then send their work to the rest of the Board for discussion
- c. incorporation has been addressed in previous discussions

22. **OTHER BUSINESS:**

- a. conference telephone call scheduled for 05-01-95 at 7:30 MST, which is 8:30 MDT
 - * will discuss site and hotel from 1996 annual meeting
- b. RMATA Board meeting scheduled for Thursday, 06-15-95 at 12 noon in Bill's room at the Westin Hotel
 - * if for some reason Bill's room will not work out David's room at the Embassy will be a backup

23. STATE REPORTS:

a. Wyoming:

- 1- survey sent to 54 school districts to encourage them to hire ATC for their high schools
 - * 10 schools want to hire an ATC (as of 03-01-95)
- 2- having state meeting with symposium and will award CEU's for the first time
 - * will be held at University of Wyoming in April
- 3- third party reimbursement is a hot topic

b. Utah:

- 1- Bill Bean's mother recently passed away
- 2- working out the details of producing a public relations video
- 3- David Draper and Kevin Morris (Utah VP) are on the Utah Health Care Reform Task Force
- 4- certification exam to be given April 2, 1995 and November 12, 1995 had examiners workshop February 12, 1995 in conjunction with state business meeting
- 5- students voiced concerns about what their membership provides them
- 6- Jennifer Berry, of the University of Utah is the Utah Student President
- 7- concern with student state dues being set at \$15.00
 - * other states dues range from \$5.00 to \$10.00
 - * in AZ, can join state association at a group rate
- 8- CEU's for clinical symposia being applied for
- 9- looking for Utah representative to serve on the RMATA Hall of Fame
- 10- NATA Most Prestigious Athletic Trainer Award will be presented to a female from our district
- 11- student concern with being treated rudely by national office staff

c. Arizona:

- 1- University of Arizona is dropping the physical education program
- 2- Gary Delforge will be taking a position with Kirksville College of Osteopathic in Phoenix

d. New Mexico:

- 1- will remain on the Secondary Schools Athletic Trainers' Committee as long as there is not a conflict with serving on the RMATABOD
- 2- Dave Binder is the new head Athletic Trainer at the University of New Mexico
 - * Dave was most recently at the University of Texas at El Paso
- 3- membership is down, but will continue to address this issue
- 4- summer meeting to be held July 13, 14, 15, 1995
 - * will award 1.1 to 1.2 CEU's
- 5- wants to get more members involved
- 6- will resign position on RMATA Hall of Fame in the near future, but will find someone to represent New Mexico

e. Colorado:

- 1- Michelle Simon is newsletter editor for the state of Colorado
- 2- commended Shannon Courtney on an excellent job of organizing this meeting
- 3- will attempt licensure again in 1996, have a committee working on this
- 4- expanded CATA coverage for all state high school championship events

* all state high school championship events (except football) will be covered by CATA athletic trainers

* have executive committee that works on this with the state high school association

* athletic trainers who work these events will be compensated for their travel, expenses and time (fee paid by the Colorado High School Activities Association)

5- state meeting to be held in Colorado Springs on May 19 & 20, 1995 * topic will be low back

* has been approved for CEU's

24. ADJOURN:

MOTION: To adjourn meeting of the RMATA Board of Directors.

MOTION BY: AZ (Matt)

SECOND: NM (Rich)

CARRIED: 6 - 0