



**MAR-AMTA Executive Board Meeting Minutes**

<b>MAR-AMTA Executive Board Meeting Minutes</b>			
<b>MINUTES</b>	Fri., September 9, 2016 Sat., September 10, 2016	6:00PM-10:00PM 9:00AM-1:00PM	Fall Executive Board Meeting Elizabethtown, PA
<b>MEETING CALLED BY</b>	<b>Gabby Ritter, President</b>		
<b>TYPE OF MEETING</b>	Fall 2016 Executive Board Meeting		
<b>FACILITATOR</b>	<b>Gabby Ritter, President</b>		
<b>NOTE TAKER</b>	<b>Beth Deyermond, Recording Secretary</b>		
<b>PRESENT</b>	Gabby Ritter, President; Julie Neal, Past President; Mike Viega, President-Elect; Trish Winter, VP for Conference Planning; Jenny Swanson, VP-Elect for Conference Planning; Maria Fay, Government Relations; Amy Rogers-Smith, Government Relations Elect Conio Loretto, Student Affairs Advisor; Donna Polen, Assembly Chair; Gary Verhagen, Parliamentarian; Beth Deyermond, Recording Secretary; Mark Ahola, Newsletter Editor Tara O'Brien, MARAMTS Vice President		
<b>ABSENT</b>	Marisol Norris, VP for Membership; Brooke Carroll-Lemchak, Treasurer (attended via skype for her report), Meghan Bakey, Archivist		
<b>CALL TO ORDER:</b>	Meeting was called to order at 7:08 PM		
<b>I. OPENING PROCEDURES</b>	<b>GABBY RITTER</b>		
	A. Call to Order 7:08 PM B. Approval of Agenda C. Approval of Minutes ( <i>March 2016 - Harrisburg, PA</i> ) D. Approval of Consent Agenda, p. 3		

DISCUSSION	<ul style="list-style-type: none"> <li>● consent agenda explained by G. Verhagen as anything that can be passed without the need for discussion. For example, the formation of ad hoc committees. Anyone can remove a specific part of the consent agenda before it is voted on as a block.</li> <li>● Suggested that item 1A in consent agenda be moved to regular agenda under VP for Conference planning</li> </ul>
CONCLUSION	<p><i>Motion to approve consent agenda - J. Neal</i></p> <p><i>2nd</i></p> <p><i>Motion passes</i></p>

## II. OFFICERS REPORTS

DISCUSSION	<p><b>A. PRESIDENT GABBY RITTER</b></p> <p>Related Board Book Report, N/A</p> <ol style="list-style-type: none"> <li>1. Welcome to new board members</li> <li>2. Thank you to Gene Anne Behrens and Elizabethtown College for hosting the meeting</li> <li>3. AMTA sponsored Leadership CMTE       <ol style="list-style-type: none"> <li>a. Program provided at AMTA National Conference</li> <li>b. November 9th at 12:30</li> <li>c. Participants can earn 5 CMTEs for free - MAR will send up to 5 people</li> <li>d. 2016 participants will be: Maria Fay, Amy Rogers-Smith, Brigette Sutton, Jenny Swanson - looking for one more person. Need to know by October</li> </ol> </li> <li>4. Historian/Archivist Updates/Appointment       <ol style="list-style-type: none"> <li>a. Mark Ahola has expressed interest in becoming the historian in addition to newsletter editor</li> <li>b. Bio and letter of intent are on "my drive" under executive files</li> <li>c. G. Ritter would like to have Mark be appointed</li> <li>d. Meghan Bakey will be new archivist (was previously the student archivist)</li> <li>e. T. Winter asked what the issue with filling and keeping the position is</li> <li>f. G. Verhagen reminded that the archives are in Pittsburgh. The question was brought up if this location was set in stone. Committee is working on it. Hopefully things will be able to move forward with the historical information now that both positions are filled</li> </ol> </li> <li>5. Ad Hoc for President Visits       <ol style="list-style-type: none"> <li>a. Develop policies and procedures for responsibilities when the president of AMTA comes to visit – for budgeting reasons – Mike Viega is chair. Other members are Trish, Jenny and Brooke. Deadline is 2017 MAR conference</li> </ol> </li> <li>6. Ad Hoc for formatting next national business meeting       <ol style="list-style-type: none"> <li>a. Determine how the business meeting at the upcoming national conference will be formatted. Julie Neal is the chair.. Other members: Donna, Mark Megan, Conio and Marisol.</li> <li>b. <i>Motion to extend deadline of the report to the National Conference regional meeting in November 2016 by Julie N. 2nd. Motion Passes</i></li> </ol> </li> <li>7. Draft policy for conference call minutes       <ol style="list-style-type: none"> <li>a. Gabby will write a policy on how minutes will be taken for conference calls in the event that this is needed</li> <li>b. Donna suggested figuring out how to record conference calls as well so that the</li> </ol> </li> </ol>
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	<p>minutes will be accurate</p> <p>8. Continuing education provider for NYS LCAT's</p> <p>1. There are new NYS regulations mandating Continuing Education for LCATs thus creating a need for NYS-approved education providers. The cost is \$900 every three years and MAR is eligible to apply.</p> <p>a. - <i>Clare motioned to task the CEC with completing the application to have the MAR approved as a CE provider through NYSED and approve the application fee expenditure. 2<sup>nd</sup> not needed because it came from a committee</i></p> <p>b. <u>Discussion:</u></p> <p>b.i. Conio question to clarify CBMT vs LCAT providers</p> <p>b.ii. Donna: issue because this year's MAR conference being in New York State presents a potential problem with all MT's from NYS who are also LCATs. CBMT They won't be able to count the CEU for their LCAT. This could have an effect on conference since it is in an out layer area of the region</p> <p>b.iii. Conio: where we are in the MT license?</p> <p>b.iv. Donna: Working on it and are a few years away.</p> <p>b.v. Bridgette: is there a current provider who would be willing to put their name on our conference.</p> <p>b.vi. Donna: Currently 2 providers and they are both in the field of Social Work</p> <p>b.vii. Trish: Do we want to pay for this? Do we want to charge extra?</p> <p>c. <u>Conclusion:</u></p> <p>c.i. <i>AMENDED MOTION: to task the CEC with completing the application to have the MAR approved as a CE provider through NYSED and approve the application fee expenditure for one 3 year term, to be reviewed at the end of that term by Julie N. 2<sup>nd</sup>. Motion passed</i></p>
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<b>CONCLUSION</b>	See "Discussion" segment points.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See "Action Items" on page 9 of Minutes document.		

<b>CALL TO RECESS:</b>	Meeting was called to recess at 8:00
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<b>CALL TO ORDER:</b>	Meeting was called back to order at 8:14
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<b>DISCUSSION</b>	<p><b>C. PRESIDENT ELECT MICHAEL VIEGA</b></p> <p>Related Board Book Report, N/A No report submitted</p>
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CONCLUSION	N/A	
See "Action Items" on page 9 of Minutes document.	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	<b>B. PAST PRESIDENT JULIE NEAL</b> Related Board Book Report, p. 22  1. Overall duties: <ol style="list-style-type: none"> <li>a. continue to assist and provide guidance to President Ritter as needed,</li> <li>b. maintain contact with regional representatives to National Standing Committees</li> <li>c. The Nominating Committee was formed prior to the Harrisburg conference Special Elections and will continue for upcoming board elections, with one anticipated change.</li> <li>d. Continue to serve as a member of the Historian/Archivist Ad Hoc Committee and the Constitution and Bylaws Revision Committee.</li> </ol>	
	CONCLUSION	
See "Action Items" on page 9 of Minutes document.	PERSON RESPONSIBLE	DEADLINE
See "Discussion" segment points.		

DISCUSSION	<b>B. ARCHIVIST MEAGHAN BAKEY</b>  Related Board Book Report, N/A No report submitted	
	CONCLUSION	
N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	<b>B. HISTORIAN OPEN POSITION</b>  Related Board Book Report, N/A No report submitted	
	CONCLUSION	
N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	<p><b>B. VICE PRESIDENT FOR MEMBERSHIP</b>  <b>MARISOL NORRIS</b></p> <p>Related Board Book Report, p. 23</p> <ol style="list-style-type: none"> <li>1. In regular communication with Gabby regarding membership concerns</li> <li>2. Membership Awards are posted on social media and will be posted on the website</li> <li>3. There was a member concern brought up regarding cultural sensitivity issues and the venue/advertising for the upcoming AMTA National Conference via a letter signed by a number of music therapists and sent to the leadership at AMTA</li> </ol> <p><u>Discussion:</u></p> <p>Donna: - why is conference at a waterpark in general  - why were names blacked out on the letter  - should we have have a forum at regional – perhaps a panel so that it is organized</p> <p>Gary: – should we invite someone from AMTA to sit on the panel</p> <p>Trish: – should we as a region focus on cultural competence? Can we start to bring in “big dogs” who are experts in this area?</p> <p><u>Conclusion:</u></p> <ul style="list-style-type: none"> <li>- Continue to allow Marisol to follow up with this and we will wait until after National conference to chose to do something at our Regional conference.</li> </ul> <p>4. AMTA has asked for MAR to share names and contact information of non-AMTA members</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>- Is this a membership concern?</li> <li>- ethical issue? Whose interest are we protecting?</li> <li>- how can we assist AMTA in assimilating the information that they can then use to help increase membership? Student involvement is key. Idea of having a "Leadership Academy" similar to the professional CMTE the AMTA offers, but specifically for students. Those leaders would hopefully maintain professional membership status.</li> <li>- Feel as though we need informed consent. Moving forward we can add an “opt out” option when registering for conference. Conference attendees can choose to not have their information sent to AMTA.</li> </ul> <p><u>Conclusion:</u></p> <ul style="list-style-type: none"> <li>- It was decided to not share this information with The AMTA. However it was suggested that they membership chair, Marisol Norriss to follow up with why our non-members have expressed that they do not wish to be AMTA members at this time.</li> <li>- Gabby will provide the information regarding reasons behind why people are not members with AMTA again.</li> <li>- Gabby will follow up with Marisol to link up with Trish to get info on members and non members</li> </ul>		
	CONCLUSIONS	See “Discussion” segment points.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
See “Action Items” on page 9 of Minutes document.			

<b>DISCUSSION</b>	<p><b>B. VICE PRESIDENT FOR CONFERENCE PLANNING</b>  <b>TRISH WINTER</b>  Related Board Book Report, p. 30</p> <ol style="list-style-type: none"> <li>1. question as to whether or not it was voted on to brand the regional conference logo <ul style="list-style-type: none"> <li>- consensus of the board to was accept the logo for the upcoming regional conference</li> </ul> </li> <li>2. Conference budget <ul style="list-style-type: none"> <li>- some concerns about the conference budget and not necessarily making a lot of money</li> <li>- may have to look at budget in the future if we are not as financially sound</li> <li>- Budgeting for conference - Ways to assist students regionally. <ul style="list-style-type: none"> <li>- Tied to regional concerns of helping students attend national conference (there are a lot of students who are able to attend regional but not necessarily the national). Can have a kick-back or reward for student members who attend national conference? Also discussed raising student non-member conference fees by five dollars to help cover the cost. Could be a potential sponsorship opportunity.</li> <li>- <i>motion to approve budget from the committee, motion passes</i></li> </ul> </li> </ul> </li> <li>3. Mike Viega: Marilyn Clark is looking to do a Level 1 training at conference as part of the MAR experience. Will the region consider underwriting the space and AV equipment? Sunday – Wednesday \$100 a day additional for the room and AV costs (~\$1000 to underwrite) <ul style="list-style-type: none"> <li>- can add a fee to the registration</li> <li>- fee for the training would go to the presenter</li> <li>- Gary: Should we have a pre-determined speaker fee?</li> <li>- Committee will follow up with Marilyn and will send info to board via email</li> </ul> </li> <li>4. some concerns about last year’s conference in the feedback that it wasn’t up to par <ul style="list-style-type: none"> <li>- Mostly in reference to titles and descriptions of presentations not being reflective of what actually was presented</li> </ul> </li> </ol>		
	<p><b>CONCLUSIONS</b> See “Discussion” segment points.</p>		

<b>ACTION ITEMS</b> See “Action Items” on page 9 of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>CALL TO RECESS:</b>	Meeting was called to recess at 9:49 PM and will reconvene at 9:00 AM on 9/10/16
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<b>CALL TO ORDER:</b>	Meeting was called to order at 9:21 AM
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<b>DISCUSSION</b>	<p><b>B. TREASURER</b>  <b>BROOKE CARROLL-LEMCHAK (via Skype)</b>  Related Board Book Report, p. 32</p> <ol style="list-style-type: none"> <li>1. Vanguard account (bank) – issue with paperwork <ul style="list-style-type: none"> <li>- Current status of the account has to change – cannot keep the account as they are changing things on their end</li> <li>- Gary asked about the risk for each type of account</li> <li>- Federal market or treasury market account (federal requires a minimum</li> </ul> </li> </ol>		
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	<p>balance of \$50,000)</p> <ul style="list-style-type: none"> <li>- Make sure to not be penalized if we need to dip into account</li> <li>- Consensus decided on going with Treasury market account</li> </ul> <p>2. Budget</p> <ul style="list-style-type: none"> <li>- changes are highlighted</li> <li>- addition of \$3000 for government relations</li> <li>- increased the budget line for the GR elect position because of amount of travel</li> <li>- constant contact amount for newsletter</li> <li>- need to add \$900 (NYS Continuing Ed provider fees) to continuing ed budget line</li> <li>- Gary asked why the MAR 2017 estimated conference profit presented by the VPCP was vastly different from the one presented in the treasurer. Brooke explained that in previous years this was a static figure that has never been the same amount as the proposed conference profit. Trish explained that they structure their budget extremely conservative. It is expected that more will be made from the conference.</li> <li>- <i>motion to accept the budget as amended made from finance committee, no 2<sup>nd</sup> needed. Motion passes</i></li> </ul> <p>3. Changes to the Policies of the conference support awards</p> <ul style="list-style-type: none"> <li>- see the policy on the drive</li> <li>- VP of membership will now be only person who knows identity of applicants to help with confidentiality and to also streamline the process</li> <li>- <i>motioned to approve changes to policy made by Brooke, 2<sup>nd</sup> by Mike, motion passes</i></li> </ul> <p>4. Reminder to have everyone follow the reimbursement procedure</p> <p>5. Start cc'ing Bridgette on everything so that she can learn all of the ins and outs of position</p> <p>6. Don't forget to put in for travel reimbursement for this meeting – Brooke will create a spreadsheet as she has in the past and will send it to Exec Board directly</p> <p>7. All financial accounts are associated by the individual who opened the account. Although we have our own Employee ID number, they won't let you sign up for these accounts with it being tied to an individual.</p>
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<b>CONCLUSIONS</b>	See "Discussion" segment points.
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<b>ACTION ITEMS</b> See "Action Items" on page 9 of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>DISCUSSION</b>	<p><b>B. GOVERNMENT RELATIONS CHAIR</b> <b>MARIA FAY</b></p> <p>Related Board Book Report, p. 35</p> <p>1. <u>General Updates.</u></p> <ul style="list-style-type: none"> <li>a. Welcome to Amy as elect position. Please include her on all conversations. We upped the budget line for her because of her location and she will need to travel even more.</li> <li>b. Regional conference – be sure there is a time slot reserved for government relations at MAR Conference</li> <li>c. NYS Wanted to invite David Hamilton ( NYS Office of Professions) to MAR conference. Need to be sure to have a slot reserved for him if he is able to come. Possibly at the same time at the advocacy breakfast/lunch.</li> </ul>
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	<ul style="list-style-type: none"> <li>d. NYS doing school tours and PA is starting to. Working with Brook and trying to figure out how to keep track of the money coming in and going out. Individual task forces would use own paypal accounts to set up CMTE's. Trying to figure out a regional Paypal account (currently paypal account is under Elaine Abbot's name). It would be great to have people be able to use the website to make payments and other purchases. Perhaps use Regonline as a central place for task forces that will be overseen by the Treasurer Elect position. Could be a good small or AdHoc committee task.</li> <li>e. Gabby suggest we create an ad hoc that is co-chaired by Brooke and Maria that includes Trish, Jenny, Amy, Bridgette, Meghan and Kate. Task is to create a registration and payment system for state task force events. Timeline: by MAR conference 2017 <ul style="list-style-type: none"> <li>- <i>Motion: to approve the charge of creating a registrations and payment system for state task force events to the adhoc committee, Julie, 2<sup>nd</sup> by Amy, motion passed</i></li> </ul> </li> <li>f. Brooke and Maria also working with Andi Farbman about spending and will be having a conference call in two weeks. Collecting info about how much has been spent on lobbying. Mike requested to be added to conference call.</li> <li>g. Small group met to create travel policies for state task force members. Maria followed up with Andi and Judi Simpson. Mileage reimbursement similar to what we do in the region.. Other travel expenses – certain amount per state. GSA system as a possibility? Looking to have this done by November 2016.</li> <li>h. Social Media policy. Megan shared the MAR policy to help them draft one.</li> <li>i. Membership - MAR rep to AMTA reimbursement committee was not a member. Gabby doing research/working on brainstorming different ways to help with this and see if there are other things we can do.</li> </ul>
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<b>CONCLUSIONS</b>	See "Discussion" segment points.		
<b>ACTION ITEMS</b> See "Action Items" on page 9 of Minutes document.		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>CALL TO RECESS:</b>	Meeting was called to recess at 10:26AM
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<b>CALL TO ORDER:</b>	Meeting was called back to order at 10:52AM
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<b>DISCUSSION</b>	<p><b>B. State Task Force Updates</b></p> <ul style="list-style-type: none"> <li>1. State Task Force Updates (MD, NJ, NY, PA, VA, WV), p. 23 <ul style="list-style-type: none"> <li>a. <u>Delaware</u> – started and had a meeting already. Created a survey reaching out to potential people working in DE. Reciprocity of licensure can potentially be an issue as a lot of people who work there, live out of state.</li> <li>b. <u>Maryland</u> – there was a MT in MD who personally started reaching out to legislators, but it was too much too fast. Now there are a bunch of legislators who want to sponsor licensure. Relationships have not been built up because grass roots stuff has not been built up so we don't know if MD MT's even want something like a license. Can be a good problem to have because we can chose</li> </ul> </li> </ul>
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	<p>who sponsors the bill.</p> <ul style="list-style-type: none"> <li>c. NJ – Senate Hill Day. Bill is in appropriations committee. Waiting for it to get on the agenda so that it can be voted on in the general assembly and move into the state senate. Slowly plugging along. In May, Speech Tx opposed the bill and language was discussed that has since been agreed on.</li> <li>d. NY – schools to go to: Nazareth and Malloy. David Hamilton will be at Malloy. Drafting bill language...Starting reimbursement team. Four people were approved and will be trying to recruit more people. Talking about doing another workshop in the spring in Albany. Spectrum Creative Arts – trying to support them through their issues with the state</li> <li>e. PA – working very hard. Had a hearing. Opposition from Marriage and Family therapists, Speech therapists and OT’s. Working with them to try and make it okay. (issues are: our scope of practice is too broad. We don’t own “communication” and shouldn’t say that we work on it. That we will use their CPT codes.)at PA hearing and said out loud that it was a turf war and called them out on it. The have until November to get the bill passed, but it might not happen. Looking to see if they can go under the Social work board.</li> <li>f. VA – see link to keep people informed.</li> <li>g. WV – Sunrise Review because they had a legislator submit a bill (without having them look at it prior to submission)</li> </ul>				
<b>CONCLUSION</b>	See “Discussion” segment points.				
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<b>DISCUSSION</b>	<p><b>B. ASSEMBLY CHAIR DONNA POLEN</b></p> <p>Related Board Book Report, p. 40</p> <ul style="list-style-type: none"> <li>1. letter is going out later this week to start getting role call.</li> </ul>				
<b>CONCLUSION</b>	See “Discussion” segment points.				
<b>ACTION ITEMS</b>	<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		
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<b>DISCUSSION</b>	<p><b>B. STUDENT AFFAIRS ADVISOR CONIO LORETTO</b></p> <p>Related Board Book Report, p. 41</p> <ul style="list-style-type: none"> <li>1. New Exec Board is great and very excited . They met in August at The Center for Discovery.</li> <li>2. The Exec Board formed a sub committee to help students foster connections and understand how to get involved in the Regional even if not necessarily serving on the Board. Seeking a student representative from each school to be on the committee.</li> <li>3. Upcoming PASSAGES Conference - “Blooming Into Song” <ul style="list-style-type: none"> <li>a. Passages October 1<sup>st</sup> at Naz. Bryan Hunter giving keynote (Historical perspective). 12 concurrent sessions submitted so far.</li> </ul> </li> </ul>
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- b. Mike: Does passages logo fit under our “branding”? and should it?
  - c. Conio: We can, if we want. Consensus that it is okay for them to still do their own logo.
  - d. Request that Bryan Hunter’s presentation be videoed or streamed on Facebook Live.
  - e. conversation about potential issues with live streaming presentations. Remind presenters to make individual announcements in their session that audience can’t do it. Print in conference info that people can’t do it.
  - f. Idea of pairing PASSAGES with regional conference
    - f.i. Could happen on Thursday morning or Wednesday afternoon. Could help gear presentations more towards a student track and professional track.
    - f.ii. Most other regions do this
    - f.iii. Advantages of having them separate.
      - f.iii.1. - it gives more well rounded and professional opportunities for the students. Passages presenters re-present at MAR conference.
      - f.iii.2. Mike - our passages is the most successful one and the other regions might have to pair it with the regional conference to help bring students there.
      - f.iii.3. Amy - having it separate may provide a more affordable option for those students who cannot afford to go to MAR or AMTA conference
    - f.iv. Pittsburgh conference might be a good place to try it out
  - g. Use PASSAGES as a way to reach out to HS students
4. Student Service Project
- a. last year’s merge with Hill Day was great
  - b. trying to determine this year. Students enjoyed the training aspect of last year. SSP become the Leadership Academy or Institute as it all continues in the future? This would happen before opening ceremonies.
  - c. student looking to have face to face interaction with professionals
  - d. This year’s could focus on MT business owners
  - e. Should this be via local committee still? Still have some local “flavor”.
  - f. Gary: Develop leadership skills with students in terms of service to the region/AMTA
  - g. Bridgette: Do we still have a need for an action part from the students? Might need to be individualized to each institute.
5. Networking time for students
- a. Importance of interacting face to face with professionals
  - b. Could play off of the networking lunch
  - c. This could also help with understanding what role for Assembly Delegates and Board members do.
6. What is the purpose of the service project?
- a. Bridgette: Why do we have this service component? Do we still want it to be action based? Is it to talk to administrators (such as in Buffalo)? Or has the profession moved on from this?
  - b. Donna: Idea from Rochester conference committee - part of a service project/CMTE or presentation by professionals and students together where the final part of the experience is to work with population in need close to area. For example, Foster families who have foster children who have experienced

	<p>trauma. Supervised by professionals but with student involvement.</p> <p>b.i. <u>Discussion</u></p> <p>b.i.1. Trish: Who’s malpractice insurance covers the students working with these clients?</p> <p>b.i.2. Keep it more of informative rather than practicing clinical work with people when not fully trained</p> <p>b.i.3. Conio: feedback from last action service project had some raised eyebrows in maintaining a safe experience for the clients.</p> <p>b.i.4. Maybe a “business crawl” around Rochester to learn about private practice</p> <p>b.i.5. Donna: Good idea to have a standard idea and then have a focus area that can be individualized for each conference location</p> <p>b.i.6. Conio will pursue further but would like to rename it Student Leadership Academy rather than Student Service Project.</p> <p>b.i.7. Beth: should not contain any client contact including observation</p> <p>b.ii. <u>Conclusion:</u></p> <p>b.ii.1. Student Service Project will now be Students Leadership Academy</p> <p>b.ii.2. Gabby: don’t write a policy/guidelines until after we do it so that it doesn’t have to be constantly amended.</p>				
<b>CONCLUSION</b>	See “Discussion” segment points.				
<b>ACTION ITEMS</b> See “Action Items” on page 9 of Minutes document.	<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		
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<b>DISCUSSION</b>	<p><b>B. NEWSLETTER REPORT</b> <b>MARK AHOLA</b></p> <p>Related Board Book Report, p. 43</p> <ol style="list-style-type: none"> <li>going well and the next deadline is October 1st</li> <li>Will continue to make it easily accessible</li> <li>Gabby has not gotten any responses about the request for past conference programs. Megan will have a drop off at the MAR booth at conference so that members can bring archive information there.</li> </ol>				
<b>CONCLUSIONS</b>	See “Discussion” segment points.				
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**B. PUBLIC RELATIONS CHAIR  
MEGAN RESIG**

Related Board Book Report, p. 44

1. Website:
  - a. a few areas of website that are not connected to anyone's specific role (such as the different committees) and therefore don't get updated on a regular basis
  - b. If you are a representative on that National committee please go and update description. Kate will NOT solicit for updates. Julie will do as part of her responsibilities.
  - c. Jobs area of website is also not necessarily getting information. Someone from PR committee can go to FB site and can ask permission to share on the website. Megan will search for committee member to just do job info on website. Will also need to monitor when job is filled. Intern might be a good person to fill this as they are already looking for jobs. No list of current students – talk to Conio or AIAC MAR rep to get list (Susan Glaspell). Also will paragraph that will go in the newsletter.
    - c.i. Conio – if no one uses it, do we need it? Megan: it was wanted and people complained about not having it. It will be nice to have the info in one place and not everyone on FB.
    - c.ii. Mark: How is Kate doing with the responsibilities?
    - c.iii. Megan: Doing well and keeping everything updated on a regular basis.
    - c.iv. Gary: is upset by the fact National job search database is closed – issue at national level. Goes against what we stand for. It is said that it is a member benefit, but only benefits those who probably already have jobs.
2. Internships to website: National roster internships will be added to website. There will also be information about the fact that affiliated internships are also available. Students should talk with their advisor to set up an affiliation.
3. Exhibition materials are available.
  - a. Need to get a 2<sup>nd</sup> set (one specifically for government relations and one that can be loaned out)
  - b. As part of a previous conversations, only board and task force members to use. Do we want to keep it this way? General members wouldn't have access?
    - b.i. Discussion:
      - b.i.1. Amy: Should we list by type event rather than a person/position?
      - b.i.2. Gabby: Charge a flat fee that will help cover shipping cost.
      - b.i.3. Maria: Any member would be able to reserve.
      - b.i.4. Reimburse shipping costs: (Approximately \$30 one way). Borrower is responsible for replacement if lost or broken. Disclaimer is already on materials.
      - b.i.5. Gary: leaning toward opening it so that any member can reserve it as historically this has been the case.
      - b.i.6. Info on how to pack it and ship it to be included
      - b.i.7. Can we do a deposit and then get refunded when it is shipped back in good condition
      - b.i.8. A small fee may increase a person's accountability to make sure it the borrower is invested in getting it back in

	<p style="text-align: center;">good condition</p> <p>b.ii. <u>Conclusion:</u> Open it up to membership and reimburse shipping costs – Meghan to check</p> <p style="text-align: center;">with Brooke to confirm this is okay</p> <p>c. Financial advisory committee will need to vote to approve change in budget to cover the reimbursement of shipping costs</p> <p>d. Meghan will also go to FedEx store and see about getting a box or case</p>
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<b>CALL TO RECESS:</b>	Meeting was called to recess at 12:20 PM
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<b>CALL TO ORDER:</b>	Meeting was called to order at 12:28 PM
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	<p><b>B. PUBLIC RELATIONS CHAIR Continued</b> <b>MEGAN RESIG</b></p> <p>4. Highlight: new project that we feature when MT is in the press. Feature on website and given to archivist. Reaching out to the state associations to help with this. Putting together a list of resources such as how to write a press release.</p>	
	See “Discussion” segment points.	
<b>ACTION ITEMS</b> See “Action Items” on page 9 of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>III. NEW BUSINESS</b>	
<b>DISCUSSION</b>	<p><b>A. PRESIDENT GABBY RITTER</b></p> <p>1. 1.How can Regions support research?</p> <p style="padding-left: 20px;">a. Tony Meadows met with Gabby at last conference because he is interested in the above idea. He has two idea to help move research forward:</p> <p style="padding-left: 40px;">a.i. Research specific conference hosted by the MAR or co-regions or a group or regions. It would be a way to ONLY highlight research. Possibly a research topic per each year. Purpose of sessions at the conference would be to present on the research and to also brainstorm research topics and connect people who have similar research ideas/topics. Target audience would be clinicians/researchers. Facilitate research question discussion and things that people don’t have time to talk about at regional or national conferences. What research is needed to push professional forward. How do we make longitudinal/replication of studies.</p> <p style="padding-left: 40px;">a.i.1. Gabby put something together for Expressive Arts therapist</p>

with a committee of 5 people.

a.i.2. Trish: Could it be a digital interface or does it need to be face to face?

a.i.3. Gary: What is the goal of this? Gabby: to discuss and inspire more research

a.i.4. Should connect with AMTA Research 2025 and bring them in on the conversation

a.i.5. Maria: Research and policy is very important and should be a big piece in this

a.ii. 2) Research infrastructure - the development of clinical research that is a collaboration between clinical researchers and clinicians. How can we increase clinician involvement? Big disconnect between clinical practice and research. This issue is not unique to MT.

a.ii.1. develop partnerships

a.ii.2. Build cross settings layers

a.ii.3. Idea: - collaborative grant (AMTA and all regions) \$30,000 grant to create a three year project that includes collaboration that will help build the infrastructure.

a.ii.3.a. Discussion:

a.ii.3.a.i. Could these ideas become part of the region's strategic purpose?

a.ii.3.a.ii. Trish: Should this be an endowed fund?

a.ii.3.a.iii. Issues with both of these ideas: commitment of time and people to form these committees

a.ii.3.a.iv. Perhaps talk with John Carpentre and Blythe LaGasse about how they set up their research that extended throughout facilities throughout at the world

a.ii.3.a.v. Gary: What was the goal and outcome for MTR2015

a.ii.3.a.vi. Mike: outcome was to look at what the research agenda should be for various populations. Also policy and legislation. Recommendations were given across those various targets. For example: Researchers to spell out their procedures to inform clinicians.

a.ii.3.a.vii. Gary – Is this the domain for the MAR? There is a national standing research committee. Shouldn't it go through them?

a.ii.4. Conclusion: board discussed the ideas. The conference feels like it could happen sooner. MAR is behind both of these ideas and we would need to flesh out the details more

2. Bridgette: do a small one page welcome to the board type of thing for new members

3. Board orientation more formalized? Is this the point of the June meeting?

4. Is it time to revisit handbooks?

5. It is time to organize/reformat/archive google drive?

<b>IV. GOOD AND WELFARE</b>	
<b>DISCUSSION</b>	<p><b>A. PRESIDENT GABBY RITTER</b></p> <ol style="list-style-type: none"> <li>1. Thank you to Gene Anne for hosting</li> <li>2. Welcome new board members again</li> <li>3. Thank you to students for the beautiful card</li> <li>4. Mike: Concerned for a member who lives in DC. Unfortunately recently got fired. Amazing person and MT. Thinking about him and his family as he tried to find a new job. Thinking of all of those who are currently looking for jobs</li> <li>5. Keep Judy Simpson's husband in thoughts as he had heart surgery recently</li> <li>6. Congratulations to Debbie Benkowitz on her recent wedding</li> </ol>

<b>MOTION TO ADJOURN</b>	M. Viega, 2nd
<b>MEETING CLOSED</b>	September 10, 2016 1:23PM
<b>NEXT MEETING</b>	Regional Executive Board Meeting at AMTA National Conference, November 2016

Prepared on September 14, 2016

	Action Item	Person Responsible	Deadline
1	Ad Hoc committee to develop policies and procedures for AMTA President visits (for budgeting reasons)  <i>Chair:</i> Mike Viega <i>Members:</i> Trish Winter, Jenny Swanson, & Brooke Carroll- Lemchak	Mike Viega	MAR Conference, April 2017
2	Ad Hoc committee to develop formatting for business meetings at national conference  <i>Chair:</i> Julie Neal <i>Members:</i> Donna Polen, Mark Ahola, Megan Resig, Conio Loretto, Marisol Norris	Julie Neal	AMTA Conference, November 2016
3	Draft policies and procedures for taking minutes during conference calls	Gabby Ritter	ASAP
4	Continuing Education Committee to complete the application to have the MAR approved as a Continuing Ed provider through NYSED and approve the application fee expenditure for one 3 year term, to be reviewed at the end of that term.	Clare Arezina-Wiemann	ASAP (by the MAR Conference, April 2017)
5	Follow up on information regarding members/ non-members attending conference and link up VP of Membership with VP and VPE of Conference Planning on this issue	Gabby Ritter	ASAP
6	Conference committee to follow up with Marilyn Clark regarding offering a GIM Level 1 training at upcoming MAR conference in April 2017. Committee will then send info to board via email	Trish Winter/ Jenny Swanson	ASAP
7	Secure a spot on the conference schedule for David Hamilton (NYS Department of Professions) as he is invited to present at MAR 2017 Conference	Trish Winter/ Jenny Swanson	MAR Conference, April 2017
8	Ad Hoc committee to create a registration and payment system for state task force events.  <i>Chairs:</i> Brooke Carroll-Lemchak and Maria Fay <i>Members:</i> Trish Winter, Jenny Swanson, Amy Rogers-Smith, Brigette Sutton, Megan Resig and Kate Shannon.	Brooke Carroll Lemchak	MAR Conference, April 2017
9	Amend "Student Service Project" to "Student Leadership Academy" moving forward	Conio Loretto	MAR Conference, April 2017
10	Search for PR committee member to solely focus on posting and updating job openings on the MAR website. Will also need to monitor and update website when job is filled.	Megan Resig	ASAP



11	Research purchasing a box or case for shipping PR displays (FedEx or UPS store)	Megan Resig	ASAP
12	Draft the following policies: <ul style="list-style-type: none"> <li>● retention of records</li> <li>● conflict of interest</li> <li>● whistle blower</li> </ul>	Gabby Ritter	ASAP
13	Organize, reformat, and archive google drive	Gabby Ritter/ Beth Deyermond	ASAP



**MAR-AMTA Executive Board Meeting**  
 Fall 2016 Executive Board Meeting  
 Elizabethtown College – Elizabethtown, PA

Friday, September 9, 2016, 6:00-10:00 PM  
 Saturday, September 10, 2016, 9:00 AM-1:00 PM

**AGENDA**

**I. Opening Procedures**

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Minutes (*March 2016 - Harrisburg, PA*)
- D. Approval of Consent Agenda, *p. 3*

**II. Officer’s Reports**

- A. President Gabby Ritter
  - a. AMTA sponsored Leadership CMTE
  - b. Historian/Archivist Updates/Appointment
  - c. AdHoc for President Visits
  - d. AdHoc for formatting next national business meeting
    - d.i. Julie, Chair; Donna, Mark, Megan, Conio, Marisol
  - e. Draft policy for conference call minutes
- B. President Elect Michael Viega
  - a. No report submitted
- C. Past President Julie Neal
  - a. Report, *p. 6*
- D. Archivist Meaghan Bakey
  - a. No report submitted
- E. Historian Open
  - a. No report submitted
- F. VP for Membership Marisol Norris
  - a. Report, *p. 7*
- G. VP for Conference Planning Trish Winter
  - a. Report, *p. 16*
  - b. Hosting GIM Level One Training: Rochester, NY Conference
- H. Treasurer Brooke Carroll
  - a. Report, *p. 19*

- |  |                  |
|--|------------------|
| I. Government Relations Chair                                      | Maria Hricko Fay |
| a. General Updates, <i>p.22</i>                                    |                  |
| b. State Task Force Updates (MD, NJ, NY, PA, VA, WV), <i>p. 23</i> |                  |
| J. Assembly Chair  | Donna Polen      |
| a. Report, <i>p. 29</i>  |                  |
| K. Student Affairs Advisor   | Conio Loretto    |
| a. Report, <i>p. 30</i>  |                  |
| L. Newsletter Editor   | Mark Ahola       |
| a. Report, <i>p.32</i>   |                  |
| M. Public Relations  | Megan Resig      |
| Report, <i>p. 33</i>   |                  |

**III. New Business**

**IV. Good and Welfare**

**V. Adjournment**

**MAR-AMTA Executive Board Meeting  
CONSENT AGENDA**

1. **VP Conference Planning**
  - a.
2. **Government Relations**
  - a. Approval of Delaware Task Force Charge, *p. 26*
  - b. Approval of Delaware task force members: *Jeremy Edler, Patricia Gonzalez, Samantha Knapp, Tom Peters*

**MAR-AMTA Fall Executive Board Meeting  
Contents of Board Book**

Summary of Email Votes.....p.5

Past President Report.....p.6

Vice President for Membership Report.....p.7

MAR-AMTA National Conference Award Application.....p.9

MAR Regional Conference Award Application.....p.12

Member Concerns Regarding AMTA Conference at Kalahari Resorts in Sandusky, OH.....p.15

Vice President for Conference Planning Report.....p.16

MAR-AMTA 2016 Regional Conference Proposed Budget.....p.18

Treasurer Report.....p.19

New Reimbursement Procedures.....p.20

Government Relations Report.....p.22

State Updates.....p.23

Charge to the Delaware State Task Force on Occupational Regulation.....p.26

Assembly Chair Report.....p.29

Student Affairs Advisor Report.....p.30

Newsletter Editor Report.....p.32

Public Relations Report.....p.33

**MAR-AMTA Email Vote Summary  
Fall Executive Board Meeting  
Beth Deyermond, MA, MT-BC  
Submitted September 2016**

<b>Date</b>	<b>Vote</b>	<b>Explanation</b>	<b>Motion Carried?</b>
3/24/16	Approval of Research Committee Chair	Vote to approve incoming chair, Joke Bradt.	Yes
5/28/16	Approval of Graduate Research Award Winner	In order to avoid a potential accusation of a conflict of interest, the Board was asked to approve the recommendation from the research committee to present the award to Katherine Myers-Coffman.	Yes
6/1/16	Approval of New Secretary	Former secretary, Noa Ferguson, stepped down. Vote was needed to appoint new secretary, Beth Deyermond	Yes
6/24/16	Creation of Ad Hoc committee	Vote on the creation, task and proposed committee members for an Ad-Hoc committee to work on developing guidelines for concurrent sessions	Yes
6/24/16	State Task Force member appointments	<u>West Virginia State Task Force:</u> Appoint Zoe Levine as the student member and create a non-voting student committee (Marley Holliday, Erin Handley, Patty Smith)  <u>Maryland State Task Force:</u> Member request from CJ Shiloh to join	Yes
6/24/16	Research Committee appointments	President Gabby Ritter to appoint the following to the Research Committee in order to have 6 voting members: Trish Winter, Shawna Vernisie and Wendy Magee.	Yes
8/3/16	Approval of new AIAC representative	Former AIAC rep, Matthew Phillips, stepped down. Vote was needed to appoint new representative, Susan Glaspell.	Yes

**MAR-AMTA Immediate Past President Report  
Fall Executive Board Meeting  
Julie P. Neal, MS, MT-BC**

## Report Submitted September 2016

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 continue to assist and provide guidance to President Ritter as needed, maintain contact with regional representatives to National Standing Committees, and I attended the regional executive board meeting and membership meeting in Harrisburg in March. The Nominating Committee was formed prior to the Harrisburg conference Special Elections and will continue for upcoming board elections, with one anticipated change. Additionally, I continue to serve as a member of the Historian/Archivist Ad Hoc Committee and the Constitution and Bylaws Revision Committee.

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

**MAR-AMTA Vice President for Membership Report  
Fall Executive Board Meeting  
Marisol S. Norris, MA, MT-BC  
Report Submitted September 2016**

**I. Member Stats Update**

We ended our 2<sup>nd</sup> quarter with a total of 863 MAR members. This is a 97-member increase from the 1<sup>st</sup> quarter. Member numbers for this year and the previous years for the second quarter are as follows:

<b>Member Category</b>	<b>6/30/16</b>	<b>6/30/15</b>	<b>6/30/14</b>
Affiliate	4	4	3
Associate	10	11	9
Honorary life	6	7	6
Inactive	2	1	0
Life	1	1	1
Patron	2	1	2
Professional	496	459	502
Retired	18	18	19
Grad student	106	130	161
Student	218	201	188
<b>TOTAL</b>	<b>863</b>	<b>833</b>	<b>891</b>

**II. Member Support, Scholarships, & Awards**

This year the MAR National Conference Award was added to the list of member supports. Detail regarding this award and the updates to existing awards are as follows:

**a. National Conference Award:**

The MAR-AMTA National Conference Award offers monetary assistance to MAR professional members to support member involvement at the AMTA national conference. An award in the amount of \$500 will be offered to one (1) professional member to offset conference-related expenses such as registration and continuing education fees, and/or travel costs. Details of the award policies and procedures were drafted and are included below for review. The application deadline is set for October 1<sup>st</sup> and we are currently awaiting applicant responses.

**National Conference Award Guidelines & Instructions**

[https://docs.google.com/document/d/10\\_gM6Qtv42dZiLtUH1A0QAGiCePqPgTO0ecyRI550g0/edit?usp=sharing](https://docs.google.com/document/d/10_gM6Qtv42dZiLtUH1A0QAGiCePqPgTO0ecyRI550g0/edit?usp=sharing)

**National Conference Award Online Application**

<https://docs.google.com/forms/d/1cRMw8qE6bgHsVC5NoRuhhHimKIQsHkvg9BJJyBuv8VI/prefill>

**b. The Member Support Award:**

In previous years the applicant proposals for the Member Support Award were sent to the Treasurer who would de-identify and distribute proposal to an independent panel for blind review. A revision to the application review process, transferring the responsibilities of the Treasurer in collecting and submitting applications for blind review to that of VP of Membership, is being proposed. The VP of Membership will assume the role of collecting and de-identifying applicant proposals and distributing proposal for the independent blind review panel. Brooke has updated the policies and procedures for review, please refer to the treasurer report for further details.



**C. Regional Conference Award**

Policies and procedures for the MAR-AMTA Regional Conference Award have been drafted and are included in this report for review.

**Regional Conference Award Guidelines & Instructions**

[https://docs.google.com/document/d/1aY8ZCD3iSWF43ZM0FY4c\\_HIX9Hui5oWLLrIGQepiW-0/edit?usp=sharing](https://docs.google.com/document/d/1aY8ZCD3iSWF43ZM0FY4c_HIX9Hui5oWLLrIGQepiW-0/edit?usp=sharing)

**Regional Conference Award Online Application**

[https://docs.google.com/forms/d/1ke5EXjTzDhGFFD7iW\\_rZktEbGhR27Ugr3Q9t3T-G\\_ZE/prefill](https://docs.google.com/forms/d/1ke5EXjTzDhGFFD7iW_rZktEbGhR27Ugr3Q9t3T-G_ZE/prefill)

**III. Member Concern**

*Re: Cultural sensitivity in the AMTA national conference location and publication material selection.*

I was contacted by MAR members who raised concern re: the possible cultural appropriation and misrepresentation of various African cultures exhibited on Kalahari Resort & Convention Center webpage as well as the potential exploitation of African cultures by AMTA at the upcoming national conference. Concerns were forwarded to Diversity & Multiculturalism Committee co-chairs, Seung-A Kim and Melita Belgrave, as a means of addressing members frustration and identifying a channel for members' voices to be heard. As suggested by the co-chairs of the D&M Committee, a formal letter listing concerns was drafted and signed by AMTA members (the majority belonging to the MAR) and forwarded to the diversity committee. The letter of grievance was then forwarded to the AMTA Board of Directors for review. Since the initial complaint, AMTA Board of Directors released a status report outlining their actions to address in the matter. To date, AMTA has removed the terms "safari" and "tribe" from the conference website and future promotional material as well as drafted a statement on diversity/cultural competence to be included on the AMTA website. Although, the AMTA Board of Directors have made attempts to address this matter, members continue to note concerns regarding the lack of cultural sensitivity exhibited in the conference location selection as well as frustrations in feeling their complaints were not adequately addressed and their voices went unheard. If possible, I suggest having a forum in the upcoming months or at the regional conference for members to continue this important dialogue on cultural competence in our field. Included in this report, is the letter of grievance formulated by AMTA members, the response distributed by and the status report dated 7/29/16.

## MAR-AMTA National Conference Award

**Description:** The MAR-AMTA National Conference Award offers monetary assistance to professional members to support member involvement at the AMTA national conference. An award in the amount of \$500 will be offered to one (1) professional member to offset conference-related expenses such as registration and continuing education fees, and/or travel costs. To be considered for this award, all applicants must submit an online application with a one-page essay (400 words or less) stating why they would like to be considered for the MAR-AMTA National Conference Award and how they would benefit from it personally and professionally. All applications are due by October 1st. You must be a current MAR-AMTA professional or student member in good standing to qualify for the award. The essays will be assigned an ID number, then distributed and reviewed independently by members of a blind review panel. The panel will return their ratings and the highest ranked essays will be selected. The award recipients will be notified by email in early October. Please direct any questions to Marisol Norris at [mar-membership@gmail.com](mailto:mar-membership@gmail.com).

**Amount:** \$500

**Application Material:** Online application form can be accessed at (link here). Deadline information will be announced on the MAR Website: [www.mar-amta.org](http://www.mar-amta.org).

### Guidelines:

- 1) MAR-AMTA will offer a \$500 award annually to one (1) professional member.
- 2) Funds should be used to offset conference-related expenses such as registration and continuing education fees, and/or travel costs.
- 3) To qualify for this award, applicants must:
  - a. Be a professional member of the AMTA in good standing
  - b. A member of the Mid-Atlantic Region
  - c. Submit an online application with one-page essay (400 words or less) demonstrating how the MAR-AMTA National Conference Award will benefit the applicant personally and professionally. The online application can be accessed at (insert link here).
- 4) Applicants must complete and submit the online application by the announced date to be considered for the award.
- 5) Award recipients will be notified by email and the award will be dispersed by mail prior to conference date.
- 6) Award recipients may apply for subsequent years, but preference will be given to new applicants.

### Review Procedure:

- 1) Prior to independent blind review of applications, the VP of Membership will verify that all applicant information provided is complete and that the applicant is a current student or professional MAR-AMTA member in good standing. If any information is missing, the application will be denied.
- 2) The VP of Membership will select a minimum of three board members to participate in an independent blind review of applicant essays.
- 3) Reviewers will read and evaluate each applicant submission based on:

- a. The demonstrated personal benefit of receiving the conference award
  - b. The demonstrated professional benefit of receiving the conference award
  - c. The clarity of submission
- 4) Each reviewer will rank applicant essays based upon the above criteria.
- a. Proposals with the highest combined rankings will be chosen for the award
  - b. Proposals can be denied if all reviewers agree a that the demonstrated benefit was not clearly stated or well written.

**MAR-AMTA National Conference Award- Instructions for Online Application**

The MAR-AMTA National Conference Award offers monetary assistance to professional members to support member involvement at the regional conference. An award in the amount of \$500 will be offered to one (1) professional member to offset conference-related expenses such as registration and continuing education fees, and/or travel costs.

To be considered for the MAR-AMTA National Conference Award, please complete the following application by October 1, (insert year). You must be a current MAR-AMTA member in good standing to qualify for the award. Your one-page essay (400 words or less) will be assigned an ID number, then distributed and reviewed independently by members of a blind review panel. The panel will return their ratings and the applicants with the highest ranked essays will be selected. The award winner will be notified by email in early October. Please direct any questions to Marisol Norris at [mar-membership@gmail.com](mailto:mar-membership@gmail.com).

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Write a short essay (400 words or less) stating why you'd like to be considered for the MAR-AMTA National Conference Award, and how you would benefit from it personally and professionally. DO NOT include your name or specifically identifying information on your essay, as it will be submitted for blind review.

- - By submitting this electronic application, I confirm that I am:
    - The person completing this application
    - A current member in good standing of the American Music Therapy Association
    - A member of the Mid-Atlantic Region
    - Planning to attend the upcoming national conference

### **MAR-AMTA Regional Conference Award**

**Description:** The MAR-AMTA Regional Conference Award offers monetary assistance to professional and student members to support member involvement at the regional conference. An award in the amount of \$300 will be offered to one (1) professional member and one (1) student member to offset conference-related expenses such as registration and continuing education fees, and/or travel costs. To be considered for this award, all applicants must submit an online application with a one-page essay (400 words or less) stating why they would like to be considered for the MAR-AMTA Regional Conference Award and how they would benefit from it personally and professionally. All applications are due by January 1st. You must be a current MAR-AMTA professional or student member in good standing to qualify for the award. The essays will be assigned an ID number, then distributed and reviewed independently by members of a blind review panel. The panel will return their ratings and the highest ranked essays will be provided with the conference award. The award recipients will be notified by email in early February. Please direct any questions to Marisol Norris at [mar-membership@gmail.com](mailto:mar-membership@gmail.com).

**Amount:** \$300

**Application Material:** Online application form can be accessed at (link here). Deadline information will be announced on the MAR Website: [www.mar-amta.org](http://www.mar-amta.org).

#### **Guidelines:**

- 1) MAR-AMTA will offer two (2) \$300 awards annually to one (1) professional member and one (1) student members.
- 2) Funds should be used to offset conference-related expenses such as registration and continuing education fees, and/or travel costs.
- 3) To qualify for this award, applicants must:
  - a. Be a professional or students member of the AMTA in good standing
  - b. A member of the Mid-Atlantic Region
  - c. Submit an online application with one-page essay (400 words or less) demonstrating how the MAR-AMTA Regional Conference Award will benefit the applicant personally and professionally. The online application can be accessed at (insert link here).
- 4) Applicants must complete and submit the online application by the announced date to be considered for the award.
- 5) Award recipients will be notified by email and the award will be dispersed by mail prior to conference date.
- 6) Award recipients may apply for subsequent years, but preference will be given to new applicants.

#### **Review Procedure:**

- 1) Prior to independent blind review of applications, the VP of Membership will verify that all applicant information provided is complete and that the applicant is a current student or professional MAR-AMTA member in good standing. If any information is missing, the application will be denied.

- 2) The VP of Membership will select a minimum of three board members to participate in an independent blind review of applicant essays.
- 3) Reviewers will read and evaluate each applicant submission based on:
  - a. The demonstrated personal benefit of receiving the conference award
  - b. The demonstrated professional benefit of receiving the conference award
  - c. The clarity of submission
- 4) Each reviewer will rank applicant essays based upon the above criteria.
  - a. Proposals with the highest combined rankings will be chosen for the award
  - b. Proposals can be denied if all reviewers agree that the demonstrated benefit was not clearly stated or well written.

### **MAR-AMTA Regional Conference Award- Instructions for Online Application**

The MAR-AMTA Regional Conference Award offers monetary assistance to professional and student members to support member involvement at the regional conference. An award in the amount of \$300 will be offered to one (1) professional member and one (1) student member to offset conference-related expenses such as registration and continuing education fees, and/or travel costs.

To be considered for the MAR-Regional Conference Award, please complete the following application by January 1, (insert year). You must be a current MAR-AMTA member in good standing to qualify for the award. Your one-page essay (400 words or less) will be assigned an ID number, then distributed and reviewed independently by members of a blind review panel. The panel will return their ratings and the applicants with the highest ranked essays will be selected. Award winners will be notified by email in early February. Please direct any questions to Marisol Norris at [mar-membership@gmail.com](mailto:mar-membership@gmail.com).

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Membership Type (please select):

- Student
- Professional

Write a short essay (400 words or less) stating why you'd like to be considered for the MAR-AMTA Regional Conference Award, and how you would benefit from it personally and professionally. DO NOT include your name or specifically identifying information in your essay, as it will be submitted for blind review.

- 
- By submitting this electronic application, I confirm that I am:
  - The person completing this application

- A current member in good standing of the American Music Therapy Association
- A member of the Mid-Atlantic Region
- Planning to attend the upcoming regional conference

**Member Concerns Regarding AMTA Conference at Kalahari Resorts in Sandusky, OH  
June 1, 2016**

Letter from Diversity Committee to AMTA:

<https://drive.google.com/file/d/0B0obrtoPWB6kZzJ3elVDUI dhQTJFbDNKZFU1UjlxelRIRi1R/view?usp=sharing>

Response from AMTA:

<https://drive.google.com/file/d/0B0obrtoPWB6kLUxwQTE4aDZqbmwwcVZVNUV ueUdRaFUxNWU4/view?usp=sharing>

Status Report from AMTA:

<https://drive.google.com/file/d/0B0obrtoPWB6kTmJ6OHl0bzhkci02Q1R1T0l1RDI3Z2YydWsw/view?usp=sharing>

**MAR-AMTA Vice President for Conference Planning Report**  
**Fall Executive Board Meeting**  
**Patricia Winter, Ph.D., MT-BC**  
**Report Submitted September 2016**

1. Report for 2016 Harrisburg
  - a. Registration: 767 up from 650 in Ocean City and the largest regional conference to date.
  - b. Conference Profits and Losses:
    - b.i. Net: 98,826.80
    - b.ii. Expenditures/Losses: 57,497.30
  - c. Conference notables:
    - c.i. The largest Hill Day in the country
    - c.ii. Implementation of app technology making us a completely paper free region
    - c.iii. A well received opening ceremony with high quality entertainment
  - d. Conference evaluation summary: Number of responses 300, up from 230 last year. Giving us a 39% response rate.
  - e. Respondents indicated the following:
    - e.i. 74% quality of sessions was excellent/very good
    - e.ii. 69% schedule of sessions was excellent/very good
    - e.iii. 37% number of CMTEs offered was excellent/very good
    - e.iv. 38% variety of CMTE courses offered was excellent/very good
    - e.v. 34% quality of CMTE courses offered was excellent/very good
    - e.vi. 90% downloaded the conference app
    - e.vii. 79% quality of the app was excellent/very good
  
2. Report for Rochester: Dates are March 15<sup>th</sup> – 18<sup>th</sup> 2017
  - a. The call for papers was posted early-July and will close on October 7<sup>th</sup>. The early, early bird deadline closed on September 9<sup>th</sup>
  - b. Local committee members and positions are as follows
    - b.i. Local co-hosts: Amanda Dimino, Lauren Faggiano, & Melinda Kurowski
    - b.ii. Instruments: Mike Stavoli & Jason Willey
    - b.iii. Entertainment: Laurie Keough & Sara Rogers
    - b.iv. Exhibits/Fundraising: Chris Gold & Betsy King
    - b.v. Government Relations and PR: Missy Rozelle Reed & Donna Polen
    - b.vi. Registration: Liz Hedger & Joy Kaminski
    - b.vii. Student Service Project: Adrienne Meyer & Molly Perry-Pow
    - b.viii. Volunteers: Sara Kilman & Megan Smith
  - c. The local committee has been hard at work and the entertainment committee is in the contract-drafting phase for entertainment. The exhibits/fundraising committee has also been actively seeking vendors for the conference. I have been in continuous contact with the local committee and we have had two skype meetings this summer



- d. The conference logo is below, featuring the Rochester skyline



- e. We had a very strong positive response to the app technology implemented in March and we have signed a two-year contract with the company, locking us in to the least expensive fee schedule with a guarantee of all updates and new features without the additional price.

3. Report for the 2018 MAR Conference

- a. The Regional Event Planner (REP), VP for conference planning and VP Elect for Conference Planning traveled to Pittsburgh, PA to scout conference locations. We will host the conference at the Sheraton in Pittsburgh from 4/11-4/14/2018
- b. In an attempt to continually streamline the conference planning process the scouting team will be back out this fall to book in a venue for the 2019 conference. We will continue to book at least three years in advance to secure the best locations at the best pricing for the region. We hope to go to a five-year cycle in the near future.

Respectfully Submitted,  
Patricia Winter, Ph.D., MT-BC  
2016 MAR VP for Conference Planning

<b>MAR-AMTA Regional Conference 2016 Proposed Budget July 1, 2016- August 1, 2017</b>		
<b>Income Sources</b>		
Booth Fees		4,000
Conference Registration		50,000
Donations		3,000
Advertising revenue		2000
Other Income		500
<b>Total Income</b>		<b>59,500</b>
<b>Expenses</b>		
AV		10,000
CMTE		3000
Conference Entertainment		5000
Conference Hotel Rooms		10,000
Security for Exhibit Hall		2,000
Conference Supplies		600
Photography		2000
Conference Venue		20,000
Equipment Rental		2,000
Taxes & Licenses		500
Honorariums		500
Conference App		3500
<b>Total Expenses</b>		<b>59,100</b>
<b>Projected Net Income</b>		<b>400</b>

**MAR-AMTA Treasurer Report  
Fall Executive Board Meeting  
Brooke Carroll, MMT, MT-BC  
Submitted September 2, 2016**

**I. Current Status of Budget**

- a) Account balances:
- Conference: \$8,750.00
  - Operating: \$116,728.40
  - Student: \$5,173.86
  - Passages: \$74.37
  - Vanguard: \$47,294.58

**II. FY 2016-17 Budget amendments**

- a) Implement any proposed amendments and finalize amended budget.
- b) Current [approved budget](#) with proposed changes highlighted found in Executive Board Files: “Copy of FY2016-17 Approved Budget”

**III. Review Reimbursement procedures**

- a) Quick review of reimbursement procedures
- b) Reminder: ALL reimbursement/billpay requests MUST be submitted through the google form: [https://docs.google.com/forms/d/1j1BKODNjUCunjGc74EBZkn95RBrSXaXgpDFV315Mn-w/viewform?usp=send\\_form#start=invite](https://docs.google.com/forms/d/1j1BKODNjUCunjGc74EBZkn95RBrSXaXgpDFV315Mn-w/viewform?usp=send_form#start=invite)
- c) Reminder: ALL receipts/invoices (scanned copies of originals-a credit card bill will not suffice) must be uploaded into the proper folder on the Drive before payment or reimbursement will be sent.
- d) Reminder: The Treasurer will not solicit for this information. Please follow the instructions laid out in the Treasury Request Procedures document.

**IV. Changes to Membership Support Fund Policy and Procedure**

- a) Transfer of responsibilities from Treasurer to VP For Membership
- b) Changes highlighted in document. Found in Executive Board Files: Policies and Procedures: Treasurer Policies

**V. Treasurer-Elect Position**

- a) Responsibilities include management of Conference finances
- b) Shadow Treasurer duties—Please copy Brigette on all correspondence. [martreasurerelect@gmail.com](mailto:martreasurerelect@gmail.com)

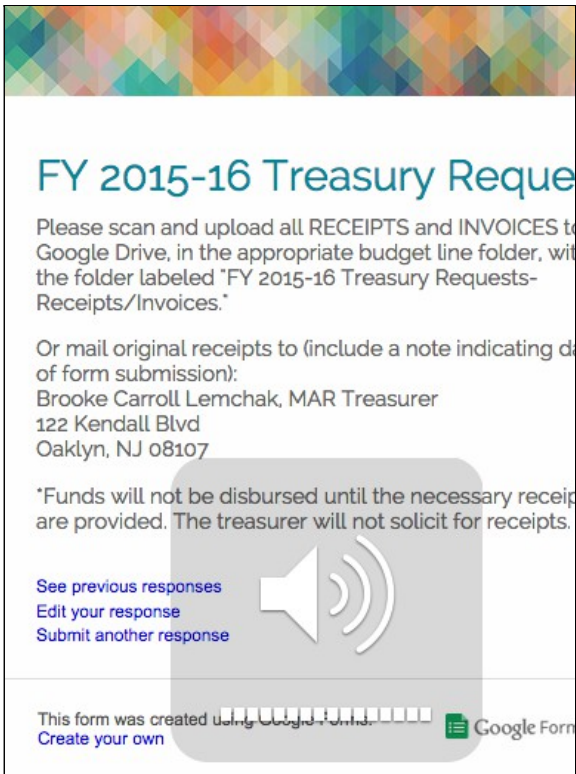
**New Reimbursement Procedures**

effective July 1, 2015

All of the documents and folders related to reimbursement can be found in google docs, [here](#).

In order to receive reimbursement, complete and submit this [form](#).

You must complete the form in its entirety, and click submit. If you have submitted the form properly, you will see a page that looks like this:

 <p><b>FY 2015-16 Treasury Request</b></p> <p>Please scan and upload all RECEIPTS and INVOICES to Google Drive, in the appropriate budget line folder, with the folder labeled "FY 2015-16 Treasury Requests-Receipts/Invoices."</p> <p>Or mail original receipts to (include a note indicating date of form submission):          Brooke Carroll Lemchak, MAR Treasurer          122 Kendall Blvd          Oaklyn, NJ 08107</p> <p>*Funds will not be disbursed until the necessary receipts are provided. The treasurer will not solicit for receipts.</p> <p>See previous responses          Edit your response          Submit another response</p> <p>This form was created using Google Forms. <a href="#">Create your own</a></p>	<p>From this page, you will be able to go back and edit your responses if necessary, see all previous responses, or begin a new form for a separate treasury request.</p> <p><b>**Once you leave this page, you can no longer edit your response.**</b></p>
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After submitting your request, always view the summary of your responses [here](#), or in the file entitled "FY 2015-16 TR Form (Responses)" to double check the accuracy of the information you submitted. If you see that you made an error, please notify the Treasurer immediately of the necessary changes. Everyone will be able to see all treasury requests in this document, providing full transparency in our spending.

Receipts/invoices should be uploaded into the folder named with the appropriate budget line, within the folder entitled "FY 2015-16 Treasury Requests-Receipts/Invoices." The filename should include your name, date of your request, and brief description of expense (i.e., "Lemchak 7.1.15 postage").

All treasury requests now only require approval of the Budget Line Representative. If you are submitting a request **and you are also the budget line representative**, you only need to complete and submit the form, then submit the necessary documentation (receipts, invoices, etc.).

If you are requesting funds **and are not the budget line representative**, you should submit the form, then send an email request to the representative. Include the amount and purpose of your request.

**\*\*Budget line representatives:** once you receive notice of the request, access the file "FY 2015-16 TR Form (Responses)," find the current request and provide your signature of approval in Column I.

**\*\*No funds will be disbursed until all steps have been completed\*\***

**MAR-AMTA Government Relations Report  
Fall Executive Board Meeting  
Maria Hricko Fay, MSW/LSW, LCAT, MT-BC  
Report Submitted September 2016**

**GENERAL UPDATES/POINTS OF DISCUSSION**

1. **Government Relations Elect**
  - a. Working to define the role and responsibilities
  - b. Budget line as it relates to this role
2. **Regional Conference**
  - a. A concurrent slot needs to be reserved for a Gov. Relations concurrent session.
  - b. The NYSTF wants to invite Dr. David Hamilton, Executive Secretary of the NY State Board for Mental Health Practitioners (he oversees the LCAT) to attend and present a concurrent session. Due to his busy schedule this needs to be flexible.
  - c. Advocacy Breakfast
3. **AMTA Membership** - MAR Representative to the AMTA Reimbursement Committee, task force chair, reimbursement team for NY – who should be required to AMTA Members?
4. **MAR PayPal Account** – working with Brooke and the task forces to create a regional PayPal account 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 currently being used for the PA “school tours” and remaining NY “school tours.”
5. **Working with AMTA regarding accounting for Gov. Relations finances** - Andi Farbman requested information regarding income and expenses for MAR Gov. Relations this past year. A meeting will be scheduled this week/next week to discuss this further.
6. **Travel Expenses Policy of State Task Forces** – Met with Gabby, Mike, Julie, Brooke, Brigitte, and Amy to discuss this policy. A draft was created. The national office uses the GSA reimbursement chart for cities and states. It was suggested we can average that out each year for each state in the region for food and hotel rates. <http://www.gsa.gov/portal/category/26429>
7. **Policy for Social Media** - 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. This is in process.

## STATE UPDATES

### DESTF

- Vote needed to start the task force.
- Vote needed to approve task force members Jeremy Edler, Patricia Gonzalez, Samantha Knapp, Tom Peters
- The task force had its first meeting. The task force created a survey reaching out to MTs in DE and neighboring states about traveling to the state for work.
- They are also seeking information regarding MTs across the country that work in Special Education settings. AMTA will be doing more work on this area in the future.
- Trish Gonzalez continues to work with Representative Smith and Matthew Korobkin to advocate for the inclusion of Music Therapy as a service on the Special Education strategic plan.

### MDSTF (Chair - Niki Runge and Tatyana Martin)

- Held an Advocacy Training August 6<sup>th</sup>
- Contact with MD legislators:
  - Tatyana and Niki met with Delegate Sheree Sample-Hughes on 7/28/16
  - Greg Lazzaro made the following visits: Senator Gail Bates, Delegate Kris Valderrama. He connected with the following through phone and/or email Delegate Pena-Melnyk, Senator Justin Ready, Delegate Mark Fisher, Delegate Susan Krebs, Delegate Ariana Kelly, Delegate Mark Korman, Delegate Al Carr, Senator Nancy King
- There appears to be interest from legislators for licensure in MD.

### NJSTF (Chair – Paula Unsal)

- **New Jersey Senate Hill Day** held August 1, 2016 in Trenton. The **New Jersey State Task Force (NJSTF)** members contacted over half of the state's Senators to request meetings to garner support for **S1601, The Music Therapist Licensing Act**, in preparation for expected hearings. Tight scheduling of Senate business and illness reduced our opportunities to only 2 meetings and there were no spontaneous meetings either, in part due to the distraction of an overwhelming presence of citizens concerned about the state of the NJ pension system. This event did create opportunities for the task force to successfully meet with Senators in their district offices. In September, the NJSTF is expecting a vote on General Assembly Bill A783 and the first hearing on Senate Bill S1601.
- **Opposition** – May 19<sup>th</sup> the task force and national team responded to opposition from the Speech and Language Pathologists. There was successful negotiation with amendment language to the bill.

### NYSTF (Chair – Donna Polen)

- **NYSTF School Tour:**
  1. **Nazareth College** - Saturday, September 24, 2016.
  2. **Molloy** – Friday, October 21, 2016
- **Music Therapy License** - All parties involved have been involved in drafting bill language. The task force has been discussing next steps and how to activate the Advocacy Support Network (ASN).

- **NYSTF Reimbursement Team** – the task force had 5 members who were interested. The task force will vote from these candidates. This group will follow issues related to Medicaid regulations as well as other concerns related to reimbursement and the provision of music therapy services in New York.
- **Academic Advisory Council** - this model would identify 1 faculty member at each of the 5 NYS schools and have that faculty member identify 1 or 2 students in their program (perhaps an undergraduate and a graduate student or, in the case of NYU, a 1st year and 2nd year student). NYSTF would communicate directly with the 5 faculty reps, and they would insure that information was channeled to all students through the reps they have selected.
- **The State Board for Mental Health Practitioners** - The NYSTF recommended Thomas J. Biglin, Jr., MA, LCAT, MT-BC, for consideration for the State Board for Mental Health Practitioners
- **Mandatory Continuing Education Requirements for LCATs** – The task force has been reaching out to LCAT's to inform them about the new mandatory continuing education requirements that have been posted on the Office of the Professions (OP) website. You can access the specific link for creative arts therapy at the following link: <http://www.op.nysed.gov/prof/mhp/catcehome.htm>. Courses taken before January 1, 2017 or from a provider that is not approved by the Department will not be acceptable. CBMT clarified with the State Board Office whether or not CBMT approval as a NY Approved Provider would also cover its approved providers (MAR). The answer is NO. Each approved provider (MAR) must apply separately. The "entity" is each organization. CBMT is preparing an email to send to CBMT Approved Providers with this information.

Approval by a national organization does not substitute for approval by the State Education Department (SED) to offer continuing education to licensed creative arts therapists. Individuals or organizations approved to offer continuing education to other New York State professions must submit the application, fee, and all required documents. Continuing education courses offered by an individual or organization that is not approved by the Department may not be used by a creative arts therapist to meet the statutory requirement. If you approve other entities, you may wish to inform them of the New York law so that they can apply to become a NYSED-approved provider of continuing education.

- **Spectrum Creative Arts, LLC** – Donna met in person with music therapists from Spectrum Creative Arts and Tracy and Maria joined via phone conference. This meeting was to assist with the following matter. After previously being approved to provide supervision for limited permits (LP) for two employees (an art therapist and a music therapist, both supervised by an LCAT music therapist), an employee (an art therapist) received notification that their application for LP was denied. The basis of this denial was the fact that their employer is an LLC. This generated communication and correspondence between various divisions of the Office of the Professions (OP) in which different representatives indicated that Spectrum is operating in violation of corporate practice law and, in one instance, that they are not approved to provide music therapy at all. Discussion moved to the Division of Corporations, at which point Spectrum began reviewing the issue with legal counsel. The task force will continue to monitor and advise as needed.
- **Supervision and the LCAT** - The task force created a survey to gather information on how many similar situations are occurring – both in terms of permit applications being denied due to lack of same-modality supervisor and how many MTs are unable to secure employment due to lack of LCAT supervision.
- **Call to Action** – The task force sent out a template for a “Call to Action” for music therapists write to OPWDD on a proposed waiver amendment language for the Comprehensive Home and Community-Based Services (HCBS) Medicaid Waiver. Although the proposed amendment does not directly impact music

therapy, this public comment period does provide an opportunity to request revisions to existing waiver language related to music therapy services. .

- **Student Task Force Member** - The task force is currently seeking a new student member. They are requesting that the student attend a New York school and live in New York.

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

- The task force and Megan Resig worked on an email address through the website
- **PA Hearing** – The bill had an informational hearing on Tuesday March 22. Members representing the PASTF, MAR, and AMTA attended the meeting. AMTA, PASTF, and parents provided testimony.
- **Opposition** – The PA Bills are also raising some opposition from Speech Therapy, Marriage and Family Therapy and OT's.
- **School Tours** - Members of the task force, national team (AMTA, CBMT) and MAR will be visiting schools to educate students and faculty and to address concerns regarding the current music therapy legislation
  - Temple University September 24, 2016
  - Duquesne University October 1, 2016
  - Immaculata University October 15, 2016
- **Bill Update** - Rep. Pashinski would like to place music therapy licensure under the Social Workers, Marriage, and Family Therapists and Professional Counselors Act. A draft Music Therapy Licensure Bill under this act is being reviewed and discussed.
- **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)

- Virginia state task force is currently developing a blog as a home base for sharing information, updates, and calls to action across the state. You can find it at <https://vastfmusictherapy.wordpress.com>

**WVSTF** (Chair – Amy Rodgers Smith)

- The task force worked hard to complete a Sunrise Review for their state. Thank you to **Amy Rodgers Smith** and the national team (**Dena Register, Judy Simpson, and Kimberly Sena Moore**) for completing this rather arduous document!.

**Charge to the Delaware State Task Force on Occupational Regulation**

All MAR task forces are convened to accomplish specific goals set out by the MAR Executive Board. A formal recognition of Delaware State Task Force (DESTF) by the MAR Executive Board is necessary in order for DESTF to avail itself of the support (financial and otherwise) from the Region. All MAR state task forces on occupational regulation fall under the Government Relations Committee. The Chair of the DESTF will report to the MAR Government Relations Chair. The DESTF will also work collaboratively with AMTA and CBMT to implement the State Recognition Operational Plan (see attached) and to work to fulfill the AMTA mission of increasing awareness of the benefits of music therapy and increasing access to quality music therapy services within their state. The free flow of information between DESTF, MAR, AMTA, and CBMT is expected.

- 1) Scope and length of term:



- a. Members of the DESTF will be (re) approved by the MAR Board every two years (in odd-numbered years) at the Spring Regional Conference Executive Board Meeting
  - b. Subsequent members of the DESTF will be selected by the DESTF and submitted to the MAR Board for approval
  - c. The MAR Board can approve members of DESTF via email
  - d. The Charge to the Task Force must be reaffirmed by the MAR Board every two years (in odd-numbered years) at the Spring Regional Conference Executive Board Meeting
  - e. Members to the DESTF are asked to commit to two year terms, corresponding to the length of time of the current charge, but if vacancies arise, the DESTF can recommend a new member
  - f. The DESTF will include approximately five professional members and one Student Representative. The professional members will be voting members. The MAR President, MAR Government Relations Chair, AMTA Director of Government Relations, and the CBMT Regulatory Advisor and Regulatory Affairs Associate will serve as ex-officio members without the right to vote. The professional members of DESTF should represent the practice of music therapy in Delaware both in clinical population and in geography.
- 2) The role of the Chair will include the following:
- a. Coordinate the work of the DESTF
  - b. Provide the Government Relations Chair of MAR, President of MAR, AMTA Director of Government Relations and the CBMT Regulatory Affairs Advisor or their designee with verbal and/or written summary reports of activity of the DESTF at all regularly scheduled Executive Board/Board of Director meetings and at other times as requested. The Chair will also submit reports for the regional newsletter, *RX: Music*.
  - c. Determine deadlines for feedback or votes. The Chair has the authority to take action on DESTF business based on the feedback or votes received by the identified deadlines
- 3) The role of the Members will include the following:
- a. Participate in Task Force meetings as scheduled
  - b. Fulfill the goals designed and set forth by the DESTF in accordance with the MAR charge and AMTA and CBMT State Recognition Operational Plan
  - c. Participate in roundtable discussion regarding legislative issues at Regional conference
- 4) The role of the MAR Executive Board
- a. Provide a single point of contact to the MAR Executive Board to the AMTA and CBMT via the Government Relations Chair

- b. Provide support, financial and otherwise, as needed to the NJSTF. Such expenses may be mileage/tolls, lodging, meals, phone, printing, postage, and other related expenses. Any expense over \$200.00 must be approved per MAR fiscal policy
- c. Facilitate communication between the state task forces

**MAR-AMTA Assembly Chair Report  
Fall Executive Board Meeting  
Donna W. Polen, LCAT, MT-BC  
Report Submitted September 2016**

**PLANNING FOR AMTA ANNUAL MEETINGS**

The MAR currently has 16 Delegates and 15 Alternates to the AMTA Assembly. In late July I notified all Delegates and Alternates of the tentative schedule of Assembly and Business meetings.

**ASSEMBLY**

**Thursday, November 10, 2016: 1:30 pm – 5:30 pm**  
**Friday, November 11, 2016: 7:30 am - 9:00 am**  
**Saturday, November 12, 2016: 11:15 am - 1:15 pm**

**BUSINESS**

**Friday, November 11, 2016: 10:30 am - 12:00 noon AMTA Business Meeting #1**  
**Saturday, November 12, 2016: 7:30 am - 9:15 am MAR Business Meeting**  
**Saturday, November 12, 2016: 4:45 pm - 5:45 pm AMTA Business Meeting #2**

I will be contacting all Delegates and Alternates in mid-September to insure we have adequate representation at all meetings in Sandusky. After I have heard back from everyone, I will insure that any vacant Delegate seats are filled with Alternates.

In addition, after receiving the AMTA Board and Assembly Book, I will work with President Ritter to identify key issues that will come before the Assembly, both to seek feedback from membership as well as to coordinate a pre-Assembly meeting caucus in Sandusky if needed.

**MAR-AMTA Student Affairs Advisor Report  
Fall Executive Board Meeting  
Conio Loretto, MS, LCAT, MT-BC  
Report Submitted September 2016**

**MARAMTS Summer Executive Board Meeting**

The MARAMTS Executive Board held their Summer Business Meeting at The Center for Discovery in Harris, NY. A lot of ground was covered during the meeting and many plans were made for 2015-2016.

Highlights from the meeting:

- Fund Raising – exploring options for products for fundraising, such as baseball caps, t-shirts, water bottles, bumper stickers;
- Canning Project – will once again collect spare change from attendees at the regional conference to benefit an organization to be determined by membership;
- Scholarships – Sophomore, Junior and Graduate Student scholarships will once again be awarded, as well as the Jenny Shinn Memorial Scholarship; two Music Therapy Club awards will be given;
- Chapter Rep Award – will once again recognize the most involved and dedicated MARAMTS chapter representative(s) (to be determined and awarded at regional conference);
- Swap Shop – will be asking each school to submit a movement and music experience that will be presented (and distributed) at the regional conference;
- Graduate Student Swap Shop – idea for graduate students to connect and discuss research interests;
- Regional Project – plan to expand and increase social media presence and use;
- Fall Business Meeting – made plans for the Fall Business meeting and set appropriate deadlines.

These ideas will be pursued further and formalized when the Board meets again with chapter representatives at the Fall Business Meeting.

**MAR CONFERENCE STUDENT SERVICE PROJECT**

Communication has begun between the regional conference planners assigned to the Student Service Project, the Vice President/Vice President Elect of Conference Planning and the Student Affairs Advisor to determine best course of action for Rochester, NY.

**PASSAGES 2016: BLOOMING INTO SONG**

This year's PASSAGES Conference of the MAR (Blooming Into Song) will be held at Nazareth College in Rochester, NY on October 1, 2016. The conference's co-chairs for this year are current Nazareth College student Alexandria Bruno; SUNY Fredonia student Rachel Williams; and, new professional Nicholas Sherman. They are hard at work preparing an exciting program, to include Dr. Bryan Hunter delivering the keynote address, sharing the history of Music Therapy in the MAR; a plenary session featuring a Music Therapy student who has autism; 12 concurrent sessions; an exhibits hall; and, some music making to end the day.

The co-chairs will be seeking professional Music Therapists who will be willing to attend the conference and give more formalized feedback to the student and new professional presenters.

An idea was generated this year to have the Passages Conference align with the MAR Regional Conference, to happen at a local university the day prior to the conference. This did not work out for this year, but will be explored in the future.

**SCHOLARSHIPS**

Information and applications will soon be disseminated via the MAR website for the 2016-2017 regional scholarships.

Deadlines will be as follows:

SOPHOMORE SCHOLARSHIP – November 12, 2016  
JUNIOR SCHOLARSHIP – November 12, 2016  
GRADUATE SCHOLARSHIP – November 12, 2016  
MUSIC THERAPY CLUB AWARD – December 3, 2016  
JENNY SHINN SCHOLARSHIP – January 21, 2017

Respectfully Submitted by  
Conio Loretto, MS, LCAT, MT-BC  
Student Affairs Advisor

Tara O'Brien  
MARAMTS Vice President

**MAR-AMTA Newsletter Editor Report**  
**Fall Executive Board Meeting**  
**Mark Ahola, MM, LCAT, MT-BC**  
**Report Submitted September 2016**

1. *Tuning In to Rx Music* is now at 2778 subscribers (active contacts on Constant Contact, our social email marketing service).

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

- Summer 2016 – 30% (55% mobile, 45% desktop)
- Spring 2016 – 32% (55% mobile, 45% desktop)
- Winter 2016– 34% - (43% mobile, 57% desktop)
- Fall 2015– 40% (44% mobile, 56% desktop)

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. Also, some members receive the newsletter via 2 or more addresses, and not all may be opened. Open rates for email blasts are similar.

3. Now, more readers open the emails via mobile devices than computers. So I continue to make the newsletter more user friendly for small devices and use more links.

3. I would like to link newsletter and email blasts directly to our facebook page.

4. I have archived past issues that were sent via constant contact.

5. The submissions deadline for our Fall issue is October 1. 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). If possible, upload reports to the google drive once shared. Larger reports are being linked to our website. These include government relations, spotlight on membership, Hey, NY!! did you know??? Once you send larger reports to me, I request that they be hosted on the website and then link to them.

**MAR-AMTA Public Relations Report  
Fall Executive Board Meeting  
Megan Resig, LCAT, MT-BC  
Report Submitted September 2016**

The Public Relations Committee has the following items to report:

**Website:** Kate Shannon has been regularly updating the website each month. According to the analytics reports provided monthly by Makeway, the site is getting a great deal of traffic and seems to be well utilized by membership. Board members can access these reports at anytime by visiting this link:  
<https://drive.google.com/open?id=0B7LwTFVD2L85dHNNQ2s3RUdQaIRHdUd3am9HQ1LUG5>

**Exhibit Materials:** The exhibit materials that were designed by the committee have already made several appearances at regional advocacy events. In order to give broader access for these materials, I've put together some documents outlining how to access these materials and expectations for their care and return. You can view these by visiting this link:  
[https://docs.google.com/document/d/1zj81L1x9-gp0IM75oBDLTA0bl\\_OoDSsgC5A3T2DrBSA/edit](https://docs.google.com/document/d/1zj81L1x9-gp0IM75oBDLTA0bl_OoDSsgC5A3T2DrBSA/edit)

**PR Training:** The PR Committee has been actively working on some resources to share with state associations to assist them in their local advocacy efforts. These resources will cover the following topics:

- How to work with local media for increased coverage of music therapy
- Using social media/online platforms for advocacy
- Developing a strategic marketing plan to be used for advocacy events or initiatives

It is the committee's goal to have these materials complete by National conference in November.

**MAR Booth at National Conference:** The Mid-Atlantic Region will once again be hosting a booth at the AMTA National Conference. This year, we will be using the space to highlight some of the work of the Historical Preservation Project.

