

RMATA INC.  
BOARD OF DIRECTORS MEETING  
MARCH 21, 22, 1996

Call to Order: Bill Lyons called the RMATA Board of Directors Meeting to order.

Attendance:

Bill Lyons	Director/President
Scott Linaker	Secretary
Matt Webber	Arizona President/Representative/Out going
Scott Farnsworth	Arizona President/Representative/ In coming
Rich Gerrells	New Mexico President/Representative
David Draper	Utah President/Representative
Bart Peterson	Wyoming President/Representative
Rick Ball	Business Consultant
Steve Scales	Exhibit Coordinator
Warren Youmans	RMSATA President
Jennifer Henley	RMSATA Vice President
Deb Willardson	Utah Local Convention Committee

Absent:

Jim Gillen	Colorado President/Representative
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Antitrust Laws and the Associations: (Guidelines Follow)

Bill reminded everyone to remember that our board meetings are open for observation by the membership, unless we go into executive session. We need to be careful of the things we say and do not say. Be aware of this situation, particularly from a legal standpoint, and specifically with regard to antitrust issues (controlling markets, services, cost of services). We would not want to make recommendations which are antitrust sensitive.

Encourage the membership to attend our Board meetings to observe the workings of the Board.

Rick Ball: "It might be good when non-board members come into the room, just ask them to identify themselves and where they are from. There is a remote possibility that the press might show up, and that is another time when you might want to be a little cautious about what is said."

Introduction of guest observer: Eric Fuch, Athletic Trainers from Albuquerque, NM.

1. RMATA Convention Sites - Utah - 1998 - Deb Willardson:  
(Bids Follow)

One problem we will run into every year in Salt Lake City, is that the Novel Corporation holds their convention at the same time we do. Their convention attracts about 5000

participants.

There has not been much interest in a desire to host our meeting. Some hotels would like to, but they don't have enough space for our lunch and exhibits. The only hotel who has shown any interest in hosting our meeting is the Salt Lake Hilton.

However, the Hilton is trying to stick us with some large meeting room rental charges if we do not occupy a certain number of guest rooms. In 1993 we booked 112 total guest rooms. The current bid calls for the following meeting room and exhibit room rental charges:

- \* if we occupy 190 guest rooms, the meeting/exhibit room costs will be waived
- \* if we occupy 150 guest rooms, the meeting room will cost \$100 for Thursday and \$1000 for Friday and Saturday
- \* if we occupy less than 150 guest rooms, the costs will be \$2000 per day for exhibit space and \$1000 per day for the meeting room
- \* we must also have 300 people for the Friday social and 325 for the lunch on Saturday

In 1993, in Salt Lake City, we occupied 15 rooms on Thursday, 49 rooms on Friday and 48 rooms on Saturday. In 1994, in Cheyenne, we occupied 11 rooms on Thursday, 80 on Friday and 77 on Saturday. In 1995, in Denver, we occupied 16 on Thursday, 106 on Friday and 103 on Saturday.

There are many hotels in close proximity to the Hilton which are less expensive. This is the main reason our room numbers are lower in SLC. The Hilton also wants us to require participants who register for our meeting to supply us with a room confirmation number from the Hilton, or else we charge them more for registration.

We need to continue to talk with SLC Hilton to try to get the best deal we can, especially with the meeting room rental. The room rates are unacceptable, as is the meeting room rates. Guest room rates need to be around \$85 per night, and meeting room rental is usually waived based on a much lower guest room occupancy. We can not accept the per person charges or meal charges. We will put together our own contract and present it to the SLC Hilton, if we are interested. Also look at St. George, Provo, Ogden, Logan as possible sites. Let the SLC Hilton know that other sites are being investigated.

## 2. RMATA Convention Sites - Wyoming - 1999 - Bart Peterson:

The following Wyoming cities and representatives presented their proposal to host the Fifteenth Annual RMATA Clinical Symposium and Business Meeting.

The presentations were very professional and informative. Questions and concerns were addressed throughout each presentation.

Each proposal was accompanied by written specifications, which contained detailed information outlining the parameters for each site. Refer to the spec sheets and your personal notes, for detailed information.

A. Gillette, WY

Rex Brown, Marketing Manager, CAM-PLEX  
Jami Stafford, Marketing Coordinator, CAM-PLEX  
Terri Clark, Sales Director, Best Western Tower West Lodge  
Mary Short, Director, Gillette Convention & Visitors Bureau

B. Casper, WY

Marlyn Black, Director, Casper Convention & Visitors Bureau  
Karin East, Director of Sales, Parkway Plaza Hotel & Convention Centre

C. Sheridan, WY

Mary Jo Durham, Sales Manager, Holiday Inn Sheridan  
Carole Perkins, Executive Director, Sheridan County Chamber of Commerce

D. Cheyenne, WY

Wendy Pfaffhausen, Convention Sales Manager, Cheyenne Convention & Visitors Bureau  
Kim Griggs, Sales Manager, Hitching Post Inn  
Gilda Merritt, Director of Sales, Little America Hotel & Resort  
Tom Novak, Director of Catering, Holiday Inn Cheyenne (via telephone)

3. RMATA Exhibitors Report - Steve Scales and Scott Linaker:

A. Exhibitors Contracts: Steve Scales and Scott Linaker will be working out the details and creating a contract for exhibitors to sign and then present the final proposal to the Board.

An exhibitors contract will help us tighten up some loose ends and make things a little more manageable, and will also address some issues which have come up from year to year. The exhibitors should appreciate and benefit from this as well.

Some specific areas of concern are:

- \* registration deadline
- \* materials to be placed in participant's notebooks by RMATA
- \* materials/information to be handed out to participants by RMATA
- \* unmanned booth space
- \* # of exhibitors per booth

We will use the information from the NATA as a guideline to develop our contract.

(See handout from NATA regarding exhibitor booth policies and Exhibitor Application-Contract/Contract Rules and Regulations)

B. Human Kinetics: For the second year in a row, we have received a request from Human Kinetics. Last year they wanted us to comp them a booth to display their text books, in turn we could keep the books (this would have been an unmanned booth). It was felt that this was unprofessional. Last year they did contact us by telephone to discuss the matter. We did not oblige them.

This year again, Steve received a letter wanting to do another booth trade out. Steve wrote back explaining our stance and turned down their offer.

Also, this year, without any prior contact, Human Kinetics sent us another request (see attached document). This request was also denied. Steve will send the materials back with an explanation reiterating our stance.

The question is, What do we benefit from this?

Human Kinetics is one of the biggest companies that exhibit with athletic trainers. They could certainly afford the booth fee, as well as send someone to man their booth.

It was felt that this is a slap at District 7, as other districts have not been approached.

A policy will be developed to deal with this issue, as well as a policy to deal with stuffing commercialized materials in the notebooks.

C. Corporate Sponsorship Program: Gatorade has requested that we pass out their new product, RELOAD, to our participants, even though they will have an exhibit booth at our meeting. (See memorandum from Ron Cunningham concerning the Corporate Sponsorship Program and the district's obligation)

D. Exhibitors Selling Their Wares - Rick Ball: In some situations, if an exhibitor sells their products at the meeting, they may be required to pay the facility or convention center a percentage of everything they sell (e.g. 15%).

If we have exhibitors selling their goods, they need to have a sales tax license for the particular city in which they are selling. This has the potential to come back on the association if an exhibitor is selling and does not have the appropriate license.

The host facility should also require the license, as this could also come back on the host facility.

This should be addressed in our exhibitor contract and the exhibitors need to know this ahead of time.

E. REF Booth: Bill received information from REF concerning their 1997 District Lecture Series, which in addition to the lecture, is also requesting booth space at district meetings so they can distribute Foundation information and solicit funds. This appears that this will be an annual request. (Proposal/Request Follows)

Bill will write to Malissa Martin and let her know what our specific concerns are:

- \* having a more nationally recognized speaker, as opposed to a lesser know speaker
- \* will the speaker topic and the home study course cover the same information (this might reinforce the retention of the material)
- \* having to evaluate this on an annual basis, with regard to topics as we are about 2 to 3 years ahead in our topic planning
- \* could we give REF our theme/topic and have them pick a speaker to fit in to our theme
- \* will the home study course be made available each year at the district meeting and at what cost to the membership
- \* who is responsible for manning the booth (REF or district volunteer)
  - a District 7 REF member would probably be asked to man the booth

We would comp a booth, if REF would continue to make available the home study course, at a nominal fee (and made available at that price at the district meetings), and we would be interested in their speaker if the topic fit in with our theme.

F. Fees: Steve passed out the exhibit fees structures from other districts (handout follows), which we will use in considering what we want to do with regard to changing our exhibit fees (will be discussed under RMATA Budget).

#### 4. RMATA Convention Update - Scott Linaker:

A. Annual Clinical Symposium and Business Meeting Schedule: A schedule was presented reflecting on past RMATA annual meetings, and also showing a projection of future meetings. The actual dates for future meetings are tentative and have not been approved. The dates do represent the 3rd or 4th week-end in March.

B. RMATA Social Event Policy: A Memorandum from the NATA legal counsel, Sarah Teslik, was distributed addressing the issue of social host. (Memorandum Follows)

RMATA business consultant, Rick Ball feels that the hotel is ultimately responsible as the social host, given their policy on requiring outside groups to use the hotel bartenders and buying the alcohol directly from the hotel.

RMATA should ask the hotel to post a sign, with the legal drinking age, at the bar, and request that the bartenders check ID's.

Practices from other districts are as follows:

- \* District 3 - host bar for about 2 hours, after which it becomes a cash bar
- \* District 1 & 2 - currently have a cash bar, and are considering getting away from it all together
- \* District 5 - cash bar
- \* District 6 - only time alcohol is available is at the President's Reception
- \* District 8 - participants over 21 years of age, receive 2 complimentary tickets for 2 free drinks, also include a disclaimer in their registration packet about legal drinking age
- \* District 10 - cash bar

The Utah Representative strongly feels that district dues should not go toward the purchase of alcohol, which they do not. It was also felt that:

- \* it is not appropriate to offer complimentary alcohol to members
- \* liability exposure is much higher buy giving the alcohol away, as opposed to having individuals purchase it
- \* other than to say that we will not offer complimentary alcohol at district events, it is not necessary or even realistic to come up with a policy about alcohol
- \* in the planning of each and every annual meeting, this issue needs to be considered
- \* a bigger concern is whether an event is held away from the major hotel site, as opposed to being held at the major hotel site
- \* possible advantages of having an on-site event is, to keep participants around the exhibitors and to keep the members on site, which will keep them from driving to some off-site place

RMATABOD should revisit this issue on a regular basis and also assess the on-site off-site situation; should have a policy which, delineates that we will not give away alcohol, and any other specifics we wish to add; have a provision in the hotel contract that the alcohol provider will screen for age.

C. Credit Card Convention Registration: This question has come up at the national level, but not at the district level. The NATA tried this before, but it was not feasible to continue with it. They only allow international members to register by credit card because of the currency exchange issue. The NATA credit card acceptance policy was set because:

- \* equipment must be purchased (\$300) or rented to process charges
- \* there is a monthly charge (\$35) from the credit card acceptance company
- \* there is a fee attached to every transaction 2.5% - 3% of the total transaction

This is significantly more expensive than processing the checks through the lock box.

D. Convention Refund Policy: RMATA refund policy, for our annual meeting, is as follows: a written request must be received before March 1. We don't get that many request for any given year, but refunds have been given after March 1.

The question is, "Do we create a policy with a sliding scale based on a specific time frame?" (e.g. up to March 1 = full refund, from March 1 to start of meeting = 75% refund,

after start of meeting = no refund).

This should be in the convention manual and the policies and procedures manual.

E. Nonsufficient Fund Checks: "Do we charge the individual the bank fee, which we are charged (we do this now) or do we charge them more for having to process the NSF check?" This should be in the convention manual and the policies and procedures manual.

F. Convention Speaker Honorarium - Rick Ball: We need to consider reimbursing speaker expenses (travel, rooms, meals). Our current policy is that we do not offer speaker honorariums (except to comp their registration). The NATA gives each speaker a comp registration and a \$200 honorarium, they will also pay for the room if the speaker is not a member of the NATA.

The thinking is, especially when we invite non-member speakers, we want to have them leave feeling a connection to the association. It's not just a place where they showed up, gave a speech to a bunch of strangers and will never see them again.

The feeling is also that a member is going to come anyway, so maybe we don't pay for their travel, room and meals, but just give them an honorarium.

At this point in time, we need to be careful so that we do not eat too far into the net gain from the convention, since the convention is a money maker for us and is needed for operation costs.

In the budget approval for each year, the board shall designate what amount, if any, shall be allowed to the local convention chair for the use of travel expenses for non member speakers. (e.g. based on this years net, look at next years budget, and if necessary, designate a specific amount for speaker honorariums or not, whatever the case may be.) Designate a specific dollar amount and let the local convention chair determine how it should be spent (spend it all on one speaker, or spread it around to many speakers). The biggest concern for a speaker is to get their expenses paid. We may need to only pay for a room, for a period of time around their speaking engagement. Make it comfortable for the speaker. Some speakers will cost less than others.

This issue will be dealt with in the budget section.

## 5. RMATA Elections - Bill Lyons and Scott Linaker:

A. Nomination Time Table for Offices of District Director, President and Secretary for 1998:

RMATA By-Laws, Article X, Section B, Number 2, Page 9: Nominations for the offices of President, District Director and Secretary may be submitted in writing prior to, or received from the floor during, the annual business meeting of the

Association for the year prior to the year of completion of the current term of office of the persons holding offices.

# January 1997 = notice in the newsletter outlining candidate criteria and calling for written nominations

# March 1997 (Albuquerque, NM) = nominations from the floor (close nominations at end of business meeting)

# December 1997 = newly elected District Director/President attends NATABOD meeting

# March 1998 = newly elected District President and Secretary takes office at annual business meeting

# June 1998 = newly elected District Director assumes position on NATABOD

B. Parliamentarian: Due to the untimely and unfortunate circumstances surrounding Dan Libera, who is also our NATABOC Representative, we will need to be thinking of qualified individuals to fill his positions.

C. Election Committee: We will look at forming an election committee, so to avoid having any candidate directly involved with the election process.

D. Election Funding: Need to make provision for in Budget 1997-98.

E. Newsletter Biographies of Candidates - Bart Peterson: Will appear in Newsletter September 1997.

F. Splitting of Secretary/Treasurer: It is felt that by splitting the duties of the Secretary/Treasurer, more attention could be focused on the individual offices. The secretary duties have become more involved over the past few years and the treasurer duties require more attention as well. There is a need for someone who is learned in the ways of finances to take over some or all of the financial responsibilities. Having one individual for each office will allow the association to benefit by becoming more effective and more efficient.

We will look into the possibilities and what is involved in making this split.

We may only need someone to be a bookkeeper and leave the Secretary/Treasurer position intact.

We will investigate the "lock box" situation and determine if this would be a possible solution.

If a separate office of Treasurer were created this position could be either elected or appointed.

6. RMATA Financial Report/Budget - Scott Linaker:

A. Financial Report as of 03-15-96: Scott Linaker presented and explained the financial report as of 03-15-96. There was no action necessary. (Financial Report Follows)

B. Proposed Budget for Fiscal 1996-97: (Budget follows)

MOTION: To accept the budget as presented.

MOTION BY: WY (Bart)

SECOND: UT (David)

CARRIED: 5-0 (CO absent)

C. 1997 Convention Budget & Fees Structure: (Budget and Fee Structure Follows)

MOTION: To accept the budget and fees structure as presented, including the late fees.

MOTION BY: AZ ( Scott F)

SECOND: NM (Rich)

CARRIED: 5-0 (CO absent)

D. Capital Funding Request - RMATA Director/President Computer - Bill Lyons:  
(Request Follows)

Having computers has enabled us to do some things ourselves that would not have been possible without the computers, and that we would have had to farm out to get done. It is also not possible to get association business completed while at work, a good portion of association business has to be done at home.

MOTION: To authorize the expenditure of funds, about \$3,800, to purchase a new computer with features/configurations necessary to be effective in the future.

MOTION BY: UT (David)

SECOND: AZ (Scott F)

CARRIED: 5-0 (CO absent)

E. Bulk Mailing Permit - Matt Webber:

Matt has done some research into obtaining a bulk mailing permit. We would use this permit primarily for our newsletter and annual meeting brochure. The permit can only be used at the site of issuance, (i.e. if the permit is issued in Page, AZ then the mailing can only be made from Page, AZ). By getting a permit we can save a significant amount of money, and if we qualify as a non profit we can save even more.

Rick has recently gone through this application process for the BASIC Foundation, and will look into the application process for the RMATA.

F. AzATA Request - Matt Webber:

The AzATA is requesting a grant in the amount of \$500. If granted, the AzATA Board has already approved the funds to be awarded to the BASIC Foundation to off-set production costs for the informed consent video Risk: You Be The Judge.

Funds to come from Corporate Sponsorship Account.

MOTION: To award \$500 to the AzATA, with the stipulation that the grant will then be awarded to the Basic Foundation to help off-set production costs for the informed consent video Risk: You Be The Judge.

MOTION BY: AZ (Scott F)

SECOND: WY (Bart)

CARRIED: 5-0 (CO absent)

7. Membership Report - Scott Linaker: (Membership Report Follows)

The membership report was presented and discussed. We are a little behind the national figures with regard to % of membership decrease, as the national trend showed a decrease a couple of years ago while we showed a slight increase. We are now showing a slight decrease but not as significant as seen on the national level a couple of years ago. The national office is doing a better job of getting individuals to renew their membership and not letting it lapse.

8. Policies and Procedures - Bill Lyons and Matt Webber:

A. Currently: Policies and procedures take a very long time to develop and are very difficult to deal with during a regular board meeting. References are made throughout out By-Laws with regard to policies and procedures of the Board or. Therefore, it is very important to put the policies and procedures into effect as soon as possible. We have been trying to deal with this for some time now and this is the best way to accomplish this task.

B. Task Force: A task force will be created, consisting of 3 members, to work out the details of the policies and procedures. Matt Webber has developed a good portion of these documents already and with feedback from Rick Ball can put together a first draft to be reviewed by the task force and the board. Once the task force and the board have reviewed the final draft, Rick will make one final review to fine tune the document before it is officially accepted by the board.

Matt will select one more individual to serve on this task force and forward that information on to Bill for official appointment.

Chair: Matt Webber

Member: Mike Nesbitt

Member:

Ex-Officio Members: Bill Lyons and Scott Linaker

#### 9. Directors' Report - NATA Business - Bill Lyons:

A. Research & Education Foundation: Each member will be presented with an envelope which contains information regarding becoming a donor member of the REF. All members will be encouraged to join their fellow athletic trainers as donor members of the REF. Bill will not be asking members to join on behalf of the RMATA or the NATA, but rather this will be a personal invitation based on his most recent opinions with regard to the REF. Bill feels the REF has been making some positive changes in their focus.

The REF functions through the donations of members, and member involvement is important.

The REF will make available, to the membership, a home study course worth 1.5 CEU's at a cost of \$10. This cost is reduced down from the normal price of \$50.

Set a goal for this year to raise \$189,000 and so far have raised \$131,000. One approach is to get each district to raise a specified amount of money based on membership numbers. Johnson & Johnson will match the amount raised up to \$22,000.

B. Educational Task Force: There will be an "Open Forum" presented by members of the Educational Task Force at each District Meeting. This will be a perfect opportunity for all concerned members to be heard.

#### C. Future Conventions:

1996 Orlando, FL

1997 Salt Lake City, UT

1998 Baltimore, MD

1999 Kansas City, MO (50th Anniversary of the NATA)

2000 Nashville, TN

2001 Los Angeles, CA

The NATABOD looked at Denver, CO, as well as other cities, as a possible site for the 2001 meeting. Denver was 4 times as expensive as any other city and was charging \$74,000 to rent their convention center. Los Angeles is only charging \$1.00 to rent their convention center.

#### Other Thoughts About the National Convention:

\* The thinking that we will go to Dallas every 4 years is history, but that does not mean we will not go back to Dallas at some point in time.

\* San Diego was a possibility, but they would not negotiate room rates.

\* New Orleans is a good possibility.

\* Las Vegas will not let us have a week-end, they want us there from Monday through Thursday only.

\* Marilyn McGuire does an excellent job of negotiating our convention room rates.

D. Finance Committee: Bill has accepted an invitation to Chair this committee for the next 2 years. Former Chair, Julie Max is leaving the Board and Bill was asked to become the new Chair.

With regard to looking into the future, this committee projects revenue and expenses 5 years in advance. Some years there will be more expenses than others (i.e. election expense every 2 years, not every year; every third year an expense for the membership directory; etc.).

Expenses are projected at a yearly increase of 5% and revenue at a 3% increase. At some point in time, expenses will exceed income if some adjustments are not made. Therefore yearly adjustments are made following sound financial practices.

When foreseeable dues increases are evident, the membership will be informed in advanced. The By-Laws requires any increase in dues to be presented to the membership. There will be no dues increase at this point in time, but there may be a possible dues increase in the next couple of years. An increase along the lines of \$5.00 would be appropriate. It is hoped by having small dues increases more often, a larger dues increase at one time will be avoided and would bring less hardship on the individual members.

E. NATA Home Page: The NATA has a Home Page which is up and running and offers pertinent information about the NATA. This home page will also allow browsers to link to other sports medicine and athletic training pages. Members may also access the Placement Vacancy Notice (PVN) if interested in employment opportunities.

F. Alliance With the National Safe Kids Campaign: The NATA will align with the National Safe Kids Campaign for a one year commitment. The Safe Kids Campaign may use the NATA name as a visibility tool and may also contact members to be a part of their volunteer network. This appears to be a worthwhile venture at this time. This alliance will be re-evaluated at the end of one year. There are no monies involved.

G. Supervision of the Student Athletic Trainer: The NATABOD and the NATABOC are very concerned with some reports of college students, in curriculum/internship programs, who are working unsupervised in a high school setting, and are counting these hours as supervised toward their certification. This is a very serious ethical concern and anyone with knowledge of this practice should report the incident to the District Representative to the NATABOC and the NATABOC President.

H. Service Providers: The NATA maintains service contracts with certain vendors such as accountants, publishers, printers, legal counsel and insurance companies, etc.. Every 3

years bids are solicited for these services.

Of particular interest is the insurance carrier, Maginnis and Associates, who have been our liability insurance carrier for a number of years. The NATA will also begin looking for additional insurance carriers. Maginnis may still be a provider of liability insurance, but there may be additional insurance carriers as well. There have been some complaints about Maginnis, but nothing that would prevent them from providing the appropriate services. The limiting factor with insurance carriers is they must be licensed in all 50 states.

NATA is not necessarily looking for a change in the insurance carrier, but rather looking to see if the membership is getting the best possible deal.

I. "Certified Athletic Trainer" and The Profession of "Athletic Training": The NATA Board of Directors is strongly encouraging the membership to use the terms "Athletic Trainer", "Certified Athletic Trainer" and the profession of "Athletic Training".

The logistics of a name change would be extremely time consuming and difficult, as it would involve changing the regulatory acts of 30+ states. Would a state association want to open their practice act just to change a name? This is just the tip of the iceberg.

The name is not our recognition problem, it is not why we are not being recognized. We would be less recognized if we did change our name. We need to reaffirm our name and our profession.

J. Paralympic Games: The NATA is once again aligning itself with the Paralympic Games. Not from a standpoint of a financial commitment, but rather from a support and volunteer standpoint.

K. Corporate Sponsorship: Corporate sponsorship has leveled off to some degree. The NATA has not been able to bring corporate sponsors on board as quickly as originally anticipated. Therefore, the district grant will remain at 15% (the total going to all districts will remain at 15%, with each district allotment being based on membership for that particular district). (NATA Sponsorship Program Memorandum Follows)

L. Joint Seminar: The NATA has agreed to continue to co-sponsor a joint seminar in the future. Dates and Co-sponsoring association have not been set for 1997 or 1998.

M. College & University Athletic Trainers' Committee: This committee is to be commended for a job well done. This committee is becoming a strong influence with the NCAA.

N. NATA Board of Certification: Brad Sherman is the new President of the NATABOC. Denise Fandel's term as President has expired.

O. Secondary School Athletic Trainers' Committee and the Injury Surveillance Study: The

first results are in from the football portion of this study and it show an overall decrease in the injury rate. There was a very successful and professional news conference held in Dallas. Local media covered the event and also linked the news conference via satellite to other affiliates. USA TODAY reported on the results noting how injuries had decreased, however, the NATA is still focusing on the number of injuries which still occur. USA TODAY also made note that the injury decrease was attributed to the presence of athletic trainers in the secondary schools.

The money is very well spent and the study is a very valuable piece of information once the study is completed. The NATA is also very aware of reporting this information to the press.

There are still 2.5 years remaining on this injury surveillance study.

P. Reimbursement Advisory Group: Steve Tollefson will present updated information with regard to third party reimbursement at the business meeting.

10. The Athletic Trainer and the Internet - Bill Lyons: There is a tremendous amount of pertinent information available on the Athletic Trainer Listserv. Much of the information is very timely, while other bits are not as contemporary. However, the Athletic Trainer Listserv is an excellent source of on-going dialogue and information.

11. RMATA Home Page - Bart Peterson: Bart is putting together a home page pertaining to the RMATA. This will be a link through the NATA as well. The address for the RMATA Home Page is:

[http://www.ccsd.k12.wy.us/cchs\\_web/assoc/rmata.htm](http://www.ccsd.k12.wy.us/cchs_web/assoc/rmata.htm)

12. RMATA Newsletter: The RMATA Newsletter Editor, Bart Peterson, has been approached to include advertisements in our newsletter. We have held off on this until we discuss it with Gerry Detty. Gerry, through PRO Orthopedics, totally underwrites the printing and mailing of our newsletter.

The following are points from a discussion among Gerry Detty, Scott Linaker and Bart Peterson:

- \* Gerry is very comfortable with the way things are at present
- \* Gerry does have a problem with advertising, especially by Micro Bio-Medics
- \* Gerry does not underwrite our newsletter for the advertisement, but the recognition is nice, he does it to get the information out to the membership
- \* if we get a significantly better offer, then Gerry would step aside
- \* if the expense became to great for PRO to continue to underwrite the entire newsletter, there are a number of other companies who would be willing to pick up part of the cost

An important note to the bulk rate mailing permit is that the permit will not allow for any advertising in the mailings.

We will continue to do business as usual, and will not run advertising in our newsletter.

13. District Secretaries Report from the District Secretaries/Treasurers Committee Meeting in February 1996 - Scott Linaker:

A. Tinactin Request: Tinactin is requesting newsletter space in each district newsletter to promote their annual Tough Case Award. This is only a request, is not an obligation within the corporate sponsorship agreement, and is at the district's discretion. Based on the newsletter advertising discussion, it is felt at this time to not run this in the newsletter. (Request Follows)

B. Accounting and Financial Practices: Scott Hendon from Grant Thornton, the NATA Accounting Firm, presented the following:

- \* each state association needs to file a tax return every year
- \* an association is not required to file a tax return unless gross receipts are over \$25,000
  - may need to file a return stating that gross receipts do not exceed \$25,000
- \* we are now covered under the NATA group exemption (Determination Letter Follows)
  - each district does not have to have a year end March 31 to file a tax return under the group exemption
  - to reinforce the district stance, the committee was informed that the RMATA will continue to file under their own exemption status
- \* Lobbying Expense Deduction Disallowance: This is for each state association to review and utilize when taking the appropriate steps in the filing of tax returns. (Information Follows)
- \* need a 501(c)(3) status to set up a foundation
  - only need this status if donors wish to claim a donation as a tax deduction (at the present we do not have any donations coming in)
  - there are no advantages for us to set up a foundation and it is very expensive to set up a foundation
- \* we are not limited to the type of investment opportunities we might want to engage in
- \* if we decide to host an event (e.g. golf tournament) to help raise money, we would need to have a disclaimer stating that the fees for such are or are not tax deductible

C. Inactive Membership Status: This is not a publicized membership status, but is available to members who are at a hardship. A member who feels they are unable to pay full membership fees, but still want to maintain their active status in the NATA, may apply to the NATA Membership Department for this status. It would require an application process and will only be available for one year, with opportunity to apply for a second year. No member may claim this status for more than 2 years. Inactive members will still receive the Journal of Athletic Training and the NATA News and would be charge a \$40

membership fee for that year.

Any abuse of this status is to be reported to the District Director.

D. Mailing Label Requests: Mailing labels generates revenue for the NATA, they cost \$9.00 per 100. The NATA has a form for requesting mailing labels. Members may request mailing labels through the District Secretary. Requests will be honored for association business only. The district can get mailing labels at no charge to the district.

E. Meeting Planning: Marilyn McGuire, meeting planner for NATA, has been a tremendous resource with regard to meeting planning. She has supplied us with many examples of forms, ideas, approaches, etc., which we can adapt to meet our needs. This information will be added to the convention manual.

F. Additional Information: The following information has been received throughout the year and was shared with the Board as resource materials to be used at the individuals discretion. Input was also solicited with regard to the enclosed information. Let Bill or Scott know what and how you feel about the examples, and how we can incorporate them to meet our needs.

The following are enclosed:

- Association Contract for the Hotel
- Registration Material from NWATA
- Registration Material from SEATA
- Potential Speakers at District Meeting

G. District Secretaries/Treasurers Committee Request: This committee is putting together a manual containing information to help each district run most efficiently. This manual will include many of the ideas and practices used by each district to run their association, and will serve as a resource to association practices throughout each district. It will provide excellent background information, especially for future District Secretaries.

The request is for each district to participate in the funding of the printing of this manual not to exceed \$100. The Board agreed that this is a worthwhile project and the funds will be taken out of the District Secretaries office budget.

H. Bonding: Bonding is used to protect the association from wrong doing, (e.g. if the treasurer absconds with the association funds, the bonding agent will reimburse the association and go after the treasurer).

Matt Webber will investigate this issue.

I. International Membership Status: Some districts have members who reside outside the U S (Canada, Guam), and had some concerns with regard to district responsibilities to those members. Some specific concerns dealt with the cost of mailings and providing CEU

opportunities. At the present time we do not have international members.

J. Gatorade Speaker: Direction from the national office is for districts to schedule the Gatorade presentation during a prime time slot. It does not have to be the best time slot, but Gatorade is giving money to the association and should have one of the better times to speak.

#### 14. State Association Reports:

##### A. Utah - David Draper:

1. Utah now has a licensing act and is hoping to have it in order and finalized to presented to the Utah State Legislature next November. If anyone has any comments or suggestions contact David and let him know your ideas.

(Athletic Trainer Licensing and Practice Act of 1996 Follows)

2. A BYU student is conducting a research survey for a masters thesis and is asking the RMATA to provide the funds to mail this survey. The survey will be mailed to 220 randomly selected high school in District 7. It is 1 page in length and contains 20 basic questions. It deals with why high schools are lacking a certified athletic trainer and also acts as a public relations tool to get those high school who do not employ a certified athletic trainer to think about hiring one. Will also look at the hiring practices of athletic trainers from state to state.

The total amount to cover this mailing would be \$70.40, and will be taken from the Director/President office budget.

##### B. Wyoming - Bart Peterson:

1. Wyoming is holding its second annual meeting in Casper at the Parkway Plaza Hotel. It will be a 2 day meeting worth 1.8 CEU's. The theme is "Basic Trauma and Life Support" dealing with gun shot wounds, stab wounds, head injuries and neck injuries.

Will also have a student athletic trainer state championship which will involve a written test combined with a practical test. Hope to get this sanctioned by the state high school association.

##### C. New Mexico - Rich Gerrells:

1. State meeting will be on May 17, 18, 19, 1996. (Brochure Follows)

2. The states of Washington and Oregon are holding a state championship event similar to the one Wyoming will put on at their state meeting. But they run their

event through the vocational education department.

3. May be facing privatization with licensing law. Meaning a private entity would be responsible for administering the licensing law.

4. The theme for the 1997 RMATA Annual Clinical Symposium will be "Legal Issues in Athletic Health Care".

D. Arizona - Scott Farnsworth:

1. Recently held elections for new officers.

2. Are looking at having adding a clinical symposium to the fall schedule to compliment the symposium held in the winter.

3. A very special thank you to Matt Webber for representing the State of Arizona and for all his input on the RMATA Board.

15. RMSATA President, Warren Youmans & Jennifer Henley, Vice President:

Bill welcomed Warren and Jennifer to the Board meeting. Bill also asked them to give the board their opinions and input concerning the student breakout session. This is the first time we have had a student breakout session, and at this point we are not sure where we are going with it.

A. Newsletter: RMSATA published a couple of newsletters this year and sent them to all the colleges and universities in District 7. Because of budget restraints, it was not possible to send a newsletter to the high schools. There is a current effort to update the membership list in an effort to better communicate with student members through the newsletter.

B. Student Athletic Trainer Olympics: This will be the first attempt to conduct this type of an event. In the past a student social/dance was put on but this is very difficulty to organize and costly as well. It is hoped that this will get students together to interact with each other more, and to get them involved in their student association throughout the year.

C. Future Directions: Some positive advances have been made with the newsletter publication and more student involvement, but there is a need to continue to involve more students in the association.

Suggestions:

- \* have a section in the District newsletter devoted to the RMSATA, this will help cut down on costs to the RMSATA (contact Bart Peterson)
- \* take an active role in the planning and development of the student breakout

sessions

- \* be more organized, in that, planning for next years meeting should begin with this years meeting. students at the current meeting should meet with students from the state of next years meeting, and begin planning for next year
- \* planning and communication should be an on-going, year long process, but will take some time and effort
- \* ask the student membership what they want, and decide what is the best way to give it to them
- \* communicate better and more often with the Board/District Secretary with student concerns/needs
- \* RMSATA needs to take the lead in soliciting input from the student membership
- \* one suggestion for a student break-out session is a workshop dealing with preparation for the certification exam
- \* look at a variety of ways to continue to raise funds for the RMSATA
- \* look at the possibility of creating some sort of a scholarship to send a student member to the national convention. Have that student give a report to the student membership about the value of attending the national meeting
- \* try to get a representative from each state who you can count on to do some local work, etc.

16. Adjourn:

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

MOTION BY: NM (Rich)

SECOND: AZ (Scott F)

CARRIED: 5 - 0 (CO absent)