



ACA Council on Sports Injuries and Physical Fitness
1701 Clarendon Blvd., Ste. 200 | Arlington, VA 22209
Phone: (703) 276-8800 | Fax: (703) 243-2593
Website: www.acasc.org | Email: sportscouncil@acatoday.org



·Agenda for ACA Sports Council Executive Committee meeting
November 13, 2016
Type: teleconference

6:00pm-6:15pm – (Note: all times are in PST)

1. 6:04pm Call to Order
 - a. Motion by Kelly Lange. Second by Carly Zuehlke. Approved by all, opposed by none
2. Roll Call
 - a. In attendance: Shane Espinoza, Carly Zuehlke, Nick Hastad, Andrew Cohen, Kelly Lange, Shea Stark, Ed Feinberg, Barron Johnson
 - b. Not in attendance: Robert Jones, Freya Moran
3. 6:06pm Adopt Agenda
 - a. Motion by Nick Hastad. Second by Kelly Lange. Approved by all, opposed by none
4. Approve minutes from previous ExCo meeting October 2016
 - a. Tabled at 6:06pm
 - b. Carly (former Secretary) sent out minutes from last meeting during call
 - c. Motion by Shea to approve minutes from previous meeting
 - d. **Call to Action** – Shane add approval to agenda of next meeting
5. 6:07pm Approve email votes
 - a. October 13: Reimburse \$335.10 in expenses incurred by Kelly while representing the ACASC at the University of Western States Homecoming.
 - i. Motion by Kelly. Second by Shane. Approved by Shea, Carly, Andrew; Opposed by none; Nick did not vote
 - b. October 17: Refund symposium registration cost to Dr. Shane Carter who was unable to attend the symposium due to the hurricane.
 - i. Motion by Carly. Second by Andrew
 - ii. Discussion called by Shane. Kelly suggests that a refund be given minus a small service fee (\$5) to cover cost of processing.
 - iii. Approved by all, opposed by none
 - c. October 20: Executive Session
 - i. Motion by Shane. Second by Nick
 - ii. Executive session began via email
 - iii. Topic has been resolved. Executive session ended October 26.
6. 6:10pm Approval of Financial Statements
 - a. Concern about financial statement brought to table by Shane about fiscal year. Statement states March through March and bylaws state October through September.

- b. Andrew is still waiting on expense submissions from 2016 Symposium from Norm Eng and an unnamed speaker.
 - c. Kelly questions if the expenses are any different from previous statements and states that as it is not a “unique” charge, it does not need to be approved.
7. 6:14pm Approval of Budget
- a. A budget needs to be created for 2017 – call to action for **Andrew**
 - b. Each member representing ACASC at events needs to figure out expenses for upcoming events and submit to Andrew so a budget can be created.
 - i. Kelly sent examples of past budgets to Andrew for reference.
 - c. Financial statements (**Andrew**) must be completed by November 30, 2016 at the request of the ACA.
 - d. Membership report (**Carly**) due November 30, 2016 at the request of the ACA.
 - e. No motion, second or vote for this item.
8. 6:21pm Ratification of Presidential Appointments
- a. Appointment of Barron Johnson, DC as advisor by President Shane Espinoza
 - b. Appointment of Tim Stark, DC to Poster Committee as subcommittee of Symposium Committee
9. Reports of Officers 6:15pm-6:30pm
- a. 6:22pm President – Shane
 - i. reverting back to original name of the ACASC to Council on Sports and Physical Fitness
 - ii. unknown when the name started to change
 - iii. will be inviting board members to listen to a 30min presentation to help with symposium planning
 - b. 6:25pm 1st VP – Carly
 - i. approval of new members: 8 new docs and 9 new students
Students: Noah Emanuel, David Campbell, Marcia Garcia-Lopez, Josh Knicker, Brent Poniros, Nate Tracy, Kaila Witthun, Ronnie Davis, Jason Gemmer
Doctors: James Michael Branch, Jeremy Busch, Rachael McCoy, Peter Scornaiencki, Michael Smith, Beau Beard, Charlene Harber, Brianna Edginton
 - ii. 1 member dropped membership – Carly will contact to try to renew that membership
 - iii. **Call to Action** – Carly will email Shea new members for approval; Shea will email additional new members to Carly. Shea will email Lori Hall to include Carly on all future member emails as well
 - c. 6:27pm 2nd VP – Nick
 - i. Sponsorship from Impact Cryotherapy – wants to be vendor at 2017 symposium and wants to get the ball rolling
 - ii. Sponsorship will be tabled until we have current sponsorship documents and approval from ACA. Shane and Nick will work together on this and present to the board members at a future meeting.
 - d. 6:31pm Secretary – Shea
 - i. creating eblasts of FICS and ACA emails
 - ii. **Call to Action: Shane**...please send .jpeg of your signature to Lori Hall for all future member certificates.
 - e. 6:32pm Treasurer – Andrew

- i. has paid about 90% of expense reimbursements from 2016 symposium; still waiting on Norm Eng, DC and Philip Blair, MD (Presenter)
 - ii. the ACASC is financially solvent. Contact the secretary for more detailed information if needed
 - iii. UWS has been paid for CEUs
 - iv. for future reports: check expenses against approved budget for P&L. Have Secretary take a second look if needed.
 - f. Student ExCo President – Freya not contacted about call
 - g. 6:37pm Advisor – Ed
 - i. Poster program payments made: Ed Feinberg, Tom Hyde, trophies, etc.
 - ii. Current balance in ACF 501(c)(3) account for Poster Contest: \$7,559.00
 - iii. Always looking for and encouraging more donors for program
 - iv. Want to send out requests early (January) for donors
 - v. Tim Stark wants to chair the poster presentation committee with Mike Smith and Tom Hyde staying on as well
 - vi. Andrew suggested that we promote donations in any and all upcoming newsletters
10. New Business 6:30-6:50pm
- a. 6:45pm Member focus articles (Carlo)
 - i. Do we utilize Eric to write a press release for ACA Sports Chiropractor of the Year?
 - ii. Motion by Carly for approval at 6:46pm. Second by Kelly Lange
 - iii. Discussion: Andrew suggests adding cost of press release in upcoming budgets to compete for all future winners. Kelly suggests adding to symposium wrap up in FICS news which is due at the end of November.
 - iv. Approved by all at 6:48pm, none opposed
 - b. 6:49pm Website Contract
 - i. Asking for Social Media package to be included.
 - ii. Ed asked if we are able to add or subtract packages in the future. Shane responds that we just need to put it in the contract for negotiation.
 - iii. Website starter package at cost of sponsorship, but Shane can negotiate higher tier packages for no additional cost to council.
 - iv. Andrew suggests that utilizing the professional video package may help promote the council and symposiums. He states that it would be better to get everything now and not use it than want it later after not asking for it. Shane suggests that the same video not be running all the time on the website, but possibly have different members from the board submit videos for the website.
 - iv. Kelly suggests that more organic content is preferred over “canned” content that is too cold and not personal.
 - v. Barron suggests that we ask for everything from the beginning to compensate for the amount of money, sales and exposure they will get from having a vendor booth at the symposium.
 - vi. Chiromatrix will do a marketing blast to all ACASC members as a part of their sponsorship, but we can limit the amount of marketing they can do to members.
 - vii. Goal is to review final contract ASAP and have the website live by Thanksgiving weekend. Launch and email blast to members December 1.
 - viii. **Call to Action** – Shane continue to negotiate contract and update board members

- c. Executive Session-FICS
 - i. Motion by Shane to enter executive session. Second by Andrew. Approved by all, opposed by none
 - ii. 7:06pm – Executive session began
 - iii. 7:25pm Motion by Shane to appoint Stephen Perle as US Representative to North America for the FICS Executive Council. Second by Andrew. Approved by all, opposed by none, Kelly Lange abstained
 - iv. 7:26pm Motion by Shane to leave executive session. Second by Nick. Approved by all, opposed by none
 - v. 7:27pm – Executive session ends
- 11. Next meeting
 - a. Shane will send out an email proposing date and time for next meeting
- 12. Adjourn
 - a. 7:27pm Motion to adjourn meeting
 - b. Meeting ends at 7:27pm