

ROCKY MOUNTAIN ATHLETIC TRAINERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
TELEPHONE CONFERENCE CALL
NOVEMBER 24, 2002

1. Call to Order:

- A. By: Scott Linaker
- B. Time: 8:02 pm

2. Attendance:

- A. President: Scott Linaker
- B. Secretary: Matt Webber
- C. Treasurer: Ben Davidson
- D. Arizona: Jack Baynes
- E. Colorado Representative: Kelli Sheehan
- F. New Mexico Representative: Rob Evers
- G. Wyoming Representative: Wayne Johnson

3. Minutes of the Previous Meeting:

- A. Minutes of the March and June 2002 Meetings of the Board as published in the May 2002 and September 2002 Newsletter were approved without objection

4. 2003 RMATA Budget

- A. The 2003 RMATA Budget was discussed (see attached budget proposal)
 - 1. The District Director Elect line item was increased since the NATA does not cover lodging as previously thought.
 - 2. It was decided to treat the digital recording machine as a capital item (see #5 below)
 - 3. Question was raised as to the need to send post cards when each newsletter was posted was discussed. The post cards are also used to make meeting announcements as required by the By-laws. We may be able to stop mailing the post cards almost all members have e-mail addresses.
 - 4. The fees for the financial consultant were increased to reflect current costs.
- B. Motion to approve the 2003 RMATA Budget (see attached)
 - 1. Motion by Kelli Sheehan (CO)
 - 2. Second by Rob Evers (NM)
 - 3. Motion passed 5-0

5. Digital Recording Machine

- A. Motion was made to expend up to \$500 to purchase a digital recording machine with voice recognition software, microphone and additional memory.
 - 1. Motion by Jack Baynes (AZ)
 - 2. Second by Wayne Johnson (WY)
 - 3. Motion passed 5-0

6. Nomination Notice

- A. Announcement on opening nominations to be placed on the postcard that is mailed announcing the annual meeting.
- B. Qualifications and Policies and Procedures will be posted on the web site.

7. Election Committee

- A. RMATA needs three members for the Election Committee.
- B. This committee will be formed at the March Meeting.
- C. It is more convenient if all the members live in the same vicinity.

8. Committee Vacancies

- A. Committee vacancies are now listed on the web site.
- B. Listing is for both RMATA and NATA vacancies that District Seven members may apply for.

9. Meeting Adjourned

- A. The meeting was adjourned without objection.
- B. 8:57 pm

Changes from 2002 budget

INCOME

I have tried to move all of the soft money out of income so we do not rely on it for necessary items. Given the one time expenses that we will possibly incur in 2003 (In-coming Director Travel, Election expenses, banners) I could not move the grant money out. At some time in the future I would like to see us be able to take moneys from grants, interest and other investment income and any other non-dues income and dedicate it to non-essential spending or capital expenses that would be funded dependent on what income comes from those sources. I will need to think some more on this and will have a proposal for the March meeting. Let me know if you have any ideas.

SPENDING

I just gave totals for office expenses instead of breaking it down into the categories of postage, printing, phone, etc.. This would give the committees a little more flexibility in how they spend their funds. I also removed some items that were one time expenses in 2002. Major changes are below:

District Director Elect - Added travel to the December 2003 NATA Board Meeting.

President - Added travel costs (\$650) if we decide to send the RMATA President to another district's meeting.

Secretary - Added travel costs (\$650) if we decide to send the RMATA Secretary to another district's meeting.

Secretary - Other increase is to pay for 2 new banners (\$500) and \$500 to purchase a digital recording machine with voice recognition software (\$300), microphone (\$60) and added memory (\$90). We could increase this line by only \$100 and by another regular tape recorder (the old one is dying).

Treasurer - Increased travel expenses to reflect travel to three meetings instead of the one that was budgeted before. We may choose to reduce this if Ben's school picks up expenses but this gives us some idea of what it costs if a school does not pick up the costs. Last year's line item for travel was \$500.

Election Committee - Added expenses (\$900) for this year's election.

Exhibit Coordinator - Moved to the Symposium Budget we did in March.

Changed "Honorary Member" to "Special Recognition" and added \$900 for start up costs for awards.

Newsletter Editor - Changed some categories to reflect changes we have made in the production and delivery of the newsletter and postcard mailings. This is an increase of \$1000 from the last year's budget. I think I underestimated the costs of producing and mailing the post cards for the 2002 budget so it's not Bart going crazy with his budget.

Site Selection Coordinator - Moved to the Symposium budget but we have never used any budgeted funds.

Business Consultant - Fee increased \$50 (Last increase was in 2000 budget year).

Category Name	Budgeted
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TOTAL INCOME	\$ 64,600.00
Dues	\$ 61,600.00
Grants	\$ 3,000.00
NATA Sponsorship	\$ 3,000.00

Total Income	\$ 64,600.00
Total Expenditures	\$ 63,500.00
Surplus (+)/Deficit(-)	\$ 1,100.00

	Budgeted
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TOTAL EXPENDITURES	\$ 63,500.00
Board of Directors	\$ 14,550.00
Meetings	\$ 6,550.00
Annual Meeting	\$ 5,800.00
Lodging	\$ 4,360.00
Meals	\$ 1,440.00
Other Meetings	\$ 600.00
Conference Calls	\$ 600.00
Semi-Annual Meeting	\$ 150.00
Meals	\$ 150.00
Officers	\$ 8,000.00
District Director Elect	\$ 500.00
Travel	\$ 500.00
Meals	\$ 100.00
Transportation	\$ 300.00
Travel - Other	\$ 100.00
President	\$ 1,650.00
Internet Service	\$ 200.00
Office	\$ 200.00
Travel	\$ 1,250.00
Meals	\$ 500.00
Transportation	\$ 600.00
Lodging	\$ 150.00
Secretary	\$ 3,700.00
Office	\$ 300.00
Travel	\$ 2,400.00
Lodging	\$ 1,150.00
Meals	\$ 450.00
Transportation	\$ 800.00
Secretary - Other	\$ 1,000.00
Treasurer	\$ 2,150.00
Office	\$ 250.00
Travel	\$ 1,900.00
Lodging	\$ 1,000.00
Meals	\$ 300.00
Transportation	\$ 600.00

Committees	\$ 12,950.00
Election	\$ 900.00
Office	\$ 900.00
Honors and Awards	\$ 9,100.00
Office	\$ 200.00
Subcommittees	\$ 8,900.00
Educator Recognition	\$ 700.00
Awards	\$ 500.00
Office	\$ 200.00
Hall of Fame	\$ 1,350.00
Awards	\$ 1,200.00
Office	\$ 150.00
Special Recognition	\$ 1,000.00
Awards	\$ 800.00
Office	\$ 200.00
Scholarship	\$ 5,850.00
Awards	\$ 500.00
Office	\$ 150.00
Scholarships	\$ 5,200.00
Secondary School	\$ 150.00
Representative	
Newsletter Editor	\$ 2,500.00
Bulk Mail	\$ 150.00
Newsletter Production	\$ 1,800.00
Internet Service	\$ 200.00
Office	\$ 350.00
Web Page	\$ 300.00
Consultants	\$ 3,800.00
Business Consultant	\$ 3,050.00
Fee	\$ 850.00
Travel	\$ 2,200.00
Lodging	\$ 1,000.00
Meals	\$ 400.00
Transportation	\$ 800.00
Financial Consultant	\$ 750.00
Fee	\$ 750.00
Legal Expenses	\$ 750.00
State Dues	\$ 30,800.00
Student Association	\$ 650.00
Meeting	\$ 100.00
Meals	\$ 100.00
Office	\$ 550.00

2003 RMATA BUDGET

(Approved 11/24/2002)

Category Name	Estimate
TOTAL INCOME	\$ 64,600.00
Dues	\$ 61,600.00
Grants	\$ 3,000.00
NATA Sponsorship	\$ 3,000.00
Total Income	\$ 64,600.00
Total Expenditures	\$ 64,050.00
Surplus (+)/Deficit(-)	\$ 550.00

		Budgeted	Budgeted
TOTAL EXPENDITURES	\$ 64,050.00		
Board of Directors	\$ 14,950.00	Committees	\$ 12,950.00
Meetings	\$ 6,550.00	Election	\$ 900.00
Annual Meeting	\$ 5,800.00	Office	\$ 900.00
Lodging	\$ 4,360.00	Honors and Awards	\$ 9,100.00
Meals	\$ 1,440.00	Office	\$ 200.00
Other Meetings	\$ 600.00	Subcommittees	\$ 8,900.00
Conference Calls	\$ 600.00	Educator Recognition	\$ 700.00
Semi-Annual Meeting	\$ 150.00	Awards	\$ 500.00
Meals	\$ 150.00	Office	\$ 200.00
Officers	\$ 8,400.00	Hall of Fame	\$ 1,350.00
District Director Elect	\$ 1,100.00	Awards	\$ 1,200.00
Travel	\$ 1,100.00	Office	\$ 150.00
Lodging	\$ 300.00	Special Recognition	\$ 1,000.00
Meals	\$ 100.00	Awards	\$ 800.00
Transportation	\$ 600.00	Office	\$ 200.00
Travel - Other	\$ 100.00	Scholarship	\$ 5,850.00
District Director	\$ 300.00	Awards	\$ 500.00
Staff Lunch	\$ 300.00	Office	\$ 150.00
President	\$ 1,650.00	Scholarships	\$ 5,200.00
Internet Service	\$ 200.00	Secondary School Rep.	\$ 150.00
Office	\$ 200.00	Newsletter Editor	\$ 2,500.00
Travel	\$ 1,250.00	Bulk Mail	\$ 150.00
Meals	\$ 500.00	Newsletter Production	\$ 1,800.00
Transportation	\$ 600.00	Internet Service	\$ 200.00
Lodging	\$ 150.00	Office	\$ 350.00
Secretary	\$ 3,200.00	Web Page	\$ 300.00
Office	\$ 300.00	Consultants	\$ 3,800.00
Travel	\$ 2,400.00	Business Consultant	\$ 3,050.00
Lodging	\$ 1,150.00	Fee	\$ 850.00
Meals	\$ 450.00	Travel	\$ 2,200.00
Transportation	\$ 800.00	Lodging	\$ 1,000.00
Secretary - Other	\$ 500.00	Meals	\$ 400.00
Treasurer	\$ 2,150.00	Transportation	\$ 800.00
Office	\$ 250.00	Financial Consultant	\$ 900.00
Travel	\$ 1,900.00	Fee	\$ 900.00
Lodging	\$ 1,000.00	Legal Expenses	\$ 750.00
Meals	\$ 300.00	State Dues	\$ 30,800.00
Transportation	\$ 600.00	Student Association	\$ 650.00
		Meeting	\$ 100.00
		Meals	\$ 100.00
		Office	\$ 550.00