

DATA Executive Board Meeting Minutes  
11/30/15

1. Meeting called to order.
2. Roll call – all here. Noted that meeting during the day does not work for the student DATA reps.
3. Minutes approved from last meeting.
4. President's remarks – nothing new to report
5. Treasure's Report
  - a. Balance – \$47,857.86
  - b. Taxes – paying in three installments looking to be about \$6,000 total
6. Forum/Dec Meeting
  - a. Look to ask Tom Buckley to step up to plan the educational forum
  - b. Brandon to run honor and awards if Joan steps down
  - c. Spacing – Nikki to check this week
    - i. Also check on tables for registration, projector and computer hook up, podium and microphone
  - d. Awards – unable to send out to membership to vote. Will scrap all extra awards and give out the President's award and possibly a few other choice awards.
    - i. Cara to follow up with Joan on awards for future planning
    - ii. Nikki will forward on award template to Cara
    - iii. Plan to get frames
  - e. Registration packet – Nikki
    - i. Will order 72 notebooks and 250 pens with the DATA logo – total 312 plus shipping
    - ii. Day of schedules will be in each notebook
    - iii. Plan for clipboards next year
  - f. Pre registration numbers – 51 about 6 students and 3 non members. Registrations continue to come in.
  - g. Day of Registration
    - i. Will print name tags from Google doc. Extra name tags on site for day of
    - ii. Registration list to Ken by Friday - Nikki forward to Cara to send
    - iii. Brett to do day of registration with students
      1. Students making check in spread sheet
      2. Nikki to create sign in sheet from Google doc
      3. Nikki planning on bringing computer to allow for online registration
      4. Nikki to get receipt book and cash box from Kelly
      5. John to get cash, \$100 in fives
      6. Will print extra registration forms
      7. Need pens and sharpies
    - iv. People waived from paying
      1. AJ Duffy
      2. Mike Goldenberg
      3. Speakers
      4. High donors
  - h. Food
    - i. Cara looking into on site coffee
    - ii. Students to do groceries – list made by Cara

- iii. Subs – want them delivered at 11:30 but they don't open until then, suppose to contact Cara to determine if they can make the delivery. If not Cara will look for other options.
      - iv. Will pick up bagels for breakfast
    - i. Students – have enough volunteers, Nikki will be in charge of them day of
    - j. Signs – will be provided by AI. John to bring extra in case they are needed. Plan to have students placed through out to direct.
    - k. Kelly will be getting speaker gifts. Cara will get Dr. K's gift.
    - l. Survey – usually online via Dr. K discussed wanting a paper feedback sheet to be handed in at the end of the day to receive CEU sheet.
    - m. EBP Quizzes – will check on what needs to be done i.e. speaker makes a gives quiz or we need to send out a quiz.
    - n. CEU certificates – decided to have one for regular CEUs and another for EBP
      - i. Cara to get format from Dr. K. Need to change logo and sign
      - ii. John or Cara to print
    - o. Dr to MC the forum and keep the day moving
    - p. Picture PowerPoint - Brett to make
      - i. Cara to bring extra computer
    - q. Day of Pictures – everyone take. John will bring his camera to have students use
    - r. Breakout sessions –decided on 3 rooms
      - i. John to be the extra room (high ankle taping), will bring tape
      - ii. Nikki will get more pvc so all rooms can be interactive
    - s. Business report – Cara
      - i. Get final report from Kelly
      - ii. AJ likely to speak during business meeting
      - iii. Present PT proposal breakdown
      - iv. Ask for volunteers for committee members (EDAC, Secondary, Governmental)
7. PT/AT Board
  - a. Written proposal released on 12/1
  - b. Written comment will be open for 30 days
  - c. Open comments then open at the meeting
  - d. Plan to deliver breakdown at the business meeting to membership
  - e. Will write a official statement from DATA
  - f. Will assist membership in writing responses
  - g. Cara in contact with NATA
  - h. Will meet in Dec if needed to go over and create a response
  - i. Will likely lead to negotiation between ATs and PTs
8. Financial Planning
  - a. Motioned by the President that DATA invest \$15,000 into investment fund
    - i. Proposal seconded and approved by the board
  - b. Would like to have a min of \$20,0000 invested
  - c. Cara to meet with the banker if a better investment is proposed will go over during Jan meeting and decide what to do
9. 5K – May 7th
  - a. Donation letter – drafted by Cara
  - b. Fundraising - Kelly to head
    - i. Plan to start in Jan
    - ii. Would like to send out to ATI and AI by the end of this year to ensure donation

- c. Online Donations
  - i. Can use DATA website but a number must be indicated. To have an open donation need to use a fundraising website.
  - ii. Can have links to race and donations on the website
  - iii. Nikki to work on this week in order to have open for ATI and AI by the end of the month

10. Old business

- a. AT month award winners – contacted by Kelly
- b. Committees
  - i. Need to name new heads for secondary school and EDAC
    - 1. Plan to ask within the committees for people to set up as head. Will then put out a call for new head/members
  - ii. Would like to have the committees reestablished in the spring
  - iii. Call date the beginning of Jan before Jan board meeting
    - 1. Proposal for yr plan from secondary school committee
  - iv. Increased members of Governmental affairs
- c. Hit the Hill – Plan to have Cara and Nikki attend with 2 student DATA reps
  - i. Will work on getting 2 hotel rooms
- d. DE Hit the Hill day
  - i. Have a template for leave behind will work on for May/June handout
  - ii. Plan to attempt lunch for next year
- e. Governmental Grant - plan to work on after the taxes are complete in Jan
- f. Student membership
  - i. Brett to look up in bylaws to ensure there is nothing against
  - ii. If nothing in bylaws will draft a proposal to be voted on by the membership during the business meeting
- g. Will review women in AT event at Jan meeting
- h. Would like to start Policies and procedures in Jan to be finished by the end of Cara's term
- i. BOC Provider – plan to hold one or two small CEU events over the summer to work on the new application process
- j. No Dec meeting unless the board needs to meet to write a repose to the PT/AT board