



American Music Therapy Association Mid-Atlantic Regional Chapter

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MARAMTA Executive Board Meeting AMTA Conference Meeting Kansas City, Missouri

Thursday, November 12th: 6:00PM-7:20PM
Friday, November 13th: 6:15PM-7:45PM

Attendance: Gabby Ritter, President; Julie Neal, Past President; Michael Viega, President-Elect; Maria Battista-Hancock and Elaine Kong, Substitute Recording Secretary; Trish Winter, VP for Conference Planning; Megan Resig via Skype, Public Relations Chair; Maria Fay, Government Relations; Jennifer Swanson, VP for Conference Planning-Elect; Donna Polen, Assembly Chair; Gary Verhagen, Parliamentarian; Anita Gadberry, VP Membership; Conio Loretto, Student Advisor; Maria Battista-Hancock, Historian; Mark Ahola, Newsletter Editor

I. Opening Procedures

- A. Call to Order 6:16 PM
- B. Approval of Agenda
Agenda approved by consensus as amended.
- C. Approval of Minutes (Summer 2015)
D. Polen was listed as being in attendance – remove from summer minutes. Minutes approved by consensus.
- D. Approval of Minutes (Fall 2015)
Add M. Ahola to list of attendees in minutes. Minutes approved as amended.

II. Officer's Reports

A. President – 6:24PM

Gabby Ritter

- G. Ritter met with AMTA representatives: Asking regions to contribute to Archives. AMTA is asking to focus on archives. J. Neal stated, "Historically, our region has committed to gathering and contributing information to conserve our region's history. So far, we have focused on doing this for our region. Moving forward, we can discuss contributing to AMTA at large." G. Ritter stated that discussing active contributions to the archives could be added to the agenda for the spring meeting.

- MAR Conference treasurer was highlighted by MAR President, G. Ritter and commended by AMTA.
 - In spring, G. Ritter will have some proposals for AMTA. Gabby reminded board to keep a concurrent session on hold for AMTA Advocacy at Regional conferences – AMTA was asking if we, as a region, are doing this consistently.
 - AMTA requested for a consistent contact person on the MAR board for Disaster Response: President or President-Elect are suggested as possibilities.
 - The Board noted that MAR is well represented on research committee and efforts.
 - AMTA requested more detailed membership information. Currently, 33% are from MAR region.
 - AMTA is requesting a consistent concurrent session spot be allotted for Music & Memory, and an AMTA representative at every regional conference. Conference Council will discuss.
 - G. Ritter sent a flower arrangement to the family of Rose Bernsten, a music therapist in the MAR (Maryland), who passed away suddenly.
 - If you use SMILE when shopping on Amazon, MAR-AMTA will receive a percentage of the sales.
 - J. Neal attended the Leadership Academy CMTE, addressing the topics of healthcare, non-profit organizations, business ownership, and academia. J. Neal commented on its excellent organization.
 - G. Ritter brought forward to AMTA a member concern related on music therapy job postings that are requiring an MTBC be trained in Neurologic Music Therapy. When AMTA responds, G. Ritter will give an answer to member who brought it up.
 - G. Ritter discussed the Advocacy Award, calling for nominations for a local advocate for music therapy. Three national service awards will be given during this conference to Tony Meadows, Leah Oswanski, and Flossie Ierardi.
 - G. Ritter mentioned possible meeting locations for the next board meeting: Immaculata University was mentioned.
- ACTION ITEM: G. Ritter will talk to Immaculata MT program and find out possible hotel/host arrangements. Will also follow up regarding research awards moneys from our region.**
- Tony Meadows proposed a new idea and Gabby sent a compiled email thread about the discussion. For a proposal to be happening in 2017 related to increasing access to research within our region.

B. President Elect – 7:06PM

Mike Viega

The constitution and bylaws committee is looking at changing the language in the official documents for opening up electronic voting, to make elections more efficient, as well as include more members in the process.

C. Past President – 7:09PM

Julie Neal

Highlighted a new format for her report that mimics how AMTA creates board reports, by placing the summary of role of her position at top of report. Currently focused on National Council, to improve communication between Regional and National teams reps. All reports should go on website from committee members. M. Resig commented that the vision is to have the webpage populated in a consistent way. J.

Neal shared that regional committee reps meet with some of these committees only at National conference – perhaps there is not much to report on a regular basis. M. Resig and J. Neal propose that all email addresses should be added to solicit content. D. Polen reminded board that reports are sent to Board Book at least once or twice a year, so some information can be pulled from those reports.

J. Neal still working to understand the rationale behind the \$1,000 fee assessed to college programs by AMTA.

AN Archivist and Historian ad hoc committee have been formed to build up our region.

D. Secretary

Noa Ferguson

(Not in attendance)

N. Ferguson's report has been submitted, and is available for review.

E. Archivist

None.

F. Historian – 7:19PM

Maria Battista-Hancock

Getting students involved in “How are *you* making history?” initiative. Collaborating with C. Loretto, AMTAS, and some colleges. Working with J. Neal to continue the conversation.

7:21 PM Meeting adjourned by G. Ritter
Meeting called to order at 6:26 PM by G. Ritter

G. VP for Membership – 6:26PM

Anita Gadberry

- November 1st change deadline: only 1 applicant. Can it be changed to November 30? J. Neal said yes, we should extend it. M. Ahola will send e-mail blast.

- New Professional and Student Membership Scholarship (to attend conference): \$500 each. Should we include graduate students that used to be professionals? EB responds that students should apply for student awards. Should we have one for undergraduate, and one for graduate? EB responds that is not for another year, so it does not need to be decided now. Graduate (former-professional) students are a category that is currently left out.

- Call-a-thon for conference: Wants to create a party-like atmosphere with cookies, coffee, and balloons. T. Winter: Would that be from the conference budget? EB identifies that as an item for A. Gadberry and T. Winter to discuss.

ACTION ITEM: Need to talk to student reps. Students are going to do the call-a-thon, so we need phones. EB says they will need to agree to use their phones. Could the hotel set up phones?

ACTION ITEM: A. Gadberry: Check with the students about unlimited minutes on their phone plan? Calling cards? Set up Google Calls/Online meeting calling system?

Students will be further documenting the calls and responses to address current and past concerns.

- A. Gadberry/T. Winter: Need someone from Membership/Assembly Delegate at the MAR booth, or another Membership booth, to help disseminate information to the membership, and answer any questions. T. Winter: Put questions about membership on the conference survey.

H. Finances – 6:35PM

Brooke Lemchak
(Not in attendance)

In Board Book: Remind EB to fill out conference reimbursement sheet.
EB needs to talk to Brooke about budget: Talk to graduate student/financial committee about a new award for graduate students.

I. Government Relations Chair – 6:36PM

Maria Hricko Fay

ACTION ITEM: Need to create a policy for the task force.

- NJ: Identical bills – support from different committees – chair of committee would sponsor the bill.
- NY: School tour – NYU for February. Working on concerns with Medicare. D. Polen had suggestions to connect Reimbursement committee with Task Forces, especially with NY, due to problems with reimbursement. Reconfiguring the student member role on the task force. Touched base with Joni Milgram-Luterman from SUNY Fredonia, and talked with Nazareth College – Looking to do something in early spring.
- PA: Successful Hill Day (their third one) – More sponsors. May have informational hearing to educate legislature about what music therapy is. Significant meeting: Task force met with PA legislator, Ted Dallas (see Board Book). Looking into getting money back into the waivers. Hill Day in Harrisburg: Slight possibility that the legislators are not meeting that Thursday, which we will not have word about until January. Concerned message will not get to the legislators: Could consider a breakfast meeting versus a meal during the workday – Would that conflict with anything on Friday morning?

ACTION ITEM: T. Winter: Talk to Local Committee. Will still meet with Administrators.

Budget – PA Task Force is using a paid conference line. AMTA sent us a bill for the phone calls, and did not write it into the budget. Will talk to B. Lemchak to take a look. With 43 state task forces, we need a consistent system – Not everyone can be sitting at a computer to be at Skype/another free system. AMTA uses the free line; PA did not use the free line. Exploring lines for better calls.

- VA: Doing well and doing their work. EB voted for student member, Shelby Reynolds. M. Fay moved to approve Shelby Reynolds for student of the VASTF. Motion passes.

G. Ritter – spoke to M. Fay about a concern from membership about a possible conflict of interest related to our MAR Government Relations rep, because she also holds a paid AMTA government relations position. On an MAR state task force call, state task force members were unclear if the MAR rep was speaking on behalf of MAR or AMTA. The

solution moving forward will be that M. Fay will state, at the beginning of MAR state task force calls, who she is representing during the phone conference call.

J. Assembly Chair

Donna Polen

Receiving delegates and alternates: All are filled. Went to Facebook, Email blast, ListServ, MAR website: heard from 1 person. M. Ahola answered – G. Ritter thanked. Person who responded is a non-member, and does not come to conferences – D. Polen reaching out. M. Ahola and J. Neal: Running for a position on the AMTA Board of Directors – there are 7 people running for 8 positions.

D. Polen made a motion to move to Executive Session to discuss the upcoming assembly election. J. Neal seconded the motion set forth by D. Polen. Motion approved at 6:53PM.

D. Polen made a motion to move out of Executive Session. J. Neal seconded D. Polen's motion. Motion approved at 7:04PM.

K. Student Affairs Advisor – 7:06PM

Conio Loretto

Passages conference was at Shenandoah U. – Dr. Shari Robb was the Keynote speaker. Had yoga before conference. Every student volunteered in some capacity, and there were 12 concurrent sessions. C. Loretto asked about finding a meeting location for students to socialize, as a gathering that is not formally a part of Passages – Students can do it for leisure as a way to connect. Students are interested in incorporating Passages into the AMTA National Conference – thinking the Passages component would be on the Thursday of National Conference. C. Loretto proposed that whichever school volunteers to host the next Passages conference would get advertisement exposure. Wondered if other, non-hosting schools can also be sponsors? Money would be received from sponsors. Scholarships are coming in.

L. Newsletter Editor – 7:10PM

Mark Ahola

See report in Board Book. Everything is going smoothly. Subscribers are holding steady. Putting more Historian materials and on website.

M. Conference Planning – 7:12PM

T. Winter, J. Swanson

Regarding action items in Board Book: M. Resig and T. Winter will work on conference logo. M. Resig sent one in the morning; it should address all the things from last meeting. Quote for insurance will come in January. It will come closer to the conference date. App quote – need to ask the company.

Agenda Items: Fee is \$15 for high school students if they come to the high school session, and \$50 for the whole conference for student and chaperone – Should we re-look at how much we charge? Would \$25 be a better choice just to attend? It would help expose students to our field. Proposed \$15 per session, and \$25 for the whole conference. M. Resig: PR packets were sent out to administrators – Do we have stats on how many were sent out? T. Winter does not know. Only know that one person came out. T. Winter knows more and local committee is more committed to getting HS students. It

would be good to reduce the price since administrators gave some push back when told about the amount.

Brought to Research Committee – Conference proceedings where people hand out and a two page write up. Nice document for everyone, functions as a historical record. Might not do it for Harrisburg, but for future. Would people appreciate it? Does it sound like too much work? J. Neal expresses a need to extend this out to membership. A. Gadberry feels the region needs to put the program on first; conference proceedings will require some time and money.

ACTION ITEM for T. Winter: The Conference Council needs to talk about this document, and who would be responsible for getting it on the website for the spring conference.

Pre-Conference Institute is large, with no protocol in place. There is \$2,000 attached to it. Talking to C. Arezina and L. Keough about the process. Put a protocol in place on how pre-conference institute is put forward. M. Viega: Would it be a blind review? Or is there a body to vote for the Institute now? Has to meet CMTE requirements for approval. Committee will draft a rubric. M. Viega: Could we solicit themes the membership want? T. Winter: We can ask that in the survey which collects information from the past two years. We can identify particular themes that membership may want in relevant areas.

N. Public Relations – 7:23 PM

Megan Resig
(via Skype)

Committee met in the fall now that the website is done. Examined how to be a better support; took charge of soliciting feedback (see report in BB). States interested wanted more materials; people wanted more professional quality materials.

Interest for professional quality materials – Proposed an exhibit kit: branded tablecloth, vertical stand banner, and small table stand. M. Resig put together more materials – put together a “What is Music Therapy?” slideshow. M. Resig is using a company she has ordered from before to purchase materials. M. Resig asked B. Lemchak about purchasing budget, due to no existing line – any thoughts on moving forward with this? M. Fay agrees: When people go on Hill Days, they need displays. Compared to everything else at the State Capitol, materials need to be more up-to-date and professional. Megan has a design for MAR – PA wanted their own one too, instead of using MAR. M. Resig was supposed to design one, but was missing some items for the design.

M. Resig wonders how the region – a question for B. Lemchak, who would pay for the shipping? M. Resig proposes a protocol should be put in place for how we ship items back-and-forth if they are damaged.

M. Fay took pictures of what images the EB likes. Michelle Muth has great videos to showcase MT in action that people can stop by an exhibit booth to watch with headphones. M. Resig has brought a TV to past conferences to display images/videos. Does it make sense to brand the promo video/clips with MAR or with AMTA? A. Gadberry thinks it makes sense to have individual state banners. M. Fay believes it

should have all three logos to show that we are all working together. G. Verhagen: But does it need to be all on the banner? Should it reflect the profession, and not just the association? Then it could be used by any state. Pamphlets and smaller items could display additional state-specific information. M. Resig is concerned about making materials for individual state task forces/associations – a more general one would work best. M. Fay agreed that a general MT display would be best.

What are the other ideas for the banner? What are they needed for? EB cites national conference, regional conference and state task forces. Banner should remain more general, pertaining to music therapy. Information included: visually catching and capturing what we do – specifics on the banner. Center for Discovery (C. Loretto's clinic) has great, capturing images. C. Loretto – call for photos. M. Resig – found the photos and can use for other things, but now outdated. Need 5,000 pixels due to the size of the banner. Photographer and could ask him – Leo Sorel, Suzie's husband from Molloy U – everything is high resolution and good reflections. Need to ask for permission to see if they can be used. What text information – form a committee.

ACTION ITEM: Creation of an Ad Hoc committee (M. Resig, M. Fay) Look at PR materials and what should be on them, and put policies in place. Timeframe: Spring Conference. M. Viega is on the committee. C. Loretto is on the committee. J. Swanson is on the committee. M. Battista-Hancock is on the committee.

Many states have been requesting information for educational documents/resources. EB proposes setting up a training opportunity. Suggests having the PR committee create a CMTE on PR, with one rep from each state present. Could be for 2017 conference? T. Winter informed M. Resig to put in a proposal. CMTE for free.

III. New Business – 7:42PM

None.

IV. Good and Welfare – 7:42PM

Gabby Ritter

Thanks Elaine Kong and Maria Battista-Hancock for stepping in to serve as Secretary in Noa Ferguson's absence.

Ruth Lee Adler says hello; she could not come due to a fracture. Recovering now.

Thanks Noah Potvin for his service: He is off the assembly after this conference. Moving out of the region.

Darcy Lipscomb O'Daniel: Congratulations on her wedding. Her clinic flood instruments and guitars were damaged– appreciates assistance from AMTA and MAMT (MD).

Rose Burstein: From Maryland and MAR has sent a flower arrangement to mother (and lost father)

Thanks C. Loretto for cupcakes.

Thanks M. Resig for skyping in.

We are keeping families in Paris in our minds.

Thanks G. Ritter for wine and pizza.

V. Adjournment – Agenda completed. Meeting adjourned at 7:44PM.

ACTION ITEMS

By Executive Board Position

President

1. Talk to Immaculata MT program and find out possible hotel/host arrangements. Follow up regarding research awards moneys from our region.

VP for Membership

1. Re: Call-a-thon: Check with the students about unlimited minutes on their phone plan? Calling cards? Set up Google Calls/Online meeting calling system?

Government Relations

1. Need to create a policy for the task force.

2. Talk to Local Committee about Breakfast versus Lunch Hill Day meeting for PA. (M. Fay, T. Winter)

Conference Planning

1. The Conference Council needs to talk about this document, and who would be responsible for getting it on the website for the spring conference.

Public Relations

1. Creation of an Ad Hoc committee (M. Resig, M. Fay): Look at PR materials and what should be on them, and put policies in place.

Timeframe: Spring Conference.

M. Viega is on the committee. C. Loretto is on the committee. J. Swanson is on the committee. M. Battista-Hancock is on the committee.