

II. Officer Report's

A. PRESIDENT

KRISTEN O'GRADY

DISCUSSION	<p>Welcoming remarks by K. O'Grady</p> <p>A. General Report</p> <p>a. Not a lot to report because K. O'Grady's role is to act as a consultant to various committees. We've secured annual funds from Ott family contribution to support the preconference institute. We are now calling it the David Ott pre-conference institute (or something along those lines). They were not able to attend the conference but are excited about what it will bring every year. The amount is \$2,000 a year. They are generous people and often attend conference. The fund is run by a small fund company, (foundation), and they would like to have the payment come automatically annually to us, but since the treasurer changes addresses every two years, they can't do it this way. So we're brainstorming to see how the money can come in annually automatically. We may use AMTA if there is no other option, but we're looking at direct deposit into a bank account because that doesn't change. We're not able to secure nonprofit status in Maryland because we do not have a physical store location despite the Delaware address (where we file our incorporation paperwork).</p> <p>b. It was brought to attention that we need to appoint a new regional registration chair. Eric Ross is a new professional who is interested. Not bringing him to consideration at this time because he's still considering. I will get to you all via email for that vote.</p>	
CONCLUSIONS	<p>K. O'Grady will continue to research ways to receive the money from the Otts automatically. K. O'Grady will contact the board to vote for the new Regional Registration Chair, if Eric Ross agrees to the appointment.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p>K. O'Grady will continue to research ways to receive the money from the Otts automatically. K. O'Grady will contact the board to vote for the new Regional Registration Chair, if Eric Ross agrees to the appointment.</p>	K. O'Grady	-

B. PRESIDENT ELECT

JULIE NEAL

DISCUSSION	<p>Report in Board Book (pages 15-19 of this document)</p> <p>A. Review of proposed revision to constitution and bylaws</p> <p>a. It has been interesting to delve into this document. Some things we thought would be difficult turned out not to be.</p> <p>b. Some highlights as it's tedious to review them all here:</p> <p>i. Took out the word "mail" and left "vote" to open up the options to any kind of voting. Hopefully this will pass easily with membership.</p> <p>ii. People who were professional members and then went back to school and are now student members: this is difficult to revise because AMTA's bylaws state that student members have no rights as professional members as far as voting and holding office. The regions can do their own things in their bylaws though and our bylaws have said student members who were professional members can hold office. We don't have a way of tracking who was professional and is now a student member so it makes it difficult. Our idea now is to strike that part and just explain until we can track through AMTA (or until they change their bylaws and we can follow suite) we have no way of implementing that. This will be a big discussion at the business meeting. K. O'Grady wants that highlighted tomorrow because it's a hot topic. C. Shultis believes if you want professional perks, you should pay professional membership. Until AMTA has a way to track those people, we won't have a way to track them.</p> <p>iii. Wording changes for assembly of delegates and who reports to whom.</p> <p>iv. Finding a way to connect MARAMTAS to us (because before there was nothing that connected them) turned out to be an easy fix.</p> <p>B. Handbooks</p> <p>a. Please keep track of things that go into your handbook so we do not have to reinvent the wheel when we move to new members next year.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revisions of proposed revision to the constitution and bylaws will be presented at the General Membership meeting.	J. Neal	Gen. Membership Meeting

C. PAST PRESIDENT

DEBBIE BENKOVITZ

DISCUSSION	<p>A. Electronic Voting</p> <p>a. Thanks to Mark Ahola, he did all of the work with that. We had 153 responses, which is way more than our paper balloting record (which was only about 35-45 responses). Comments came back too and we took the 100 free comments. Positive comments from the responders. The past election was 152 paper ballot</p>	
-------------------	---	--

	<p>responses. \$15 a month is cheaper than paper balloting.</p> <p>b. When we do real ballots we will be able to put a little bio and picture of people to help with the balloting.</p> <p>c. Again thanks Mark Ahola for his hard work.</p> <p>B. Nominating Committee</p> <p>a. Members needed</p> <p>i. Still forming it. Asked people but not having the greatest luck. Elections aren't for a year, but we would welcome anyone who you think might be good. If you want to run again for the same position or a different position, let Deb know. Let Deb know if you have someone in mind or if you want to be on the nominating committee.</p>
CONCLUSIONS	
ACTION ITEMS	PERSON RESPONSIBLE DEADLINE

D. ARCHIVIST

CAROL SHULTIS FOR BARB WHEELER

DISCUSSION	<p>A. Report in Board Book (pgs. 20-22)</p> <p>a. Three action items noted in report</p> <p>i. Very busy. Took a trip to the archives and was hosted by MTs. Had a pleasant trip and helped sort out what was going on.</p> <p>ii. Will continue to gather and categorize materials with the student archivist. Met with going out and coming in student archivist and how spoke about how they are to record their hours, etc. Will continue scanning written materials and copying materials as needed. Working on which materials need to be kept in which kind of digital format (for keeping or for making available on web for others). Working with people at Duquesne for things to save and which ways. Met with Tom White, head of archives, and librarian. Went through pictures and labeled, etc.</p> <p>iii. People please send in materials from their jobs, universities, programs, etc. to archive history of programs. Would like to know how to get people to be more aware and get things in to them.</p> <p>iv. D. Benkovitz requests a list of what is good and helpful for the archives so that people will know what to collect. Up to now it's been more formal documents and newsletters, but we'd like it to become more of what is MT in MAR and where it came from. Carol got more from the national people and national history than the MAR archives.</p> <p>v. B. Sutton requests collaboration with the PR people at conferences. Maybe annual conference is a good place to bring things to conference? Some sort of display time and then go into appropriate storage. Board feels this is a good idea. It might also be neat to bring back a blast from the past each year so people are getting a feel for what's going on and brings the archives alive. It could be on the newsletter and webpage too.</p> <p>vi. J. Neal: maybe through constant contact we could let people know what they are for, how they could be used, etc.</p> <p>vii. J. Carpenite: is there a way to start an archive from now forward to designate a photographer of meetings, conferences, etc.? Even pictures of meetings, etc.</p> <p>viii. K. O'grady: could we have an official conference photographer? What about Irv Kalugdan? Cover the regional conference, not a high commitment position, with highlighted things to show up to (like board meetings, etc.). Burn them to disc and then they go to archives. We could buy them a camera, or a memory disc, that they hand off after conference.</p>	
CONCLUSIONS	<p>Some board members would like a more detailed list of what should be included in the archives. The possibility of displaying archives at conferences was discussed. The possibility of having an official photographer was discussed.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.		

E. VP OF MEMBERSHIP

MARIE GAINSFORD

DISCUSSION	<p>A. Report in Board Book (pgs.23-26)</p> <p>a. Our professional membership is still decreasing however our graduate school membership jumped 50%. Overall membership is up marginally. We always get a rush before conference, so a little higher by now.</p> <p>b. Working on disaster relief committee: spoke to different regions and Gene Ann who does the World Federation. They found people regionally (divided by state, etc.) so that the contact person can funnel up contacts as needed. I'm proposing a similar thing (but for larger states have 2 reps like Western/Eastern PA or NY) and then coming up with various job descriptions for what those people are responsible for. Questions to ask, responsibilities, cell phones on in emergencies, etc.</p> <p>c. D. Benkovitz commented: Western Psychiatric Hospital had a shooting and the gunman was killed and another person. Some member's family members, some MTs as well as interns were there. Immediately National Office emailed offering their help and offered Skype sessions and because they had contact information that information was passed along quickly. It was comforting to know that the National Office responded within a day and gave info of what to look out for with PTSD, etc. and people there found it more comforting than they imagined it would be.</p>	
-------------------	--	--

	<p>B. Discussion about members only section of the MAR website</p> <p>a. Podcasting project was approved by CBMT to count for CMTE credit under self-study guidelines. That being said, in order to present it to our members, it creates a challenge b/c our website is open to anyone who can access the mar website. The reason for podcasts is members don't feel the value of being an AMTA member so we're trying to give them an added value. So if we put it out for everyone, it defeats the purpose. The way to get around this is to create a members only section of our website. It would be an extra cost to our region but we could use that in a good way to encourage people to become members and we could give back to our members. In order to create a members only section, we need to look at possibilities and what we want in years to come. We should look broadly at what we want for that section before we move ahead because it is costly and we want to get the potential uses down.</p> <p>i. M. Viega: one use is to post handouts online from presenters and that is what stopped us from pushing ahead with it now. It is too much access, anyone at any time could get them. Another use is for PR materials that we purchased from AMTA.</p> <p>ii. M. Gainsford: There seems to be a need for a members only section. But we do need to know what kind of aim we would like to go with and possibilities.</p> <p>iii. J. Neal: look at AMTA and what's in theirs, all documents are in members only. Might be something we consider too for official documents. Also bios of those running for office.</p> <p>iv. Board discussion: Does that bring in an element of keeping a directory? AMTA just overhauled their system and we can get a list every day from Angie, we just have to request the list. There are several options and layers of security to consider as well. We should see how other regions do it (members only sections, etc.). NJAMT did that and they use the old AMTA model (when sign up you get the password), that would be an easy model. The problem with getting lists is when you get an updated list, you have to compare it to the old list to see who now joined. Did Felice give a cost? He said first come up with all we want to do before we approach him again so he can adequately give us a cost. Security, documents, etc. all affect the cost.</p> <p>v. K. O'Grady: In the past when discussed, these are the reasons we didn't do it because it's so difficult to discern who was a member yesterday versus today and it's been more work and not a real ability for us to keep up with.</p> <p>vi. For now, M. Gainsford will talk to other regions and Angie at the National Office on how they do their website and see how they do their members only sections and she'll update us for a more educated decision.</p> <p>vii. M. Ahola: Is there any way to do this with Constant Contact since we have members there? A link for members only, etc. like embedded into the website.</p>				
<p>CONCLUSIONS</p>	<p>Membership is slightly up. There is a need for a Disaster Relief Committee. A member's only section of our website appears to be needed but may or may not be feasible.</p>				
<p>ACTION ITEMS</p>	<table border="1"> <thead> <tr> <th data-bbox="812 1140 1128 1178">PERSON RESPONSIBLE</th> <th data-bbox="1128 1140 1531 1178">DEADLINE</th> </tr> </thead> <tbody> <tr> <td data-bbox="812 1178 1128 1207">Marie Gainsford</td> <td data-bbox="1128 1178 1531 1207">-</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	Marie Gainsford	-
PERSON RESPONSIBLE	DEADLINE				
Marie Gainsford	-				

F. VP OF CONFERENCE PLANNING

MICHAEL VIEGA

<p>DISCUSSION</p>	<p>A. Lessons learned from planning the 2012 conference</p> <p>a. 620 people registered and with walk-ins we'll probably go over 650. We acknowledge that that's over 100 people more than our biggest conference, which was Pittsburgh at 550. It is fantastic news and we think it may partly be due to the centralized location and rates were cheap. We also had a big PR year this year and an increase in the number of high school parents calling us. Lot of high school students were interested and outside people were interested. Also with the David Ott Institute this year bringing Christian Gold to talk about quantitative research, he's on the leading edge on this, and to have him this year was great. We're bringing high quality guests and it's nice to provide those people what they need, etc.</p> <p>b. If we continue to have such high numbers (there has been a pattern of big hotels with good location), then outskirts that are more expensive, etc. may not work. There's been talk since the early 2000s that maybe it is time to say this is too small of a hotel for us. This hotel is stretched to their limit. It may be time to raise rates if we expect a decent hotel that can plan for 550+ to maintain quality and accommodations. Especially if we continue to bring high quality conferences and people. We're in a growth spurt now and we need to consider conferences for the next 10 years.</p> <p>c. M. King: I agree, this is an issue we'll run into. The types of hotels we've been looking for are hotels that even at the pricier end of the range still don't have the meeting space needs that we require, so it's pressing us to start looking at convention center type locations and resorts (more National style conferences). If we're getting these large numbers, we're moving towards National requirement meeting space. So we're pushing 80 people into small rooms at a time for concurrent sessions. We need convention style hotels like you see at National Conferences.</p> <p>d. J. Carpenite: But because we are cheap, maybe that's why we have high rates.</p> <p>e. B. Sutton: so you're saying conference rates will have to go up too. Maybe we need to pick locations extra carefully to help make that transition.</p> <p>f. M. King: There's a lot of factors that go into it. Another point: space for our exhibit hall. The amount we</p>
--------------------------	---

	<p>take up is a huge meeting space requirement and makes us a ton of money but it's hard to find a hotel with 2 huge ballrooms (one for exhibit, one for sessions). There are not a lot of hotels out there that fit us without moving into the next level of hotels (like National).</p> <ul style="list-style-type: none"> g. C. Shultis: I'm thinking this isn't an easy discussion and we need study and discussion for a long-range plan. It's time to develop a long-range plan, not make decisions. What do we and where do we want to be then. Maybe we don't have to raise the registration fees if by then we have 750 people. How do we balance, raise professional and not student? Etc? There are many balance points. I suggest we get a task force or ad hoc committee to begin doing this process of investigation. h. There are 703 MAR members and more people signed up since the last count. We get nonmembers and outside of the region conference goes this year too, so we have pretty good attendance. i. C. Shultis and B. McClean: raise the nonmember conference fee so it makes it more financially palatable to be a member. Raise it enough so it includes a membership. We can make the price reflect the benefit of membership. If nonmember rates are higher then we will get memberships. It's currently way to cheap for nonmembers. j. B. Sutton: We can have a late registration too. One more deadline to raise the price one more time. But there may be reasons to not have that as well. k. M. Viega: For the Fall meeting, I will begin to brainstorm what the steps are for studying where we want to be and creating a mission statement as well as looking at who's registering for conference now. I'll revisit an old study for info. We can visit the rates increasing for nonmembers too. l. C. Shultis tasks M. Viega and K. O'Grady to make long term plan for conferences. m. J. Carpentre: would it make sense to have less sessions at conference? <ul style="list-style-type: none"> i. CMTE pricing is ambivalent and not really as concrete, and we've discussed that. This year we had too many booked and it caused some low numbers in some areas. M. Viega is concerned about our payment system. Currently we're offering \$500 for 5 hours and \$300 for 3 hours and if you don't get a certain number of participants, the payment drops depending on how many participants you get. The issue is, we're a region that offers more cutting edge material. If a presenter doesn't have a popular topic but it's cutting edge material, and turnout is low so they don't get paid much for it, they may not show up and present. M. Viega recommends the Board revisit those payment options because as it is, it isn't fair. It's punishing presenters. Booking 10 CMTEs is too many so it makes less high numbers and they shouldn't be punished for that mistake. ii. M. Viega: It should be revisited for both the number of participants decreasing pay and 3 versus 5 hours pay grades. These rates were made without full discussion and the CMTE task force hasn't met on this yet. iii. D. Benkovitz: If there's a committee on this, maybe let them discuss it and submit recommendations to the Board before the September board meeting so board can formulate questions and responses. iv. M. Viega: The point is to discuss what is coming up from this conference and asking questions about it. <ul style="list-style-type: none"> 1. We had 18 total CMTEs. How many didn't get 10 people? Several. C. Shultis this info helps us discuss this topic. How many did we have last year? Less, maybe 16 last year. 2. J. Neal: If you can put together in writing this information for September, we could work on it. Board agrees. 3. C. Shultis: Historically, we decided to decrease the payment per participants because one CMTE had only a handful of people attend but the CMTE was internet related and it cost us a lot of money because it needed internet access and stuff for the presentation. Then we also paid the presenter so we lost money there. But it may not be sensible to keep this rule. 4. Task force will meet and come back to September. <ul style="list-style-type: none"> a. Will present more information at the September meeting so we can all discuss info. n. Other conference info: once we have the numbers for this conference, etc. there will be more info to share. o. Scranton Conference: will be in the Downtown Hilton. Dates: Thursday April 4-Saturday April 6th with preconference on the 3rd. Easter and Passover are early. Room rate for Scranton is \$105. It's a downtown hotel and there is a parking garage. They are giving us a \$9.95 rate for overnight parking and if you come for one day only, it's \$3 day. Lots of things you can walk to from the hotel and lots of places to eat and places to go on that street.
--	--

CONCLUSIONS	<p>It might be time to consider a larger venue for conferences. Conference rates may need to be changed. CMTE payment pricing may need to be considered. Scranton conference will be April 4-6th with the preconference on the 3rd.</p>
--------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Information about this conference in writing.	M. Viega	September meeting
Task force to meet and present at the September meeting.	M. Viega and the Task Force	September meeting

G. FINANCE

NOEL ANDERSON

DISCUSSION	<p>A. Two Reports in Board Book (pgs. 27-30)</p> <p>B. Annual 2-Year Review</p> <p style="margin-left: 20px;">a. Operating budget and passages account is fine. The student account had issues. Results are in the Board Book. The accountant gave tips on how to improve the student account and Noel passed the info along to them. It cost \$950 so no moving money for the cost. Financial committee met to balance budget and went quickly and smoothly and everyone's requests were approved.</p> <p>C. Budget Proposal</p> <p style="margin-left: 20px;">a. After conference, money comes in and we meet again and balance the budget again to see if more money comes in than thought. If at least 30,000 comes in, we're going to think about adding 5,000 to Vanguard (in case something goes wrong with a future conference and we do a buyout, etc.). Next year we'll need 37,000 for a buyout and we only have about 30,000, so if we have that extra 5,000, it would be wise decision.</p> <p>D. Vanguard (above)</p> <p>E. Donate button</p> <p style="margin-left: 20px;">a. On MAR website so we can show people the website so they can donate through Paypal.</p> <p>F. Current Status of Budget</p> <p style="margin-left: 20px;">a. Operating budget is at 54,920, and conference just got 30,000, (38,993, paypal mostly from conference minus 30,000. After we moved that 36,546). Vanguard at 27,118.</p> <p style="margin-left: 20px;">b. M. King: How much is good amount for this conference to make?</p> <p style="margin-left: 40px;">i. Minimal for budget was 25,000.</p> <p style="margin-left: 40px;">ii. M. Ahola: small wording changes to be made on the budget. The service fee for Constant Contact is called survey on the budget. Also it says purchase of email list is 340, that's actually Constant Contact's service fee. We purchase an email list 3 times year and it's 90.</p>	
CONCLUSIONS	<p>The budget is in good shape. The conference met it's goal for money raised. \$5,000 will be moved to Vanguard. The donate button has been added to the MAR site. Small changes need to be made (wording) on the budget regarding Constant Contact.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None Identified.	-	-

H. GOVERNMENT RELATIONS CHAIR

MARIA HRICKO FAY

DISCUSSION	<p>A. Report in Board Book (pgs. 31-32)</p> <p style="margin-left: 20px;">a. Not in attendance due to participating/leading the Advocacy Day CMTE. We approved the nomination of Anita Gadberry to the PA state task force in the consent agenda. Will have NY state task force person here tomorrow to share information. Not sure if others are coming tomorrow.</p> <p>B. See Section J of this report and the Board Book for state task force updates.</p>	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.		-

I. PUBLIC RELATIONS

JOHN CARPENTE

DISCUSSION	<p>A. Update on the projector after speaking with M. Hinman:</p> <p style="margin-left: 20px;">a. Two issues: bulkiness and the iPod dies after an hour of use and takes 2 hours to recharge making it not very practical. One idea is a new projector that is smaller to carry and a back up iPod.</p> <p style="margin-left: 40px;">i. Discussion of the issues:</p> <ol style="list-style-type: none"> How often is it used, if we spend 500 dollars but only use it twice a year, is it worth it? Currently it's just used at the two conferences. Would there be any other uses for it if we have it? It's expensive to transport because there's an extra baggage fee to carry it. K O'Grady: Is there a different idea for the booth? Maybe archives would be better and encourage people to bring things. Maybe we don't need all that equipment anymore to do the same thing? Perhaps a small netbook and an electronic picture frame. How much does it cost to rent a projector if we don't have one in the future? Can cost \$500 and up if we need one. Not worth it to rent. Screens are also \$75-\$100 to rent as well. Why can't we borrow a projector (like we do instruments)? K O'Grady: should we eliminate the projector all together? J. Carpente: What is the goal for our booth? In the past we've had two separate booths- the function of the MAR booth in the exhibit hall is different than the PR booth in the lobby. The lobby one is the MT display. Before they had AMTA brochures, a display, handouts, etc. The exhibit MAR booth is completely different: classically it has been a catch all and has been used for several purposes. Students sell there, sometimes we put 	
-------------------	--	--

	<p>it up as pride in the MAR. There have been different people manning it year to year so it's not classically a PR thing. The projector sort of fell to that booth. Melissa doesn't really know what role it played there. The projector and iPod were an attempt to minimize the amount of stuff at that booth. K. O'Grady: a committee could discuss use of that table and projector.</p> <p>7. J. Carpente: so PR chair needs to do 2 tables? No. No one mans the lobby table, it's just a display. Not a PR charged task though.</p> <p style="padding-left: 20px;">a. The PR MAR table was used to show what we've been doing. Slideshow was supposed to be emailed to people to be used as a PR tool. PR put out PR materials for members to advocate for the profession. But we're in a new era of technology, we definitely need to rethink this.</p> <p>8. J. Carpente: is that what we want it to be (a showcase for PR things)? Up to the PR committee to decide this.</p> <p>B. Update on the Public Relations Data</p> <p style="padding-left: 20px;">a. Committee of members to help other MAR members if they need assistance in promoting. Finally got it together (copies were given to Board members). Contact sheet for each committee member. Advertise to our members so they can access these folks to get help. Hope is that other folks in our region will want to be on this list and help support new professionals and those who do not feel comfortable speaking. We're hoping to help our members promote MT and to get our members to give back. If you want to be included or see other areas of need, let John know.</p> <p style="padding-left: 40px;">i. M. Gainsford wants to put these in the new member packets too. John will make sure that's ok with the members who participate.</p> <p style="padding-left: 40px;">ii. Will be in the handbook for John's successor to recheck with people and keep the list updated.</p> <p>C. Public Relations Committee Round table Presentation at the MAR</p> <p style="padding-left: 20px;">a. Presenting on Saturday morning at 8:15. They will talk about this and it's open to everyone. Each panel member will talk about a different aspect of public relations (how to do it). Importance on how to frame your talks to audience and how they can get involved. This may be an ongoing thing, a PR roundtable.</p> <p>D. Facebook page</p> <p style="padding-left: 20px;">a. Continues to grow and provides folks with a wide range of information. Promote yourself on the FB page. Or a cool article you read that's helpful, etc. John is getting requests from non-MTs too.</p> <p>E. AMTA National Workforce Development & Retention Committee:</p> <p style="padding-left: 20px;">a. Working on creating a presentation to serve as a resource guide within our region which will be available to AMTA members. One of the things I brought up that we talked about is creating a resource guide for all the regions to access and how do we do that. How do we delegate people to attend non-MT conferences. There's money in the budget to have people go to other profession's conferences and have a booth set up there. May be a good way to spend our money to create alliances, etc. K. O'Grady: we have funded in the past for people to attend other conferences. J. Carpente: Maybe we could even trade booths with them.</p>
--	--

CONCLUSIONS	J. Carpente and the PR committee will discuss the purpose of the MAR booth and options to the iPod and projector.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ongoing discussion of the purpose of the MAR booth and alternatives to the projector	J. Carpente and the PR committee	-

Recess at 9:59pm.
Reconvene at 9:07am.

J. STATE TASK FORCE UPDATES

SARAH WARE & DONNA POLEN

DISCUSSION	<p>A. Report in Board Book pgs. 31-32</p> <p>B. Virginia State Task Force: Sarah Ware</p> <p style="padding-left: 20px;">a. Survey: Closing date March 23rd at 11:59pm. Michelle Westfall is doing an awesome job spearheading that and info will be spread throughout the state.</p> <p style="padding-left: 20px;">b. Has any info been compiled yet? Right now we are still gathering info through emails .</p> <p>C. New York State Task Force: Donna Polen:</p> <p style="padding-left: 20px;">a. New York-overview:</p> <p style="padding-left: 40px;">i. Conference call on March 7th with representatives from AMTA and CBMT where Donna suggested it may be time to rehire the legislative consultant we used to have. That was not the direction AMTA and CBMT felt we should go at this time. Their feeling is that since the time has passed since last time we hired her, we have really strengthened our state operation plan and they'd like to work more closely with NYSTF. Concern is that they cannot financially afford hiring a consultant at this time. They are not willing to do that at this time. They are willing to work very closely with NYSTF to get groundwork done on our own. That idea was received with mixed reception. Donna and her crew have been working hard for several years on these tasks and they are one of the first if not the first task forces so it was difficult to hear that.</p> <p style="padding-left: 20px;">b. Other issues that have come up:</p> <p style="padding-left: 40px;">i. Assembly Bill No. 9186 which would require blanket health insurance policies to provide coverage for outpatient treatment by mental health practitioners.</p>
-------------------	--

	<ul style="list-style-type: none"> ii. Possible continuing education requirements for renewing license and registration. iii. The possibility of a second "grandparenting" period in New York iv. The possibility of further definition of the term "psychotherapy." v. Providing input into NYS Civil Service job titles, classifications, and requirements. vi. Brian Hunter's term on state mental health board is coming to an end and we'll nominate Beth Schwartz to take his place. Think it's in the fall, not 100% sure. <p>c. Donna agreed to work closely with Judy Simpson to see where things go from here. This time not funding legislative consultant</p> <ul style="list-style-type: none"> i. K. O'Grady: understands AMTA and CBMT's concerns and they have so many states to look after. No action at this time, more waiting and seeing where things go. ii. C. Shultis: did they give you an indication for what kind of situation would trigger support from a legislative consultant? At what point is it too much and we need someone else? K. O'Grady: many states have done the work of a legislative consultant without having to pay for one. iii. K. O'Grady: I don't know that they are funding any legislative consultants. Other states have suggested it too and have been turned down. AMTA is nowhere near the max they could spend on legislative consultants, but where do they draw the line on that. They believe in the plan they developed with state task forces and want states to follow that and play that out. NY path has been very different and while many states start from beginning but things in NY were already going before we got involved. It will be interesting to see where a lot of these things came from. Who suggested second grandparenting, etc. A little disheartening for Donna to get the feedback from AMTA, she was hoping for help. They continue to work hard and move forward. 	
CONCLUSIONS	Virginia is polishing their survey. NY is denied a legislative consultant and will follow the state task force plan.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.		-

K. STUDENT AFFAIRS ADVISOR

NICOLE HAHNA

DISCUSSION	<p>A. Report in Board Book (pgs. 33-34)</p> <ul style="list-style-type: none"> a. New things AMTA want us to remind regions about: Because the AMTA conference is in October, the early bird is before school starts (July 11th). Please remind students to register. Looking into a student award for the best poster, deadline June 3rd. b. Passages will be at Marywood on October 27th. Theme is: Mind the Gap. <p>B. Discuss the Jenny Shinn Memorial Scholarship (see Board Book for more info)</p> <ul style="list-style-type: none"> d. Applying for scholarship: as of now, a student in school in Canada (an AMTA member with a permanent address in TX but will complete her internship in MAR) has won. Our criteria requires students to be an AMTA member but it doesn't specify living in MAR. We also have (in the graduate scholarship) that they might be doing undergrad here but grad outside of MAR. Would we like them to be in the MAR and stay in the MAR, or coming into MAR, or open to anyone? Then there's distance programs, etc. <ul style="list-style-type: none"> i. B. Sutton: School and internship site seems more relevant than technical address. ii. J. Neal: lots of students use their home address while in school or internship for the AMTA database but might be in school here and attend conference here. Maybe they didn't apply for scholarships here because they think they can't do it, so the rules are not too clear. iii. B. Maclean: Being in school in MAR or internship in MAR or both makes sense. What about living here but doing school at a distance program, etc. iv. K. O'Grady: Seems like 3 criteria could work: either live here and member here, internship here or school here. v. C. Shultis: I wouldn't want to see our students who go to internships in other areas get left out. Maybe at the time of application have to have connection to MAR. vi. K. O'Grady: We only get dues for a physical address in MAR. vii. J. Neal and C. Shultis: at the time of application they need to have a relationship with this region (be in school, live here or be interning here at the time of application). They don't get the money until in internship. viii. D. Benkovitz: wants to keep it as open as possible with some relationship to MAR to keep us a friendly, open, welcoming region. ix. N. Hahna: the way it reads now is they must be a member of AMTA and must be completing internship in 2012 and it says nothing about MAR. x. N. Anderson: Students have to apply for the scholarship before they complete their internship and they may not know where they are going yet. xi. K. O'Grady and J. Neal: some sort of letter of intent that they intend to intern in our region or demonstrating an association with the region might work. xii. Consensus is met for N. Hahna to define the rules that a relationship must be demonstrated. <p>C. E. Walsh: Conference prices:</p> <ul style="list-style-type: none"> a. Uncertainty about what happens if someone is a professional then goes back to grad school. Maybe have more than two options for price, such as a graduate student membership price. There is a grad school membership option in AMTA and it is the same price as the student price, so we can track those numbers differently. But AMTA bylaws state they cannot hold office or vote. That's the issue with our bylaws.
-------------------	---

	<p>MARAMTAS doesn't really have a place for grad students at this time so it's something to think about. Maybe evolve MARAMTAS to add grad students. But grad students who go back to school may not want to be a part of them. It could be an auxiliary organization that addresses needs of graduate students on any level. There are so many layers because some go straight out of school, some go after years of experience, etc. It's a financial decision to not pay professional dues.</p> <p>D. C. Shultis: If someone is a student member, they should not be a board member.</p> <ol style="list-style-type: none"> a. J. Neal: in our constitution and bylaws we don't have a way to track who those are so we can't reliably say who can or cannot hold office. We get our membership through AMTA and they don't track that info. We don't have an easy way for it to be reliable. Even if we say grad students can serve, there are grad students who have not been professionals yet and they really shouldn't serve. b. C. Shultis: I object to someone working full time and in grad school part time changing their membership to student membership when they are a professional. c. B. Sutton: Should we move towards a semi solution: part of concern is professional experience or not, could we look at credentials? d. J. Neal: as a subsidiary of AMTA can we require a credential to hold office? Our bylaws have to parallel theirs. It would be a bylaw change. e. B. Maclean: I think we need more discussion and it's worth bringing this to the membership to discuss. f. N. Hahna: if we're moving towards masters level anyway, it's going to get heated and it should be discussed. g. B. Sutton: It might be better to wait a year and see what masters level entry does anyway. But it doesn't make it a moot point because our bylaws are inconsistent with AMTA's bylaws. h. J. Carpentre: What are other regions doing? No one knows. i. D. Benkovitz: there are grad students who are struggling. There is help for those who want to retain professional status and maybe that could be mentioned in the newsletter. j. K. O'Grady: there's been questions from members to see if they are eligible to run for office and it's muddy waters as to who is eligible to serve/run. Voting is also an issue. Last nominations round there was confusion and people saying they didn't think they could because they are students, etc. k. J. Neal: that's why we suggested to change the bylaws because we don't have any way of tracking if they were professionals and then went back to school and are now student members. l. K. O'Grady: will pose the question to other regions. m. Board feels proposal is not quite ready as it is and votes it down for now so committee can rethink and rework it. So new proposed change would take out the ability for student members (who were professionals but are now not) to hold office. We still need more cleaning up to do before we present it to the membership. n. Voting is still an issue with the current bylaws because they are student members but are professionals and we only use the professional list to send out ballots. o. K. O'Grady: during the assembly meeting it could be brought up to AMTA. K. O'Grady will have a conversation with AMTA and see what they say and what they are thinking. K. O'Grady will pose questions to other regions as well. p. Talk about it again in September.
--	---

CONCLUSIONS	<p>Early bird for conference is July 11th and the student poster deadline is June 3rd. Passages will be Oct. 27th at Marywood. The criterion for the scholarship will be defined by N. Hahna. Conference pricing might need to be considered for grad students. Bylaws should be reworked and brought back to the Board in September concerning professionals who go back to school and become student members of AMTA.</p>
--------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The criteria for scholarships will be defined.	N. Hahna	-
Bylaws will be reworked.	Bylaws committee and J. Neal	Discussion to continue at September meeting
AMTA and other regions will be informally contacted for info regarding student members (who were professional members)	K. O'Grady	

L. NEWSLETTER EDITOR

MARK AHOLA

DISCUSSION	<ol style="list-style-type: none"> A. Report in Board Book (pg. 35) B. RX Music has changed a little in formatting. Used a new template, kind of cool and more user friendly if reading on a phone or iPad. Does make a little bit of an issue with ads because formatting can be difficult. So mostly have box ads and banner ads. Maybe changing prices so we only have two options, box ad or banner ad. Banner ad is more because it opens up to their own website. \$30 box and \$60 banner. Also where to put the ads. Proposing one box sized ad rather than different sizes because the template will have blank space, etc. if have different sizes. It will be less hassle and be more clear. <ol style="list-style-type: none"> a. Carol: how will it affect revenue? Mark: we don't get small sized ones anyway, so we're eliminating something we don't get anyway. Also make box size bigger and charge a little more.
-------------------	--

	<ul style="list-style-type: none"> b. Eliminate smaller size: Consensus C. Box size ad, larger to be width of page to be readable, and should we up the price: currently \$30. <ul style="list-style-type: none"> a. Banner links to a full page ad. The other (box) links to website instead. So it costs us more so we charge more. Currently \$60. b. M. Ahola: wants to keep banner the same but up the price for box ad. Mark says raise \$45 for box add. Consensus reached. c. M. Ahola: Prebilled some advertisers already and if we raise the price, they get to stay the same for now. D. Tracking website info: what people click, etc. We're above the average for all of Constant Contacts agencies. With electronic balloting it jumped way up. Mark would like to see people open and hit the link for the newsletter. E. K. O'Grady: Email Blasts: we should be conscious of how we use them and don't want to overblast people. Some people commented that AMTA does so many they stop looking at them. Are there ideas or guidelines to write up to make it more clear on how we use the system? Right now it's only for MAR business as basic criteria. But in terms for ourselves, how much are we using it and how we are using it. <ul style="list-style-type: none"> a. N. Hahna: as a guideline, deadlines. Maybe announce deadlines like a month before or something rather than a few weeks before. MAR would want to blast about upcoming deadlines. b. J. Carpente: create a timeline (like blast every 45 days) so people know when to jump on and get their stuff in F. MAR news on the website is not really updated. Content needs a makeover. K. O'Grady will look at it and get it updated. Can send things to Kristen and she can compile it and send it to Felice. <ul style="list-style-type: none"> a. Website: Is it prudent to have one Webmaster or have different pages assigned to each person. Might be something to consider. Felice has been really great about doing things how we want. Could make people more accountable. But then again, consistency is difficult because the Board turns over and people may come in that are not as comfortable. G. What is the money coming in from advertisers? It's not designated to a certain area. Mark: tracking, who paid up, etc. everything comes in to Paypal and Noel doesn't always know who the contact person is or where it came from. Even if she puts in the name exactly as it is on the payment, she can't find it in the system. <ul style="list-style-type: none"> a. Noel still needs to talk to Felice to help her find out how to track these payments. Could we require more info? It doesn't get to Paypal and Noel can't search for that. Noel and Mark will continue to work on this. b. A separate account may be needed for ads. 	
CONCLUSIONS	<p>The smaller sized ad in RX Music will be eliminated (approved by consensus). The price for box ads will increase to \$45 (approved by consensus). Email blast guidelines should be created. News on the MAR site should be updated and perhaps it should be considered that Board members be responsible for their corresponding section on the website. Noel and Mark will work with Felice to figure out how to track the money coming in from ads.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Noel and Mark will work with Felice to figure out how to track the money coming in from ads.	N. Anderson and M. Ahola	-

III. OTHER BUSINESS

A. FALL MEETING

KRISTEN O'GRADY

DISCUSSION	We usually meet in September but conference this year is in October so doesn't leave much time for work. Wondering if people want to meet earlier, maybe August? Or have the Fall meeting at Passages, but that's after conference. Maybe a late August date would work. Is it worthwhile to have both the Fall meeting and the conference meeting? Board feels need to have it, just have it earlier. Julie would like August so we have time to work between. Maybe last week of August. Weekend of August 24-25 th might be too early, then the next weekend is Labor Day, then the next week is September. Will be discussed via email.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
		-

IV. GOOD AND WELFARE

A. RECOGNITION

NOEL ANDERSON

DISCUSSION	Noel thanks B. Maclean for making a donation towards conference. It will be a recurring donation as a trust fund. Barb suggests that others to follow suit.	
CONCLUSIONS	-	
ACTION ITEMS-	PERSON RESPONSIBLE	DEADLINE
None Identified.	-	-

B. RECOGNITION**DEB BENKOVITZ**

DISCUSSION	Deb would like to say she's only been on board 5 years and now one of the oldies on the board now. This is a relatively new board and she'd like to commend this board and everyone is so competent and works so hard and she wants to thank everyone for doing an awesome job.	
CONCLUSIONS	-	
ACTION ITEMS-	PERSON RESPONSIBLE	DEADLINE
None Identified.	-	-

C. RECOGNITION**BRIGETTE SUTTON**

DISCUSSION	Brigette would like to wish Barb a Happy Retirement!	
CONCLUSIONS	-	
ACTION ITEMS-	PERSON RESPONSIBLE	DEADLINE
None Identified.	-	-

V. ADJOURNMENT

MOTION TO ADJOURN	K. O'Grady
MEETING CLOSED	At 10:34 am.
NEXT MEETING	Fall meeting yet to be determined.

Consent Agenda Items

1. Noel Anderson: Finances
 - a. The Archivist budget line is currently \$30 short of paying the student archivist \$500. The FAC suggests we reallocate \$30 from the National Conference Reimbursement line (currently containing \$4,500) to the Archivist line to cover payment for the student archivist.
2. Maria Hricko Fay: Government Relations
 - a. Vote to add Dr. Anita Gadberry to the PA State Task Force

Board Book Items

Pgs. 15-19 President Elect Report

Pgs. 20-22 Archivist Report

Pgs. 23-26 Membership Report

Pgs. 27-30 Finance Reports

Pgs. 31-32 Government Relations Report

Pgs. 33-34 Student Affairs Report

Pg. 35 Newsletter Report

PROPOSED REVISIONS TO MAR CONSTITUTION AND BYLAWS
MARCH 2012

PROPOSED CONSTITUTION REVISIONS

1. Article XIII – Amendments

Current wording:

Article XIII – Amendments

Section 1. This Constitution may be amended at the business meeting during the regional conference by a two-thirds vote of the members present provided that there is quorum and provided that the proposed amendments have been submitted to the membership at least two weeks in advance of the meeting. If more expedient or more fiscally appropriate, a mail vote may be implemented if sent to all voting members with at least quorum response.

Section 2. Bylaws may be adopted, amended or replaced at any business meeting of any regional conference by a two-thirds vote of the members present provided there is quorum and provided that the proposed changes are presented to the members present and submitted in writing no later than one (1) day prior to that meeting. If more expedient or more fiscally appropriate, a mail vote may be implemented if sent to all voting members with at least quorum response.

Proposed changes:

Section 1. This Constitution may be amended at the business meeting during the regional conference by a two-thirds vote of the members present provided that there is quorum and provided that the proposed amendments have been submitted to the membership at least two weeks in advance of the meeting. If more expedient or more fiscally appropriate, **a mail vote** may be implemented if sent to all voting members with at least quorum response.

Section 2. Bylaws may be adopted, amended or replaced at any business meeting of any regional conference by a two-thirds vote of the members present provided there is quorum and provided that the proposed changes are presented to the members present and submitted in writing no later than one (1) day prior to that meeting. If more expedient or more fiscally appropriate, **a mail vote** may be implemented if sent to all voting members with at least quorum response.

Rationale: Eliminating the words “mail” or “mailed” allows for various voting methods, including electronic voting.

PROPOSED BYLAWS REVISIONS

1. Article I – Membership

Current Wording:

Article I - Membership

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

Proposed Change:

Article I - Membership

Section 3. Only professional members in good standing and Honorary Life Members who are eligible for professional membership may hold office or vote.

Rationale: Per AMTA Bylaws, student members who have been professional members but have returned to graduate school and student status relinquish their rights to hold office and vote as professional members upon changing said status. Student members have the right to hold office and vote within MARAMTS. Due to our current inability to track which student members were previously professional members, we feel it is best to be consistent with the AMTA Bylaws.

2. Article VI – Elections, Terms of Office, and Vacancies

Current wording:

Article VI – Elections, Terms of Office, and Vacancies

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

Proposed change:

Article VI – Elections, Terms of Office, and Vacancies

Section 3. All regular and special elections shall be held by secret **mail** ballot except in the case of a special election in which there is only one nominee. Ballots will be **mailed distributed** no later than two (2) weeks following the conclusion of the annual regional conference. All nominees shall be listed on the Region's website with accompanying

biographical information. For each office, the nominee receiving the greater or greatest number of votes shall be considered elected. In the event that this greater or greatest number is a tie, a deciding vote shall be cast by the members of the outgoing Executive Board. This shall apply to tie votes for the Assembly only when the tie would result in (a) one candidate serving on the Assembly and the other serving as an Alternate; or (b) one candidate serving as an Alternate and the other not being included as an Alternate. Ties within the list of Alternates shall be ranked and called at the discretion of the President. During a special election, should only one nominee be identified by the end of the final business meeting at the regional conference, the members present can vote for the one nominee thereby suspending the ~~mail~~ ballot process. The Chair of the Nominating Committee shall present the results for publication in the first edition of the official regional publication following the election and shall notify AMTA of the election results.

Rationale: Eliminating the words “mail” or “mailed” allows for various voting methods, including electronic voting.

Current wording:

Section 4. Votes for Assembly Delegates will be tabulated and nominees will be ranked from highest to lowest. Primary Delegates will be those receiving the highest number of votes. Alternate Delegate positions will be filled from the remaining nominees in rank order until all positions have been filled. The Chair of the Nominating Committee shall present the results for publication in the first edition of the official regional publication following the election and shall notify AMTA of the election results.

Proposed change:

Article VI – Elections, Terms of Office, and Vacancies

Section 4. Votes for Assembly Delegates will be tabulated and nominees will be ranked from highest to lowest. Primary Delegates will be those receiving the highest number of votes. Alternate Delegate positions will be filled from the remaining nominees in rank order until all positions have been filled. **In the event of a tie for the final Assembly position, a deciding vote shall be cast by the members of the outgoing Executive Board.** The Chair of the Nominating Committee shall present the results for publication in the first edition of the official regional publication following the election and shall notify AMTA of the election results.

Rationale: Clarification was needed to determine what would happen in the event of a tie in the election process.

3. **Article VII – Assembly of Delegates**

Current wording:

Article VII – Assembly of Delegates

Section 2. Delegates and Alternates shall commit themselves to attendance at all regional business meetings, as well as regional and national conferences during the term office. If a Delegate cannot attend a national conference, he/she shall inform the President at least one (1) month prior to the conference so that the President may

ensure that an Alternate attend in the Delegate's place. The President may at the time of the annual Assembly of Delegates substitute an active Mid-Atlantic member for an absentee Delegate or Alternate.

Proposed change:

Article VII – Assembly of Delegates

Section 2. Delegates and Alternates shall commit themselves to attendance at all regional business meetings, as well as regional and national conferences during the term office. If a Delegate cannot attend a national conference, he/she shall inform the ~~President~~ **Assembly Chair** at least one (1) month prior to the conference so that the ~~President~~ **Assembly Chair** may ensure that an Alternate attend in the Delegate's place. The ~~President~~ **Assembly Chair** may, at the time of the annual Assembly of Delegates, substitute an active Mid-Atlantic member for an absentee Delegate or Alternate.

Rationale: Clarification was needed for delegates to notify the appropriate party in the case of inability to serve.

Current wording:

Section 3. The Delegates and Alternates shall be elected by secret mail ballot as outlined in Article VI, Section 4. By January 15th following the national conference in odd-numbered years, the President, in consultation with the outgoing Assembly Chair and the voting members of the Executive Board, shall appoint a Delegate to the position of Assembly Chair. Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair.

Proposed change:

Section 3. The Delegates and Alternates shall be elected by secret ~~mail~~ ballot as outlined in Article VI, Section 4. By January 15th following the national conference in odd-numbered years, ~~the President, in consultation with the outgoing Assembly Chair and the voting members of the Executive Board, shall appoint a Delegate to the position of Assembly Chair.~~ **the Assembly Delegates and Alternates shall elect one Delegate to serve as Assembly Chair.** Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair.

Rationale: Eliminating the words “mail” or “mailed” allows for various voting methods, including electronic voting. Constitution Article IV, section 3 states that the Assembly Chair is elected by the Delegates and Alternates. This will make the Bylaws consistent with the Constitution.

4. Article IX - Regional Committees

Current Wording:

Article IX: Regional Committees

Section 6. No section exists.

Section 7. No section exists.

Proposed Change:

Article IX: Regional Committees and Auxiliary Organizations

Section 6. The establishment of auxiliary organizations is authorized by the Executive Board. Each of these organizations adopts the purposes and goals of the MAR, agrees to conform to the Bylaws and the MAR, and submits a copy of its constitution and/or bylaws to the Executive Board for formal approval. The relationship of such organizations to the MAR may be defined from time to time by the Executive Board.

Section 7. Mid-Atlantic Region Association for Music Therapy Students

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

Rationale: A formal connection between MAR and MARAMTS has been lacking in the Bylaws.

**Archivist Report
MAR-AMTA Meeting
March 2012**

Barbara L. Wheeler, PhD, MT-BC, MAR Archivist

I am making good progress in understanding the MAR-AMTA Archives and also in determining what we need to be doing to continue organizing them and helping them to grow. I would like to start this report with the goals that I have developed for the archives for the next year or so and that can serve to guide their development:

- Continue gathering and cataloguing materials
 - MAR members need to be active in sending materials to the Archives
- Continue scanning written materials and, when appropriate, making copies of videotapes, etc.
- Develop and implement a plan for putting portions of archives on web, making them accessible to all
 - Work with expert from Duquesne University to redo format of digital materials when appropriate (some formats are more appropriate for the web, while others are more appropriate for preservation)

Since the November 2011 report, I have accomplished the following:

- Met with William Davis, AMTA Archivist, at the AMTA conference in Atlanta, to get his feedback on various aspects of the MAR Archives, archives in general, and coordination or duplication of materials in the MAR and AMTA Archives. His comments and suggestions were very useful. He was impressed with the listing of contents of the MAR Archives (the “finding guide,” I now know that it is called) and with our plans for our archives.
- Visited the MAR Archives at Duquesne University in February. I spent a full day there and met with Thomas White, the Duquesne Archivist who supervises our Archives; Dr. Laverna Saunders, the Director of the Library; Sister Donna Beck, previous MAR Archivist; Katie Myers, outgoing Student Archivist; Meaghan Bakey, new Student Archivist; and Carol Shultis, who helped to label pictures in the Archives. Thank you to the Region for providing the funds for me to make this trip and to Elaine Abbott for letting me stay in her beautiful home. It was a very productive visit, and I have a good understanding of what we have and, I think, ideas for what we should do in the future.
- Discussed a “Deed of Gift” that would establish the conditions under which the MAR Archives are kept at Duquesne with Dr. Saunders, Thomas White, and Sister Donna Beck. Some type of agreement is necessary, but there were aspects of the one that had been suggested that I was not comfortable with, specifically, it would have made Duquesne the owner of our Archives. I now know that there are other ways that this can be set up, and it seemed that some type of permanent placement at Duquesne would suit our needs rather than donating them to Duquesne. I had hoped to have a revised Deed of Gift to include in this report so that the Executive Board could consider it at the meeting

during the Regional conference, but this has not been sent to me yet by the people at Duquesne, who initiated it, are working on the revision. When I receive it, I would like to have a few people review it before making a recommendation to the Executive Board. I would like to have Kristen O'Grady, MAR President, and Carol Shultis, MAR Historian, review it, and also thought that it would be good to see if Andi Farbman, AMTA Executive Director, and William Davis, AMTA Archivist would be willing to look at it. (I am open to suggestions of others who should also look at it.) Given the timing, I am suggesting that the Executive Board do one of two things: (1) Give the President and myself, as Archivist, the authority to determine whether to sign the document; or (2) Discuss it via e-mail and make a determination in that way. This is one of two items in my report that requires action or discussion—and given what I have just said, the action is to determine *how* to act on it when the time comes.

- Located the contract for the Student Archivist, and Meaghan Bakey, the new Student Archivist, has signed it. It spells out the hours that she should work, how they are documented, and her general duties. I made a place for my signature, also, and Kristen O'Grady has now signed it, also.
- Solicited materials or information for the Archives in three ways:
 - I wrote a report for the Newsletter in which I included a request for people to check with me to see if we could use materials that they have. I have not heard from anyone about that.
 - I used the MAR Facebook page to ask people to identify people on pictures from the MAR-AAMT conference from 1989.
 - I used the MAR Facebook page to convey a request from William Davis, AMTA Archivist, for AAMT materials.
- Began gathering information to determine the best ways to include scanned material from the Archives on the web. This is part of our plan to make the Archives available to people who cannot come to Duquesne to look through them. I received some very helpful information from Felice Macera, who handles the MAR website. The people at Duquesne are going to allow us to include our materials on their website and have someone there who specializes in this and who will advise us on what is needed. The Student Archivist will therefore begin focusing not only on scanning materials for preservation, as we have been doing, but also for reading on the web. Some of the scanning will be done differently for this purpose, but we will get good advice from Duquesne on this. I will be working on the best ways to organize these, and I will share this information as it is developed.

RECOMMENDATIONS and ACTION ITEMS

- I will appreciate it if MAR can send a letter to Thomas White, Duquesne Archivist, thanking him for his assistance with the Archives. (Thomas E. White, M. A., University Archivist, The Gumberg Library, Duquesne University, 600 Forbes Ave., Pittsburgh, PA 15282; please send a copy to Laverna Saunders, EdD, Director, Gumberg Library, and to

me.) I suggest that this be on MAR stationery and signed by President O'Grady. (I am glad to help more with the wording of this if requested.)

- This portion of what I wrote previously about the Deed of Gift with Duquesne is repeated here as an action item: I am suggesting that the Executive Board do one of two things: (1) Give the President and myself, as Archivist, the authority to determine whether to sign the document; or (2) Discuss it via e-mail and make a determination in that way.
- I would like some advice/assistance on how to get people to respond to requests for materials and information. Of the three requests listed above (for materials for the Archives, for help identifying people in pictures, and for AAMT materials to be sent to the AMTA Archives), I got feedback from two members within an hour of posting the pictures on Facebook along with the request to identify people. Those are the only responses to *any of the three requests* that I am aware of. (I *have* received responses from two people to a request for AAMT materials that I sent to them directly and one very nice offer of a contribution from someone who did not realize that I was the Archivist but was referred to me. In addition, there may have been one more offer of materials from someone who was responding to my general request; my memory of this is hazy and I have not yet received the materials. My point, though, is that people are not generally very responsive to requests to contribute to the Archives.) It is really important that our members be active in sending materials for the Archives, and their assistance in helping with other requests is important. I will appreciate help with these. One suggestion was to have a place on the MAR website for “active” and official requests – perhaps those that I have made could go there. Unless many of us take responsibility of contributing to the Archives, they will not be complete or useful. I will be sending more requests and be more specific about what is needed and how to get it to the Archives – but how to get people to be responsive is something on which I will appreciate Board input.

I will not be at the conference and am sorry not to be able to discuss these in person. I could be available on a speaker phone or can get information on what was discussed and suggested later.

Respectfully submitted,

Barbara L. Wheeler

Barbara L. Wheeler, PhD, MT-BC
MAR Archivist

Membership Report

Membership by the numbers: (as of 3/9/12)

Affiliate	3
Associate	7
Grad Student	120
Student	182
Professional	367
Honorary Life	7
Inactive	1
Patron	2
Retired	14
Total	703

Percent Change: (Since same time last year)

Affiliate: Decreased by 12.5%

Associate: Decreased by 25%

Grad Students: Increased by 50%

Students: Increased by 18.2%

Professionals: Decreased by 13.8%

Honorary Life: No Change

Inactive: Decrease by 75%

Patrons: Decrease by 100%

Retired: Increase by 7.7%

Total Difference: Increase 0.86%

Percent Change: (Since end of last year)

Affiliate: Decreased by 57.1%

Associate: Decreased by 30%

Grad Students: Decreased by 4%

Students: Decreased by 11.2%

Professionals: Decreased by 35.6%

Honorary Life: No Change

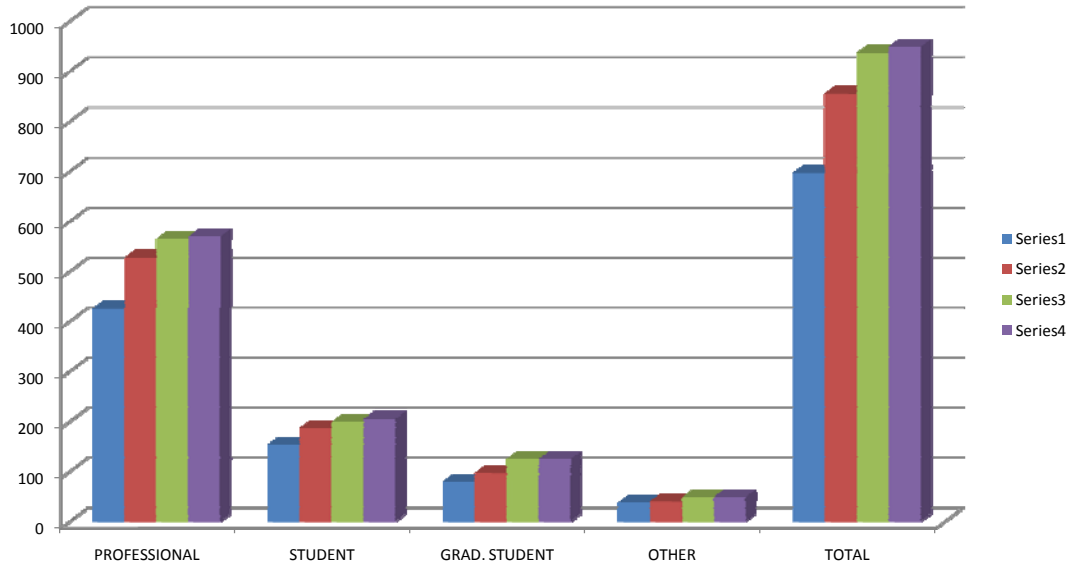
Inactive: Decrease by 75%

Patrons: Decrease by 0%

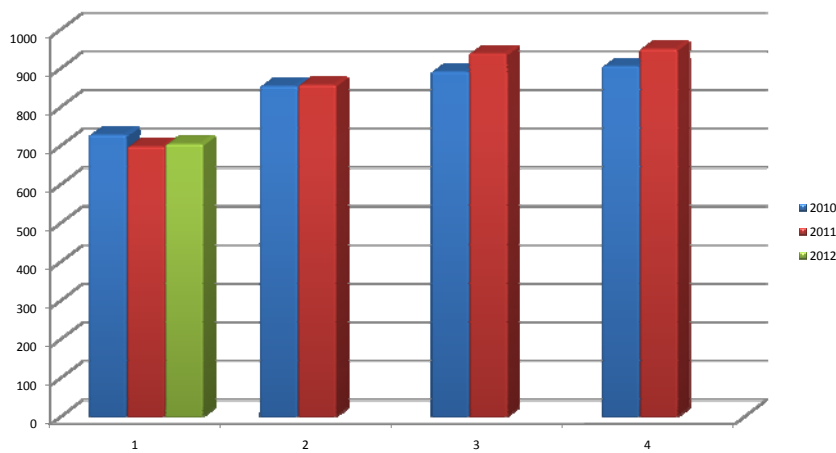
Retired: Decrease by 26.3%

Total Difference: Decrease 25.9%

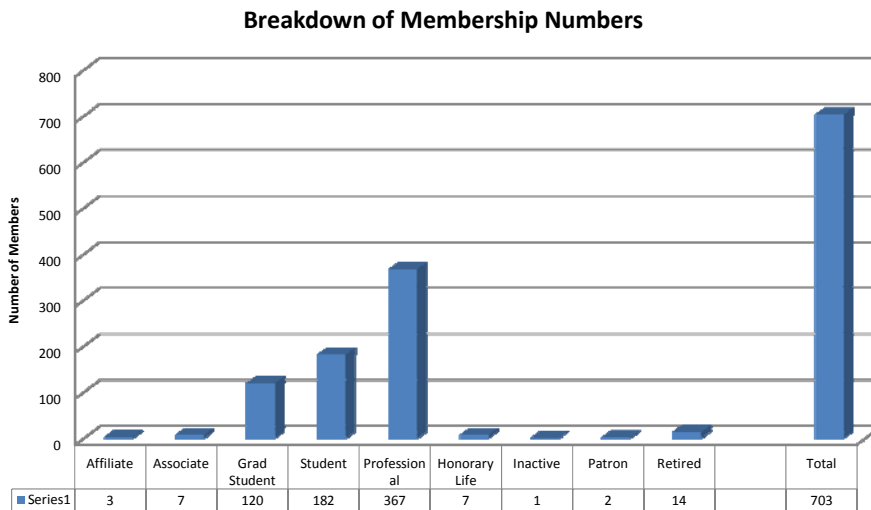
Last Year In Review



Three Years in Review



Our Numbers as of 3/9/12



Analysis of Numbers:

Overall, our numbers over the past three years have been increasing. However, the numbers are showing that we are losing an increasing number of professional members. This could be for several different reasons including the price of membership, fewer MT-BC's in the region, or more MT-BC's going back to school. The number of graduate students has almost doubled since last year at the same time, leading me to believe that more professionals are going back to school. In order to help combat the decreasing number of professionals in the region, I believe that it is important to set up our efforts to provide extra incentives to our members to encourage membership. That would include continuing with the podcast project and developing new projects to help our members. I also think that a heightened advertising of the membership support fund is necessary to let our members know about the program.

Disaster relief committee update:

I have contacted several different regions and the World Federation to see how they are structured. Most regions have representatives from each state that maintain contact with other music therapists in that state. When a disaster happens in their region, they check in on other music therapists and funnel information to the board member in charge. All information would then be funneled to AMTA and the WFMT.

Proposal:

1. Divide up our region by state (possibly two representatives per region in Pennsylvania and New York).
2. Ask for volunteers for the committee.
3. Outline job responsibilities for committee members.

Podcast Project:

CBMT has approved podcasts for CMTE credit under Individualized Self-Study in the Recertification Manual. Therefore, we have the go ahead to proceed with the project! Our next step is to discuss the possibility of creating a members only section on the MAR website.

Reasoning: In order to give back to our members, I think that it is important to provide a service that only our members can access. As the website currently stands, anyone can access the information that we post. I believe that our member pay dues to AMTA and the MAR and that money should be used to help better their professional learning.

Things to consider:

1. Is this something that we would like to pursue?
2. What other content would we like to make available in this section?
3. What kind of a sign in process would we prefer? (by email, separate username/password, one general password)
4. What could potentially be future uses for this sort of a section?

Other business:

So far, we have received 3 applications for the membership support fund this year. This number is one less than last year. We will continue to offer this for next year.

We have sent out several cards to family members of MAR members who have died. We have also sent out cards to MAR members who have been going through some tough times.

To continue to podcasting project, four digital voice recorders have been bought. They will be used during regional conference to tape different presentations for use on the MAR website.

Flyers and information on AMTA membership for students was sent out to professors of music therapy in January as part of a membership drive. I will also be sitting at the registration desk to encourage and help people join AMTA during the regional conference.

The membership section of the MAR underwent an update to provide more information to our members. We also transitioned to an electronic version of the new membership packet which seems to be working out well. We tried to make the membership support fund an online process but have been experiencing some issues. We are working to iron out the issues and hope to have that process working soon.

CARPENTER FRANCISCO
&
ASSOCIATES, LLC

ALVIN H. CARPENTER

al.carpenter@carpenterfrancisco.com

Independent Accountant's Report
On Applying Agreed-Upon Procedures

To the Board of Directors of MARAMTA, Inc:

We have performed the procedures described below, which were agreed to by the Treasurer of MARAMTA. This agreed-upon procedures engagement was conducted in accordance with the standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

MARAMTA OPERATING BUDGET ACCOUNT

We reviewed this account for the two year period ending June 30, 2010 to ensure that a statistically valid random sample of expenditures was properly approved according to MARAMTA requirements.

- While there were three instances in which we could not read the approval signature, we found no exceptions resulting from the procedures we used.

We reviewed this account for the two year period ending June 30, 2010 to ensure that a statistically valid random sample of expenditures appear to be directly related to the charitable purpose of MARAMTA.

We reviewed this account for the two year period ending June 30, 2010 to ensure that a statistically valid random sample of expenditures appear to be directly related to the charitable purpose of MARAMTA.

- We found no exceptions resulting from the procedures we used.

MARAMTA PASSAGES ACCOUNT

We reviewed this account for the two year period ending June 30, 2010 to ensure that a statistically valid random sample of expenditures was properly approved according to MARAMTA requirements.

- We found no exceptions resulting from the procedures we used

We reviewed this account for the two year period ending June 30, 2010 to ensure that a statistically valid random sample of expenditures appear to be directly related to the charitable purpose of MARAMTA.

- We found no exceptions resulting from the procedures we used.

MAR-AMTS Account

We will review the expenditures incurred during the two year period ending June 30, 2010, trace expenditure information from the bank statement to supporting documentation for each expenditure, noting expenditures that have incomplete or no documentation.

Phone: 540.366.8718 ♦ Fax: 540.362.5786
4624 Williamson Road, N.W., Roanoke, Virginia 24012 ♦ www.carpenterfrancisco.com

Prior to applying our procedures, the current Treasurer had analyzed the expenditures using the above-referenced criteria. In analyzing her work, we noted numerous instances where (a) checks were written without the required "Treasury Request Forms," (b) the receipt documentation accompanying a Treasury Request Form was not for the correct amount (did not match the amount of reimbursement requested); (c) deposits made into the account were not accompanied by a Treasury Deposit Form; and (d) deposits were listed on a Treasury Deposit Form but were not able to be traced to the bank account.

There are several steps that could be taken to reduce the possibility of problems of this nature in the future:

- a. Lower the amount of dollar expenditure requiring the President's signature, since many of the instances in the above-paragraph involved amounts of less than \$200, the current President's signature level.
- b. Require a monthly report from the Treasurer with a reconciled bank statement.
- c. Initiate an annual review process similar to this one, instead of every two years for the outgoing Treasurer.
- d. Implement a procedure where the approval signature for the Treasury Request Form is from a person DIFFERENT than the person signing checks (this is referred to as "segregation of duties.")

CARPENTER FRANCISCO & ASSOCIATES
January 10, 2012

Proposed MAR-AMTA FY 2012-13 Budget
Prepared by the Financial Advisory Committee 3/6/12

INCOME LINES	2012-13	Budget Line Amount Change Explanations
Vanguard account	\$27,146.00	
Vanguard Dividends	\$30.00	
Previous FY Unspent	\$2,000.00	
Present Year Regional Conf. profit	\$25,000.00	(may move up to \$30000 after conference)
Newsletter Ads	\$400.00	
Dues	\$10,000.00	
Next Year Regional Conf. Profit	\$15,000.00	
TOTAL	\$79,576.00	

EXPENSE LINES	2012-13	
Liability Reserve	\$30,000.00	May add \$5000 more to Vanguard after conference= \$35,000.00
General Reserve	\$3,100.00	
Legal		
Statutory Representation (CT Corp)	\$455.00	Increases at ~1%/yr
State of DE Annual Filing Fee	\$30.00	
Insurance with AMTA	\$2,020.00	Increases at ~1%/yr
Government Relations		
Education & Advocacy	\$750.00	
Legislative Consultant in NY	\$6,660.00	Consultant in NY
Emergency Legislative Fund	\$3,000.00	
Legislative Consultant-General Spending		
Nat'l Conference Reimbursement	\$5,250.00	\$150/person x 35 persons
Tuning Into Rx Music		
Purchase of email list 3x/year	\$340.00	
Constant Contact online survey fee	\$90.00	Online ballots for election year
Mailing paper copies to members	\$20.00	
Office supplies	\$53.00	
Treasurer (checks, stamps)	\$150.00	
Paper	\$30.00	Paper used for printing online receipts, TR requests/depositis
VP for Conference Planning		
Postage, mailing to conference committee	\$100.00	Postage for sharing information with conference committee
Travel Expenses for VP & RCC	\$1,900.00	
Continuing Education		
Postage	\$200.00	
State CMTE CBMT Fees	\$600.00	
Stationary, ink	\$200.00	
President's Travel	\$1,000.00	
EB Meetings in Scranton		
Fall Travel	\$400.00	
Fall Hotel	\$1,000.00	
Fall Food/copies	\$600.00	

Recording Secretary Flash drive to backup information Photocopies for EB & General Meetings	\$25.00 \$45.00	Flash drive to backup information
Webmaster Newsletter, Updates, Conference (53 hours @ \$45/hr) Website/Domain name	\$2,400.00 \$100.00	
Passages	\$250.00	
Jenny Shinn Awards Print certificates, frames	\$1,500.00 \$50.00	
Student Advisor	\$350.00	Travel to Passages
Students (MARAMTS)	\$3,100.00	
Public Relations Purchase of PR supplies from AMTA Shipping of displays and brochures	\$1,000.00 \$1,000.00	
Accountant	\$160.00	Advise treasurer concerning taxes
VP Membership Membership Fund Cards for Members New MT-BC certificates, gifts	\$1,000.00 \$50.00 \$100.00	Cards, postage, printing
Archivist Student Archivist	\$1,000.00	
President's Discretionary	\$500.00	
President-Elect (copies of bylaws)	\$250.00	
President's Clerical	\$18.00	
Research Committee Guest presenters for CMTE Research track booklet MAR Research Award Travel Reimbursement	\$1,000.00 \$250.00 \$2000.00 \$200.00	Airfare for guest presenter
Historian (New historical video) Video replication on archival DVD	\$150.00	
Past-President	\$1,500.00	2011 Ballots if needed
Community Service	\$150.00	
Philanthropy	\$150.00	
Regional Conf. Reimbursement	\$3,000.00	
VP for Conference Planning-Elect	\$330.00	
TOTAL	\$79,576.00	

Government Relations
Respectfully submitted: Maria Hricko Fay

Task forces:

New York

1. On March 7, 2012 a phone conference was held. Representatives from AMTA, CBMT, MAR and NY State Task Force discussed contracting the services of lobbyist Diana Georgia to assist with several issues that recently arose in New York. Some of these issues include:
 - a. Assembly Bill No. 9186 which would require blanket health insurance policies to provide coverage for outpatient treatment by mental health practitioners.
 - b. Possible continuing education requirements for renewing license and registration
 - c. The possibility of a second “grandparenting” period in New York
 - d. The possibility of further definition of the term “psychotherapy.”
 - e. Providing input into NYS Civil Service job titles, classifications, and requirements.

The result of the meeting was that AMTA and CBMT would help the NY State Task Force monitor these activities. If matters become more urgent a revised contract will be discussed. Additional money was budgeted in the MAR budget for this.

2. Concerns continue about creative arts therapy certificate in New York that the task force continues to monitor this.

New Jersey

This state task force continues to be on hold. It is hoped that more connections will be made at the conference.

Virginia

A survey is in the process of being sent out. The survey is general information to get a feel of current issues in Virginia and get contact information. This information will be able to identify main state issues and will assist the task force in deciding licensure versus recognition.

PA

1. Sent out their state survey. They are in the process of compiling the data. This will be discussed at the conference.
2. PA State Task Force Member Melanie Walborn compiled a fact sheet on *How to Enroll as a Provider for Community Behavioral Health Network Program (CBHNP)* which can be found on...
3. The *new* PA section on the MAR website was recently updated! Check it out!
4. Task force member Melanie Walborn also started a PA Facebook profile. Encourage all PA music therapists to join.
5. The task force is requesting the MAR Board to vote on the nomination of Dr. Anita Gadberry to join the PA State Task Force. This addition would represent the northeast region of PA and be a much needed addition to the task force.

Government Relations Activities:

1. Music Therapy Advocacy in Action: Capitol Hill Day (6 CMTEs) FREE to be held at this conference. It is hoped that this will encourage more Government Relations activity in the region.
2. There will be a State Task Forces on Occupational Regulation meeting at this conference to have ALL the state task forces meet together to brainstorm and support each other on how we can move our region ahead as a whole with regards to state recognition.
3. Wednesday May 9, 2012 is Substance Abuse and Mental Health Services Administration (SAMHSA), Childrens Mental Health Awareness Day. Members are encouraged to consider offering experiential music events in their communities.
4. Arts Advocacy Day will be held April 16-17, 2012 in Washington DC. AMTA will once again serve as a co-sponsor for this event and will participate with the legislative planning committee in developing an arts in healthcare issue brief. All members are encouraged to consider participation in this national training that includes visits to Capitol Hill. I am told that Ben Folds will be in Washington, D.C. with arts advocates and music therapists! Members are encouraged to become involved.

Student Affairs Advisor Report
MAR-AMTA—MAR-AMTA Conference 2012
Respectfully Submitted by
Nicole Hahna, Ph.D, MT-BC

It has been a pleasure to work with the MARAMTS Executive Board this past year. Here are some updates since my last report:

Upcoming Events

We are proud to announce that the 2012 MAR Passages Conference will be held at Marywood University on October 27th. The theme for the conference this year is "Mind The Gap." This year's co-chairs for Passages are Michelle Muth, MT-BC and Amy Myers, MTS. Thank you to Dr. Anita Gadberry for hosting this year's event.

Fundraising

MARAMTS is selling their "Music Frees the Soul" tote bags online, for \$12. Contact Ashley Carlise (MARAMTStreasurer@gmail.com) to purchase these bags. They will also be selling tote bags, t-shirts, and water bottles at the MAR-AMTA Conferences.

Scholarships

This year's MAR-AMTA scholarship winners are:

- **Graduate:** Corinne Woolley, MT-BC
- **Sophomore:** Melinda Masters & Stephanie Strauss
- **Junior:** Megan Neil & Ashley Taylor
- **Club:** Duquesne University & Marywood University

The Jenny Shinn Scholarship winners will be announced during the closing ceremonies at the MAR-AMTA Conference.

For Board Consideration

I would like to suggest that the MAR-AMTA E-Board review the scholarship criterion for the Jenny Shinn Memorial Intern Scholarship. Specifically, I would like to suggest that the E-Board vote on the following items:

- Does the applicant need to be an AMTA member in the MAR region *or* should the applicant need to complete an internship in the MAR region? Currently, the application only states that the applicant be an AMTA member. We had an applicant living in Canada with a permanent address in Texas apply for the Jenny Shinn Scholarship as she was (a) an AMTA member and (b) completing her internship in MAR.

Here is the language on the MAR-AMTA website regarding the Jenny Shinn Scholarship:

Jenny Shinn Memorial Scholarship for Interns and Prospective Interns

The Mid-Atlantic Region is again pleased to give interns and prospective interns the opportunity

to apply for one of three scholarships (up to \$500). To be eligible, you must be a member of AMTA. If you are starting your internship in 2011 and will continue your internship in 2012, you are eligible to apply. If you will be interning in 2012 but have not yet been accepted to an internship site, you are eligible to apply.

Provide the following link to the three people providing recommendations so that they can submit their recommendation letters directly to the student affairs advisor.

Board Meeting 2012 Baltimore
Mark Ahola - Tuning in to Rx Music report

1. A new template has been introduced. Re: pronounced title headings, defined separation between articles and readability on smaller electronic devices; someday perhaps make a customized template through Constant Contact for a fee.
2. Number of ads have increased after more solicitation. In Winter 2011 there was 1 ad. For Winter 2012 we had 5 ads My goal is to increase number of ads and income to at least 6 per edition. With \$401 budgeted annually for Rx Music, we would take in enough to cover expenses with \$300 profit.
3. Regarding ads, there are two areas to look at. 1) We should perhaps have just one size and banner ad to fit better into the newsletter and adjust prices for these (both can link to websites or our own due to electronic formatting); 2) assure that billing is clearly attributed to Rx Music for treasurer as opposed to conference program ads, etc.
4. I have tracked emails through constant contact, such as the amount of recipients that opened emails, clicked on them, and unsubscribed. A report on number of responses for newsletters, email blasts, and recent survey will be briefly reviewed via graph and chart.
5. In addition to being used for electronic balloting, the survey feature of constant contact can potentially be used for conference feedback as well as feedback for newsletter, MAR website, etc. I do want to be aware of number of emails going to members so that they continue to open them and remain subscribed.
6. Our email list comes from purchased labels from AMTA as well as conference attendees. How often should we purchase Membership updates from AMTA?
7. How can we make RX Music better--education, networking, highlighting

FYI <http://www.mar-amta.org/news/> needs updating