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MAR-AMTA Membership Meeting

MAR-AMTA Membership Meeting			
MINUTES	Thursday, April 12, 2018 Friday, April 13, 2018	5:00 PM - 6:00 PM 11:00 AM - 12:00 PM	MAR-AMTA Regional Conference Membership Meeting Pittsburgh, PA
MEETING CALLED BY	Mike Viega, President		
TYPE OF MEETING	2018 MAR-AMTA Regional Conference Membership Meeting		
FACILITATOR	Mike Viega, President		
NOTE TAKER	Shawna Vernisie, Recording Secretary		
PRESENT	Mike Viega, President Julie Neal, Past President; Beth Deyermond, President-Elect; Shawna Vernisie, Recording Secretary; Ming Yuan Low, Membership; Brigitte Sutton, Treasurer; James Maxson, Treasurer-Elect; Jenny Swanson, VP for Conference Planning; Lauren Faggiano, VP for Conference Planning-Elect; Donna Polen, Assembly Chair; Gary Verhagen; Parliamentarian; Amy Rodgers-Smith; Government Relations Jason Willey, MARAMTS Advisor; Colleen McDonough, MARAMTS Vice President Mark Ahola, Historian/Newsletter Editor; Tara O'Brien, Public Relations James Willey (at MARAMTS meeting)		
ABSENT	Carol Ann Blank, VP Membership		
CALL TO ORDER:	Meeting was called to order April 12, 2018 at 5:04 PM		
<p>I. Approval of Agenda Julie O'Neal made a motion for the President-Elect to present the changes to the Bylaws and Constitution after the approval of minutes, 2nd, motion passes. Julie made a motion to approve agenda as amended, 2nd, motion passes.</p> <p>II. Approval of Minutes (November 2017, St. Louis, MO) Kara Whipple made a motion to approve the minutes, 2nd, motion passes</p>			

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III. CONSTITUTION & BYLAWS PROPOSED CHANGES

DISCUSSION

1. President-Elect Beth Deyermond
Kristen O'Grady made a motion to suspend Robert's Rules of Order and instead of reading through all of the Bylaws and Constitution read only the changes and rationale, 2nd, motion passes.

Link for all proposed changes:

https://docs.google.com/document/d/1N2sU5uKG3TfpTy_RoFzG_X4cwji24zQ2YLQJTAFpVg/edit?usp=sharing

Proposed changes to the **Constitution**:

Article IV - Officers

Current: Section 3. The officers elected by the Mid-Atlantic Region Association of Music Therapy Students, hereinafter referred to as MARAMTS, shall be the Student Affairs Advisory Board Representative and the Student Representative. The officer elected by the Assembly Delegates and Alternates shall be the Assembly Chair.

Proposed: Section 3. The officers elected by the Mid-Atlantic Region Association of Music Therapy Students, hereinafter referred to as MARAMTS, shall be the **Student Affairs Advisory Board Representative** Student Affairs **Advisor** and the Student Representative. The officer elected by the Assembly Delegates and Alternates shall be the Assembly Chair.

Rationale: Changing Student Affairs Advisory Board Representative to Student Affairs Advisor clarifies the title of the position

Article IV - Officers

Current: Section 4. The appointed officers of the Region shall be the Recording Secretary, Editor of the official regional publication (hereinafter referred to as the Editor), Historian

Proposed: Section 4. The appointed officers of the Region shall be the **Parliamentarian, Assembly Chair**, Recording Secretary, Editor of the official regional publication (hereinafter referred to as the Editor), Historian **and Archivist.**

Rationale: Adding Parliamentarian, Assembly Chair and Archivist to list of appointed officers makes it consistent with the current makeup of the Executive Board

Article V - Executive Board

Current: Section 1. There shall be an Executive Board consisting of thirteen (13) voting members: President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, Treasurer-Elect, Student Affairs Advisory Board Representative (elected by MARAMTS), Government

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Relations Chair, Government Relations Chair-Elect, Public Relations Chair, and Student Representative (elected by MARAMTS). The Recording Secretary, Editor, Historian, and Assembly Chair shall be ex-officio members without the right to vote.

Proposed: Section 1. There shall be an Executive Board consisting of thirteen (13) voting members: President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, Treasurer-Elect, **Student Affairs Advisory Board Representative** **Student Affairs Advisor** (elected by MARAMTS), Government Relations Chair, Government Relations Chair-Elect, Public Relations Chair, and Student Representative (elected by MARAMTS). The **Parliamentarian**, Recording Secretary, Editor, Historian, **Archivist**, and Assembly Chair shall be ex-officio members without the right to vote.

Rationale: Changing Student Affairs Advisory Board Representative to Student Affairs Advisor clarifies the title of the position and adding Parliamentarian and Archivist to list of appointed officers makes it consistent with the current makeup of the Executive Board

Article VIII - Regional Councils and Committees

Current: Section 1. There shall be two standing councils: The National Service Council, and The Conference Council. Members to these councils shall be appointed by the President, with approval of the Executive Board, unless it is already a duty of an elected or appointed position. All council members shall perform such duties as specified in the Bylaws.

Proposed: Section 1. There shall be two standing councils: **The National Services Council**, and The **Regional** Conference Council. Members to these councils shall be appointed by the President, with approval of the Executive Board, unless it is already a duty of an elected or appointed position. All council members shall perform such duties as specified in the Bylaws.

Current: Section 2. The National Service Council shall be chaired by the Immediate Past-President and include regional representatives to the AMTA standing committees, regional members who sit as members of the AMTA Board of Directors, and the regional representative to the Judicial Review Board.

Proposed: Section 2. **The National Services Council** shall be chaired by the Immediate Past-President and include regional representatives to the AMTA standing committees, regional members who sit as members of the AMTA Board of Directors, and the regional representative to the Judicial Review Board.

Rationale: Changing the titles of National Service Council to National Services Council and Conference Council to Regional Conference Council makes the titles of the positions consistent with AMTA

Article VIII - Regional Councils and Committees

Current: Section 3. The Conference Council shall be chaired by the Vice President for Conference Planning and shall include the Vice President-Elect for Conference Planning; the Regional Event Planner, the Exhibits Coordinator, the

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Local Host(s), the Continuing Music Therapy Education Coordinator for Regional Conferences, Public Relations Chair, and the Vice President of MARAMTS.

Proposed: Section 3. The **Regional Conference Council** shall be chaired by the Vice President for Conference Planning and shall include the Vice President-Elect for Conference Planning, the Regional Event Planner, the Exhibits Coordinator, the Local Host(s), the **Continuing Music Therapy Education Coordinator for Regional Conferences** Continuing Education Coordinator, the Public Relations Chair, and the Vice President of MARAMTS.

Rationale: Adding the word Regional before Conference Council and changing Continuing Music Therapy Education Coordinator for Regional Conference to Continuing Education Coordinator clarifies titles of positions

Article VIII - Regional Councils and Committees

Current: Section 4. Members of the Finance Committee, Nominating Committee, Government Relations Committee, Public Relations Committee, Research Committee, and Regional Ad Hoc Committees shall be appointed by the President with Executive Board approval. The Finance Committee, Nominating Committee, Government Relations Committee, Public Relations Committee, and Research Committee shall perform such duties as specified in the Bylaws. The regional ad hoc committees shall perform such duties as authorized by the Executive Board.

Proposed: Section 4. Members of the **Finance Committee, Nominating Committee, Government Relations Committee, Historical Preservation Committee, Nominating Committee, Public Relations Committee, Regional Ad Hoc Committees, and Research Committee** shall be appointed by the President with Executive Board approval. **The Finance Committee, Nominating Committee, Government Relations Committee, Historical Preservation Committee, Nominating Committee, Public Relations Committee, and Research Committee** shall perform such duties as specified in the Bylaws. The regional ad hoc committees shall perform such duties as authorized by the Executive Board.

Rationale: Committees are listed in alphabetical order for ease of reading. Historical Preservation Committee is added to preserve and promote history of the MAR.

Article VIII - Regional Councils and Committees

Current: Article IX - Special Interest Groups and State Chapters

Members of the Region may petition the Executive Board to approve the formation of Special Interest Groups or State Chapters of the MAR. The Executive Board, in turn, may approve such Special Interest Groups or State Chapters, in accordance with procedures specified in the Bylaws.

Proposed: Article IX - Special Interest Groups and State Chapters Associations
Members of the Region may petition the Executive Board to approve the formation of Special Interest Groups or State **Chapters Associations** of the MAR. The Executive Board, in turn, may approve such Special Interest Groups or State **Chapters Associations**, in accordance with procedures specified in the Bylaws.

Rationale: Currently, all states that have associations are named as such

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Article X - Meetings

Current: Section 3. A meeting of the Region may be called at the National Conference at the discretion of the Regional Executive Board.

Proposed: Section 3. A membership meeting of the Region shall be called at the National Conference. The President shall coordinate with the AMTA Vice President to ensure meeting is scheduled.

Rationale: Membership meeting at the national conference has become standard practice and is an important vehicle of updating membership.

Article XI - Quorum

Current: Section 2. Regional business meetings: quorum of the Executive Board plus twenty-five (25) other professional members of the Region shall constitute quorum. At no time shall the lack of quorum at a non-business session prevent those present from proceeding with the program of the day.

Proposed: Section 2. Regional business meetings: quorum Quorum of the Executive Board plus twenty-five (25) other professional members of the Region shall constitute quorum for regional business meetings. At no time shall the lack of quorum at a non-business session prevent those present from proceeding with the program of the day.

Rationale: Re-wording provides clarity.

Proposed changes to **Bylaws:**

Article I - Membership

Current: Section 3. Only professional members in good standing, student members who have been professional members but have returned to graduate school and student status, and Honorary Life Members who are eligible for professional membership may hold office or vote.

Proposed: Section 3. Only professional members in good standing, student members who have been professional members but have returned to graduate school and student status, retired professional members and Honorary Life Members who are eligible for professional membership may hold office or vote.

Rationale: AMTA bylaws specify that retired professional members are provided with the privileges on the national and regional level, including the right to vote and hold office.

Article III - Duties of Elected Officers

Current: Section 4. The Vice President for Membership shall: succeed to the presidency in case of the resignation of the President, President-Elect, and the Vice President for Conference Planning; chair the Regional Services Council; serve as regional representative to the Membership Committee of the AMTA; maintain official statistical records of the membership for the Mid-Atlantic Region; correspond with members on related matters; correspond with the national Director of Membership Services to facilitate the transmission of information to the regional members; attend Regional Executive Board meetings; serve as Regional Membership Chair; coordinate the implementation of the website and email tree; establish and/or maintain a handbook outlining

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job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

Proposed: Section 4. The Vice President for Membership shall: succeed to the presidency in case of the resignation of the President, President-Elect, and the Vice President for Conference Planning; chair the Regional Services Council; serve as regional representative to the Membership Committee of the AMTA; maintain official statistical records of the membership for the Mid-Atlantic Region; correspond with members on related matters; correspond with the national Director of Membership Services to facilitate the transmission of information to the regional members; **coordinate professional scholarships; highlight membership contributions; coordinate emergency crisis response efforts;** attend Regional Executive Board meetings; **serve as Regional Membership Chair; coordinate the implementation of the website and email tree;** establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

Rationale: The addition of: **coordinate professional scholarships; highlight membership contributions; coordinate emergency crisis response efforts to description of duties; and deletion of: serve as Regional Membership Chair; coordinate the implementation of the website and email tree; updates job responsibilities to reflect current duties**

Article III - Duties of Elected Officers

Current: Section 5. The Immediate Past President shall: endeavor to effect a smooth transition of power by assisting and advising the new President as necessary; chair the National Services Council; chair the Nominating Committee appointed by the President; present the slate of nominees to the membership; attend Regional Executive Board meetings; serve as a member of the Assembly of Delegates; serve as a member of a Constitution and Bylaws Revision Committee; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

Proposed: Section 5. The Immediate Past President shall: endeavor to effect a smooth transition of power by assisting and advising the new President as necessary; chair the National Services Council; chair the Nominating Committee appointed by the President; present the slate of nominees to the membership; **facilitate the election of the Assembly Chair;** attend Regional Executive Board meetings; serve as a member of the Assembly of Delegates; serve as a member of a Constitution and Bylaws Revision Committee; **communicate with, advise, and guide corresponding student officer; serve as a member of the Historical Preservation Committee;** establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

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Rationale: Add responsibility of facilitation of election of Assembly Chair and serve as member of Historical Preservation Committee to clarify duties. Delete statement regarding corresponding student officer because MARAMTS does not have an Immediate Past President.

Article III - Duties of Elected Officers

Current: Section 9. The Public Relations Chair shall: coordinate regional public relations efforts; serve as regional representative to the Workforce Development and Retention Committee of AMTA; attend Regional Executive Board meetings; request that the President appoint Public Relations Committee members, as needed, to assist in developing and maintaining public relations efforts across the region; maintain regular communication with Public Relations Committee to assist them in fulfilling their duties as outlined in Article IX, Section 3, of the Bylaws; establish and/or maintain a handbook outlining job responsibilities; submit an annual, written report at the regional conference; and carry out such other duties as may be assigned by the President and Executive Board.

Proposed: Section 9. The Public Relations Chair shall: coordinate regional public relations efforts; **maintain the Regional website and social media outlets; facilitate communication between the webmaster the the Executive Board;** serve as regional representative to the Workforce Development and Retention Committee of AMTA; attend Regional Executive Board meetings; request that the President appoint Public Relations Committee members, as needed, to assist in developing and maintaining public relations efforts across the region; maintain regular communication with Public Relations Committee to assist them in fulfilling their duties as outlined in Article IX, Section 3, of the Bylaws; establish and/or maintain a handbook outlining job responsibilities; submit an annual, written report at the regional conference; and carry out such other duties as may be assigned by the President and Executive Board.

Rationale: Clarification of responsibilities

Article III - Duties of Elected Officers

Current: Section 12. The Student Affairs Advisory Board Representative shall: serve as the regional representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive Board meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Executive Board advised of all regional and national student activities; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by the MAR or MARAMTS; and carry out such other duties as may be assigned by the President or the Executive Board.

Proposed: Section 12. The **Student Affairs Advisory Board Representative Student Affairs Advisor** shall: serve as the regional representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive Board

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meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Executive Board advised of all regional and national student activities; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by the MAR or MARAMTS; and carry out such other duties as may be assigned by the President or the Executive Board.

Rationale: Clarifies the title of position.

Article IV - Duties of Appointed Officers

Current: Section 1. The Recording Secretary shall: send out meeting announcements; distribute agendas; keep minutes of all meetings of the Executive Board and the general membership; tally and record all email votes in the Executive Board files, notify the President of the outcome, and include the results in their report to Board; and assure that corporate minutes are maintained. The Recording Secretary shall submit copies of all minutes to the Executive Board, Regional Delegates and Alternates to the AMTA Assembly, and the Archivist. Minutes shall be made available to the general membership upon request. The Recording Secretary shall also: communicate with, advise, and guide the corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

Proposed: Section 1. The Recording Secretary shall: send out meeting announcements; distribute agendas; keep minutes of all meetings of the Executive Board and the general membership; tally and record all email votes in the Executive Board files, notify the President of the outcome, and include the results in their report to Board; and assure that corporate minutes are maintained. The Recording Secretary shall submit copies of all minutes to the Executive Board, **the Archivist, and the webmaster for posting on the Regional website.** ~~Regional Delegates to the AMTA Assembly and Alternates, and the Archivist. Minutes shall be made available to the general membership upon request.~~ The Recording Secretary shall also: communicate with, advise, and guide the corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

Rationale: Clarification of responsibilities

Article IV - Duties of Appointed Officers

Current: Section 4. The Historian shall publish any findings of historical value in the regional publication; coordinate historical displays and the dissemination of historical information; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

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Proposed: Section 4. The Historian shall, **with the Archivist, co-chair the Historical Preservation Committee; preserve and share pertinent events within the MAR;** publish any findings of historical value in the regional publication; coordinate historical displays and the dissemination of historical information; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

Rationale: Clarification of responsibilities

Section 5. The Parliamentarian shall: be knowledgeable of the MAR Constitution and By-Laws as well as Robert's Rules of Order, most recent edition; assist the MAR Executive Board in interpreting the Constitution, By-Laws and rules of order; and advise the President on the proper procedures for the conduct of Executive Board and Regional business meetings.

Rationale: The addition of the Parliamentarian's job description provides clarity to the position's duties and responsibilities

Section 6: The Archivist shall, with the Historian, co-chair the Historical Preservation Committee; maintain the regional Archives, including identifying best methods for maintaining, storing, and (when appropriate) digitizing various types of documents and artifacts; forward appropriate items to the AMTA Archivist for permanent preservation in the AMTA Archives; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

Rationale: The addition of the Archivist's job description provides clarity to the position's duties and responsibilities

Article V - Appointed Positions

Current: Appointed positions shall consist of the following: Parliamentarian, Registration Chair of the Regional Conference, Public Relations Representatives, Members of the MAR Government Relations Committee, Archivist, Continuing Music Therapy Education Coordinator, Exhibits Coordinator, Regional Event Planner, and Assistant Editor, should one be needed. Specific duties of each position shall be defined and assigned by the President and/or the Executive Board. The Region will maintain handbooks delineating the current duties of each appointed position.

Proposed: Appointed positions shall consist of the following: **Parliamentarian, Registration Chair of the Regional Conference,** Public Relations Representatives, Members of the MAR Government Relations Committee, **Archivist, Continuing Music Therapy Education Coordinator Continuing Education Coordinator,** Regional Event Planner, and Assistant Editor, should one be needed. Specific duties of each position shall be defined and assigned by the President and/or the Executive Board. The Region will maintain handbooks delineating the current duties of each appointed position.

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Rationale: Parliamentarian and Archivist are listed under Appointed Officers, Registration Chair of the Regional Conference no longer exists with the use of Reg Online, and clarifies title of position

Article VI - Elections, Terms of Office, and Vacancies

Current: Section 4. Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2, 3, and 5.

Proposed: Section 4. Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2, 3, and 5. **Should a vacancy occur in the Immediate Past President position, the President will appoint someone to fill that position for the remainder of the term with preference being given to former Past Presidents.**

Rationale: The role of the Immediate Past President requires knowledge gained through succession to that office.

Article VI - Elections, Terms of Office, and Vacancies

Current: Section 7. All elected officers except the Treasurer, Treasurer-Elect, and Assembly Delegates shall commence office June 1st and continue for a term of two (2) years or until the next subsequent election. The incoming President shall be formally introduced at the closing session of the annual spring conference. The Treasurer's and Treasurer-Elect's terms will commence with the start of the new fiscal year following the election. The Assembly Delegates' term of office will coincide with the terms of the national officers

Proposed: Section 7. All elected officers except the Treasurer, Treasurer-Elect, Student Affairs Advisor and Assembly Delegates shall commence office **June 1st at the conclusion of the summer transition meeting** and continue for a term of two (2) years or until the next subsequent election. The incoming President shall be formally introduced at the closing session of the annual spring conference. The Treasurer's and Treasurer-Elect's terms will commence with the start of the new fiscal year following the election. The Assembly Delegates' term of office will coincide with the terms of the national officers.

Rationale: Updated wording to include Student Affairs Advisor and change the date of the transition timeline reflects current practices

Article VI - Elections, Terms of Office, and Vacancies

Current: Section 9. Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until the next annual regional conference. Immediately thereafter, the vacant position shall be filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2 and 3.

Proposed: Section 9. **Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until the next annual regional conference.**

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Immediately thereafter, the vacant position shall be filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2 and 3.

Rationale: Section 9 is worded very similarly to Article VI, Section 4, therefore is redundant and Article VI, Section 9 can be deleted

Article VI - Elections, Terms of Office, and Vacancies

Current: Section 9. Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of Members of Societies in Robert's Rules of Order.

Proposed: Section 10-9 . Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of Members of Societies in Robert's Rules of Order.

Rationale: Update section number to Section 9 as with the removal of the previous section, re-numbering is necessary

Article VII - Assembly of Delegates

Current: Section 3. The Delegates and Alternates shall be elected by secret ballot as outlined in Article VI, Section 4. Immediately following the Assembly-Elect meeting at national conference in odd-numbered years, the Assembly Delegates and Alternates present shall elect one Delegate to serve as Assembly Chair. Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair.

Proposed: Section 3. The Delegates and Alternates shall be elected by secret ballot as outlined in Article VI, Section 4 3. Immediately following the Assembly-Elect meeting at national conference in odd-numbered years, the Assembly Delegates and Alternates present shall elect one Delegate to serve as Assembly Chair. Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair. In odd-numbered years, the Assembly Delegates and Alternates shall elect one Delegate to serve as Assembly Chair in an email vote coordinated by the Immediate Past President within one (1) month following the annual AMTA conference. Current voting members of the Executive Board, as well as Alternate Delegates, shall be deemed ineligible to serve as Assembly Chair.

Rationale: Lists the correct section number and clarifies the election process for the Assembly Chair

Article VIII - National Standing Committees and Boards

Current: Section 1. The National Standing Committees are: Academic Program Approval Committee, Affiliate Relations Committee, Association Internship Approval Committee, Clinical Practice Networking Committee, Continuing Education Committee, Diversity and Multiculturalism Committee, Government Relations Committee, International Relations Committee, Membership Committee, Professional Advocacy Committee, Reimbursement Committee, Research Committee, Standards of Clinical Practice Committee, and Technology Committee, Workforce Development and Retention Committee.

Proposed: Section 1. The National Standing Committees are: Academic Program Approval Committee, ~~Affiliate Relations Committee,~~ Association Internship Approval Committee, Clinical Practice Networking Committee, Continuing Education Committee, Diversity and Multiculturalism Committee, Government

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Relations Committee, International Relations Committee, **Interprofessional Collaborative Resources Committee**, Membership Committee, Professional Advocacy Committee, Reimbursement Committee, Research Committee, Standards of Clinical Practice Committee, Technology Committee, and Workforce Development and Retention Committee.

Rationale: Change reflects current name of AMTA Committee and places committees in alphabetical order

Current: Section 2. The National Boards are the Judicial Review Board and the Student Affairs Advisory Board.

Proposed: Section 2. The National Boards **which include regional representation** are the Judicial Review Board and the Student Affairs Advisory Board.

Rationale: Clarifies language

Section 7. Mid-Atlantic Region Association for Music Therapy Students (a) The Mid-Atlantic Region Association for Music Therapy Students (MARAMTS) is the official student organization of the MAR and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

Section 7. ~~Mid-Atlantic Region Association for Music Therapy Students (a)~~ The Mid-Atlantic Region Association for Music Therapy Students (MARAMTS) is the official student organization of the MAR and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

Rationale: Removal of redundant wording

Article IX - Regional Committees and Auxiliary Organizations

Proposed: Section 6. The Historical Preservation Committee shall consist of the Historian and Archivist, who shall serve as Co-Chairs, the Immediate Past President, a student representative, and other members deemed necessary by the Co-Chairs. Duties of the Historical Preservation Committee are to serve as a resource for MAR members interested in historical research; submit articles to the regional newsletter; coordinate the presentation of historical sessions at the annual conference; prepare and exhibit archival materials at the MAR booth and AMTA and MAR conferences; and support and assist the Archivist in obtaining and preserving items for the Regional Archives.

Rationale: New section needed to outline duties of this newly-formed committee.

Current: Article X - Special Interest Groups and State Chapters

Section 1. Members of the Mid-Atlantic Region may petition the Executive Board for recognition as a Special Interest Group for reasons of professional development in specialized areas of clinical practice. Members desiring to form a Special Interest Group (SIG) must present a request in writing from five (5) members stating the specialty area involved, the need for the SIG, and the educational and professional goals for the SIG. SIGs may request special programming for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board.

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Section 2. Members desiring to form a State Chapter of the MAR must present a request in writing, a copy of their Constitution and Bylaws and a current roster to the MAR President. These documents must be re-submitted when changes are made.

Section 3. SIGs and State Chapters may request special programming or meetings for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board. Recognition is contingent upon an affirmative majority vote of the Executive Board.

Proposed: Article X - Special Interest Groups and State ~~Chapters~~ Associations

Section 1. Members of the Mid-Atlantic Region may petition the Executive Board for recognition as a Special Interest Group for reasons of professional development in specialized areas of clinical practice. Members desiring to form a Special Interest Group (SIG) must present a request in writing from five (5) members stating the specialty area involved, the need for the SIG, and the educational and professional goals for the SIG. SIGs may request special programming for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board.

Section 2. Members desiring to form a State ~~Chapters~~ Associations of the MAR must present a request in writing, a copy of their Constitution and Bylaws and a current roster to the MAR President. These documents must be re-submitted when changes are made.

Section 3. SIGs and State ~~Chapters~~ Associations may request special programming or meetings for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board. Recognition is contingent upon an affirmative majority vote of the Executive Board.

Rationale: Currently, all states that have associations are named as such

- a. Beth extended thanks to Gary, Julie, Becky Warren, and Donna for all of their efforts towards this project. The majority of the changes were more clarification/administrative in nature rather than substance. With the exception of the historical preservation committee and descriptions of parliamentarian and archivist, most other changes are about clarifying the wording, names of positions, and it was noted that there was confusion about appointed officers vs. appointed positions, so we tried to make it congruent.
- b. Mike explained that today we presented the changes; look over the changes tonight, and if you have any questions you can ask the committee, and tomorrow we will vote on the changes.

IV. COMMITTEE REPORTS

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DISCUSSION

A. Academic Program Approval

Suzanne Sorel

- a. 81 total programs
 - i. 43 undergraduate, 32 undergraduate and graduate (including 6 doctoral programs), 6 masters (including 2 doctoral programs)
 - ii. Programs approved since 2016 AMTA Conference:
 1. Carroll University (Wisconsin)
 - iii. Programs re-approved since 2016 AMTA conference
 1. SUNY New Paltz
 2. Duquesne University
- b. Some motions that wanted to be given to the assembly
 - i. One was defining the MT theory as an advanced standard. What kind of texts/resources in advanced/masters courses that they weren't adhering to MT theory. Unsure if that was passed or not
 - ii. Clinical training component - we added the words 'across the lifespan' because we wanted to make sure that students were getting a wide range of populations for experience.
 - iii. Added more clarifying language - sometimes when programs have university-affiliated internships, they were taking classes at the same time, but the types of classes needed to be advanced levels classes rather than theories/methods classes. There were some problems with the way that programs were structuring their program.
 - iv. Equivalency-only applications - working with national office to make the option to submit applications online and working on creating a newsletter for professors.
 - v. We want to see as a committee that's helpful for programs, and want to be of support for membership at any time. Suzanne is that point person, any issues whether you're faculty or program director, please contact her, this committee is a resource for you- they're not just for reassessing and reapproving!
 - vi. Regional reps in the future will be liaisons to newly approved/reapproved programs to assist them in the approval process.
 - vii. For clarification, APAC is adding questions regarding university-affiliated internships to the approval and reapproval applications.

B. Interprofessional Collaborative Resources

Scott Horowitz

- a. Working on revising the fact sheets that are on the AMTA website around specific populations, as they realized that they are representing too much on one sheet
 - i. Biggest task is that the sheets are quite outdated in their literature, the committee is working on gathering the literature base for setting that the fact sheets address, and tapping academics and researchers for their information. Working hard to get those sheets updated quickly but thoroughly.
 - ii. Also trying to implement where they can be updated more fluently as more research emerges.

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- b. The committee recommended to AMTA that they consider joining one of these as an organization, but they want more data to see that academics are engaging in interprofessional practice. Gathering data to support the AMTA.
- c. As of January, Scott was appointed the co-chair of the ICRC which means he is no longer the regional representative for this committee. He is allowed to put forth another representative from the region. If any member is interested in serving, please reach out to Scott and he can field questions.

C. Association Internship Approval

Susan Glaspell

- a. Added 4 new internship sites - Levine Music, Cohen Children's Medical Center, Upstate Golisano Children's Hospital, Shenandoah Valley - Westminster Canterbury
- b. MAR has 30 internship sites as of the end of 2017.
- c. 59 interns who have completed internships, 14 who were accepted, started and will finish this year
- d. Working on all of the sites to send acceptance acknowledgements and site evaluations.
- e. Did have a site evaluation for each of the 59 interns who finished.
- f. The process for reporting numbers for internship site annual reports is being defined - pulling in some sites that haven't been on board with reporting, anticipated that intern numbers will increase in the next year.
- g. Supervision CMTE for national roster of supervisors - given by Susan this morning, had 12 attendees; last year there were 8.
- h. Looking ahead, there are two internship site applications in progress - upon acceptance, one will be the first national roster site in WV! Now every state in our region will be represented with internship sites on the National Roster.
- i. 13 interns completed internship already this year.
- j. Salem Veterans Affairs Medical Center has become reactivated.
- k. Appreciate the internship directors by sending in reports and keeping in touch.

D. Continuing Education

Clare Arezina

- a. Laurie Keough - Co-Chair of the National Continuing Education Committee - the architect for getting the AMTA as an approved provider for LCATs, which was effective as of Feb 21st of this year. There is one e-course that is free for everybody - it is on the AMTA website Barb Else - 3 hour.
- b. There is an epidemic of poorly written learning objectives that we're seeing in our region. The committee wrote a proposal, which will hopefully be accepted, for national conference to talk about how to write a good proposal and write good learning objectives.

E. Workforce and Development Retention

Tara O'Brien

- a. Tasked with touching base with each of the regions to talk about their HS sessions, to try to promote the MT field for HS students in the area. Came up with talking points for clinicians and educators in the area who may be presenting - shout out to the local committee and especially Sara Masters for putting it all together.

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F. Government Relations

Amy Rogers-Smith

- a. Continue to represent membership at federal and national coalitions, also involved with NIH and Kennedy partnerships (ongoing), most recently represented us at the Arts Advocacy Day which is an annual event every Spring in DC.

G. International Relations

Flossie Ierardi

- a. New leadership - two co-chairs now, and a new council coordinator Michele Forinash.
- b. Big task is the global perspectives session at National Conference, doing it different this year with a vetting process, slightly different application process, with fewer but longer presentations. Will get news out about how to go about applying.
- c. Received an email from a MT in the peace corps - raised ethical questions - "short term trips to provide MT to developing countries that are seen as behind because of colonialism". There may be a deterrent in establishing music therapy in those countries and that we should supporting sustainable and capacity building development internationally - this committee will be having more conversation about this.
- d. Committee has also been in communication with the WFMT & Bronwin Landers (MAR member). Sends kudos and gratitude to members for their participation in World Music Therapy Day on March 1st. There was a very strong online presence that generated a reach of 1 million people. Reminder that the World Congress of Music Therapy will occur in South Africa in 2020.
- e. Conferences to mention:
 - i. Canadian Association conference - May 24-26
 - ii. International Association for Music & Medicine - June 7-10, Barcelona, Spain
 - iii. Hong-Kong Music Therapy Conference - August 3-6

H. Membership

Ming Yuan Low

- a. No new reports from the national level - they are still having continuing efforts with social media to increase membership.

I. Professional Advocacy

Tracy Wanamaker

- a. We are the committee that helps membership with advocacy in the sense of when you see misrepresentation, and you're not sure how to handle it.
- b. Found an online platform that allows parents and other therapists to provide music therapy just by 'clicking things' on the website - this committee is working on communicating with this online platform to educate/advocate.
- c. If you find something that you need help with, please email Tracy.
- d. There is a lot of advocacy that are happening on social media (facebook threads, etc.) There is a reminder about professional advocacy, and if a member does not know how to handle the situation, it's okay to stop and contact Tracy.

J. Reimbursement

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K. Research

Gene Ann Behrens

- a. Joke Bradt speaking on behalf of Gene Ann.
- b. Main task each year is to create the research track at conference as a committee, and coordinate the awards.
- c. Research track is focused on helping clinicians and people who currently perceive themselves as non-researchers in helping develop skills and confidence so they can perform research as well, which is part of MTR 2025.
- d. Excited to have Lisa Gallagher as the special guest, talking about how you can use your clinical notes for research.
- e. Andi Hunt is doing a session about how to access the literature if you're not a student/connected to academia. To build EBP. All very practical sessions.
- f. We will wait to announce the award winners until the awards ceremony.
 - i. Emphasize we are so progressive to offer grants to our membership.
 - ii. To collaborate with the research award is not being imitated by AMTA we are at the forefront at what should be happening.

L. Clinical Practice Networking

Gabriella Ortiz

- a. Networking session - expanded this year.
 - i. MT from Norway speaking about community music therapy, Trish Winter will be speaking about research, Kate Koffmann will be speaking about trauma, neurodiversity with CJ Shiloh, MT & Technology with Brett Miller, allies of social justice with Marisol Norris.
 - ii. On the national level, working on developing a mentor/mentee program where new professionals can be matched with seasoned professional in a specific area of interest. Reaching out to outside organizations to see how they set up this mentor/mentee program.
 - iii. Planning on organizing an online networking session for members which will pilot within our region. So if there is something of interest to members please reach out to Gabby.

M. Standards of Clinical Practice

Bob Miller

- a. Currently working on revamping the standards of clinical practice to be more in alignment with competencies and other national documents; getting ready to submit to the board an almost completely revised document. This committee has also been tasked with checking into and possibly revising the AMTA definition of music therapy. Once the committee finishes the standards, then the preamble and introduction is based on the definition. Any thoughts on this please feel free to send comments to Bob.

Recess at 6:01 PM.

Call to order at 11:04 AM.

Motion made to add President-Elect's report back into the agenda at Section V Item B, 2nd, motion passes.

N. Technology

Noa Ferguson

- a. No report; not present

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	<p>O. Judicial Review Board Leah Oswanski</p> <p>a. No report; not present</p> <p>P. Diversity, Equity, and Inclusion Marisol Norris</p> <p>a. No new news from national committee</p> <p>b. The committee will see how they can be reconstructed with concerns that members have brought, revising those goals, changing the name of the committee to what would be more relevant to MAR.</p> <p>c. On a regional level, there's been conversation about having a committee for MAR to deal with issues of DEI. Many of the national goals are designed to meet the members, but they don't meet the regional needs at the moment. MAR has thought about constructing the regional committee. It is an ad hoc committee for now, with Marisol/Jenny co-chairing, getting things together in order to hear more in the future. The plan is to create a standing committee.</p>
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V. OFFICER REPORTS	
DISCUSSION	<p>A. President's Report Mike Viega</p> <p>a. Not everybody (about 120 members) received a ballot for special election due to error in constant contact. The election is not going forth because it's not finished. We had three vacancies - 1) Immediate Past President (Julie Neal running unopposed), 2) Public Relations Chair, (Tara O'Brien running unopposed), and 3) Vice President for Membership, with Ming Yuan Low and Carol Ann Blank both running, so that is the election where it wasn't running unopposed.</p> <p>i. Question raised - When should we expect to receive the ballot if we didn't get it the first time around?</p> <p>1. Should be early next week if you did not originally receive a ballot.</p> <p>ii. Only members who did not receive the ballot originally will be receiving the ballot to vote.</p> <p>b. Vacancies</p> <p>i. Reimbursement committee - would like to appoint someone quickly to chair this committee. If interested, reach out to Mike.</p> <p>ii. Archivist - Needing someone local (Pittsburgh area). Very rich history in the region. The archives are at Duquesne. This position has been vacancy for several years. If you are interested and local, reach out to Mike.</p> <p>c. The executive board nominated Joke Bradt to sit for the stakeholders committee for the Board of Directors. This committee will look at qualifications needed for the Executive Director position of the AMTA. The Board was tasked</p>

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to come up with a member quickly. The Board met via video conferencing, nominated Joke, and she graciously and excitedly accepted.

- d. There's a position opening for the ICRC if you're interested in that please Scott Horowitz. This is your chance to get involved in our region!

B. President-Elect's Report

Beth Deyermond

Debbie Benkovitz Williams made a motion to suspend Robert's Rules of Order and eliminate the re-reading of the bylaws changes and vote on them as a block, in light of the fact that the proposed bylaws changes and rationales were read yesterday in the business meeting, 2nd, motion carries.

C. Immediate Past-President's Report

Julie Neal

- a. Thanked membership for the expeditious vote on the constitution and bylaws.
- b. Julie explained the role of past-president; most importantly serving as a mentor/guide for our president, which continues on a regular basis. She is very impressed with this board! Please continue to let the Board know of members needs.
- c. Explained that she also is the Chair the National Services Council, which is made up of all the regional representatives to national standing committees. If one is a representative, remember that Julie is a resource for you.

D. Secretary's Report

Shawna Vernisie

- a. No report as minutes were approved during previous business meeting.

E. VP of Membership's Report

Ming Yuan Low

- a. Regardless of how voting turns out (for this position, as ballots are being sent out to those who did not receive), Carol Ann and Ming Yuan spoke and are committed to working together in any capacity.
- b. At the end of the first quarter, MAR has 705 members, which is a 10 member decrease (usually expected).
- c. Reminder that we have many scholarships within our region and are making this a priority to let membership know. Also in the midst of creating more scholarships for members.
 - i. One new scholarship is the MAR Scholarship for Racial Minority Students. Professors should let students know that this is a new award, specifically designed to contribute to the advancement of minority students within the field of music therapy (\$1,000).
 - ii. It will be open to apply in October 2018.
- d. Changed the name of one student scholarship to the Janet C. Murphy Scholarship for Regional Conference.
 - i. Available to both undergraduate and graduate students.

F. Assembly Chair's Report

Donna Polen

- a. At the last national conference, the assembly voted to approve the existing members; they felt the importance was there to keep that same group working. For more detail, see the report in the regional letter.

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- b. MLE plenary session that is happening during conference - please come prepared with questions/comments/concerns. This is the first time that there's been a formal presence of the assembly delegates at our regional conference, as they typically meet only at national conference. The assembly represents the membership. By taking your interests to the larger body of the association and profession. The Assembly deals with policy making decisions. The Assembly needs membership's ideas of how to move the profession forward. We would like to see more communication between membership and Assembly. At the MLE session, only information will be gathered; it will not be a space to answer any questions. (not answer).
- c. Donna can always be reached via email at MARAssemblyChair@gmail.com. Membership can comment through email or through possibly scheduling phone times. All of the Assembly member's names, emails, and faces are on the regional website.

G. Vice-President of Conference Planning's Report

Jenny Swanson

- a. This is our 2nd largest conference with 697 attendees, plus 50 exhibitors/intern tables. At conference there will still be an exhibit spectacular, networking lunch, and Sister Donna Marie Beck is at conference for a visit.
- b. Networking Lunch included new tables, such as: Music Technology, Allies of Social Justice, Cultural Responsiveness, Research, Trauma, and Community Music Therapy (guest from Norway).
- c. New process for reviewing CMTes & concurrent sessions for this conference with a large help from Clare Arezina. This conference there were a large amount of reviewers, and they used detailed rubric and provided detailed comments, which then each presenter received.
- d. The committee increased diversity in topics, and implemented a new advanced track and DEI track, which the committee hopes to continue for future conferences.

H. Government Relation Chair's Report

Amy Rogers-Smith

- a. We're still working on the Arts Advocacy Day scholarships - with the intention that someone from membership can attend that national event in DC that is still in the works.
- b. State updates
 - i. DE - still working on getting their survey out to professionals. They are staying mindful and strategic because people go to DE to work but don't live there, and they need to get a full picture of all the info.
 - ii. WV - Karla is now the single Chair. Joint advocacy training with Virginia - Hill Day was cancelled because of the teacher's strike.
 - iii. VA - Chair stepped down, we approved two new co-chairs. Joint Advocacy Training was on Feb 28th. Currently working on some bill language and scoping out sponsors. Also dealing with special education issues.
 - iv. MD - Working on updates to fact sheets, and considering potential board to house the bill, possibly doing a registry instead of license.

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	<ul style="list-style-type: none">v. NJ - Both assembly and senate bills have sponsors and signers. The assembly bill passed 59-13.vi. NY - Assembly and Senate bill both have sponsors. Planning a hill day in early June. Members who live in NY should watch their email and newsletters to see how to support.vii. PA - excited and inspired by the advocacy breakfast. Thank you to PA task force for this work! There were legislators there, other professionals speaking in support, and parents sharing their stories. Members should look for call to actions to help support in moving this forward.viii. To all MAR members- the committee always has information in emails and newsletters, especially with calls to action. Any questions please contact Amy or CJ. <p>I. Public Relation Chair's Report Tara O'Brien</p> <ul style="list-style-type: none">a. There will be an MLE session at conference.b. QR codes will be used to scan to look at archived files in the region. There will also be an opportunity to learn from "Who Wants to Be a Millionaire?" and "Jeopardy!".c. The PR committee will be working with VP of Membership to brainstorm promoting scholarships. One way they will be doing this is potentially is by creating a powerpoint to give to faculty who then can show students.d. Also working with Erin Lunde on the website member concerns.e. Reminder - materials are available to you! Please reach out to Tara if you are interested.f. Send committee updates you can send to Erin and let her know where that info should be. The email is: MARAMTA.webmaster@gmail.com
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VI. NEW BUSINESS	
DISCUSSION	None

VII. GOOD AND WELFARE

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DISCUSSION	<p>Congrats to Mike Viega and family on the birth of his new daughter!</p> <p>Sr. Miriam Pfeifer sends her love to conference-goers, her ride was sick and was unable to attend this year, and if anyone wants to send her an email she would appreciate it.</p> <p>Congrats to Leslie Hunter who has retired.</p>
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MOTION TO ADJOURN	<i>Motion made by Beth Deyermund, 2nd. Motion passes</i>
MEETING CLOSED	Meeting adjourned at 11:59 AM.
NEXT MEETING	MAR-AMTA Executive Board Fall Meeting, September 2018, Elizabethtown, PA