

American Music Therapy Association Mid-Atlantic Regional Chapter

Delaware • D.C. • Maryland • New Jersey • New York • Pennsylvania • Virginia • West Virginia



MAR-AMTA Executive Board Meeting

MINUTES

Friday, September 12th
Saturday, September 13th

6:00PM-9:30PM
9:00AM-1:00PM

Fall Business Meeting; Elizabethtown, PA

MEETING CALLED BY

Julie Neal, President

TYPE OF MEETING

Fall Executive Board Meeting

FACILITATOR

Julie Neal, President

NOTE TAKER

Elaine Kong, Recording Secretary

ATTENDEES

Julie Neal, President; Kristen O'Grady, Past President; Elaine Kong, Recording Secretary; Brigette Sutton, VP for Conference Planning, Trish Winter, VP-Elect for Conference Planning-Elect; Gary Verhagen, Parliamentarian; Maria Fay, Government Relations; Conio Loretto, Student Affairs Advisor; Brooke Carroll, Treasurer; Megan Resig, Public Relations; Donna Polen, Assembly Chair; Gabby Ritter-Cantesanu, President-Elect; Mark Ahola, Newsletter Editor; Anita Gadberry, VP Membership (via phone)

CALL TO ORDER:

Meeting was called to order at 7:03PM

I. OPENING PROCEDURES

- A. APPROVAL OF AGENDA
- B. APPROVAL OF MINUTES

JULIE NEAL

DISCUSSION

J. Neal entertained motion to approve the agenda. Motion carries at 7:05PM. J. Neal moved to approve MAR Buffalo Executive Board meeting minutes. Board members requested to amend typos throughout the minutes, and change the closed date from October to April. J. Neal entertained approval of minutes as amended. B. Sutton seconded. Motion carries.

CONCLUSIONS

J. Neal entertained motion to approve the agenda. Seconded. Motion carries. J. Neal moved to approve Buffalo Executive Board meeting minutes. Changes requested. J. Neal entertained approval of minutes as amended. Seconded. Motion carries.

II. OFFICER REPORT'S

A. PRESIDENT

JULIE NEAL

DISCUSSION

- Summer AMTA Board of Director reports in board book.
- a. J. Neal reported on summer AMTA board meeting. Discussion among board members about how concerns may have been addressed, but board members did not feel satisfactory answers were given. G. Ritter-Cantesanu inquired whether or not D. Benkovitz could come up with a formalized report from the summer AMTA board meeting so it can be disseminated to the rest of the region.
 - b. J. Neal stated that she would revisit who will refill E. Selesky's positions later during Good and Welfare.

CONCLUSIONS

J. Neal stated that the discussion was a catalyst to talk and raise concerns to open communication with AMTA board

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

None indicated.

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B. PRESIDENT-ELECT

GABBY RITTER-CANTESANU

DISCUSSION	<p>a. G. Ritter-Cantesanu stated that she is working on making communication to go more smoothly between MAR and Maryland, Virginia and New Jersey. VA agreed that they should be affiliated officially with MAR-AMTA; G. Verhagen stated that Virginia association is affiliated already. New Jersey declines non-profit status. Maryland is in the process of changing their bylaws. G. Ritter-Cantesanu stated that M. Fay will differentiate between state task force vs. state association during Government Relations report.</p> <p>b. Constitution Bylaws. G. Ritter-Cantesanu revisited a proposed bylaws change to Article 1, Section 3 (Membership) that was voted down by membership at the Buffalo regional conference. (The original bylaw and proposed change that was voted down by membership are below). G. Ritter-Cantesanu recommended that we do not change this bylaw due to advising from Annette Whitehead-Pleaux who stated that there will be a change of AMTA membership categories soon and it would solve this problem. So it was recommended that no change be proposed at this time.</p> <p><u>Article I - Membership</u></p> <p>CURRENT: 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.</p> <p>PROPOSED: 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 and vote.</p> <p>c. G. Ritter-Cantesanu reported on the state of Virginia. Virginia had an annual planning meeting on October 18, and will have a CMTE in the spring. Virginia’s regional network is growing.</p> <p>d. G. Ritter-Cantesanu updated about the state of Maryland. An ethical concern for the state of Maryland was brought to the board for discussion.</p> <p>e. G. Ritter-Cantesanu stated that New Jersey had no updates, except that they were seeking more information for non-profit status.</p> <p>f. G. Ritter-Cantesau requested that board members update their handbooks before upcoming regional conference, a copy of all positions by the end of their term. Board members discussed where the final handbooks will be stored, such as on Google Drive or on the website in an members only section. G. Ritter-Cantesanu stated that if handbooks are public, e-mail usernames and passwords should be taken away. J. Neal proposed that one board member should have usernames and passwords of all board member e-mail accounts.</p>
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CONCLUSIONS	Discussion will continue about membership status. Reminder for board member handbooks to be updated, and board member e-mail account information will be compiled.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Change that VA association is affiliated with MAR-AMTA.	G. Ritter-Cantesanu	--
Come up with timeline and outline for communication with state associations.	G. Ritter-Cantesanu	--
Update bylaws.	G. Ritter-Cantesanu	--
Policy for recovery of e-mail accounts.	G. Ritter-Cantesanu	--
Obtain usernames and passwords of all board members.	E. Kong	--
Update handbooks and send to G. Ritter-Cantesanu.	All board members	Before MAR Conference

C. PAST PRESIDENT

KRISTEN O’GRADY

DISCUSSION	<p>a. K. O’Grady stated that there two members to voted into Nomination Committee - Mark Ahola and Lee Morris. M. Ahola excused himself for the vote. J. Neal entertained a motion to vote M. Ahola and L. Morris into Nominations committee. K. O’Grady motioned. B. Sutton seconded. Motion approved.</p> <p>b. K. O’Grady and M. Ahola will meet to review electronic voting procedures. Plan to include an opt out question for students that are professionals vs. never were a professional.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Review electronic voting procedures.	K. O’Grady and M. Ahola	--

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D. ARCHIVIST			JULIE NEAL PHIL MAUSKAPF		
DISCUSSION	J. Neal stated that P. Mauskapf continues to receive items for the archives as they come in and archives them. M. Resig proposed a question whether or not archives should go on the website as World Federation for Music Therapy does so. Board members discussed the benefits of having members have access to the archives. J. Neal proposed that P. Mauskapf should be included in the website planning conversation.				
CONCLUSIONS	P. Mauskapf will be included into website planning conversation to see whether or not archives should be put on the website.				
ACTION ITEMS		PERSON RESPONSIBLE		DEADLINE	
Decide whether or not archives will be included on the website.		M. Resig and P. Mauskapf		Before website launch	

E. HISTORIAN			JULIE NEAL FOR LILLIAN EYRE		
DISCUSSION	L. Eyre continues to figure out her new role, and obtaining individuals for video interviews.				
CONCLUSIONS	None.				
ACTION ITEMS		PERSON RESPONSIBLE		DEADLINE	
Seek out individuals for video interviews.		L. Eyre		--	

F. VP FOR CONFERENCE PLANNING			BRIGETTE SUTTON; TRISH WINTER		
DISCUSSION	<p>Report and proposals in Board Book.</p> <p>a. Provided a summary of the past MAR conference in Buffalo, NY. There was a better conference evaluation process. T. Winter stated that responses were good overall with responses from 197 attendees of 500; good feedback on online system and having an award ceremony vs. closing ceremony. B. Sutton stated that information can be easily pulled from the evaluation due to the online system.</p> <p>b. Board member discussed the new logo sent from the logo committee, including the logo looking outdated and wanting it to look more professional for a professional organization. In addition, whether or not to have a theme for future conferences were discussed. M. Resig will begin process of branding of conference logo when the new website is done; this will keep everything more formalized. B. Sutton stated that a new design will need to be voted on; programs and other conference materials will not be printing until December or January so there is time. G. Ritter-Cantesanu suggested on having an e-vote. J. Neal stated it can be voted on at Louisville. B. Sutton will add M. Resig to the conversation of the Logo Committee. No vote will be needed for branding until the future as branding of the logo will not be used for this upcoming conference.</p> <p>c. Karen Jasko provided proposed fees for upcoming conference. With the exception of the following two items, fees and schedule look similar to previous years: (1) vendor fees were lowered by \$10 in comparison to previous years, and (2) eliminated Wednesday night exhibitor set up. B. Sutton requested proposal to be approved. J. Neal opened the floor for discussion. Board members discussed where money for the conference comes from, such as sponsorship and registration. B. Sutton stated biggest income for conference comes from registration. David Ott Pre-Conference Institute was brought up due to past sponsorship. J. Neal recommended removing the Institute as a sponsorship option on the exhibit prospectus as it receives a standing donation from the Ott family each year. J. Neal entertained the motion to amend pre-conference institute. C. Loretto motioned. B. Caroll seconded. Amended the document in motion. J. Neal opened the floor for any further discussion on the document. Document was edited. J. Neal entertained to approve the amended document. Q. Thomas motioned. B. Sutton seconded. Motion approved.</p> <p>d. B. Sutton shared the proposed budget for 2015 Ocean City conference budget. Local committee has access to the budget to provide oversight for the conference, especially during transition between local committees. B. Sutton suggested there should be policies and procedures written up for better transition. J. Neal entertained the motion to approve the proposed budget. C. Loretto motioned. Q. Thomas seconded. Motion approved.</p>				
CONCLUSIONS	New transition for registrations and evaluations worked well at the MAR Buffalo Conference. Logo for MAR 2015 conference needs to be edited. Pre-conference institute was removed as a sponsorship option. Proposed budget was approved.				
ACTION ITEMS		PERSON RESPONSIBLE		DEADLINE	
M. Resig will assist Logo Committee.		B. Sutton and M. Resig		Before AMTA 2014 Conference	
Policies and procedures written up to assist in a better transition between local planning committees.		B. Sutton		--	
G. FINANCES					

DISCUSSION	<p>Report in Board Book</p> <p>a. Budget for Fiscal Year 2014-2015 was voted on and approved in July 2014. There were two proposed changes. First proposed change was to add a budget line for Executive Board Election with the budget line of \$135 as it was left out due to confusion of who was responsible for it. Discussion between board members of who would be in charge of the budget line, and it was concluded to be place under Past President, who is part of the Nomination Committee. B. Carroll proposed to create a new budget line with the representative as Past President for the amount of \$135. Second change was to amend the conference profit amount from \$17,797.68 to \$14,797.68 in the budget. J. Neal entertained the motion to amend the proposal of the budget. B. Carroll moved to amend the budget as stated on the report. T. Winter seconded. Motion approved to amend the budget.</p> <p>b. Current Account Balances</p> <ul style="list-style-type: none"> ● Operating budget: \$106,519.42 ● Conference Acct: \$3,000.00 ● Passages Account: \$401.51 ● Student Account: \$8,448.89 ● Vanguard account is \$37,138.00 <p>c. B. Carroll informed board members about how QuickBooks links all checking accounts, and therefore, three people have access to accounts. B. Carroll clarified that individuals cannot change the actual finances, but just in QuickBooks. In addition, individuals will not have more funds than they already have access to in their accounts. MAR Treasurer can keep track of all accounts. B. Carroll will consult with someone to get QuickBooks organized with all the accounts linked, and be in contact with student treasurer. No vote needed.</p> <p>d. B. Carroll requested board members to provide traveling mileage for this business meeting. In addition, B. Carroll informed that all receipts over \$200 will require J. Neal's signature, and another board member's signature, Past President. B. Carroll informed board members to use the form on Google Docs to request for funding.</p> <p>e. Conference Finances Management will be discussed in Ad hoc committee report.</p>												
CONCLUSIONS	<p>Proposed changes were made in Budget for Fiscal Year 2014-2015. QuickBooks has been useful, and B. Carroll will continue to get it organized.</p>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">ACTION ITEMS</th> <th style="text-align: left; padding: 5px;">PERSON RESPONSIBLE</th> <th style="text-align: left; padding: 5px;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Make changes in the budget proposal (new budget line and amendment of conference profit amount).</td> <td style="padding: 5px;">B. Carroll</td> <td style="padding: 5px;">ASAP</td> </tr> <tr> <td style="padding: 5px;">Find a consult to organize finances in all accounts.</td> <td style="padding: 5px;">B. Carroll</td> <td style="padding: 5px;">--</td> </tr> <tr> <td style="padding: 5px;">Be in contact with student treasurer about changes.</td> <td style="padding: 5px;">B. Carroll</td> <td style="padding: 5px;">--</td> </tr> </tbody> </table>		ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	Make changes in the budget proposal (new budget line and amendment of conference profit amount).	B. Carroll	ASAP	Find a consult to organize finances in all accounts.	B. Carroll	--	Be in contact with student treasurer about changes.	B. Carroll	--
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE											
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Be in contact with student treasurer about changes.	B. Carroll	--											

H. AD HOC COMMITTEE REPORT – CONFERENCE FINANCE MANAGEMENT

DISCUSSION	<p>Report in Board Book.</p> <p>a. Committee discussed issues from last year via Google Hangout. A recommendation was made to the President to create a committee for a Treasurer-Elect position with the rationale of managing conference finances. The Treasurer-Elect position will be an introductory period to the full operating of the entire association. Another suggestion was made to appoint a Conference Treasurer. J. Neal will form an ad hoc committee to report back to ad hoc committee (conference finance management), which will continue to Financial Committee and return to Executive Board Committee. B. Carroll will be part of the Conference Committee to appoint and assist Conference Treasurer for this year. Board members suggested a few names for Conference Treasurer.</p> <p>b. Conference Counsel positions were discussed, and required presidential appointments and approval from the Executive Board. Remaining conference counsel required approval listed below:</p> <ul style="list-style-type: none"> ● Regional Event Planner – Christina (Tina) Myers ● Regional Exhibits Coordinator – Karen Jasko ● Regional Continuing Education Coordinator – Clare Arezina ● Regional Conference Treasurer – Molly Hicks (This was approved with a separate action at the end of the meeting.) ● Local Hosts – Niki Runge and Amanda McEntegert <p>B. Sutton motion to ask for approval. Motion approved.</p>
CONCLUSIONS	<p>Ad hoc committee will be formed to discuss Treasurer-Elect position. In the mean time, a Conference Treasurer will be appointed for this year's conference.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ad hoc committee to discuss Treasurer-Elect position	J. Neal	--
Conference Committee will provide recommendations for Conference Treasurer to J. Neal	B. Sutton/Conference Committee	ASAP

C. GOVERNMENT RELATIONS

MARIA FAY

DISCUSSION	<p>Report in Board Book</p> <ul style="list-style-type: none"> a. General Report <ul style="list-style-type: none"> a. Added photo permission for advocacy dances b. Attempting to keep the website updated. c. There has been confusion between roles of the task force and roles of the state. M. Fay will be creating a document policy about the relationship between the task forces and the state organizations, especially relating to government relations. In addition, M. Fay will define the role of the government relations liaison. G. Ritter-Cantesanu b. State Task Force Updates <ul style="list-style-type: none"> a. Maryland – (Co-Chairs Clarissa Karlsson and Niki Runge) <ul style="list-style-type: none"> A. Prepared for advocacy training that took place on Saturday, September 20, 2014. 5 CMTEs were offered. B. Student Representative Kayla Lyles graduated, and a replacement is needed. Contact M. Fay with recommendations. b. New Jersey – (Co-Chair – Paula Unsal) <ul style="list-style-type: none"> A. Two members have resigned, and Alecia Melia has moved to Florida. Gillian Zambor was recently approved by the Board, and are currently seeking a second replacement. Vote was held for the new co-chair. M. Fay motion to accept Ellen de Havilland, MT-BC for NJSTF. M. Fay read the acceptance of nomination and biography. K. O’Grady seconded. Motion approved. B. NJ Student Representative Kaitlyn Anastasi (Elizabethtown College) has not been in touch with NJSTF. C. NJSTF continues to writing letters to legislators since April 2014, and are now asking MTs to do follow-up meetings. Task force received a response from Legislative Director for Senator Van Drew to move forward with requesting support for a licensure bill. D. The task force is aware of the art therapy license moving through the legislature and have also been in communication with the dance and drama therapy organizations about CAT license and are not interested in a combined license E. They have recently discovered in mental health codes for Short Term Care Facilities language specific to music therapy and certification recognition. This code is expiring December 2014 and they are monitoring for language in the renewal. c. Pennsylvania – (Co-Chairs Nicole Hahna and Melanie Walborn) <ul style="list-style-type: none"> A. PASTF continue to work on preparing for their 2nd annual PA Hill Day on October 6-7, 2014. Registration deadline is September 19, 2014. M. Fay states PASTF encourages members to attend Hill Day. B. A Music Therapy Resolution has been created and Senator Folmer is willing to sponsor the Resolution in the Senate and Rep. Deasy in the PA House. C. The task force has 2 new student task force representatives, Alyssa Alderfer and Heather DiCicco. D. AMTA and CBMT is tracking PA HB 43 in 2013. This bill amends the 1996 Volunteer Health Services Act and relates to mental health services (the LPC). E. The task force is monitoring the Recreational Therapy Licensure Bill and discussing how to respond to the Recreational Therapy Government Relations Task Force. d. Virginia – (Co-Chairs Elizabeth Haley and Tom Gerni) <ul style="list-style-type: none"> A. VASTF has set up 3-hour CMTEs throughout the state: <ol style="list-style-type: none"> 1. Saturday, September 20, 2014 from 9:00AM-12:00PM in Glen Allen, VA. Presenter: Mallory Dunn, MT-BC 2. Friday, September 20, 2014 from 12:00PM-4:00PM in Crozet, VA. Presenters: Tom Gerni, MT-BC and Briana Priester, MT-BC 3. Friday, September 26, 2014 from 10:00AM-2:00PM in Williamsburg, VA. Presenter: Liz Haley, MS, MT-BC 4. Saturday, September 27, 2014 from 10:00AM-1:00PM in Christiansburg, VA. Presenter: Tom Gerni, MT-BC 5. Saturday, September 27, 2014 from 11:00AM-2:00PM in Middleburg, VA. Presenter: Judy Simpson, MT-BC B. Briana Priester was appointed to be the liaison between the state task force and the state organization to increase communications between the two. C. Tom Gerni requested that MAR, AMTA, and/or the VAMTA become a sponsor for the 13th Annual Central Virginia Region CSA Training and Resource Day a Central VA Partnership on Youth. The cost was \$375. It was suggested that the state association, or the task force, or both, review opportunities such as this for 2015 and select the best events that will relate to the goals and
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	<p>mission of the 2 groups. M. Fay requested T. Gerni to provide more information before the board discusses the possibility of sponsorship.</p> <p>D. The student representative role has been clarified. Eric Stachelski continues as the student representative for Radford University. The task force is currently looking for a student representative from Shenandoah University.</p> <p>e. West Virginia – (Chair – Amy Rodgers Smith)</p> <p>A. Had a successfully advocacy event on Saturday, August 2, 2014 from 10:00AM to 4:00PM at Christ United Methodist in Charleston, WV. The 5 CMTE training was led by Amy Rodgers Smith. August 9, 2014 CMTE training in Martinsburg was postponed to later in the fall.</p> <p>B. WV music therapists continue to work on letters for the letter writing campaign.</p> <p>C. WVSTF is in conversation with state legislators to add music therapy to Medicaid Waivers as well as how to complete a sunrise application.</p> <p>D. Judith Danielson has chosen to resign from the task force; WVSTF do not feel that they need to add another member.</p> <p>f. New York State Task Force on Occupational Regulation – (Chair – Donna Polen)</p> <p>A. Report in Board Book</p> <p>B. Continue to work with Diana Georgia, Esq., Of Counsel, and David Hamilton, Executive Secretary of the New York State Mental Health Practitioners Board, on developing a true music therapy license. NYSTF’s next step is to send a brief survey to the membership with a few key questions regarding the path forward to a music therapy license.</p> <p>C. NYSTF will be presenting a concurrent session at 2014 AMTA conference in Louisville, KY, and plans for a concurrent session and CMTE for the 2014 MAR conference in Ocean City, MD, along with the state meeting. Diana Georgia and David Hamilton will be asked to join in Ocean City, MD to address the membership. B. Sutton requests D. Polen to keep Conference Planning Committee posted about whether or not D. Georgia and D. Hamilton will be attending for registration purposes and rooms for meetings. M. Fay added that there will be a concurrent session on advocacy at conference, as well as an appreciation reception for all state task force members.</p> <p>D. NYSTF is in the early stages of developing a plan for the creation of an Advocacy Support Network (ASN). The NYSTF ASN will include music therapists and students from across NYS, and will work closely with the task force on a variety of advocacy efforts, from rallying people for calls to action to presenting advocacy training courses to visiting with representatives in Albany and in their home offices. NYSTF is currently drafting a message to be sent to membership to ask for volunteers.</p> <p>E. NYSTF has 3 vacancies for professional voting members – one due to the resignation of Mady Ventre, one due to Lora Heller needing to step off the NYSTF at this time, and one due to the passing of Evelyn Selesky. D. Polen continues to gather names of potential candidates, and hopes to fill the positions by 2014 AMTA conference in Louisville, KY.</p> <p>F. NYSTF has two student representatives – Rachel Reed of Slippery Rock University, but originally from Albany, NY and Rebecca Rossi of SUNY Fredonia. NYSTF is in the process of setting up a conference call with the student representatives.</p>
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CONCLUSIONS	Policy on the role of the government relations liaison between state task force and state organization is needed for clarification of its role. MDSTF and VASTF (Shenandoah University) are currently seeking Student Representatives. Ellen de Havilland, MT-BC approved as a member for NJSTF.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Iron out the role of the government relations liaison	M. Fay, G. Ritter-Cantesanu	--
Filling 3 vacancies in NYSTF	D. Polen, M. Fay	Before 2014 AMTA conference

E. PUBLIC RELATIONS **MEGAN RESIG**

DISCUSSION	<p>Report is in board book.</p> <p>a. MAR Website Redesign: The website committee has been in conversation with a Rochester, NY-based web design company called “We Make Nice Websites” (www.wemakenicewebsites.com). The website committee will be voting on the quote, and pending the result of the vote, will be requesting the board to vote whether or not to move forward with the project as quoted. Executive board members discussed who will have access to the website and who will be managing the new website. B. Sutton asked whether or not the website will be able to host the conference registration. It was concluded that Conference Planning Committee will continue to use RegOnline. T. Winter asked whether or not conference proposal submissions can be done on the website. M. Resig will ask the design company about this matter. J. Neal entertained the motion to vote on the proposal without hosting and submission forms and the task the committee with moving forward with the project. M. Resig moves to vote to make the website as presented and the committee to move forward. B. Sutton seconded. Motion approved.</p> <p>b. MAR Conference Booth: PR Committee is once again soliciting materials, such as video highlights of specific events in the region, photos of music therapy in practice, hard copies of recent publications from regional members, and success stories of music therapy advocacy at the local and state levels, from music therapists across the region to showcase at the MAR Conference Booth. Submissions can be made to M.</p>
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	Resig.	
CONCLUSIONS	Motion approved and the website committee was tasked to move forward in the redesign project.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bullet points about the new website development will be sent to J. Neal	M. Resig	ASAP
Ask website design company about adding conference proposal submissions onto the website.	M. Resig	--
F. NEWSLETTER EDITOR		
		MARK AHOLA
DISCUSSION	<p>Report in Board Book.</p> <ol style="list-style-type: none"> a. <i>Tuning In to Rx Music</i> has 2323 subscribers (active contacts on Constant Contact, the social email marketing service). Removed addresses that did not open the newsletter to keep costs down. b. The open rates for recent issues of the newsletter: Summer – 39% with 903 unique opens; Spring – 38% with 973 unique opens (the average is 37% and 22.7% is nonprofit industry average). Recent email blasts have had 32% to 40% open rates. Non-HTML emails are not tracked and some email reading apps do not allow us to report opens. So, actual open rate is most probably higher than what is reported. c. A Spring issue post-conference was recently added. The number of advertisers increased by 40% in last Summer issue over same quarter in 2013. d. Constant Contact also offers Simple Share, a way to share emails and newsletters with Facebook, Twitter, and LinkedIn accounts. Perhaps we can use this free service. See link: http://www.constantcontact.com/simple-share.jsp. e. M. Ahola reminded the board members about the upcoming deadline of October 1 for the Fall issue. M. Ahola will be reformatting it so that only 1 column appears throughout to make it easier to view on smaller devices. M. Ahola encouraged board members to send links, pics, video streams, etc. with the reports (send attachments of .jpgs/.gifs under 350 KB and 800 pixels if possible). 	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reports for Fall Newsletter are due.	Board Members, M. Ahola	October 1

G. STUDENT AFFAIRS ADVISOR REPORT AND UPDATES		
		CONIO LORETTO AND QIANA THOMAS
DISCUSSION	<p>Report in Board Book.</p> <ol style="list-style-type: none"> a. MARAMTS Summer Business Meeting - The MARAMTS Executive Board held their Summer Business Meeting in early August at The Center for Discovery in Harris, NY. A lot of ground was covered during the meeting and many plans were made for 2014-2015. <ol style="list-style-type: none"> a. Highlights from the meeting: <ul style="list-style-type: none"> • Fund Raising – contemplating a “Penny War” at the next regional conference and/or setting up an online store to sell Music Therapy-themed materials. B. Carroll stated that items can be sold on RegOnline. C. Loretto will relay that information to the MARAMTS Treasurer. Q. Thomas shared possible options for purchasing a portable device that would allow for acceptance of credit/debit cards during fund raising events at conferences. Board members added other suggestions. • Canning Project – will once again collect spare change from attendees at the regional conference to benefit an organization to be determined by membership. • Student Service Project – to bring Music Therapy students to a facility in the area of the regional conference (Ocean City, MD – Spring 2014). • Scholarships – Sophomore, Junior and Graduate Student scholarships will once again be awarded, as well as the Jenny Shinn Memorial Scholarship; two Music Therapy Club awards will be given. C. Loretto stated that there were low number of applications last year. Scholarship deadlines are as follows: <ul style="list-style-type: none"> ○ SOPHOMORE SCHOLARSHIP – November 14, 2014 ○ JUNIOR SCHOLARSHIP – November 14, 2014 ○ GRADUATE SCHOLARSHIP – November 14, 2014 ○ MUSIC THERAPY CLUB AWARD – December 5, 2014 ○ JENNY SHINN SCHOLARSHIP – January 23, 2015 <p>In addition, C. Loretto stated that the judging needs to be revisited as graduate students who applied have a huge disadvantage if they do not participate in their college/university’s club. Jenny Shinn is the same in regards to scoring. C. Loretto asked if he could change how each section is weighed. J. Neal replied to ask N. Hahna. C.</p> 	

	<p>Loretto suggested a checklist score sheet instead of a letter from college/university. J. Neal stated that no vote was needed, but before making changes, C. Loretto will check with N. Hahna.</p> <ul style="list-style-type: none"> • Chapter Rep Award – creating a new award for the most involved and dedicated MARAMTS chapter representative (to be awarded at regional conference) • Rock the Region – asking each university in the MAR to host a guest speaker (or other advocacy event) to promote the power of Music Therapy; each speaker/event will be recorded and shared on a newly formed (to be created) MARAMTS YouTube channel (maramta.youtube.com), so that all students (and professionals) from the MAR (and other regions) will have access to the education presentations/events. • Sister School Projects – pairing up nearby universities in the region and encouraging joint efforts towards Music Therapy special events and advocacy • Graduate Students – examining organization by-laws to ensure inclusive language and promote greater participation by graduate students in the region. Q. Thomas stated MARAMTS would like to be more inclusive to the graduate students to assist in getting their needs met as well. Therefore, MARAMTS would like to add a graduate chapter representative, but this will mean that there will be more representatives so there needs to be more funding. There are currently 28 chapter representatives, but with the change, there is a potential of 38 chapter representatives, and 44 chapter representatives, if inactive colleges/universities were included. C. Loretto stated that they would still have equal number of votes. Board members questioned which type of graduate student is the student organization focusing on since graduate students can be professionals going back to school or bachelor students going straight into graduate school. C. Loretto answered that they are focusing on students going straight into graduate school. A committee will be formed to meet with graduate students to discuss the by-laws. No vote was entertained. • Social Media Policy – forming a committee to develop a social media policy for the MARAMTS organization <p>b. PASSAGES 2014: Turn! Turn! Turn! - This year's PASSAGES Conference of the MAR will be held at State University of New York at New Paltz on October 11, 2014. The conference co-chairs, current New Paltz student, Kristin Ryan, and new professional, Timothy Gannon, are hard at work preparing an exciting program. This year's conference, entitled "Turn, Turn, Turn", will honor the life and legacy of Pete Seeger. Pete's ability to bring people together through the power of music certainly demonstrates music as therapy on the grandest of scales. It is hoped that by recognizing Pete, our conference attendees will be inspired by the potential of music to connect people and promote change. Linda Richards, of "The Power of Song" and Music Therapist Ken Aigen are lined up as keynote speakers, who will offer musings on this topic. The conference will close with an outdoor music making event in Pete's memory.</p> <p>B. Sutton and C. Loretto discussed having a Passages panel at regional conference. B. Sutton asked Q. Thomas inquire with MARAMTS.</p>
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CONCLUSIONS	MARAMTS Executive Board meeting was productive. MARAMTS works to be more inclusive to graduate students. More appropriate scoring for scholarships will be discussed for future applicants. Passages 2014 will be held at SUNY New Paltz on October 11, 2014.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify MARMATS Treasurer about selling items on RegOnline	C. Loretto	--
Check with Nicole Hahna about changing how scholarships are weighed.	C. Loretto	--
Form committee to discuss inclusive language in regards to graduate students.	C. Loretto, Q. Thomas	--
Inquire about having a Passages Panel at regional conference.	Q. Thomas	By conference proposal deadline

H. ASSEMBLY CHAIR		DONNA POLEN
DISCUSSION	<p>Report in Board Book.</p> <p>The tentative schedule of meetings for the Assembly in Louisville is as follows:</p> <ul style="list-style-type: none"> a. Thursday, November 6, 2014: 1:30 pm – 5:30 pm b. Friday, November 7, 2014: 7:30 am - 9:00 am c. Saturday, November 8, 2014: 11:15 am - 1:15 pm <p>The MAR currently has 16 Delegates and 15 Alternates to the AMTA Assembly. D. Polen has contacted all Delegates and Alternates to insure we have adequate representation at all meetings in Louisville. D. Polen stated that are 14 Delegates confirmed for attendance at the conference, and will need two full Alternates and one Alternate to fill in one meeting for Tony Meadows. By the deadline of October 1, D. Polen will work with President</p>	

	<p>J. Neal to fill any vacant Delegate seats with Alternates.</p> <p>In addition, after receiving the AMTA Board and Assembly Book, D. Polen will consult with President J. Neal to identify key issues that will come before the Assembly, both to seek feedback from membership as well as to coordinate a pre-Assembly meeting caucus in Louisville if needed.</p> <p>The MAR Assembly Chair Handbook is well on its way to completion.</p>																								
CONCLUSIONS	None.																								
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE																							
Finalize count of the number of Delegates and Alternates	D. Polen	October 1																							
I. MEMBERSHIP																									
	JULIE NEAL FOR ANITA GADBERRY																								
	<p>The second quarter brought the following new or returning members: 1 associate, 22 grad students, 2 patron, 76 professional, 5 retired, and 20 students. As of June 30, 2014, the membership totals are listed below. Overall, MAR-AMTA has 5 more members than last year at this time.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Affiliate members</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Associate members</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Grad Student members</td> <td style="text-align: right;">161</td> </tr> <tr> <td>Honorary Life members</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Inactive members</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Life members</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Patron members</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Professional members</td> <td style="text-align: right;">502</td> </tr> <tr> <td>Retired members</td> <td style="text-align: right;">19</td> </tr> <tr> <td>Student members</td> <td style="text-align: right;">188</td> </tr> <tr> <td> TOTAL</td> <td style="text-align: right;"> 891</td> </tr> </table>			Affiliate members	3	Associate members	9	Grad Student members	161	Honorary Life members	6	Inactive members	0	Life members	1	Patron members	2	Professional members	502	Retired members	19	Student members	188	 TOTAL	 891
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DISCUSSION	<p>B. Carroll stated that October 1 was the deadline for Membership Support Fund to have applicant chosen by January. So far there was only one submission. M. Ahola stated that they will do an e-mail blast about application for Membership Support Fund and for Passages 2014. B. Carroll will report back to A. Gadberry about the number of applicants.</p> <p>J. Neal notified board members that A. Gadberry also wanted to discuss MAR Conference Scholarships. A. Gadberry would like to revise scholarship as there are no conditions. Would like to model after AMTA Conference Scholarship. A. Gadberry proposed on document for \$300 for professionals and another \$300 for students, and a narrative and professional development component will be on the application due January 1, 2015. C. Loretto questioned why there was an additional student scholarship since membership and registration are already addressed in student scholarships. Conclusion was that instead of one professional and one student conference scholarships, two professional conference scholarships will be awarded since there are already scholarships available to students. A. Gadberry was skyped in. Board members summarized the previous conversation for A. Gadberry. A. Gadberry agreed to switch the student scholarship to a second professional scholarship. B. Carroll stated that there needs to be a clarification of the protocol for giving the scholarship, and recommended to have a Review Committee that may include J. Neal. B. Carroll will change it in the budget and need a vote to change the name of the budget line. J. Neal entertained the change in the budget. B. Carroll moved to vote changing the allocation to one professional and one student to two professionals and the amount stands. C. Loretto seconded. Motion approved and changed.</p> <p>G. Ritter-Cantesanu stated that Membership Support Fund is not listed on the website. B. Carroll informed that it is budgeted, but has never been on the website.</p> <p>J. Neal returned discussion back to Review Committee. It was suggested that President-Elect be part of the committee. G. Ritter-Cantesanu suggested that it could be the same people that review the other scholarships. B. Carroll stated that she does not review since she knows the names of the applicants, and that A. Gadberry should excuse herself as she facilitates the application process. G. Verhagen suggested it be an odd number of people on the panel to review. C. Loretto will share student scholarship forms with A. Gadberry.</p>																								

CONCLUSIONS	Motion approved that the Membership Support Fund changed from one professional and one student scholarship to two professional scholarships. A Review Committee will be formed to review applications.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
E-mail blast about Membership Support Fund and Passages 2014.	M. Ahola	ASAP
Update A. Gadberry about Membership Support Fund applicants	B. Carroll	October 1
Choose applicant for Membership Support Fund	A. Gadberry	January
Add Membership Support Fund information to the website	A. Gadberry	ASAP
Form a Review Committee for Scholarships	A. Gadberry, B. Carroll, J. Neal	By the time applicants should be chosen
Send forms from the Student Scholarships to A. Gadberry	C. Loretto	ASAP
J. NEW BUSINESS		
JULIE NEAL		
DISCUSSION	<p>Proposed Appointments for the Judicial Review Board and Academic Program Approval Committee in Board Book.</p> <ol style="list-style-type: none"> a. Proposed Appointments. J. Neal led discussion on proposed appointments for vacancies in the Judicial Review Board (JRB) committee and Academic Program Approval Committee (APAC) due to the passing of E. Selesky. Board members provided their input on the JRB candidates (Leah Oswanski and Suzy Sorel) as well as APAC candidates (Trish Winter, Michael Viega and Suzy Sorel). T. Winter excused herself from the room before discussion started about APAC. G. Verhagen clarified that the president appoints, and the board approves the appointment. J. Neal recommended the appointment of Suzy Sorel for APAC. J. Neal asked for a vote. Motion approved. J. Neal recommended the appointment of Leah Oswanski for JRB committee, and to find someone to sub for the meeting in Louisville. J. Neal asked for a vote. Motion approved. J. Neal thanked the board for their input on the appointments. b. Committees. B. Carroll started discussion on how much knowledge is provided to members about each committee. Website has a diagram, but no description for each committee. Board members discussed that with part of moving forward with the website that descriptions of each committee should be provided for the members. This will provide more information for members to make a decision on how they can be involved. J. Neal states that reports and minutes from conferences, and other information is available, such as on the AMTA website. However, members may not know how to access it. M. Resig stated that World Federation of Music Therapy does it well by being user friendly and visually appealing. Website Committee will look to WFMT's website to model from. M. Resig suggested headshots of all the board members. G. Ritter-Cantesanu stated that current website needs to be updated with board members contact information. c. Internship Regional Award. C. Loretto presented an idea to recognize an internship site – Internship Regional Award, which would help promote internship sites around the region. Administrations can be invited to attend the conference. Interns could nominate or internship supervisors could be awarded by the number of years of service. Award can be presented during the Presidential Awards Ceremony. B. Sutton and K. O'Grady stated that interns can speak to how well the internship is/was. Discussion was made to spotlight internships throughout the region as well. M. Resig suggested that the internship spotlight could be featured on the website, and can be a different internship each month. D. Polen agrees with the award, but noted that they need to be National Roster Internships, not university-affiliated internships. Discussion was made on how to decide which internship would be awarded, such as previous internship feedback, or school advisor feedback. M. Fay noted to take into account the internships with many interns. C. Loretto will form a committee to set parameters. D. Polen will assist. d. Conference Budget. Board members discussed how MAR conference was the biggest fundraiser for the region. T. Winter questioned how much the region needs and needs to take out. M. Resig suggested that the Financial Advisory Committee look ahead for at projections for what will be needed. B. Sutton will look into proposed targets. B. Carroll stated that she would like to reach out for advisement to assist with accounts and look through budgets. In addition, the consultant could assist with the projections into the past and into the future. M. Fay suggested to hire a financial person to help FAC for a short period of time. G. Verhagen stated that the historical information will be helpful for the FA to assist the Conference Counsel on what they will be expected to earn for the budget, and it will help the committee make decisions on what money should be spent on. e. Honoring Evelyn Selesky. Report in Executive Board Files. D. Polen stated that Evelyn's Warrior Women would like to honor E. Selesky's memory as she was an asset to the region. An Ad Hoc Committee will be formed to plan a recognition ceremony with the help from Molloy College. E. Selesky's husband and daughters will be invited. D. Polen asked for two hotel rooms for one night for the family members. D. Polen asked the board to consider and discuss the scheduling and financial components (lodging) of the ceremony. Award will be given to the family. B. Sutton suggested it be during the Award Ceremony, and will discuss this with the Conference Committee. 	
CONCLUSIONS	Suzy Sorel was appointed to the Academic Program Approval Committee. Leah Oswanski was appointed for the Judicial Review Board committee. It was discussed to have committee descriptions be more available on the new website. Committee will be formed and come up with proposal for Internship Regional Award. It was suggested that FAC seek advisement from a financial person to assist in the budget. There will be a recognition ceremony for E. Selesky at 2015 MAR conference in Baltimore, MD.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Compile updated board members' contact information to update the website.	E. Kong	ASAP
Form Internship Regional Award committee to set parameters to come back with a proposal	C. Loretto, D. Polen	--
Inquire about financial consulting with a family friend	E. Kong	ASAP
Write blurb about E. Selesky's recognition ceremony for M. Ahola to include in the Newsletter	D. Polen, M. Ahola	Before Newsletter is published
Assist with Conference Committee in the planning of E. Selesky's recognition ceremony	B. Sutton	--
Form Ad Hoc Committee to plan E. Selesky's recognition ceremony	D. Polen	--

K. GOOD AND WELFARE		JULIE NEAL	
DISCUSSION	<ul style="list-style-type: none"> a. Recognized the loss of Evelyn Selesky to the region and the music therapy field. b. Congratulations to Christina (Tina) Myers on her baby boy! c. Congratulations to Noel Anderson, who had twins on August 25th! d. Congratulations to Kristen O'Grady on her baby girl! e. Congratulations to Elaine V. Kong on her marriage! f. Susie Knechtel is not going to conference again as doctors suggested. She is not doing well. Keep her in your thoughts. g. Board members heard back from Molly Hicks, who was suggested for Conference Treasurer. Molly Hicks was a Local Chair for a previous MAR conference in Baltimore, is organized, and has been working in the field for 10 years. Appointment to Conference Counsel. B. Sutton moved to appoint Molly Hicks for Conference Treasurer of Conference Counsel. T. Winter seconded. Motion approved. 		
CONCLUSIONS	Molly Hicks was approved as the Conference Treasurer of Conference Counsel.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None indicated.	--	--	

MOTION TO ADJOURN	J. Neal
MEETING CLOSED	September 13 th , 12:44PM
NEXT MEETING	Fall Executive Board Meeting