



ACA Council on Sports Injuries and Physical Fitness
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Agenda for the ACA Sports Council Executive Committee Meeting

Type: Teleconference

Time: Dec 2nd, 2018 to 6:00pm PST

1. Call to Order - 6:03 PST
 - a. Motion by Andrew, second by Shea.
2. Roll Call
 - a. In attendance: Andrew, Kelly, Liz, Bryanna, Shea, Chris, Ed, Shantai, Sheila, Carly
 - b. Not in attendance: Guillermo
 - c. Adopt Agenda
 - i. Motion by Andrew, second by Shea.
 - d. Approve minutes from previous ExCo meeting Nov 4th, 2018
 - i. Motion by Andrew, second by Shea.
 - e. Approval of new members
 - i. Doctors – Sheila Hudson (general member), Nicolas Nowicki, Steven Bird, Renee Bowen, Chad Folk
 - ii. Students – N/A
3. Approval of new committee members – Motion by Andrew, second by Liz.
4. Motions approved via email -
 - a. Student ExCo choosing their 4th ExCo member
5. Reports of Officers
 - a. President – Andrew
 - i. Bringing Sheila up to speed
 - ii. Emailed Robin and told her we will not have the HOF dinner this year. Next HOF 2020.
 - iii. Ted Forcum trying to get a student rep. Trying to put one of our students forward.

b. 1st VP – Shea

i. Closed Facebook group created for the CSN

1. Adding a list of collegiate affiliates?

ii. Call with Joel Bienenfeld about CSN. He felt like he hit a wall with it and new ideas were presented to grow the network. More state coordinators needed and more sport coordinators needed. He will utilize the CSN committee more to research new sports to be involved with. Joel would also like to find a way to bridge the gap with the ACBSP to help with specific sports.

1. Joel was able to connect with the manager in Chico for the California Wildfires and set up a team to go and give care.

iii. Call with Sheila about what tasks she can take from 1VP. It was decided that she will contact members who are past due to try to retain membership.

iv. New members added through ACA added to Membership Works bringing membership to 323 paying members total (including students)

v. First membership call of term scheduled for Tuesday December 11 at 7:30pm MST

c. 2nd VP – Liz

i. Worked with committee on narrowing the 2019 theme

ii. Worked with students on speed networking

d. Secretary – Bryanna

i. November Sports Talk

1. Introduced Sheila

2. Added in contacts for CSN via Joel

a. Action item: Link for list on website instead of list in Sports Talk

ii. Website

1. Added Sheila to board tab

2. Action Item: Bryanna add a tab/info regarding CSN

e. Treasurer – Chris

i. Call with Sheila regarding treasurer duties and discussed finding a bookkeeper to help update and clean up categories in Quickbooks. A budget for this has been approved during the Minneapolis meeting.

- f. Student ExCo – Liz/ Shantai
 - i. Another member quit- working to replace
 - ii. Speed networking revisions
 - iii. Poster contest proposal
- g. Advisor - Ed
 - i. Last two years of posters to Ted. Student gets travel, stay, and registration for free at JCSMS.
- h. Past President - Carly
 - i. Talked with Sheila and help set up email.
- i. Advisors (Kelly and G)
 - i. Helped with student interviews
 - ii. Helped with HOF letter
 - iii. Hasn't heard from FICS
- j. Executive Director - Sheila
 - i. Onboarding
 - ii. Calls with ExCo members
 - 1. Getting in contact with everyone to help get up to speed and help ease burden.
 - iii. Official @acasc.org email set up - following week

6. Old Business

- a. "Finalize thoughts for Miami symposium - theme? weekend details vendor cocktail hour, speed networking, prices
 - i. Theme
 - 1. Top 2 themes: Integration and Application or Clinical Pearls
 - a. Motion by Andrew to have Integration and Application (in Sports Chiropractic) as the theme for 2019 Symposium, second by Shea. Passed unanimously.
 - b. Action Item: Liz/Sheila come up with mission statement for Symposium
 - ii. Speed Networking Proposed changes

1. <https://drive.google.com/file/d/0ByKnKnQi9EAHMUowNzE2ajBOMFIXelBTMOVTRFVrdmMyUzdZ/view?usp=sharing>

iii. Prices for 2019 Symposium

1. To be done through Slack.

b. Slack-issues people are having

- i. Contact Liz if you're having issues

c. Mid year meeting date confirmed - March 22-24, 2019, Tiburon, CA

d. Travel schedule-JCSMS (Andrew and Sheila), NCLC (Liz), ACBSP (Andrew), Rehab (Bryanna?)

- i. Action Item: Andrew to create checklist for representative at other events

- ii. Action Item Ed: Check with school prior to making decision for Concussion Conference. Will write up report from last year.

e. ChiroSocialTech decision time

- i. Motion by Carly to bring ChiroSocialTech for second year, second by Shea. (\$300/month-\$1800 for 6 months). Passes unanimously.

1. Action Item: Carly will be contact for Nicole and will give her more information/our purpose for the next 6 months.

f. Bookkeeping (end of year)

g. Update travel policy to model ACA policy (Chris

- Each individual has up to \$100 a day for meals. The individual is only reimbursed for the total amount spent per day of up to \$100 (provided they have receipts).
- I would not include the \$100 stipend as I don't believe it is necessary.
- All receipts need to be submitted to receive reimbursement.
- Reimbursements must be submitted within 60 days of travel.
- Travel Expenses
 - Taxi to and from home/office and airport
 - Round trip airfare/train fare (not to exceed coach airfare)
 - Taxi to place of meeting and return to airport
 - Mileage for personal car and associated parking and toll fees (based on standard mileage rate of 54.5 cents per mile**
 - **Use Google Maps when calculating mileage and attach Google Maps report to your reimbursement form.
- Hotel
 - Reimbursed for actual hotel room costs per night.
 - No additional room costs (rentals, room service (need to be provided under meals), etc.)
- Anything that is out of the usual will require prior approval of executive council

- Treasurer will provide briefing ahead of travel to provide information and answer questions regarding reimbursements that will be paid by the ACASC
- h. Follow up with vendors
 - i. Bill - Back-A-line - ACA has stepped into conversation with Back-A-line regarding the use of our name that is not inline with our Policy and Procedures, so we will pause our relationship.
- i. Hall of Fame update
 - i. Postponed to 2020.

1. New Business

- a. ImPACT Applications/concussion software decision
 - i. Action Item: Sheila will connect Ed to Jim Gyurke (CEO)
- b. Implement official ACASC email/ email signatures
- c. Some of the committees-public relations, education committee?
 - i. Action Item: Shea will refer to By-laws and create an editable document of the P&P to be accessed by ExCo
- d. Proposal (from Ed): ACASC would provide free registration for all students who submit a poster that is accepted by the committee. This would be a maximum of 20 posters but we haven't come close to that number yet. To be eligible, students would of course be required to belong to ACASC and ACA.
 - i. Poster contest
 1. **Current:** All ACASC Tom Hyde poster contest participant pay full registration price. Prizes for top score are cash prizes, up to \$2,000
 2. **Proposed:** All students who author a selected poster, per the poster contest guidelines, will receive free registration, up to 3 authors per poster.
 3. **Rational:** Similar poster contests offer waived registration to student participants. While we offer large cash prizes to contest winners, this has not help encourage more participation. In evaluation of the prizes and what would draw students to participate, a facebook poll was created and the student Exco was consulted. The students agreed that waving registration for the would be helpful, due to the time and money it takes to participate in the contest. While there is the possibility to win money in the contest, the expenses of the front end may pose a challenge for some students.
 4. Motion by Ed (edited by Ed) to give up to 20 students (ACASC membership required) free registration (early bird cost)funded by the ACASC student scholarship fund, second by Shea.

a. Action Item: Ed will send Bryanna a request for donations for poster contest for an email blast

e. Bookkeeper - referrals/suggestions

i. Action Item: Sheila to find a bookkeeper. Also have a one-time clean-up. EDITED BY CHRIS: he will take on this task.

2. Next meeting – Jan 6th, 6:00pm PST

3. Adjourn 8:10 PST