

February 3, 2011  
SEACSM Pre-Board Meeting in Greenville, SC

Present: Peter Grandjean, Alan Utter, David Pascoe, Lynn Berry, Michael Berry, Sean Bryan, Kyle Cassas, JC Churilla, Cherilyn Hultquist, John Quindry, Mark Loftin, Beverly Warren, Don Torok, Heather Turner (ACSM). Absent: Brandon Hollis

SEACSM Executive Board Meeting Agenda  
2011 Pre Meeting -Board Meeting  
2/3/2011 at Noon

1. Welcome: Peter Grandjean welcomed everyone to the meeting and thanked the board members that are rotating off (Mark, JC, and Brandon) and hope that when the times comes that they will step up to work on the board again.
2. Peter turned things over to Don to go over the minutes from our spring meeting and our phone conference. Don shared the corrections that Sean had sent, Cher name, and the clarification from David. Motion by Michael Berry to approve, seconded by David, **motion passed unanimously**.
3. Emeritus application: Discussion of the membership application and it was voted to grant Richard Burke emeritus status-**motion passed unanimously**.

Meeting:

- A. Sponsorship and exhibitors: Michael Berry shared that we have 18-20 supporters/exhibitors for our meeting. We don't have the number and level of supporters that we had last year. ACSM Bookstore: Coaches Choice/Healthy Learning, they were given a reduced fee for items to be donated at the student bowl. Actigraph will place fliers into the packets, AFI technologies, Biopac, Cosmed, Bodystat (\$250 for women's breakfast), Human Kinetics (donated books for the student bowl), HydroWorx, Impact Concussion Management, iWorx, New Lifestyles, Parvo Medics, Physical Therapy & Upper Extremity specialist, Southeast United Dairy Industry, Team Kattouf. The supporters: Acceleration Sports Institute, Proaxis Therapy, Smith and Nephew Clinical Therapies, Sonosite, Steadman Hawkins Clinic of the Carolinas, Turning Technologies, Vacu Med. Not as much money as last year-not a big supporter found for this past year. Discussion on how we did not get some supporters that we had had last year. Seems that many waited to the last minute to make a decision.
- B. Lynn said that we had 469 pre-registered compared to 440 last year; 208/198 room reservations in the hotel and all the double rooms were sold. The lunch for Saturday has about 90 pre-registered, which is our normal amount. Will figure on about 130.
- C. Kyle and the clinical group. We are figuring on over 60 attending, and will be setting up the room for 70 to 80. We had one change in speakers, and we are delivering 9 hours of CME for the meeting. We did ok on getting

supporters. Walt Taylor at Mayo Clinic in Jacksonville will aid in the local contacts for the clinical track. The clinical track does have an evaluation form, but would like to also use the one the Pete has. JC gave Sean the contact of Joel Beam, as an athletic trainer.

- D. David discussed the meeting program. We moved the posters to upstairs on the second floor, so there will be some movement between floors. We have expanded the rooms for the invited speakers due to the greater number of attendees. More pre-registered than every. Tried hard to get individuals to send in their presentations so they were there. We have set up a computer by the registration desk for last minute corrections to the presentations. Some issues with last minute withdrawals and we need to discuss later. A change to the Saturday start time from 8 AM to 7:45 AM for the room turn around needed.

A. Alan presented that nomination committees were set-up for the Montoye Scholar and the Service Award. The student awards had three committees (9 judges in total/ 3 for each area) judges have score sheets and will do a short interview with each of the candidates and then provide the top two in each category and winner will be announced at luncheon. Discussion on awarding the award and it was very competitive. Some discussion on whether the Montoye Scholar Lecture would be skipped due to the 40<sup>th</sup> celebration, but nothing was decided on it being removed for the 40<sup>th</sup> meeting. Issues brought up about the contributions of the student with the project. Students could submit the same abstract to both the regional and national.

B. At the keynote address tonight before that presentation. Dixie Thompson and Ed Howley will spend about 10 minutes talking about Andy Kozar and how the Presidential Address will be named in his honor.

C. The evaluation form will be at the desk for those leaving early and the others will be handed out at the lunch. Encourage everyone to submit the forms and announce during the meeting. There is a slide before all sessions about our sponsors, voting, and the evaluation.

- E. AV-Teams: JC. & Cher are doing the AV this year. Ed had a great idea last year that we put everything on jump drives for each of the 8 teams. All teams got their schedule, we went over everything with Tyrone, the AV guy from the hotel. JC had all the teams bring a back-up projector just as protection. Dave has one of the hotel phones with all the numbers of everyone at the hotel. There are laser pointers at the desk, but not all rooms have remotes. SEACSM has pointers, but not remotes. We may need to discuss this. All main talks will have remotes. **Be sure that remotes are part of the AV packet for Jacksonville.** Some discussion on when presentations need to be submitted. Very important for the oral presentations to be submitted before the meeting. **Be sure to discuss at spring meeting.**

- F. Student Bowl: John-We are doing our final dry runs. One thing is that we have a rolling score with only the top six scores will show on the screen. The team at the end of the hour with the highest score will be declared the winner. If a team hits the wrong key, it can be corrected. All

judges will record a plus, minus, or no play for each question as a backup. On final question, the amounts bet will need to be manually entered. 11 teams entered as of Monday and we have 20 clickers, with 17 teams from last year. An email just went out last week that only undergrads can be on the team. Discussion on the team make-up needs to be discussed. Sense that we should encourage participation.

- G. Mark- The grad fair has 20 tables committed. Five need electrical connections. We are down in numbers from last year. Did not always keep to the new pay schedule. Questions on the tax code for SEACSM. How are the tables going to be set-up? Need to write the names on the tables in the room before the start. Be sure the ones with electrical are marked.
- H. Bev is the speaker for the women's breakfast. Lynn announced that there were 47 pre-registered and 15/20 registered today and all the candidates need to be invited to the breakfast. Bev has donated her speaker fee to support students for next years meeting.
- I. Meeting Breaks: Lynn we are not doing a coffee break on Thursday. The social time has been cut back a half hour. No bottled water as too many walk off. Luncheon we are guaranteeing 160, 90+ are pre-registered. Last year we had 130 pre-registered and then 180 showed up. So we need to take tickets. Four different bars at the social.
- J. ACSM national news: Heather Turner announced that ACSM new \$10 student membership. She will have membership sheets at the ACSM table. First announced in September 2010. This makes regional membership more than national.
- K. Programs: Lynn we had 625 printed programs and Don brought 100 CD's that he made. **We need to discuss this at the spring meeting.** (Question on the evaluation form). 100 CD was about \$25, while 625 printed programs was about \$5000. Could we do an at-a-glance program? ACSM is working on an app for a meeting program.
- L. Past President's Luncheon-20 have signed-up. Can we ask the past presidents to help with historical efforts? Pictures and other ideas that could be presented to past presidents. Could a slide show be created to play in the lobby?
- M. Sean announced that he needs to set down and would suggest that Kyle be appointed to take his place.
- N. Meeting Adjourned at 1:57 PM

February 5, 2011, 2:05 PM

SEACSM Post-Board Meeting in Greenville, SC

Present: Peter Grandjean, David Pascoe, Paul Davis, Lynn Berry, Michael Berry, John Quindry, Cherilyn Hultquist, Don Torok, Matt Green, Michael McKenzie, Lindsey Miller. Absent: Beverly Warren

David Pascoe welcomed everyone to the meeting and then there was a general introduction of all members.

Duties: AV: Cherilyn will do AV with Matt, John and Michael has Grad Fair and Student Bowl (Lindsey).

Meeting Over view:

- A) Attendees-Lynn gave some meeting numbers but will not know exact numbers until the spring meeting: We know that we did at least 725 as we passed out all 625 programs and 100 CD's, and about 60 at the clinical. The more that we can get to pre-register, the better it will be. Encourage people to bring a copy of their receipt with them to the meeting, especially for ACSM registration (ACSM numbers are really two weeks behind).  
Suggestions to increase pre-registration: 1) increase on-site registration cost; 2) send out an email blast; 3) on the registration form, state that everyone must bring verification of membership, 4) put info in the newsletter; 5) clarify that student national membership is not the same as SEACSM membership. Some discussion on the clinical registration and making sure that individuals realize that it is a separate registration.
- B) Student Award Posters: David brought up the issue that a separate paragraph on the student's contribution to the projects needs to be part of the submission for student awards. Try to set-up a list of contributions, instead of a separate paragraph. Have the advisor as the one who submits the contribution. Paul will send out a copy of the form used by ACSM. There were a number of withdrawals and refused to present and some that did not show up. Notices were sent out to those that had withdrawals (faculty member and students), that they could not show these abstracts on their vitas. We had 6 poster sessions that did not show and 5 before the meeting that withdrawn. Do we need to establish a policy on this? Could this be part of the abstract form? Discussion on how to get the faculty member as the one submitting the student abstract. See how it goes this next year and then be sure that in the abstract acceptance form that sets the responsibilities of the author.
- C) AV operations: Cher-things seemed to be good. Having an av station near the registration desk was very helpful. Will add some additional organization to the process: have the teams check in at the desk before going to their room, so any last minute items can be shared with the teams. We need to have remotes, and we did have 8 computers as backups. There were times when hunting down a laser pointer was a problem and two teams were late for their sessions. JC will send the word file that was used this year. Remind the presenters to bring their presentation on a jump drive. Some discussion on how the teams were selected and the need to give other schools the opportunity.
- D) Be sure to create name tags for the invited speakers. Comments on the basic science lecture and the great perspective having someone outside our normal field. Look for ways to share speakers between the meeting and the clinical program.

- E) Symposium and Tutorials: One thought that was discussed at past presidents meeting-Since this is the 40<sup>th</sup> year set aside 3 or 4 time slots for specific topics related to the history of SEACSM (labs, perspectives, first meeting, personal specifics, programming things (pictures or slide shows that could be playing). Possible challenges will be to invite some specific presenters. Here are some selected topics and seek individuals to submit their presentation. We may need to be more selective in the reviews in this area. Some discussion on potential keynote speakers.
- F) Student Bowl: John-Are there any suggestions? Are we limited to 20 teams and is there any way to get more teams pre-registered. Only two teams this year had a graduate student on the team. Is there a way to post more than the top 6 teams? Announce the rules before the start of the game. Limit number of teams and only allow onsite registration if space and clickers are available. Update scores more and streamline final question. Provide instructions to judges and teams. Great to have judges meeting 15 minutes before the start. Need to list advisor and students on the registration form.
- G) Grad-Fair-Lynn-most schools did not sign up until late and there appeared to be not as much communication between the schools and the central person. Seemed to be loud in the room.
- H) Voting: No comments to add at this time.
- I) Evaluations-Pete-I will send the results to all the board so that everyone can digest for the spring meeting.
- J) Clinical: Kyle-I went through the evaluations real quick and the one thing that stood out was the size of the room. Needs to be bigger and we had some time issues. Registration issues and some good variety in the speakers.
- K) Social: Many liked having it in the area we used this year and having more stations was also a plus.
- L) Meeting locations: Next year in Jacksonville, FL and then back to Greenville, SC in 2013. We will have more meeting space available if needed in Greenville when we return.
- M) Meeting in Jacksonville-April 7 & 8 was selected. Be sure to check your calendar. Shoot to start as early as possible on April 7. The challenge will be to get people here as it is going to be a longer drive for most schools.
- N) Posters: Pete will be in charge.
- O) Women's Breakfast-Judy has passed this over to Sue Graves. Cheri will get involved.
- P) College bowl/Grad Fair-Michael will assist, Matt will assist with AV.
- Q) Remember that next December that Paul, Cherilynn, and Lynn will need to do a final check in Jacksonville.
- R) Spring Meeting: Meeting program and online submission.
- S) Meeting adjourned.