



MAR-AMTA Executive Board Meeting Minutes
2016 MAR Regional Conference
March 16, 2016 7:30-10:00pm
March 17th, 2016 9:00-11:00am
Harrisburg, PA

MINUTES

MEETING CALLED BY	Gabby Ritter, President
TYPE OF MEETING	Executive Board Meeting
NOTE TAKER	Noa Ferguson, Secretary. Minutes compiled by Gabby Ritter, President.
ATTENDEES	Gabby Ritter, President; Julie Neal, Past-President; Mike Viega, President-Elect; Mark Ahola, Newsletter Editor; Megan Resig, Public Relations Chair; Kate Shannon, Webmaster; Noa Ferguson, Recording Secretary; Donna Polen, Assembly Chair; Maria Hancock, Historian; Anita Gadberry, Membership Chair; Gary Verhagen, Parliamentarian. Guests: Jennifer Geiger, President of the AMTA.
CALL TO ORDER	7:41pm
APPROVAL OF AGENDA	Motion by J. Neal. Motion carried.
APPROVAL OF CONSENT AGENDA	M. Viega moved to edit consent agenda to take off Point 1. Seconded. Approved by consensus. M. Viega moved to approve consent agenda as edited. Seconded. Approved by consensus. Items approved in Consent Agenda: Appointed Brigette Sutton as Exhibits Coordinator. Reappointed Matt Phillips as MAR rep to the Association Internship Approval.
APPROVAL OF PREVIOUS MEETING MINUTES	Approved: EB Minutes from National Conference in Kansas City, MO. (Approved during New Business.)

President

ADHOC FOR CMTE CHAIR

GABBY RITTER

DISCUSSION	<p>G. Ritter: Creation of an Adhoc Committee to assist CMTE Chair, Clare Arezina: Create Adhoc Committee to work for one year to work out any kinks, in order to create a new standing committee for CMTES (to be headed by our Continuing Education Chair).</p> <p>G. Ritter: Laurie Keough stepped down as co-chair. She and Clare Arezina feel the position would work well as one chair, with a committee. According to Gary Verhagen, Parliamentarian: the proposal is to create a new standing committee. This would require a constitutional change (adding a new committee name in Article VIII, Section 4), and a By-laws change to outline the duties of the committee (Article IX, adding a new Section 9). If this is the will of the board, a motion to change the constitution would need to be presented to the membership in writing at least two weeks prior to the vote and would need a 2/3 majority to pass. A motion to change the by-laws needs only 1-day notice in writing and a 2/3 majority to pass. One idea would be to create an ad hoc committee (which the executive board can do at their business meeting) for 1 year to work out any details. Then bring a motion to amend the constitution and by-laws at next year's annual conference.</p> <p>G. Ritter: Do we need letters of intent/bio sheets for candidates? G. Verhagen: Roberts Rules or Bylaws do not specify how qualifications have to be presented, or for persons who are appointed. D. Polen: If president is appointing, does EB need to confirm. G. Verhagen: EB does need to confirm.</p>
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	G. Ritter: Clare presents the following people to be appointed to her AdHoc, with the above stated terms: Chair: Clare Arezina. Members: Laurie Keough--Nazareth College, AMTA Co-CEC, Rochester NY Mike Viega--SUNY New Paltz, MAR President-Elect, Downstate NY Roia Rafieyan--Adult Mental Health/ID/DD, New Jersey Amy Rogers Smith--Business Owner/Clinician, WVU, WV Jenny Swanson--Hospice Clinician, VPCP-Elect, Philadelphia Area Jillian Argue--Hospice/Palliative Care Clinician, DE
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CONCLUSIONS	Approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
AdHoc to work for one year term, to present new constitution/bylaws/policies/procedures changes to the Executive Board at the 2017 MAR conference Executive Board Meeting.	Clare Arezina, Chair of AdHoc	2017 EBoard Meeting

FALL MEETING DETAILS

GABBY RITTER

DISCUSSION	The fall Executive Board Meeting will be held in Elizabethtown, PA September 9 th -10 th . The hope was Immaculata could host us for this meeting, but they could not accommodate us at this time.
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BUDGET LINES

GABBY RITTER

DISCUSSION	AMTA is requested we contribute to the archives – we ran out of time to talk about it at national conference. There are 2 budget lines that we have yet to use. M.Viega as President-Elect, and myself as President, have decided to reallocate these as follows (these lines are President controlled, and therefor are at the President's discretion) – 1: philanthropy \$150 budgeted - decided donate \$100 to student fund for fundraising, \$50 to AMTA for archives. 2' community service \$150 budgeted – we have used this for disaster relief for a member who lost instruments due to a theft.
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CONCLUSIONS	Board is in agreement that this was a good use of leftover funds.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DIVERSITY AND MULTICULTURALISM COMMITTEE

GABBY RITTER

DISCUSSION	The MAR has been asked to appoint a professional member to the Diversity and Multiculturalism Committee. Marisol Norris and Sandra Raymos-Watt have expressed interest. Students have also expressed interest and the committee may consider Amy Tenney (student) as a non-voting member due to her background in immigration law. After discussion, the board elected to appoint Marisol Norris to this committee.
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CONCLUSIONS	Approved. Marisol Norris appointed.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

NEW POLICIES: SECRETARY AND PRESIDENT

GABBY RITTER

DISCUSSION	New procedures related to the Secretary position were drafted and reviewed with the board. Most items dealt with timelines for duties. The board made suggestions on some wording and timeline changes. Changes were adopted. President procedures are being created in order to inform potential board members and appointed members of their job duties and expectations so potential volunteers would be knowledgeable of duties before accepting positions. This is a work in progress and will be presented at a later date for approval.
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CONCLUSIONS	Secretary Policies were approved as amended. President procedures are still being created.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete President procedures for approval by the board.	Gabby Ritter & Noa Ferguson	Fall Meeting

AMTA PRESIDENT TRAVEL COSTS TO MAR:

GABBY RITTER

DISCUSSION	<p>G. Ritter received an email from the AMTA regarding costs to attend our MAR conference requesting reimbursement for travel. The MAR has already provided a comped hotel room for her stay, comped registration, the MAR dinner, and an additional dinner. Since M. Viegas term as conference planner, we have not had a presidential visit. G. Ritter would like to open dialogue regarding payment for presidential costs as a follow-up to email conversations regarding these costs (in which consensus could not be reached).</p> <p>Since the original discussion, G. Ritter discovered that other regions do pay for the president's travel to and from conferences, as well as providing the other things already discussed.</p> <p>M. Viegas states he does not recall us doing this in the past.</p> <p>G. Verhagen: a long time ago, we would invite the AMTA president every other year. If we invited them, then we covered travel costs and attendance fees. If they chose to come on the off years, then they would pay the fees. D. Polen agrees that this was the case.</p> <p>G. Ritter: at the regional presidents meeting, regional presidents were told they needed to invite the president. (Not that the MAR would not, but it was an expectation from the AMTA.)</p> <p>T. Winter: we need to be transparent about how to handle this, and it is very important information.</p> <p>G. Ritter: it is my understanding that you try to go to each region once during your term. Is that listed in the bylaws as a presidential duty?</p> <p>J. Geiger: not sure if it is directly stated in the bylaws as a duty. But it has been a discussion and yes, the AMTA president does try and visit each region once during their term. J. Geiger is visiting 5 of 7 regions during her first year term, and is attempting to be mindful of her time, as well as the financial resources of regions as she books travel (attempting to be as thrifty as possible).</p> <p>G. Ritter: would like it stated in the minutes that at no time has J. Geiger pressured the MAR in any way to pay for her travel. She merely submitted the information, as she does/has done for every other region. Additionally, she did book inexpensive travel.</p> <p>J. Geiger: would like to encourage having these discussions and dialogues, as communication is important. She wants to ensure communication is open.</p> <p>G. Ritter consulted with Deb Benkovitz (regional presidents rep) as well as Andi Farbman and learned it is not a "rule" that regions should pay for the travel, but historically it has been paid for through regional budgeting.</p> <p>G. Ritter proposes that this year, the MAR pays the travel (\$384.73), and then create an ad-hoc committee to work on this for the future, to create thoughtful policies and procedures, with appropriate budget lines, for future presidential visits.</p>	
CONCLUSIONS	Motion carried to pay the costs for the 2016 conference visit: "Not to exceed \$400.00."	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ADHOC FOR PRESIDENTIAL VISITS

GABBY RITTER

DISCUSSION	<p>Motion to create an AdHoc committee to begin working on policies, procedures and budgeting needs for presidential visits to the MAR conferences, with recommendations to be presented in one year, at the 2017 MAR conference. Goals would include to decide who is responsible for what costs (the MAR or the AMTA) and to share this information with the AMTA as well, for their budgeting needs.</p> <p>J. Neal: if the AMTA could share with us what verbiage does exist regarding attending meetings, that would be helpful.</p> <p>G. Verhagen: the purpose of inviting the AMTA president was to share the state of the national association with the region, to make that information accessible to regional members that may not be able to access national-level information.</p>	
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	M. Viega: I want to make sure that we're not making a decision based on finances, but the relationship between the MAR and AMTA.	
	J. Geiger: appreciates the discussion.	
CONCLUSIONS	Motion to create the AdHoc carries with the following members: M. Viega chair, Trish Winter, Jenny Swanson, and Brooke Carrol as members.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present recommendations at the 2017 board meeting.	M. Viega	2017 Conference

ADHOC FOR NATIONAL CONFERENCE
MEMBERSHIP MEETINGS

GABBY RITTER

DISCUSSION	<p>We collected the reviews from the new business meeting format that debuted at the national conference.</p> <p>J. Neal: I found responses interesting – mixed. G. Ritter: heard positive reviews in person.</p> <p>G. Ritter suggests creating an adhoc working group: what will next AMTA conference business meeting look like? We have more flexibility with what national meetings can look like.</p> <p>J. Neal: because there are no votes to be held, what we do there can look really different. General impression from responses: need to have more information about what's happening on the committees.</p> <p>G. Ritter: often times, committees don't have talking points ready or say "No report" and sit back down.</p> <p>J. Neal: they should – they have already met with their committees. People liked the creativity and interactive component, but still need more information presented. Finding a balance is important.</p> <p>G. Ritter: would anyone be interested in chairing this committee for what national business meetings would look like? D. Polen: Would be happy to be a member. J. Neal: would like to chair committee.</p> <p>Motion to create an adhoc committee chaired by Julie Neal to work on formatting our next National Business Meeting. To report at the Fall Executive Board meeting. Members: Donna Polen, Mark Ahola, Megan Resig, Conio Loretto, and VP for Membership.</p>	
CONCLUSIONS	Ad Hoc Approved with above listed terms and members.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Present recommendations at the Fall board meeting	Julie Neal	September 9th

CONFERENCE CALL MINUTES
POLICY

GABBY RITTER

DISCUSSION	G. Ritter is working on drafting a policy and procedures for minutes to be collected during conference calls. This came up as an issue when looking for something related to the retainer for Diana Georgia. It was found that a decision was made during a conference call, and minutes were not collected. In the future, minutes should be collected and votes recorded.	
CONCLUSIONS	G. Ritter will complete this draft for board approval.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prepare draft for the Board's approval	Gabby Ritter	Fall Meeting

President-Elect

CREATION OF NEW POSITIONS TO
BE VOTED ON BY MEMBERSHIP

MIKE VIEGA

DISCUSSION	<p>Asking membership to add to elect positions – reporting to membership tomorrow the proposed changes to the constitution, revolves around adding elect positions.</p> <p>There's one more revision to be made before presenting to membership regarding the number of voting members (whether or not these new positions will be voting).</p> <p>The question came up as to how many voting members we can actually have. Updates?</p>	
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	<p>J. Neal: talked to Andi at national office – did some research – no specific regulations. IRS does not like to see more than 20 on a board. M. Viega: then there would be 13 voting, 17 on board.</p> <p>G. Ritter & J. Neal: We need a separate discussion at some point for making positions accessible for those who want to serve, but cannot afford to. With the extension of the term to 4 years for these elect positions, Gabby is concerned about financial obligations for those who accept positions to afford attendance at conferences for 4 years.</p> <p>G. Verhagen: Needs of the region were better for the region to have the elect positions for these two positions because they are very complex.</p> <p>J. Neal: We're in a good place financially right now (regarding Gabby's concern about finances).</p> <p>T. Winter: If it's a learning position, it might make sense for the first couple years to be learning, and then when you become the committee member, then you become the voting member.</p> <p>G. Verhagen: what happens is at the first business meeting, the committees report – which is the suggested amendments and rationale is presented. Gives membership 24 hours to talk. All questions from tonight are important questions – any member can ask questions, and suggest amendments, at the second meeting. These are just the thoughts of the committee. Mike presents it, then Gabby takes over discussion and voting.</p> <p>J. Neal: in bylaws, there were also some name changes in special populations committee.</p> <p>D. Polen: in national committee standings – should we add the new “diversity and multiculturalism” committee in there?</p> <p>M. Viega: will edit prior to the meeting, and mention additional edit when presented to membership.</p> <p>J. Geiger: Can also mention “Workforce Development and Retention” as name changed during that section, Mike. Two new co chairs: Gretchen Chardos Benner and Kyle Wilhelm.</p> <p>M. Ahola: Special elections nominating committee – is that happening soon?</p> <p>G. Ritter: We have a special election at this conference, but are recommending a change for future conferences.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Break in the meeting called at 9:04 PM
Meeting resumed: 9:14 PM

Past-President

JULIE NEAL

DISCUSSION	<ol style="list-style-type: none"> 1. Has been providing guidance to Gabby, answering related questions. 2. Nominating committee: has been hard at work for a few weeks now. Anita Gadberry is leaving us, sadly – you will be missed; we understand its necessity. Thank you for your service – you have been a very strong asset. 3. Has started to create some policiess/procedures for past president – in Google docs folders for your review; work in progress. Important to have in place for moving forward. 4. Special elections: decided to propose two new positions (as mentioned by Mike) – two huge positions that need time to train. Two people we are talking to in consideration for each: <ul style="list-style-type: none"> A. Government Relations Elect: Amy Rogers Smith and Melissa Santiago. B. Treasurer Elect: Fingers crossed that the two asked will agree to run. No word yet. C. VP for Conference Planning Elect: VP for conference planning elect: Jnny Swanson was appointed until special election can be held at next business meeting. She is running to now be officially elected; running alongside Shawna Vernisie. Things are in good shape. D. VP for Membership: Anita stepped down. Candidates Marisol Norris and Beth Deyermond. <ol style="list-style-type: none"> i) The names of those running for the two new elect positions will only be presented if membership approves proposed positions. <p>J. Neal: If we don't get confirmation before tomorrows business meeting, what do we do? G. Verhagen: Take nominations from the floor J. Neal: Do we wait until Friday to do that? What if they say yes? G. Verhagen: Need to say yes before tomorrow morning. If they don't say yes before the second business meeting, the nomination for them would have to come from the floor</p> 		
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	<p>5. National standings committee – Kate has email addresses for all reps for updates.</p> <p>6. Historian and archivist adhoc committee update: we would like to form a historical committee. Name of committee TBD. Not asking for a vote; however, initial work is done. Do we need to reappoint an adhoc committee, or keep going?</p> <p>a) G. Verhagen: if work is done: 1. Re-task committee, 2. Disband committee, 3. Reform new committee and task</p> <p>b) J. Neal: we are still working, on a good roll. Would like to continue as it stands.</p> <p>c) M. Resig: I see tasks consist of consulting with website – Can I join the committee?</p> <p>d) J. Neal: Yes</p> <p>i) Motion to extend the length of the historian and archivist adhoc committee, adding Megan Resig and Mark Ahola to the members. Will work until the next Regional Conference to complete the items outlined in the committee's report.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Historian and Archivist AdHoc will Continue Working	Julie Neal	2017 MAR Conference

Historian

MARIA HANCOCK

DISCUSSION	<p>Exciting committee, a lot of people involved. Reaching out to MTs who have been in the field in a while. Donna Polen had some great names to follow up with, possibly to interview. D. Polen: are trying to find out if there are AAMT archives? Struggling to connect with them. President Gegier: are they in Colorado? M. Hancock: we don't know</p> <p>M. Hancock: committee is really focused on the fact that we are making history all the time as a region – check out slogan: "remember the past, respect the present, re-Member the future." Trying to find out where/how do we access archives – Phil said things are all digital, looking into how to most easily access the archives – maria maybe take pictures/video?</p> <p>J. Neal: found a PDF of what was in the archives through 2009; nothing since then. Been a while since things were even put on a list. Needs to create a google doc that only the archivist/student archivist can edit. A lot needs to be discussed within committee.</p> <p>M. Hancock: making history come alive – newsletter, website. Work in progress.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Membership

ANITA GADBERRY

DISCUSSION	<p>1. Trying to get responses from the membership (FB, twitter, email)</p> <p>2. Not a lot of responses re: financial assistance for the conference this year – only got 1 - going to repurpose allotted moneys to get snacks for conference call-a-thon.</p> <p>3. Wants to talk about membership support for paying AMTA membership dues assistance – had 6 spots allotted; initially, not a lot of responses. Sent mini e-blasts – had a few more applicants, with extended deadline. Sent top 6 to Brooke – 1 person received the award last year as well, is this ok?</p> <p>a) Anita checked documents; nothing says we should not re-award someone who has been awarded previously. The purpose of the award is to provide financial assistance, so if they need it, they need it.</p> <p>b) Discussion regarding the often-prolonged nature of financial instability. Julie suggests keeping track of who has been awarded in the past. If we have enough money to go around, and so few applicants, award it to the individual (especially since there is nothing on record that says we cannot).</p> <p>i) Gary: did person apply by the original deadline?</p> <p>ii) Anita: Not sure</p> <p>c) G. Verhagen: We could write a policy that preference is given to new applicants – by saying that, you're not saying someone cant reapply, and cant get it – but if you say preference, then if you get 7, and all are equally weighted, then you have a leg to stand on to say that this person got it last year, so let's give it to the other 6.</p> <p>i) Will draft a new policy, and see what EB thinks. Mark discusses with Anita additional ways to get the</p>
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	<p>information out to membership to increase applicants. Anita is talking with Conio re" national conference scholarship, so student and member criteria can be similar.</p> <p>4. G. Verhagen: Have we thought about ways to track information for the fact that we provide financial assistance to individuals that are NOT currently members? If there are MTs in our region who have never joined due to finances, if they've never been a member, how would they know that there is assistance?</p> <p>i) A. Gadberry: I've thought about that, and mentioned it in my report. Theoretically internship directors should be giving information, in "welcome to the profession" packet</p> <p>ii) G. Verhagen: I don't know if there's an answer to it. With the president here, I'm wondering if AMTA might want to think about all of the amazing things regional/national does that benefit people, and supports for MTs, who aren't members. We're great at publishing information to *ourselves* - how do we go beyond that pool of people to MT-BCs who are not members?</p> <p>iii) T. Winter: We could buy list of board certified MTs from CBMT – you can do it for research?</p> <p>iv) A. Gadberry: I don't know if we can do that, as a region.</p> <p>v) T. Winter: I do know how many non-members register for conferences and can pull that info. We can reach out to them via email list.</p> <p>vi) President Geiger: not sure about CBMT list, can find out. Board of directors has a new membership initiative in progress after information presented re: how many MTBCs are not AMTA members. WRAMTA has initiative: if you are a non-member who has registered for conference- if you register to become a member at conference, we will reimburse you for the difference in conference member rates for member versus non member.</p>	
CONCLUSIONS	Anita will draft a policy regarding preference going to new applicants.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft policy	Anita Gadberry	Fall Meeting

Recess: 10:04 PM
Called to order: 9:05 AM

Government Relations

MARIA FAY

	<p>Maria Fay is at Hill Day – Conio Loretto is supervising students at Hill Day. Gabby would like to review the following points of discussion:</p> <p>1. Maria is working with Brooke to set up PayPal account for government relations committee to handle money exchange for advocacy trainings in the region.</p> <p>2. Medicaid is a huge issue – task force has been asking for support and guidance. Has permission to create a grouping of MTs (members and non-members) who have experience with reimbursement – LCATs and non-LCATs. People have expressed interest – need to write an outline of what we want applicants to submit in letters of interest. Will be reviewed by task force. Task force input was not considered in the current process which has issues with the number of credits earned for tasks and new rules on approved providers for continuing education in New York (that costs \$900). CBMT is going to apply to become a state approved provider – has region discussed this?</p> <p>a) G. Ritter: Clare Arezina, as CMTE chair, would be able to answer this.</p> <p>b) D. Polen: It's something that the board needs to discuss, because the region would have to pay \$900 to be a provider.</p> <p>c) J. Neal: If CBMT applies to become an approved provider, and we fall under CBMT, would we be an approved provider?</p> <p>d) D. Polen: Not sure, which is part of the issue.</p> <p>e) T. Winter: IF AMTA was an approved provider, any educational institution should – in theory – as being under AMTA, should be approved.</p> <p>f) D. Polen: Until CBMT completes the application, and pays \$900 fee, they are not an approved provider. Ultimately, trying to figure out how to protect clients – they are losing services. If we can't get some sort of an accommodation, I think there are going to be LCATs that are not renewing their registration in 3 years, and then what.</p> <p>g) M. Viega: Is there a timeline that the task force has for moving forward for MT license?</p> <p>h) D. Polen: there is draft bill language that the task board has created CBMT legal council approved, not sure if it is still in the senator's office, or the official bill drafting office in Albany? It is imminent there will be an introduction sometime after April 1st. This is the way to fast track the content. Goal was by this year; only have 1 more year to have more help in Albany.</p> <p>i) The NYSTF would like to recognize the financial support from the region for Diana Georgia, and have thought about it a great deal. In NY< everyone – including half of the LCAT MTs, think that we are licensed as MTs. We're not. I think that's where part of the problem with Medicaid is coming; we just need to get out from that umbrella. Task force is incredibly grateful the task force has continued; this is a very critical moment in NY.</p> <p>3. G. Ritter: Will task Clare's committee with following up on this and providing us info on how MAR will move forward with provider status.</p>	
DISCUSSION		
CONCLUSIONS	Tasked Clare Arezina with follow-up on approved provider status.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Follow up on approved provider status.	Clare Arezina	Fall Meeting

VP Conference Planning

TRISH WINTER

DISCUSSION	<p>1. There has been an increase in student members presenting. Many students are going from student to professional now. Student membership rates are low – should we offer relief for presenting? Lots of grad and doctoral professional students presenting and Conio is assisting in recruiting undergrad student presenters.</p> <ul style="list-style-type: none">a) Julie: Currently, if someone is presenting, if they have submitted their proposal by a certain date, and it gets accepted, then they get a discount?b) Trish: Current structure: \$35, then \$25, then full fee. Students are not getting discounts currently. Reviews registration rates for students.c) G. Ritter: It's half of what we give professionals. If we're trying to treat them as professionals to present, they should be treated like professionals with compensation.d) J. Neal: If we invite someone to present, we should recognize that with compensatione) D. Polen: we lose a lot of students when they transition from students to professionals. I think if they see they're being treated on par with professionals, I think compensation would send a good message; and that we can support them. I think it makes sense.f) T. Winter is proposing a policy change.g) G. Verhagen: we can look at budget next conference, and present something in the Fall.
	<p>2. In the past, our universities have been very important sponsors for conference. Significant absence this year in the role of university sponsors this year – should we keep an eye on? Should we ask? Is it due to the new \$1000 annual fee for universities from AMTA?</p> <ul style="list-style-type: none">a) J. Neal: We should definitely ask. When speaking with universities re: \$1000 fee, they seemed to respond that the fee was something expected/anticipated.b) M. Ahola: They've been a big dropout from the newsletter sponsorship as well.c) T. Winter: Historically they been really big parts of funding our conference and the newsletter.d) D. Polen: Has it been a concentration in a specific area, state? I'm wondering about NYS, with upcoming costs.e) T. Winter: We hit PA schools hard, and they did not respond.f) J. Neal: Maybe bring up in business meeting? Put it out there?g) T. Winter: Should I ask "Is the \$1000 fee creating a financial hardship that's affecting your ability to advertise at our conference?"h) J. Neal: I think it's okay to ask that. Or ask what is presenting an obstacle for you to operate as a sponsor at this conference?i) T. Winter: We noticed a decrease in sponsorship overall, and would like to have a discussion with previous sponsors to see what needs are.j) G. Verhagen: Keep it broader. We don't want to be known as a group that calls out people who did not sponsor this year.k) G. Ritter: Did the universities provide a rationale when they did not choose to sponsor?l) T. Winter: No.m) D. Polen: We could keep focus on students – sponsorships provide students with additional opportunities to learn about other programs, etc. Can frame it in such a way where students are ultimately missing out. There's also an educators forum that could be a good place to have this dialogue.n) M. Ahola: That's really important for them to have that connection.o) A. Gadberry: The app is great. With the app, and sponsors in the app, I'm wondering about the point of the conference bag, with no conference schedule to place in there.p) G. Verhagen: Maybe a way of advertising the advertising would be everyone taking out their phone, check out how easy the app/advertising is. Suddenly, you've got 120 clicks.q) M. Resig: Are you doing feedback collection about the app? Way to get information for people to interact about sponsorship questions re: the app?r) T. Winter: Final survey will go out to registrants following conference.s) M. Resig: Might be a good time to include some language about thoughts re: sponsorship.t) G. Verhagen: Maybe shifts have occurred, outside of the shifts that we're experiencing technologically, structurally. Maybe people want to just sponsor a class?
	<p>3. There are 716 people registered for conference – new record set.</p>
	<p>4. Discussion of student AMTA dues cost. Especially for undergrads.</p> <ul style="list-style-type: none">a) T. Winter: 3 out of 27 of her students became AMTA members, because it was too expensive for remaining students.b) G. Verhagen: Is it financially viable for the cost of coming to MAR conference as a non-member to equal a membership, if you're not a member?c) G. Ritter: AMTA asked us to do that; I don't agree because it increases our costs for members, regionally, and many folks attend regionally because it's more affordable.d) T. Winter: Is there a way to say we could tie your conference registration to a member rate with AMTA? Could we create a package deal with AMTA – less for registration, more for AMTA? Can we underwrite some of that? How can we get people energized about becoming a member?e) A. Gadberry: I keep asking questions; don't receive answers. Points are not considered or addressed when they are brought up.

	<ul style="list-style-type: none"> f) G. Verhagen: Same concerns brought up in past years. g) G. Ritter: This ties into membership concerns. Anita and I have been working to address membership concerns, Anita has been trying to express concerns to AMTA but is having a hard time getting answers. We have made Google spreadsheet with concerns stated. I will go to meetings in Baltimore, since I live there, to continue to voice concerns – will start through Deb Benkovitz. h) G. Verhagen: As a region, I'm wondering if there's a way to offer assistance to students, regionally, that we don't need national approval to do? I'm thinking out loud. Students who are members get an extra little thing – whatever that is? Negotiate coupon with west music? Some small incentive to show you are special because you are a member. <ul style="list-style-type: none"> i) G. Ritter: Conio might have an idea as to what is valuable for students? ii) G. Ritter: Raise non-member fee by \$5, give every student a \$5 Starbucks card. iii) J. Neal: Good idea. iv) T. Winter: it's tangible to the person that receives it. Little things are noticed – a small welcoming token. v) G. Verhagen: it starts dialogue – why did you get _____, and I didn't? –because I'm a member. vi) G. Ritter: Good idea to reward members. vii) J. Neal: trying hard to push benefits of membership – not enough. <p>5. Donna has a question about Rochester re: room comping for co-hosts. Can we comp another bed for the 3rd person?</p> <ul style="list-style-type: none"> a) T. Winter: We have been very clear to Rochester hosts that 2 co-hosts are comped, as is the historical president – 3 co-hosts was an elective; don't want to set a precedent. They chose to have 3 hosts, when historically there have been 2, with the knowledge that 2 beds are comped. They are also aware that they are welcome to share the comped amount how they see fit between the 3 of them. b) D. Polen: Not proposing a change to the policies; asking for consideration for this exceptional situation. c) T. Winter: important to keep the boundaries clear; happy to open discussion about changing the policy. d) A. Gadberry: Why do we have 3 co-hosts? e) D. Polen: The 3 people work together, in same place, connections within the area – thought this would be beneficial. f) G. Ritter called for a written ballot to vote on this proposal, due to disagreement on the board. <ul style="list-style-type: none"> i) Gary notes that it is atypical (to need a written ballot), and that there has not been much disagreement amongst the board. g) D. Polen made a motion to make an exception to the existing co-chair policy to pay for a third bed for the local hosts for the 2017 regional conference. <ul style="list-style-type: none"> i) J. Neal: were co-hosts selected first, then the other conference folks selected after? ii) D. Polen: hosts were first, then arranged a meeting to solicit members for the committee. iii) T. Winter: when emailed the co-hosts about this issue, when she learned there were 3, they said they didn't need an additional bed, and were just happy to provide the service. iv) D. Polen: wants the group to have a discussion, since conferences are profitable. v) T. Winter: We are anticipating Rochester to be a lower attendance conference. Co-hosts are receiving free breakfasts as well as comped conference registration. vi) M. Hancock: how long has conferences had 2 co-chairs? vii) Board is not sure. Mike Viega says 1 co-char had overseen treasury, 1 had overseen committee. Now with a conference treasurer, it becomes easier for both to oversee committee and etc. viii) T. Winter: It has been 1 or 2 – 2 has been more consistent. I appreciate that we have a large sum of money; I want to be careful about making decisions about having that money, versus staying with policy. ix) J. Neal: I think we need to have these conversations, and hear all of these sides. It is important to consider all sides on these issues. <p>6. The motion was denied via paper ballot voting.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Break called at 10:09 AM.
Called to order at 10:18 AM

Public Relations

MEGAN RESIG

DISCUSSION	<ul style="list-style-type: none"> 1. Anita and Donna had the great idea to use the exhibit hall booth as a way for delegates to connect with membership. There's a suggestion jar at the booth; people have been signing up for shifts. But, if you would like opportunity to connect with membership in person, Megan will re-send out sign up sheet for board members if interested. 2. Megan references report: PR committee has been busy. Have been wanting to draft a social media policy with and turn over in moderators; want to ensure social media is used ethically and responsible, as well as consistently used. Finished a formal Social Media Policy – what should we be posting about, how do we handle copyrighted items – draft is in folder. Read through, provide feedback. Do we vote on policies or procedures? <ul style="list-style-type: none"> a) G. Ritter: We would vote on policies.
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	<ul style="list-style-type: none"> b) J. Neal: We can vote by email. c) Gabby: We can vote, in September as well. d) Megan: no rush; Megan is moderating the accounts currently. Helps to maintain consistency across moderators. Take time to read through it; please send over any feedback. Also created a list of language for what can be posted on public forums. <p>3. PR Adhoc committee was formed to develop an exhibit materials kit to be used for any local advocacy efforts – making debut at hill day today. Will make second debut at MAR booth – can see both signs in EB files. When board sees a need for different imagery or wording, we can put those in – Megan discusses range of costs for banners/promo materials.</p> <ul style="list-style-type: none"> a) Discussion of whether making materials for each individual event is feasible; shipping costs explored; feasibility of related work loads associated with creating additional materials. b) M. Resig: it was relayed to me via Maria Fay that historically, people have been responsible for passing along promo materials directly along to the next person. Megan is concerned about materials getting to the next person in tact and in a timely manner. c) G. Ritter and J. Neal discuss that these materials are specifically designated for advocacy, so materials stay for that. d) A. Gadberry: wondering if one set could be designated for government relations advocacy, and an additional set for the etc. events. e) D. Polen agrees that a set stay with the government relations, and perhaps the other stay with PR to coordinate the other events, might work. f) M. Resig: Then explore increasing the budget line to accommodate 2 sets. Perhaps an additional budget line for shipping. g) G. Ritter & J. Neal: Yes, you should propose it to financial advisory committee. Or transferring money from general reserve to PR. h) M. Resig: Do we have policies (and rationale) to cover loss or damage of promo items when used? i) G. Ritter: Could be put on the slate for September discussion. <p>4. M. Resig: committee has been talking about submitting for conference session as a PR training – has been talking to other regional and National PR chairs – for the following regional conference, region is going to submit to do a training – open to anyone – regarding what this could look like, and how you could actively serve your region?</p> <p>5. K. Shannon, Webmaster:</p> <ul style="list-style-type: none"> a) Will be contacting board members re: submitting a little blurb on each of his/her committee pages explaining to the membership what the function of said committee is. b) If you notice anyone is not on the e-blast, let me know. c) G. Ritter states there has been a steep learning curve for committee members to recognize that Kate's time needs to be respected. d) Seeking assistance for navigating lines: what is actually time-sensitive for posting on website, what can wait. e) M. Resig brings attention to the fact that the website is highly-used now, as compared to past years, and we need to keep expectations realistic given the high level of traffic that Kate singularly navigates. f) G. Ritter: Can there be 1 liaison who contacts Kate for any submissions? I'm being copied on the emails that are sent to Kate, that are contacting Kate constantly, but how to assist? g) Conversation with Julie and Megan explores having all standing committees have content submitted to Kate through Julie (chair of standing committees). i) K. Shannon: do we then need to reconstruct the e-mail list to more succinctly solicit materials. h) M. Resig: mentions creating a more specific input form to make incoming materials look more uniform. And contacts could be streamlined: all State task force items – from Maria; Conference – Trish; State associations – Mike, etc. i) M. Resig: wonders about creating more specific, regular content (e.g. membership spotlight) – way to connect with membership more regularly and purposefully. Numbers are really good – analytics report show people, in our region, are utilizing the website. j) M. Ahola: should we talk about sponsorships? <p>6. G. Ritter: Did we get anywhere with our new contract to get Kate paid as webmaster?</p> <ul style="list-style-type: none"> a) M. Resig: The contract and paperwork is half-finished. b) G. Ritter: Once it's finished, we can send it over to AMTA as a second set of eyes. c) G. Verhagen: if they feel the need, they can send it over to their lawyer. d) G. Ritter: Wants to ensure that Kate will be compensated for her webmaster work very soon. e) J. Neal: Difficult to create a policy when we don't really know what the work will be, how much it entails. 	
CONCLUSIONS	Megan will continue drafting Kate's contract (with Gabby). Megan will continue working on social media policy.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prepare drafts for the Board's approval	Megan Resig	Fall Meeting

New Business

GABBY RITTER

DISCUSSION	Need to approve the minutes from Kansas City, MO. Anita makes a motion to approve the minutes as presented. Mike seconded. Approved.
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	Julie makes a motion to change the chair of the adhoc committee for MAR historian and archivist position to Maria Hancock. Approved.
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Good and Welfare

GABBY RITTER

	<p>Congratulations Brooke to the birth of her baby.</p> <p>Thank you, president Geiger, for attending our conference, and our EB meeting. We appreciate her flexibility and openness to presentation of materials here.</p>
DISCUSSION	<p>Trish Winter did an awesome job putting our conference together, along with her council and local committee.</p> <p>We thank Kate Shannon so very much for taking on new role as Webmaster, and being flexible with the EB meeting our needs.</p> <p>We thank Anita Gadberry so much for her service, and she will be missed.</p>

Meeting Adjourned: 10:57am.



**MAR-AMTA Executive Board Meeting
2016 MAR Regional Conference
March 16 & 17, 2016
Harrisburg, PA**

I. Opening Procedures

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Consent Agenda
- D. Approval of 2015 AMTA National Conference Minutes

II. Officer's Reports

- A. President *Gabby Ritter*
Report, p. 2-3
- A. President Elect *Michael Viega*
Report, p. 3-7
- A. Past President *Julie Neal*
Report, p. 7-10
- A. Secretary *Noa Ferguson*
Report, p. 11-12
- E. Historian *Maria Battista-Hancock*
- F. VP for Membership *Anita Gadberry*
Report, p. 12
- A. Treasurer *Brooke Carroll Lemchak*
- A. Government Relations Chair *Maria Hricko Fay*
Points of Discussion, p. 14-15
State Updates, p. 15-19
- A. Assembly Chair *Donna Polen*
- A. Student Affairs Advisor *Conio Loretto*
- A. Newsletter Editor *Mark Ahola*

Report, p. 17-18

L. VP for Conference Planning

Trish Winter

Report, p. 19

M.

N. Public Relations

Megan Resig

III. New Business

IV. Good and Welfare

V. Adjournment

Consent Agenda

President

Gabby Ritter

1. Appoint Gene Ann Behrens as Research Committee Chair (Tony Meadows stepping down)
2. Appoint Brigitte Sutton as Exhibits Coordinator (Darcy Lipscomb stepping down)
<https://drive.google.com/open?id=0By117pFfCN7kU0JKMXc1bnJ2RjNpTnkydk56NVFicloyYXRJ>
<https://drive.google.com/open?id=0By117pFfCN7kU0JKMXc1bnJ2RjNpTnkydk56NVFicloyYXRJ>
3. Reappoint Matt Phillips as MAR rep to Association Internship Approval. This is a formality vote. He has been doing this work, I forgot to add him on the previous list of new approvals and re-approvals.

Board Book Items

**MAR President's Report
2016 Executive Board Meeting
Gabby Ritter**

1. Fall Meeting: September 9th-10th at Elizabethtown
2. Contribution to AMTA archives
3. Diversity and Multiculturalism Committee:
<https://drive.google.com/folderview?id=0By117pFfCN7kRjJOOEppenR5U3M&usp=sharing>
(Forgive misspellings of this committee name from those who submitted info. The name wasn't finalized when they submitted to me.)
4. Secretary Policy/Procedure: https://drive.google.com/open?id=1CsuqInJqdbe41rKI_TIYl-NCLsmfKWWiu5R6SB_O-4
https://drive.google.com/open?id=1CsuqInJqdbe41rKI_TIYl-NCLsmfKWWiu5R6SB_O-4

5. Draft President's Policy for all appointed executive board positions:
https://docs.google.com/document/d/11OuQrkjq-xh-FjXhs4r_9heraqI_eKVpU12dlGvSGE4/edit?usp=sharing
 6. Adhoc Committee to assist CMTE Chair, Clare Arezina: Create Adhoc Committee to work for one year to work out any kinks, in order to create a new standing committee for CMTES (to be headed by our Continuing Education Chair). See discussion: Laurie Keough stepped down as co-chair. She and Clare Arezina feels the position would work well as one chair, with a committee. According to Gary Verhagen: If I am understanding the conversation, the proposal is to create a new standing committee. This would require a constitutional change (adding a new committee name in Article VIII, Section 4), and a By-laws change to outline the duties of the committee (Article IX, adding a new Section 9). If this is the will of the board, a motion to change the constitution would need to be presented to the membership in writing at least two weeks prior to the vote and would need a 2/3 majority to pass. A motion to change the by-laws needs only 1-day notice in writing and a 2/3 majority to pass. One idea would be to create an ad hoc committee (which the executive board can do at their business meeting) for 1 year to work out any details. Then bring a motion to amend the constitution and by-laws at next year's annual conference.
 7. AMTA President (Jennifer Geiger's) Travel Costs:
<https://docs.google.com/document/d/1mUKmKztPOEk6oZniDjGgz-kR0qOdxNFZlqxDLWah1IE/edit?usp=sharing>
- a. Adhoc to work on a policy related to costs we cover for hosting AMTA Presidents in the future.
 2. Check your email often between our meetings. We are missing some folks' input on email conversations, work and votes.
 3. AMTA Conference Business Meeting Reviews:
<https://docs.google.com/spreadsheets/d/1Hr3PHs5hghT0ZomhRHflENmRAqj4Qc61Qg4IhxwakXo/edit?usp=sharing>
 - a. Ad Hoc Committee for next business meeting
-

**MAR President-Elect Report
 Executive Board Meeting
 Michael Viega**

**Proposed Amendments to Bylaws
 Spring 2016**

Proposed amendments highlighted in yellow.

Constitution

Article IV - Officers

Section 2. The elected officers of the Region shall be a President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, **Treasurer-Elect**, Government Relations Chair, **Government Relations Chair-Elect**, Public Relations Chair.

Motion: Add new Treasurer-Elect and Government Relations Chair-Elect positions to the list of elective officers of the region.

Rationale: Adding elect positions for Treasurer and Government Relations Chair will allow the elected member to have one term to fully learn and understand the extensive duties of these positions before taking on full responsibility therein.

Article V - Executive Board

Section 1. There shall be an Executive Board consisting of ~~eleven (11)~~ 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 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.

Motion: Add Treasurer-Elect and Government Relations Chair-Elect as elective offices with voting privileges.

Rationale: Participating fully in the Parliamentary process during the 2 years in elect positions will better prepare these officers for their future roles.

Bylaws

Article III - Duties of Elected Officers

Section 8. The Treasurer-Elect shall: study the duties of the Treasurer in order to be prepared at the appropriate time to take over the responsibilities of the office; assist the Treasurer as requested; maintain communication with the Treasurer; serve as Conference Treasurer for conferences of the Region; assume all duties of the Treasurer in case of resignation or removal of the Treasurer; attend Regional Executive Board meetings and conferences of the Region during their term of office; serve as a member of the Finance Committee; 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.

Section 8 9.

Section 9 10.

Motion: Adopt new Section 8 as written and renumber subsequent sections.

Rationale: Adding duties for the Treasurer-Elect position addressed in Constitution Article IV, Section 2.

Section 11. The Government Relations Chair-Elect shall: study the duties of the Government Relations Chair in order to be prepared at the appropriate time to take over the responsibilities of the office; assist the Government Relations Chair as requested; maintain communication with the Government Relations Chair; assume all duties of the Government Relations Chair in case of resignation or removal of the Government Relations Chair; attend Regional Executive Board meetings during their term of office; participate in regional State Task Force conference calls; 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.

Section 10 12.

Section 11 13.

Motion: Adopt new Section 11 as written and renumber subsequent sections.

Rationale: Adding duties for the Government Relations Chair-Elect position addressed in Constitution Article IV, Section 2.

Article VI - Elections, Terms of Office, and Vacancies

Section 2. The Nominating Committee shall draw up a slate of consenting candidates for each elective office to be presented, along with respective biographical information, to the general membership at the annual regional conference **or via special election procedures as specified in the Bylaws, Article VI, Section 5.** The Committee shall make every attempt to present at least two (2) candidates for each elective office. They shall also draw up a slate of at least twice as many nominees as there are designated positions for the Assembly of Delegates. Additional nominees of consenting candidates for elective offices shall be accepted from the floor at the annual regional conference **or via special election procedures as specified in the Bylaws, Article VI, Section 5.**

Motion: Adopt new Section 2 as written.

Rationale: Added wording to reflect the proposed addition of Bylaws, Article VI, Section 5, which details special election procedures.

Section 3. All **regular and special** elections shall be held by secret ballot **except in the case of a special election in which there is only one nominee.** For regular elections, ballots will be distributed no later than two (2) weeks following the conclusion of the annual regional conference. All nominees shall be listed on the Region's website with accompanying biographical information. For each office, the nominee receiving the greater or greatest number of votes shall be considered elected. In the event that this greater or greatest number is a tie, a deciding vote shall be cast by the members of the outgoing Executive Board. This shall apply to tie votes for the Assembly only when the tie would result in (a) one candidate serving on the Assembly and the other serving as an Alternate; or (b) one candidate serving as an Alternate and the other not being included as an Alternate. Ties within the list of Alternates shall be ranked and called at the discretion of the President. **During a special election, should only one nominee be identified by the end of the final business meeting at the regional conference, the members present can vote for the one nominee thereby suspending the ballot process.** The Chair of the Nominating Committee shall present the results for publication in the first edition of the official regional publication following the election and shall notify AMTA of the election results.

Motion: Adopt section 3 as written, removing strikethrough portions.

Rationale: This section was changed to reflect procedures for regular elections only. Information regarding special elections is reflected in the proposed addition to the Bylaws, Article VI, Section 5.

Section 7 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 the next annual regional conference.** **Immediately thereafter, the vacant position shall be filled by** until it is filled by regular or special election, as specified in the Bylaws, Article VI, Sections **2 and 3** 2, 3, and 5.

Motion: Adopt previous Section 7, new Section 4 as written, removing strikethrough portions.

Rationale: This section was moved to maintain organization between Section 3 and Section 5. This Section makes it clear that vacancies will lead to special elections, even between conferences.

Section 5. A special election will be completed within four (4) months of the vacancy of an elective office, which is not filled through regular succession of that office, as specified in the Bylaws, Article VI, Section 4. In the event a special election is held between conferences of the Region, the nomination and election shall be conducted via electronic media as follows: The Nominating Committee will present a slate of nominees to the members. In the two (2) weeks that follow, members may nominate additional consenting candidates. Ballots will then be distributed within two (2) weeks following the end of the nomination period. When a special election is held during a regional conference, should only one nominee be identified by the end of the final business meeting of the same conference, the members present can vote for the one nominee, thereby suspending the ballot process.

Section 4 6.

Motion: Adopt new Section 5 as written and renumber subsequent section.

Rationale: Information in this Section outlines procedures for special elections. It was decided that this information should have its own Section for ease and clarity of presenting the information in the Bylaws.

Section 5 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.

Section 6 8.

Motion: Add details of Treasurer-Elect's term to Section 5, and renumber this and subsequent section.

Rationale: Newly created position requires delineation of term of office.

Article VIII - National Standing Committees and Boards

Section 1. The National Standing Committees are: Academic Program Approval Committee, Affiliate Relations Committee, Association Internship Approval Committee, Continuing Education Committee, Employment and Public Relations Committee, Government Relations Committee, International Relations Committee, Membership Committee, Professional Advocacy Committee, Reimbursement Committee, Research Committee, ~~Special Target Populations~~ Clinical Practice Networking Committee, Standards of Clinical Practice Committee, and Technology Committee.

Motion: Adopt new wording, removing strikethrough portion.

Rationale: This amendment is consistent with AMTA's renaming of this standing committee.

Article IX - Regional Committees and Auxiliary Organizations

Section 2. The Finance Committee shall consist of the Treasurer, who shall serve as chair, Treasurer-Elect, President, President-Elect, Past President and at least one (1) MAR member. Duties of the

Finance Committee shall be to make recommendations to the Executive Board regarding fiduciary responsibility of the financial resources held by the region; to assist the Treasurer in the construction of the proposed annual budget; and to assist the Treasurer in developing and maintaining fiscal policy recommendations to the Executive Board.

Section 4. The Government Relations Committee shall consist of the Government Relations Chair, Government Relations Chair-Elect, and the members of the State Task Forces within MAR. The State Task Forces include at least three and no more than six professional voting members and one Student Representative. Duties of the Government Relations Chair and Government Relations Chair-Elect are specified in the Bylaws, Article III, Sections 9-10 and 11. Duties of the Government Relations Committee members are to participate in AMTA national advocacy activities and assist with the implementation of the AMTA and CBMT State Recognition Operational Plan within MAR.

Motion: Add Treasurer-Elect and Government Relations Chair-Elect to their respective committees.

Rationale: Service on these committees is specified in the Bylaws, Article III, Sections 8 and 11.

**Mid-Atlantic Region, AMTA
Immediate Past President's Report
Executive Board Meeting March 2016
Harrisburg, PA
Julie P. Neal, MS, MT-BC**

The duties of the Immediate Past President are identified in Article III, Section 5 of the MAR-AMTA Bylaws.

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.

As Immediate Past President I have assisted and provided guidance to President Ritter as needed, established and maintained contact with regional representatives to National Standing Committees, and attended the regional executive board meeting in Kansas City in November. Service on the Constitution and Bylaws Revision Committee is ongoing and proposed revisions are being submitted at this conference. The Nominating Committee has been formed and is working to establish a slate of candidates for special elections for Vice President-Elect for Conference Planning, Vice President for Membership, Treasurer-Elect (proposed new position), and Government Relations Chair-Elect (proposed new position). Additional action items are listed below.

National Services Council

Names and contact information of all MAR representatives to national standing committees and boards have been shared with Kate Shannon for solicitation of website updates. All committee and board reports should be updated on the website as needed, and at least on a bi-annual basis following national conferences and mid-year meetings.

Historian/Archivist Ad Hoc Committee

This committee is made up of myself as chair, Maria Hancock, Phil Mauskapf, Donna Polen, Mark Ahola, Elaine Abbott, and Shawna Vernisie, as well as Anita Gadberry who served from a Membership perspective. The group worked to establish ideas about the future of these two positions, and is recommending that a regional standing committee form with the Historian and Archivist as co-chairs. Shawna Vernisie recently stepped down from this committee. See report addendum with further recommendations.

Potential Elect Positions Ad Hoc Committee

This committee is made up of myself as chair, Michael Viega, Brooke Carroll, Maria Fay, and Gary Verhagen. The committee recommends the addition of two (2) new elected positions, Treasurer-Elect and Government Relations Chair-Elect, as both positions include a steep learning curve and a great deal of work. See proposed Constitution and Bylaws revisions for more information regarding these positions and their duties.

Nominating Committee

This committee is made of myself as chair, Michael Viega, Gary Verhagen, Maria Fay, Noel Anderson, and Bob Miller. We expect to have a slate of candidates to present to the membership at the business meeting. The Treasurer-Elect and Government Relations-Elect nominees will be presented only if and when the membership approves the addition of these elected positions.

Respectfully submitted,
Julie P. Neal, MS, MT-BC, MAR-AMTA Immediate Past President

Addendum to Immediate Past President's Report Historian/Archivist Ad Hoc Committee Ideas for Historical Preservation Committee

Working Names for Committee:
Historical Preservation Committee
MAR Institute for Historical Preservation

Purpose:
To work in partnership with members to preserve and share the history and record current events within the Mid-Atlantic Region.

Co-Chairs:
Historian - as responsibility of Presidential Appointed position and MAR Executive Board member
Archivist - as responsibility of Presidential Appointed position

Potential Member Roles:
Interviewer/Columnist
Academic Representative
Clinical Training Representative
Student Archivist
Research Committee Representative
State Representatives
Others as deemed appropriate by co-chairs

Tasks:

- Submit a report for each Board Book
- Maintain a handbook for each position and the committee
- Consult with Public Relations Chair to advertise a theme and engage the membership in accessing the archives, preserving our history through story-telling and sharing materials, and capturing current events in the region
 - Theme: “*Remember the Past, Respect the Present, Re-Member the Future*”
- Submit column to quarterly MAR newsletter

Suggested Topics:

A regular column in every newsletter should focus on a range of topics, addressed by invited contributors. The first column may be co-authored by Alan Solomon, former NAMT Historian, and Bryan Hunter and Ken Aigen, former Presidents of NAMT and AAMT that facilitated Unification.

Interview with Bill Davis, AMTA Archivist

Other rotating column topics include:

MAR Pioneers: educators, trainers, clinicians, theorists, researchers, authors

Educational/Academic Program Development

Internship/Training Program Development

Regional Administration Development, including MAR EB, MAR Assembly, and regional publications

Conference History

Forging new frontiers in client populations and clinical application models

Legislative Achievements

Achievements of MAR students – as students and beyond

- Prepare and exhibit archival materials at MAR booth at National and Regional Conferences
- Interview a variety of members to record their histories and the history of the region, as well as “Making History in the MAR”
- Solicit volunteers such as pioneers of the MAR to chat with members at conferences
- Maintain and update archival material and disseminate via MAR website and at conferences
- Secure and monitor the work of a student archivist – task of the Archivist
- Prepare materials and events for regional conferences to encourage awareness of MAR history and recording of current events for archives
- Promote and/or present propose concurrent sessions at regional conferences highlighting the history of the MAR
 - include a consistent theme with changing focus, e.g., “The Historical Preservation Committee Presents: _____”
 - forum/panel type session including established MTs along with some interns and current students
 - consider creating a Historical Preservation track, much like the Research track

Respectfully submitted,

Julie Neal, MAR Immediate Past President, Chair

Maria Hancock, MAR Historian

Phil Mauskapf, MAR Archivist

Donna Polen, MAR Assembly Chair

Elaine Abbott, Member/Professor at Duquesne University, home of the MAR-AMTA Archives

Shawna Vernisie, Member

Anita Gadberry, MAR Vice President for Membership

MAR-AMTA Regional Secretary Report
2016 MAR Regional Conference
Harrisburg, PA – March 2016
Respectfully submitted by Noa Ferguson, MS, MT-BC

A. Since the AMTA National Conference in November 2015, the MAR Executive Board has put 4 items to a vote. The topics and results of the items put to a vote amongst the Board are as follows:

1. Topic: *Voting in New Pennsylvania and New Jersey State Task Force Members, as presented by Committee Chair, Maria H. Fay*

Method of Voting: E-mail, February 11, 2016

Results: The Board voted to approve the addition of Kristyn Beeman to the PASTF, and Amanda Latham to the NJSTF.

2. Topic: *Creation of a NYSTF Subcommittee to Address Membership Inquiries Related to Reimbursement, as proposed by NYSTF Chair, Donna Polen*

Method of Voting: E-mail, February 11, 2016.

Results: The Board voted to approve the creation of a NYSTF subcommittee to address membership inquiries related to reimbursement.

3. Topic: *Temporary \$10,000 Transfer from the Main MAR Bank Account to the Regional Conference Bank Account, to cover up-front Conference Hotel, AV, and Entertainment fees*

Method of Voting: E-mail, February 13, 2016.

Results: The motion carried to approve the temporary transfer of funds from the main MAR bank account to the regional conference account.

4. Topic: *Voting for Nominating Committee for Special Election for VP-Elect for Conference Planning, and Nominees for New Treasurer-Elect and Government Relations Char-Elect Positions **

Method of Voting: E-mail, February 27, 2016.

Results: The Board voted to approve the creation of a nominating committee for special election for VP-Elect for Conference Planning, and nominees [as listed by Julie Neal] for new Treasurer-Elect and Government Relations Chair-Elect positions.

* Please Note: Julie has formed a Nominating Committee to secure one more nominee for the special election for Vice President-Elect for Conference Planning, as well as to secure potential nominees for the soon-to-be-proposed new positions of Treasurer-Elect and Government Relations Chair-Elect.

She is submitting to the Board for approval to serve on the Nominating Committee, following the MAR-AMTA Bylaws on this topic:

Article VI - Elections, Terms of Office, and Vacancies

Section 1. A Nominating Committee consisting of the Immediate Past President, who will serve as chair, and five (5) professional regional members representing five (5) different areas of the Region shall be appointed by the President with the approval of the Executive Board.

Michael Viega (NY) (no approval necessary, as service on this committee fulfills a duty of the position in the MAR-AMTA Bylaws, Article III, Section 2.)

Gary Verhagen (Northern VA)

Maria Fay (Scranton, PA)

Bob Miller (Pittsburgh, PA)

Noel Anderson (Southwestern VA)

- B. Thank you, President Ritter, for presenting current draft of the Secretary Policy/Procedure document. This was a collaborative effort between myself, Gabby, and Julie Neal, and I look forward to contributing additional content to the handbook on an ongoing basis in my capacity as regional secretary.

**MAR-AMTA VP Membership
Executive Board Meeting
Anita Gadberry**

Responded to new members; conference discount codes

Promoted conference support award through Facebook, twitter, and email

One award

Part of other money allotted toward calling drive

Calling drive-students, two rooms, two Assembly members (Donna and Elaine)

Thoughts on whether to limit how many consecutive years someone can receive the assistance award (for AMTA dues). This year one of the recipients also received it last year. However, that person was also someone that received all votes to receive it this year. It was awarded since there are no stipulations in place.

\$500 national conference scholarship for members to attend conference –in conversation with Conio about this so professional and student awards can be similar

**MAR-AMTA VPCP Report
Executive Board Meeting
Patricia Winter, Ph.D., MT-BC
Report submitted March 2016**

Discussion Items

1. Who pays airfare for AMTA representative(s) travel to regional conferences?
2. Increase in student members presenting do we want to offer a discount?
3. Impact of the \$1000 academic fee on advertising/sponsorship/donations from these institutions.

Agenda Items

1. Conference Thank You!

- a. Welcome to Harrisburg, PA. Thank you to our conference council and the local committee for all of the planning, ideas, and dedicated work across the last 12 months
 - i. VP-elect of Conference Planning: Jenny Swanson
 - ii. Regional Event Planner: Tina Myers
 - iii. REP in training: Elaine Kong
 - iv. Regional Exhibits: Darcy Lipscomb O'Daniel
 - v. Continuing Ed Coordinators: Clare Arezina Wiemann & Laurie Keough
 - vi. Student Rep (MARAMTS VP): Megan Neil
 - vii. PR: Megan Resig
 - viii. Conference Treasurer: Molly Hicks
 - ix. Local Co-Hosts: Gene Ann Behrens and Emily Yoder-Frantz
 1. Instruments: Cassy Schoffstalls & Kim Glass
 2. Entertainment: Joanna Karns & Emma Watson
 3. Exhibits/Fundraising: Allison Dowling & Kristyn Beeman
 4. Publicity/Government Relations: Melanie Isaccs & Melanie Walborn
 5. Student Service Project: Vicki Rowe & Lauren Rowe
 6. Volunteers: Gretchen Patti & Vern Miller
 7. Registration: Matt Phillips
- b. Thanks also to other MAR members who assist in the conference planning process:
 - i. Research Committee: Anthony Meadows and Gene Ann Behrens
 - ii. Special Target Population Networking lunch: Darcy Lipscomb
 - iii. Student Affairs Advisor: Conio Loretto
- c. Thanks as always to the MAR executive board for continued support and collaboration in this great task of conference planning!

2. Harrisburg Updates

- a. The new conference app was released on Monday, February 29th via Facebook. Information concerning the app is also on the MAR website. Favorable reviews have already been received along with positive feedback about the interface.
- b. Registration (as of 3/2/2016) is 610! Last year our registration capped out at 650 and the year prior capped at 519.
- c. Current RegOnline revenue is \$68,059 this is prior to fees etc.
- d. We also used RegOnline to capture our ads/exhibits/and sponsorship dollars and have accrued \$6,350 dollars. This has been a new venture to streamline the processes and to keep an ongoing record of the revenue generated through this arm of conference.
- e. Conference offerings include one Pre-Conference Institute, eight CMTE Courses (including the free Internship Supervision and a fee-based ethics course). There are 95 concurrent sessions (including research and student tracks).
- f. Highlights of conference events
 - i. David Ott Pre-Conference Institute: *Music Therapy and Substance Dependence: A Blend of Traditional and Contemporary Approaches*, a seven hour CMTE Institute facilitated by Kathleen M. Murphy, PhD, MTBC; Jim Borling, MM, MTBC, Fellow of the Association for Music and Imagery; Maria Carlini, MSOL, MTBC, Fellow of the Association for Music and Imagery; Lisa Jackert, MA, MTBC.
 - ii. Passages featured presentations during each concurrent session slot. Highlighting student and new professional offerings from the 2015 Passages conference.

- iii. Traditional events of the Awards Ceremony, Exhibit Hall Spectacular with Silent Auction and Yard Sale, Drum Circle, and Jam Room.
 - iv. I will submit a more comprehensive final report at the fall board meeting after receiving individual final reports and position handbooks following conference.
 - v. We have once again hired a conference photographer and have the capacity to collect photos via the app. The photos will be moderated by the MARAMTAS student secretary before being released to the MAR “public.”
3. 2017 Conference
 - a. We’ll be at the Hyatt Regency in Rochester, NY from March 14th-19th, 2017.
 - b. Local Co-hosts will be Amanda Dimino, Lauren Faggiano, and Melinda Kurowski.
 4. Process Improvements/Future Efforts
 - a. We continue to work hard to streamline all of our conference processes via the online call for papers, registration, the addition of exhibits/ads/sponsorship through RegOnline, the implementation of a conference app, and through the distribution and collection of online conference surveys. We will continue to monitor the functionality of these processes through attendee feedback and in conversation with conference planners through other regions.

Respectfully submitted,
 Patricia Winter, Ph.D., MT-BC
 2015 MAR VP for Conference Planning

GOVERNMENT RELATIONS

Respectfully Submitted:
 Maria Hricko Fay

GENERAL UPDATED/POINTS OF DISCUSSION

1. **Government Relations Elect** – On an ad hoc committee met to discuss the Government Relations – Elect Position. (See Julie’s report.)
2. Met with Megan Resig and committee creating **PR Materials**, esp. to be used for Hill Days. It will hopefully be available to use this coming Hill Day in Harrisburg!
3. Talked with Brooke Carroll Lemchak regarding setting up a **PayPal Account for Government Relations** to handle the money exchange for advocacy trainings in the region. This is to eliminate task force members using their own PayPal accounts. This is in process.
4. Andi Farbman consulted with AMTA accountant and it was agreed that the income and expenses related to the task forces need to be accounted for because this is one area of non-profit management that is highly regulated by the IRS. The IRS 990 form requires that we account for direct lobbying and grassroots lobbying. With the increase of activity and advocacy training in MAR and now that money has been allotted in the MAR budget, careful record of this needs to be recorded. I will be discussing this with Andi Farbman and Judy Simpson so we can ensure that we are reporting this information appropriately. Andi Farbman also included Deb Benkovitz on this conversation as the Regional President Rep so that she can assist with updating the Regional Presidents regarding this information as well.

5. Creating a Policy for task forces for the \$500/year budget per state task force. This is still in process.
6. The website is being utilized successfully for promoting task force work and progress. Policies may need to be created regarding the type of content to include on the website versus content information shared in emailed updates to state music therapists, as well as policies for social media since this is being utilized much more as well.
7. MAR is having an advocacy booth in conjunction with the AMTA booth at conference this year in the exhibits hall. Check it out!
8. I'd like to publically thank the MAR Task Forces for donating baskets to raffle off for the Silent Auction at conference.

STATE UPDATES

DESTF

- On January 18, 2016 Myself, Gabby Ritter, Julie Neal, Elizabeth Swartz, and Amy Rogers Smith met with Patricia Gonzalez via phone conference. Patricia J. Gonzalez, has been working on gathering information about SPED to work with Representative Melanie George Smith, to develop a recommendation that music therapy be included in a new state model for delivering services and education to children with special needs. At the June Board Meeting I will present to the Board about beginning a music therapy task force in DE. We decided to wait on this with the flurry of activity that is currently happening with active bills. If the Board has recommendations of music therapists in DE for the task force, please let me know!

MDSTF (Chair - Niki Runge and Tatyana Martin)

- 15 Minutes of Advocacy wrap-up.
- Members of the MD Task Force will be attending the Hill Day at Conference to gain an understanding of how to run a Hill Day as they are thinking about planning a MD Hill Day in the near future.
- Members of the task force attended an event in February with legislators with the Maryland Coalition of Families. Music therapy is an affected service that has been cut from funding in MD.

NJSTF (Chair – Paula Unsal)

- NJSTF wants to welcome Amanda Latham to the task force! She is filling the position vacated by Gillian Zambor when Gillian moved out of state. Gillian was a great asset to the task force, attending and contributing to the hearing in December even though she was in the midst of a life change.
- **Another Successful Hearing** – New Jersey's original bill (known as A4353) was released by the Regulated Professions Committee in December 2015; but there was not enough time in the 2015-16 legislation session for further action and the bill was dropped. Assemblyman Bob Andrzejczak, the sponsor of the bill, re-introduced the bill on the first day of the new legislative session and also got it on the agenda for the first Regulated Professions Committee meeting in the new session, February 4, 2016. Testimony was given by Paula Unsal, Chair of NJSTF about music therapy in general and music therapy in New Jersey and the bill was unanimously released to the General Assembly! The new bill, now known as A783, also has a new primary sponsor,

newly elected Assemblyman Bruce R. Land from District 1. Task Force member Beth Walls now has all three legislators from her district as Primary Sponsors on New Jersey's bills!

- **Senate Bill S1601** - The Music Therapist Licensing Act was reintroduced into the Senate by Senator Jeff Van Drew on February 16, 2016 as S1601, and has been referred to the Senate Commerce Committee. NJSTF can now begin advocacy in the Senate.
- **MAR Website Updates** - Use the link www.mar-amta.org to check out our news article *Another Successful Hearing for NJ!* on the home page. Also check out new additions to the New Jersey Task Force page by clicking on Advocacy/Government Relations, locate Regional State Task Forces and click on New Jersey State Task Force. You can find, under Resources, the 2016 bills A783 and S1601 with updated language.
- **Social Media and Video Share** - NJSTF is looking for videos/photos to use in legislator education.
- **Other Creative Arts News** - The Drama and Dance/Movement Therapists licensing bill has been reintroduced in the 2016 General Assembly as A2477 and referred to the Regulated Professions Committee.
- **Opposition** – The task force is responding to opposition from the Speech and Language Pathologists. They are currently in negotiations with amendment language to the bill.

NYSTF (Chair – Donna Polen)

- **NYSTF School Tour:** On February 21, 2016 the task force presented at NYU. Thank you to Ken Aigen and NYU for hosting the New York State Task Force. Thank you to the NYSTF for their service in educating New York Music Therapists. There was very important discussion and information that was shared. These workshops provide dedicated time for students, followed by an afternoon workshop for students and professionals alike. The task force covered information regarding the LCAT, issues pertinent to NY, and discussion regarding an authentic Music Therapy License in NY. The national team also joined via FaceTime and Skype. The following are dates for upcoming tours:
 1. **SUNY Fredonia** - Sunday, April 3, 2016
 2. **Nazareth College** - Saturday, September 24, 2016.
 3. **Molloy** – In negotiation
- **Medicaid and other service provision concerns** - NYSTF continues to follow issues related to Medicaid regulations as well as other concerns related to reimbursement and the provision of music therapy services in New York. Work was done with the national team in creating an extension of the task force that will concentrate exclusively on these issues. The MAR Board approved by vote the creation of the NYSTF sub-committee, *The NYSTF Reimbursement Team*.
- **Mandatory Continuing Education Requirements for LCATs** - At their January 11, 2016 meeting, the Professional Practice Committee of the Board of Regents recommended that proposed rules for continuing education requirements for LCATs be added to the regulations as written and enacted as scheduled on January 1, 2017. You can read the PPC meeting report here: <https://www.regents.nysed.gov/report/jan-2016/professional-practice> and review the full document as submitted to them, including a summary of public comments and the Department responses, here: <https://www.regents.nysed.gov/common/regents/files/116ppca4.pdf>

- **NYSTF at the MAR conference in Harrisburg** - For detailed information and the opportunity to discuss recent changes and upcoming efforts for the recognition of music therapy in NY, the NYSTF is presenting a concurrent session at the conference. *The State of Music Therapy in New York State* is scheduled for Saturday, March 19 from 11:00-11:50 a.m.
- **Music Therapy License** – The task force is currently drafting continuing competency language for the MT licensing bill.
- **Student Task Force Member Role** – This continues to be worked on and discussed.

PASTF (Co-Chairs - Nicole Hahna, and Melanie Walborn)

- Task force member Vern Miller stepped down from the task force due to increase in family responsibilities. The task force welcomes Kristyn Beeman to the task force as the newest member.
- **HILL DAYS!!!!!!** (Participants can earn up to 15 FREE CMTE'S!)
There are two back-to-back Hill Days at conference. An online training was held Tuesday evening with Hill Day visits with state **legislators** on Wednesday. This Hill Day was sponsored by AMTA and was PA specific. An in-person training will be held Wednesday evening with both professionals and students and have a more broad advocacy focus. Hill Day visits will be Thursday morning with state **legislative staff** and a drum circle will be held in the capitol. This event was sponsored by MAR. The Student Service Project was done in conjunction with this second Hill Day event. Bravo to the MANY groups of people who worked together on these events to make this the biggest Music Therapy Hill Day (by far) event in the country!
- **PA Hearing** – The bill will have its first informational hearing on Tuesday March 22. Members representing the PASTF, MAR, and AMTA will be at this hearing to give testimony.
- **Opposition** – The PA Bills are also raising some opposition from Speech and OT's the task force is monitoring and negotiating this.
- **Office of Developmental Programs in the PA Department of Health and Human Services** – The task force continues to follow-up and make sure that music therapy is included in the Waiver.

VASTF (Chair- Briana Priester)

- The task force is researching the state regulations to see if any language needs to be updated, changed, or added. They are also researching other related professions in the state and how they are regulated in the state.
- The task force will be updating the state fact sheet.
- Task force member Tom Sweitzer has been meeting with Senator Jill Vogel who has expressed great interest in supporting music therapy in VA. She is ready to assist the task force with whatever is needed. Senator Vogel had drafted a bill without consulting the VASTF but the task force thought it best to wait, educate, and garner the support of the music therapists in VA first before proceeding. Senator Vogel was receptive to this.
- The task force met in person on February 27, 2016 from 10:00 - 4:00 PM to strategize and to get to know one another since they are a new group. They met at Tom Sweitzer's "**A PLACE TO BE**" in Middleburg, VA. Judy Simpson from the national office also attended the event.

WVSTF (Chair – Amy Rodgers Smith)

- Senator Unger introduced Senate Bill 680 establishing a Board of Music Therapy, which was introduced on Monday, Feb 22, 2016. This was referred to the Senate Committee on Government Organization. The bill will not proceed this year since it did not pass out of the Senate by March 2, 2016. Even though it will not move forward this year, this is a step forward that will prompt further discussion and raise a deeper level of awareness of music therapy in West Virginia legislature.

Newsletter Report
March 2016
Respectfully submitted – Mark Ahola

1. *Tuning Into Rx Music* is now at 2766 subscribers (active contacts on Constant Contact, our social email marketing service).

2. Here are open rates for recent issues of the newsletter:

- Winter 2016– 34% - (57% computer, 43% other device)
- Fall 2015– 40% (56% on computer; 44% on other device)
- Summer 2015 – 38% with 1051+ unique opens
- Spring 2015 – 21%

Non-HTML emails are not tracked and some email reading apps do not allow us to report opens. So, actual open rate is most probably higher than what is reported. Open rates for email blasts are similar.

3. Starting in Spring, I would like to have the newsletter automatically share via Facebook and other social media. I will coordinate with PR on this. The current issue has the following link:

<http://conta.cc/1QHi51j>
<http://conta.cc/1QHi51j>

3. It would be good to archive all of our electronic newsletters. I have been saving them on my computer and can forward to archives. I will be contacting editors for other regions to see how they have been archiving. There are issues such as how to keep links active from the newsletter, or creating pdf files of links in addition to the newsletter.

4. The MAR Historical Preservation Committee has discussed adding an ongoing article on history of our region (e.g., *We're Making History* or *Remembering the Past, Respecting the Present, Remembering the Future*) in conjunction with historian and/or archivist.

5. The submissions deadline for our Spring issue is April 15. Feel free to send links, pics, ideas for pics, graphs, video streams, etc. with your reports (send attachments of .jpgs/.gifs under 350 KB and 800 pixels for each pic in your report). Larger reports are being linked to our website.