



Minutes for ACA Sports Council Executive Committee Mid-year meeting

June 4, 2016

Type: in person

Location: Portland, Oregon

1. Call to Order – Meeting started at 10:05 PST, 1st by Kelly, 2nd by Shane. Motion passes.
2. Roll Call
 - a. Attendance: Kelly Lange, Nick Hastad, Shane Espinoza, Carly May, Ed Feinberg, Guillermo Bermudez (left meeting early around noon), Freya Moran
 - b. Unable to attend- Norm, Sherri, Rob
3. Adopt Agenda – 1st motion by Nick, 2nd by Shane. Motion passes.
4. Approve minutes from previous ExCo meetings 04/24/16 & 05/13/16 - Motion by Shane. 2nd by Nick. Motion passes.
5. Approve new members- Gwendolyn Smith-Whigham, Bill Moreau, Ryan Nobles, Thomas Young, Joseph Vear, Brian Laiderman. Motion by Shane. 2nd by Nick. Motion passes.
6. Approve new committee members
 - a. Kelly appoints Mike Smith to Convention Committee to work on the poster program
 - b. Motion by Kelly, 2nd by Nick. Motion passes.
7. Motions decided via email
 - a. Kelly Lange be reimbursed by the ACASC for travel expenses to FICS annual meeting in Oslo, Norway in the amount of \$312.66.
 - i. 1st by Kelly. 2nd by Shane
 - ii. “No” vote by Sherri
8. Reports: See addendum
 - a. President
 - b. 1st VP
 - c. 2nd VP
 - d. Secretary
 - i. Sports Talk: presidents report, member welcome, student corner, member focus, feature article, current event, clinical pearl, promotional page for upcoming symposium, call for new articles, international update, advertisement, featured board member
email the group and find out who’s going to Rio to participate as a physician, what sport, what country, or organization, date range of your commitment
 - ii. Retweet JCMS
 - iii. Send email – do you follow us? #acasc2016
 - e. Treasurer
 - f. Student ExCo President
9. Old Business
 - a. Budget

- i. The budget is a fluid document that can be amended throughout the year
 - ii. Policy and procedures can never be written in stone and must have flexibility
 - iii. We can assume that the intent of the board member is for the organization and grant them the ability to make game time decisions
 - iv. Pre-emptive budget due by Jan 1
 - v. Motion by Kelly to approve budget. 2nd by Shane. Motion passes.
- b. Member focus articles (Ted)
 - i. Eric Hammerstrum was approved in October to write a member focus article.
- c. Membership (Nick)
 - i. Update on ACA database
 - 1. 254 total: 217 doctors, 37 students
 - 2. New grad forum at symposium
 - 3. Look at drop list-and mention it at the meetings to get board members to contact members
 - ii. Survey
 - 1. We made changes as a group.
 - 2. It will be sent out a few times with a deadline.
 - iii. Increasing numbers
 - 1. Reach out to schools' faculty advisors
 - 2. Live periscope
 - 3. Youtube page with members-only section
- d. Re-branding (Kelly)
 - i. Logo – Motion by Shane to pass the new logo design. 2nd by Kelly. Motion passes.



- ii. Website
 - 1. Shane suggested to use a Wordpress site and will get us more information by June 28
- e. 2016 Symposium
 - i. ExCo Travel & Lodging
 - 1. Everyone will book by September 1
 - ii. Speakers
 - 1. Schedule
 - 2. Hands-on
 - 3. Robert Silverman will give a signed book to all attendees
 - iii. Promotion
 - 1. Brochure

- a. Need costs and CEU information (see below)
 - 2. Publications
 - 3. Email blasts
 - a. Sent every 10 days announcing speakers and information
 - b. Other speakers highlighted at the bottom with symposium information
- iv. Vendors
 - 1. Contracts
 - a. Natures frequency, doctor hoys, web exercises, hawk grips, pulsed energy tech, NCMIC, Normatec, MeyerDC, China Gel, Chiromatrix, Performance Health, Rocktape, Erchonia
 - 2. Exhibitor Hall set-up
 - 3. Promotion
- v. Registration
 - 1. Cost
 - a. Member: 397 - 443
 - b. Non-member: 443 - 497
 - c. Faculty: 275
 - d. CA Staff: 177 - 197
 - e. Non-member student: 257
 - f. Student member: 177 - 197
 - g. Student non-member: 297 - 347
 - h. early bird ends 9/5/16
 - 2. Online site
 - a. Bank set-up
 - b. Content
- vi. CEUs
 - 1. Contract
 - a. UWS approved
 - 2. State applications
 - a. States that were not approved for credits: Arizona, Hawaii, New Hampshire, Oklahoma, West Virginia, Alberta
- vii. Hotel
 - 1. F&B
 - 2. Luncheon
 - 3. Meeting rooms
 - 4. Sleeping rooms
- viii. Poster Competition
 - 1. Moderator
 - a. Tom will be proctor, present award
 - b. Steven will be brains and logistics person
 - 2. Timeline for deadlines
 - a. 9/5/16 deadline
 - 3. Information dissemination & faculty liaisons

- a. Faculty advisors determine who gets submitted if there's more than two
 - 4. Scholarship Fund
 - ix. Socials
 - 1. Michael branch will help us
 - 2. Will be off-site
 - x. Awards
 - 1. Tabled-will be decided in future meetings
 - 2. Tom Hyde poster program
 - 3. Nick-video tape Robert Silverman giving award
 - xi. Program
 - 1. For 2017 symposium, there will be one session of the program will be "Student's Choice". The suggestions need to be in by Jan 1
 - 2. 2016, student council items: AGM, Friday night for interview and a beer, round-table discussion
 - f. ACA Statement on advanced standings
 - i. Executive session started at 3:14 – Motion by Kelly. 2nd by Shane.
 - ii. Motion out of session. 1st by Kelly. 2nd by Shane. At 3:33
10. New Business
 - a. Joint ACA Specialty Council Symposium in 2018
 - i. Shane will attend on Tuesday, June 7, 2018
 - b. WFC/NCLC/FICS meeting
 - i. Washington DC at Hilton, March 15-18, 2017
 - ii. Shane will be attending
 - c. Task management system (Carly)
 - i. Shane motions to accept the task management system proposal til our next annual meeting. 2nd by Kelly. Motion approves.
 - ii. 11 people approved as users.
 - iii. Cost is \$15 per month per user
 - iv. We will stop using the teleconferencing system that costs \$900 per year
 - d. Policy & Procedure Manual
 - i. HOF selection policy
 - ii. FICS North American Representative election
 - iii. Motion by Shane to accept the policy and procedures manual with changes pending clarification of section XI-III and XI-IV. 2nd by Kelly. Motion passes.
 - iv. FICS North American Representative election
 - e. Social media
 - i. How to utilize at symposium
 - 1. Photo booth
 - 2. More photos by committee members
 - ii. Ideas for rest of year
 - 1. Use hastag and do more sharing
 - f. Executive Director
 - i. Salary plus commission percentage

- ii. Limit and define rolls. They are not an admin
- g. Statement on recognition of advanced standings
 - i. We recognize the advancement of all continuing education in the field of sports medicine.
- h. JCSMS (Ted)
 - i. Podiatry
 - ii. Symposium topic selection process
 - 1. Get the members more involved with the selection process through a survey
- i. NCMIC Webinar of Colleges (Ted)
- j. NCMIC event and lecture policies (Ted)
 - i. Eblast with NCMIC information
 - ii. Then we'll reach out to other companies and provide information in the near future
- k. Olympic Trials v. Indoor Worlds (Ted)
- l. FICS Olympian Program (Ted)
- m. Sponsorship Policy/Level Standardization
- n. 2018 – possible joint symposium with FCA
- 11. Student ExCo
 - a. S-ExCo members will reach out to their respective board members through email after every meeting
- 12. Next meeting – schedule all meetings through symposium
- 13. Adjourn at 6:00pm PST. Motion by Shane. 2nd by Kelly.

ACTION ITEMS

Ed

- Faculty advisors list to be sent to Nick
- Dates for submission 9/15/16

Carly

- add new membership list to sports talk
- ask Norm to pay for Redbooth
- find app for photobooth
- send email letting them know to follow us on social media, use #acasc
- Your ACASC working for you!
- Hashtags: #jointhemovement #whysouldyoubelong

Due to recent compliance and HIPPA laws, it is in your best interest to have your patient Make sure you have written permission

Nick

- email new members a survey about their interests
- Compile a list of dropped members and contact them for membership renewal
- Email Carly with the email and link for survey to be sent out
- Create budget to send members to schools to promote involvement with ACASC
- Reach out to Leo Kormanik to work on membership committee
- send lecture titles to Kelly for symposium

Kelly

- contact Anne Marie to find out the timeline for logo
- email Erin for all versions of new logo
- Reach out to Norm to help get the payments set up for symposium
- Give Mike our statement on continuing education (see above)

Shane

- Design posters with new logo
- get website quote and mockup
- send testimonial release

Freya

- Student corner – consult with the rest of council to find out what they want in it
- speak to Student ACASC to inform their colleges but we can only accept 2 per college
- Ben Jelinek was last year's winner and can write a review about how helpful his win was
- Will appoint 2 people to PR committee

Everyone

- Book flights to NOLA by September 1

Ted

- forward proposal form
- email Shane NCMIC policy information

Symposium Responsibilities:

- Setup-Shea Stark, send out email blasts every 10 days
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