

MAR-AMTA Executive Board Meeting

MINUTES	Friday, November 6 th Saturday, November 7 th	6:00PM-7:20PM 6:15PM-7:45PM	National Conference Executive Board Meeting; Louisville, KY
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MEETING CALLED BY	Julie Neal, President
TYPE OF MEETING	National Conference Executive Board Meeting
FACILITATOR	Julie Neal, President
NOTE TAKER	Elaine Kong, Recording Secretary
ATTENDEES	Julie Neal, President; Gabby Ritter, President-Elect; Kristen O’Grady, Past President; Elaine Kong, Recording Secretary; Brigette Sutton, VP for Conference Planning, Trish Winter, VP-Elect for Conference Planning-Elect; Gary Verhagen, Parliamentarian; Maria Fay, Government Relations; Conio Loretto, Student Affairs Advisor; Megan Resig, Public Relations; Donna Polen, Assembly Chair; Mark Ahola, Newsletter Editor; Anita Gadberry, VP Membership
CALL TO ORDER:	Meeting was called to order at 6:06PM

- I. **OPENING PROCEDURES**
 - A. APPROVAL OF AGENDA
 - B. APPROVAL OF MINUTES
 - C. APPROVAL OF CONSENT AGENDA

JULIE NEAL

DISCUSSION	<p>A. J. Neal entertained the motion to approve the agenda. G. Ritter moved to approve agenda. Seconded. Motion approved.</p> <p>B. J. Neal entertained the motion to approve Fall Executive Board Business Meeting minutes from Elizabethtown, PA. G. Ritter requested to clarify information in President-Elect, Section B in minutes. B. Sutton moved to approve the minutes with amendments maid. Seconded. Motion carries.</p> <p>C. Consent Agenda. J. Neal asked to remove Deborah Benkovitz from being approved for the Nominations Committee as she is moving to Ohio for a new job and to be with family. J. Neal asked the board members to think of another member for next year and let K. O’Grady know. M. Fay clarified that everyone in the consent agenda is to be approved in one block. G. Ritter moved to approve consent agenda as amended. C. Loretto seconded. Motion moved.</p>
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CONCLUSIONS	J. Neal entertained motion to approve the agenda. Seconded. Motion carries. J. Neal moved to approve Buffalo Executive Board meeting minutes. Clarification
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requested. B. Sutton moved to approve minutes as amended. Seconded. Motion carries. Consent agenda was amended as D. Benkovitz is leaving the region and will be unable to serve on the Nominations committee. G. Ritter moved to approve consent agenda as amended. C. Loretto seconded. Motion carries. G. Verhagen was approved to be a member of the Nominations committee. A. B. Tenney and B. Hunter were approved for Maryland Task Force Student Members. A. Amir, C. Arezina, and T. S. Wanamaker were approved for New York Task Force Members

II. OFFICER REPORT'S
A. PRESIDENT

JULIE NEAL

DISCUSSION

- J. Neal provided highlights from the Regional Presidents meeting.
1. AMTA request regions to sponsor a part of the AMTA conference. K. O'Grady stated that MAR has sponsored a portion of the bags in previous conferences. Discussion from the board members concluded that they will look more closely and be more intentional for future conferences.
 2. GLR donated \$5,000 towards the Archives Project, and they are challenging the other regions to donate towards the project. Board members discussed that they have donated in the past, and MAR region has their own archives. They continued to discuss how MAR is in a good financial state and could probably make donations. Board members raised concerns that we should donate in our best interest – to show support for certain projects that we believe in. J. Neal stated that there were many requests to donate as a region so we should be thoughtful as a region and discuss and consider what we can do as a region in the future.
 3. State Recognition Plan. Judy Simpson and Rebecca Preddie of AMTA Government Relations informed that there is one part-time person serving 43 state task forces. The individual does not have the resources to help all the states, and therefore, they would like to hire. Donation was asked to be marked for State Recognition Plan. Board members discussed how MAR region is supporting our state recognition. In addition, board members discussed how to promote the importance of membership as membership dollars go to AMTA, which will assist the funds needed for a part time individual for State Recognition Plan.
 4. Rebecca Preddie, AMTA Government Relations, wants us to inform members about scholarships. Board members discussed how the website is difficult to navigate to access that information.
 5. Inviting AMTA President to MAR Regional Conference. Amy Furman, AMTA President, was unable to attend last year's regional conference in Buffalo, NY due to illness. Plan to invite her to this year's conference in Ocean City, MD.
 6. Other – Professional membership is up from last year. Master Level Entry subcommittee wants a slot in every regional conference, and is putting together a proposal. B. Sutton asked if it needs an unopposed spot or can

be in a concurrent session slot. J. Neal informed that it is up to us.

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Discuss with B. Carroll about the possibility to donate towards the Archivist Project and State Recognition Plan for the future.

Executive Board Members

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Discuss and submit an item to promote membership in Newsletter before regional conference.

M. Ahola, A. Gadberry

In time for newsletter;
Before MAR Conference

Inform members about available scholarships.

Executive Board Members

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Invite Amy Furman, AMTA President, to regional conference in Ocean City, MD

J. Neal

ASAP

Provide a timeslot at regional conference for Master Level Entry subcommittee session.

B. Sutton

Before MAR Conference

B. PRESIDENT-ELECT

GABBY RITTER

DISCUSSION

Report in Board Book.

- a. G. Ritter reminded board members that the region has 3 state associations, Maryland, Virginia and New Jersey. Pennsylvania has a Facebook group, but does not have an association.
- b. G. Ritter and M. Fay drafted a policy outlining the roles/responsibilities of a State Task Force versus a State Association.
- c. Maryland is already formally affiliated with MAR. New Jersey declined for now as they are working on non-profit status. Virginia was interested and began the discussions about being affiliated, and will decide during the next meeting in the spring.
- d. G. Ritter and E. Kong drafted a policy for e-mail handoff. Recovery e-mail will be the Secretary position, but the use of their own phone number is OK. J. Neal asked when it will begin, and G. Ritter and E. Kong are still working on that.
- e. G. Ritter continues to work on a policy for communication between President-Elect position and the state associations. No timeline has been set.
- f. MAR CMTEs – Board members discussed how Virginia was unable to contact the appropriate personnel to submit proposals for CMTE. State associations are requesting to have CMTEs. Board members discussed

why CMTEs are for members only. L. Keough, Regional Continuing Education Coordinator, does not have the necessary paperwork, and also not receiving paperwork in time to contact CBMT. G. Ritter invited L. Keough to the next meeting, and D. Polen suggested that C. Arezina be included in the discussion. J. Neal suggested that there should be application question to indicate AMTA membership. M. Resig suggested converting the forms to electronic. K. O’Grady suggested that a policy needs to be put together to outlining the responsibilities; and to include L. Keough during this process. Board members discussed ways to differentiate membership and the need to outline clear benefits and expectation of support for affiliated state associations. Constitution by-laws will be submitted, and current by-laws will be updated.

g. G. Ritter moved into executive session at 7:06PM. K. O’Grady seconded. Motion moved. Consensus to come out of executive session at 7:15PM.

CONCLUSIONS
 Policies for 1) roles/responsibilities of a State Task Force versus a State Association, 2) e-mail hand off, and 3) communication between President-Elect position and state associations will continue to be solidified. New policy is required to assist with proposals for CMTEs, and by-laws need to be updated to outline clear benefits for affiliated state associations.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Finish policy for roles/responsibilities of State Task Force versus State Association.	G. Ritter; M. Fay	--
Finish policy for President-Elect communication with state associations.	G. Ritter	--
Finish policy for recovery of e-mail accounts.	G. Ritter; E. Kong	--
Obtain usernames and passwords of all board members.	E. Kong	--
Outline and detail responsibilities in a policy for CMTEs	G. Ritter; L. Keough	Before MAR Conference
Submit and update constitution by-laws about state association affiliation benefits.	G. Ritter?	Before MAR Conference

C. PAST PRESIDENT

KRISTEN O’GRADY

DISCUSSION
 K. O’Grady reminded board members if they wanted to rerun for office to let her know.

CONCLUSIONS
 Inform K. O’Grady if you would like to rerun for office.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Inform K. O’Grady if you would like to rerun for office.	Appropriate board members	Before MAR Conference

D. ARCHIVIST

JULIE NEAL FOR PHIL MAUSKAPF

DISCUSSION	None.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
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E. HISTORIAN

JULIE NEAL FOR LILLIAN EYRE

DISCUSSION	<p>a. J. Neal informed board members that L. Eyre resigned via e-mail due to new responsibilities at Immaculata University.</p> <p>b. Due to Historian position open, board members discussed history of how Archivist and Historian used to be one position, and then it was split into two due to digitizing materials and working with students. Board members discussed the possibility of having a committee structure for Archivist/Historian positions to share responsibility and it will not seem so overwhelming. J. Neal stated that the State Task Forces have some materials. Board members discussed that at the previous meeting M. Resig and P. Mauskapf were supposed to set up a meeting to discuss materials being put on the new website. J. Neal will talk to P. Mauskapf about his needs/guidance in the position, and ask for his thoughts about having a committee structure.</p> <p>c. M. Ahola informed board members that he has a VHS of the Rochester conference from the 1990s, and the Duquesne archivist will put in files.</p>		
CONCLUSIONS	L. Eyre resigned. Board members discussed restructuring Archivist/Historian position. Duquesne archivist will add VHS Rochester conference to files.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Discuss with Archivist about his needs/guidance in the position, and ask for his thoughts about having a committee structure.	J. Neal	--	
Provide VHS of Rochester conference to Duquesne archivist to add to files.	M. Ahola	--	

F. VP MEMBERSHIP

**A
NITA GADBERRY**

DISCUSSION	<p>a. Membership has grown in professional and graduate, but decreased in undergraduate. It is up 12 from last year's total. A. Gadberry is contacting MAR schools and directors to assist in increasing membership.</p> <p>b. Membership Conference Support Awards – There are two awards that were switched to two professional awards. A. Gadberry facilitated discussion about</p>		
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announcing it as a need-based award similar to how AMTA currently announces it. Board members discussed the difference between financial need versus scholarship, which is a competition. Conclusion was made that need-based awards will be modeled after AMTA Conference Scholarships. Board members discussed parts that would be included in the application, such as providing a narrative about how attending conference would be beneficial and an opt out of being recognized for obtaining the scholarship. M. Ahola added that the member could share their experience after attending the conference in the newsletter, if they wanted. A. Gadberry motioned that Membership Conference Support Awards would be a need-based scholarship and a narrative to differentiate between winners, if needed, and option to recognize the winners later. C. Loretto seconded. Motion approved. A. Gadberry will put together a draft of the policy, and A. Gadberry, M. Resig and M. Ahola will draft description of process if the scholarship recipient wants to be recognized in the newsletter/website.

Membership increased 12 total from last year. A. Gadberry is contacting MAR schools and directors to assist in increasing undergraduate membership. Motion approved that Membership Conference Support Awards be need-based scholarship.

CONCLUSIONS

ACTION ITEMS

	PERSON RESPONSIBLE	DEADLINE
Draft policy for the need-based scholarship.	A. Gadberry	Before MAR Conference
Draft description of process if the scholarship recipient wants to be recognized in the newsletter/website.	A. Gadberry, M. Resig, M. Ahola	Before MAR Conference

G. VP OF CONFERENCE PLANNING

BRIGETTE SUTTON; TRISH WINTER

DISCUSSION

Report in Board Book

a.i.i.a. Conference Logo – It was presented for approval at the Fall Business meeting. Due to evolution of professional branding, including logo, M. Resig enlisted her husband to make the logo more professional, but keep in mind the logo committee’s list of wants for the logo. Board members were informed that logos will be put on the front cover of the program book, website and badges; they can be manipulated to different sizes, if needed. B. Sutton already made motion to accept logo as presented by Conference Committee. Motion approved.

a.i.i.b. Ocean City Conference Update – 94 concurrent proposals were submitted as of November 6. Committee continues to plan and schedule event to honor Evelyn Selesky, website unveiling, and Friday night event.

	<p>a.i.i.c. B. Sutton and T. Winter continue to look into options and prices to implement app technology for the future.</p> <p>a.i.i.d. T. Myers (REP), T. Winter (VPCP-Elect) and B. Sutton made a site visit to Hilton Harrisburg to consider for MAR Conference 2016. Impressions were positive, and therefore, moving forward with negotiating a contract.</p>				
CONCLUSIONS	Conference logo approved. Conference planning continues for Ocean City, MD. Possibility of Harrisburg, PA for MAR Conference 2016.				
ACTION ITEMS	<table border="1"> <thead> <tr> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td>--</td> <td>--</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	--	--
PERSON RESPONSIBLE	DEADLINE				
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<p>H. FINANCES</p> <p style="text-align: right;">JULIE NEAL FOR BROOKE CARROLL</p>										
DISCUSSION	<p>Report in Board Book.</p> <p>a. Account balances (as of November 1, 2014):</p> <table border="0"> <tr> <td style="padding-left: 20px;"> Conference</td> <td style="text-align: right;">\$2958.00</td> </tr> <tr> <td style="padding-left: 20px;"> Operating Budget</td> <td style="text-align: right;">\$101,956.57</td> </tr> <tr> <td style="padding-left: 20px;"> Passages</td> <td style="text-align: right;">\$55.48</td> </tr> <tr> <td style="padding-left: 20px;"> Students</td> <td style="text-align: right;">\$7,234.81</td> </tr> </table> <p>b. Treasury Request forms – A reminder was made to sign and date all request forms, and an amount exceeding \$200 needs the President’s signature before submitting to Treasurer.</p>		Conference	\$2958.00	Operating Budget	\$101,956.57	Passages	\$55.48	Students	\$7,234.81
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Operating Budget	\$101,956.57									
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CONCLUSIONS	--									
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE								
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<p>I. GOVERNMENT RELATIONS</p> <p style="text-align: right;">MARIA FAY</p>	
DISCUSSION	<p>Report in Board Book.</p> <p>a. Maryland State Task Force (Co-Chairs: Clarissa Karlsson, MT-BC and Niki Runge, MCAT, MT-BC) – MDSTF provided an Advocacy Training on September 20, 2014 in Columbia, MD. Two new students were voted and approved.</p> <p>b. New Jersey State Task Force (Chair: Paula Unsal, MM, MA, MT-BC) – NJSTF is moving towards licensure. They are in the process of creating a licensure survey as a licensure bill is currently be drafted in the offices of Assemblyman Robert Andrzejczak and Senator Jeff VanDrew. NJSTF is starting an outreach program to Montclair University to involve music therapy students in the advocacy process.</p>

	<ul style="list-style-type: none"> c. Pennsylvania State Task Force (Co-Chairs: Nicole Hahna, PhD., MT-BC and Melanie Walborn, MT-BC) – At the 2nd Annual Music Therapy Hill Day in Harrisburg, PA, members of PASTF joined over 50 MT-BCs and students. 2 resolutions were passed in the Senate during September 2014. d. Virginia State Task Force (Co-Chairs: Elizabeth Haley, MS, MT-BC and Tom Gerni, QMHP, MT-BC) – VATSF held five advocacy trainings for 3 CMTE's across the state in September 2014. e. West Virginia State Task Force (Chair: Amy Rodgers Smith, MT-BC) – WVASTF had an advocacy event on August 2, 2014 in Charleston, WV. The state task force is waiting until after November election to write letters to newly elected legislators. They are collaborating with West Virginia University in advocacy process. WV Medicaid Waiver revision draft will be open for public comments in December 2014. f. New York State Task Force (Chair: Donna Polen, LCAT, MT-BC) – Report in Board Book. There is a full task force as three new members were voted on and approved. NYSTF placed a recruiting announcement of the Advocacy Support Network in the Fall 2014 newsletter. They are currently working on a brief survey of the membership in regards to moving towards MT license. g. M. Fay requested for a concurrent session for government relations at MAR Conference. B. Sutton asked for program information. Task Force meeting/reception is all set. h. G. Ritter drafted a policy and job description for the liaison between the state task force and the state association. The policy will encourage relationships between the two parties. G. Ritter stated that if the state association does not have a liaison, MAR will appoint one for them. G. Ritter and M. Fay will have a conference call with VA state association to encourage language in its bylaws. G. Ritter, J. Neal, and M. Fay will meet to see how proceed about having a liaison for VA. 	
CONCLUSIONS	There are six MAR state task forces, and five state task forces have had advocacy trainings. A policy is being created for a liaison between state task force and state association.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide Government Relations session information for MAR Conference.	M. Fay, B. Sutton	Before MAR Conference
Have a conference call with VA State Association to encourage language for a liaison in its bylaws.	G. Ritter, M. Fay	--
Discuss how to proceed about having a liaison for VA.	G. Ritter, J. Neal, M. Fay	--
E. PUBLIC RELATIONS		
MEGAN RESIG		
DISCUSSION	Report is in Board Book.	

	<ul style="list-style-type: none"> a. MAR Conference Booth – PR Committee is hosting the annual MAR booth at 2014 AMTA Conference featuring the work and achievements of music therapists in the region. b. PR Committee Meeting – Met on October 14, 2014 to discuss goals and strategies for the coming year, including adding additional members, developing and implementing a social media policy (target goal date: December 2014), and start outreach to PR/Media Relations/other contacts at the state level to see how PR can help support their efforts at a local level. c. Communication with Local Conference Planning Committee – Discussed updating the conference logo, the need for clarification on PR Packets, the development and implementation of a social media strategy, and additional ways that PR could support conference efforts. B. Sutton, T. Winter and M. Resig will discuss and put together PR Packets. d. MAR Website Redesign – We Make Nice Websites received the down payment for the site and is completing the site map. Upon completion, the website committee will meet. e. Workforce Development and Retention Committee Meeting – M. Resig reported on Workforce Development and Retention Committee Meeting, and retention issue was deemed problematic. M. Resig requested a session at regional conference, and she will develop an abstract and description. Format may be a round table to discuss issues and initiate process for a future CMTE at national conference. B. Sutton suggested posting a question and room for comments and providing resources for members on the new website. 	
CONCLUSIONS	<p>PR Committee hosted the annual MAR booth at 2014 AMTA Conference. PR Committee met to discuss goals and strategies for the upcoming year. PR Committee and Local Conference Planning Committee discussed how PR Committee can assist in their conference efforts. The MAR Website Redesign continues. Work Force Retention session requested for regional conference.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss and put together PR Packets to assist with Local Conference Planning Committee.	B. Sutton, T. Winter, M. Resig	Before MAR Conference
Work Force Retention session requested at regional conference.	B. Sutton, T. Winter, M. Resig	ASAP
<p>F. STUDENT AFFAIRS ADVISOR REPORT AND UPDATES</p> <p>CONIO LORETTO; QIANA THOMAS</p>		
DISCUSSION	<p>Report in Board Book.</p> <ul style="list-style-type: none"> a. C. Loretto provided a summary of Passages Conference, entitled "Turn, Turn, Turn," at State University of New York at New Paltz. Over 100 people attended the conference. Attempting to find a new school to host 	

	<p>Passages 2016. T. Winter suggested Radford University. Board members discussed creating a Passages Steering Committee made up of a group of professionals that review submissions, make suggestions and provides formal/professional feedback of the presentations. Passages will be a training conference that is a learning process. B. Sutton suggested guaranteeing spots for Passages presentations, such as a "Passages Revisited," as a concurrent session at MAR Conference.</p> <p>b. C. Loretto reminded board members to promote the available student scholarships.</p> <p>c. C. Loretto, D. Polen and M. Fay continue discussion about the internship recognition idea.</p> <p>d. C. Loretto informed board members that Student Service Project and Student Swap Shop committees have began organizing for conference. D. Polen suggested that Student Service Project should revisit the advocacy component, such as a presentation on music therapy with the population of that facility, and provide a small demonstration. It should be a training for future advocates and to be mindful of misrepresenting music therapy. C. Loretto, Q. Thomas, T. Winter and B. Sutton will draft a policy for Student Service Project.</p>	
CONCLUSIONS	<p>Passages Conference at SUNY New Paltz was well attended. Board members discussed creating a Passages Steering Committee. Board members discussed revisiting the purpose of the Student Service Project, and members will draft a policy.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a Passages Steering Committee.	C. Loretto	--
Continue discussion and plan for internship recognition program.	C. Loretto, D. Polen, M. Fay	--
Draft policy for Student Service Project.	C. Loretto, Q. Thomas, T. Winter, B. Sutton	--

G. NEWSLETTER EDITOR		MARK AHOLA
DISCUSSION	<p>Report in Board Book.</p> <p>a. <i>Tuning in to Rx Music</i> has 2386 subscribers (active contacts on Constant Contact, our social email marketing service), an increase of 2.7% over September.</p> <p>b. Here are open rates for recent issues of the newsletter. Fall – 18%; Summer – 39%; Spring – 38%. Our average is above that of non-profits. Fall typically has lower rate and the letter recently went out so more should open.</p> <p>c. M. Ahola used a different template in the Fall issue; everything has been reformatted from two columns to one column and should have</p>	

	less problems with margins on smaller devices. J. Neal thanked M. Ahola for reformatting.	
	d. The deadline for our Winter issue is January 15.	
CONCLUSIONS	Newsletter subscribers have increased. Newsletter template has been reformatted for better fit on smaller devices.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send in reports for Winter issue.	Board Members, M. Ahola	January 15
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H. ASSEMBLY CHAIR

DONNA POLEN

	Report in Board Book.	
DISCUSSION	<p>a. D. Polen informed board members that the book was not received until a week and a half before conference. There was a new MT Scope of Practice (AMTA and CBMT) and MLE Subcommittee report. There was little time to read it all so no one heard from the members that they are representing.</p> <p>b. Board members discussed a new look at conference planning. Need to discuss a period of time at every regional conference that is dedicated to regional and national advocacy. B. Sutton asked if it should be a round table or presentation. D. Polen reiterates that members get the information, but does not provide input on the information. There needs to be a portion of time at conference to discuss issues. Board members discuss how they can better engage, educate and motivate members in issues so assembly chair and MAR members can represent them. J. Neal suggests something less formal, and M. Resig suggested having members come to regional booth to sit down and talk with members – Coffee talk. Inform B. Sutton of ideas for conference planning. D. Polen suggested that it should continue throughout the year, but start at conference. A. Gadbery suggest sending out the board book to members and having them read it before conference. At regional conference, issues would be discussed. A. Gadberry, J. Neal, G. Verhagen, and E. Kong will discuss changing the format of the membership meeting.</p>	
CONCLUSIONS	Assembly chairs did not hear from members about the board book items. Format of the membership meeting may be changed in order to provide time for members to discuss issues.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Discuss and implement (if appropriate) new membership meeting format.	A. Gadberry, J. Neal, G. Verhagen, E. Kong	Before MAR Regional Conference
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I. NEW BUSINESS		
JULIE NEAL		
DISCUSSION	a. M. Resig and C. Loretto discussed doing a flash mob at regional conference lead by the student members. Student members would like the Executive Board to be part of it. Choreographed videos will be sent out by C. Loretto's friend.	
CONCLUSIONS	Executive Board members will join student members in the flash mob at regional conference.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send choreographed videos on flash mob to executive board members.	C. Loretto	ASAP
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J. GOOD AND WELFARE		
JULIE NEAL		
DISCUSSION	<p>a. Congratulations to regional members who received awards: Bryan Hunter and Connie Tomaino received Lifetime Achievement Awards, Elizabeth Schwartz received Professional Practice Award, Joke Bradt received Research Publications Award, and Evelyn Selesky received the Award of Merit.</p> <p>b. Congratulations to Nicole Hahna on her new baby!</p> <p>c. Keep Evelyn Selesky's family and friends in your thoughts and prayers.</p> <p>d. Keep Louise Montello's family in your thoughts and prayers.</p> <p>e. Jane Creagan's father-in-law passed away. Keep her and her family in your thoughts and prayers.</p> <p>f. Susie Knechtel was diagnosed with breast cancer. Keep her in your thoughts and prayers.</p> <p>g. Board members heard back from Molly Hicks, who was suggested for Conference Treasurer. Molly Hicks was a Local Chair for a previous MAR conference in Baltimore, is organized, and has been working in the field for 10 years. Appointment to Conference Counsel. B. Sutton moved to appoint Molly Hicks for Conference Treasurer of Conference Counsel. T. Winter seconded. Motion approved.</p>	
CONCLUSIONS	--	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None indicated.	--	--

MOTION TO ADJOURN	J. Neal
MEETING CLOSED	November 7 th , 7:45PM
NEXT MEETING	National Conference Executive Board Meeting