



American Music Therapy Association Mid-Atlantic Regional Chapter

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Mid-Atlantic Region of the American Music Therapy Association

SEPTEMBER 24-25, 2010

6:00 PM

EB MEETING
SCRANTON, PA

MEETING CALLED BY	Debbie Benkovitz, <i>President</i>
TYPE OF MEETING	Executive Board Meeting
FACILITATOR	Debbie Benkovitz, <i>President</i>
RECORDED BY	Gretchen Benner, <i>Secretary</i>
ATTENDEES	Kristen O'Grady, <i>President-Elect</i>; Brian Abrams, <i>Past President</i>; Gene Ann Behrens, <i>VP for Membership</i>; Nina Galerstein, <i>VP for Conference Planning</i>; Elaine Abbott, <i>Treasurer</i>; Carol Shultis, <i>Historian</i>; Carol Ann Blank, <i>Government Relations Chair</i>; Mike Viega, <i>VP for Conference Planning-Elect</i>; Sue Hadley, <i>Student Affairs Advisor</i>; Meghan Hinman, <i>PR Chair</i>; Kristen Vogt, <i>MARAMTA VP</i>; Barb MacLean, <i>Parliamentarian</i>; Gary Verhagen, <i>Assembly Chair</i>; Sister Mariam Pfeifer, <i>Assembly Delegate</i>; Matt Phillips, <i>Newsletter Editor</i>

Agenda topics

I. Opening Procedures

A. Call to Order

The meeting was called to order at 6:33pm.

B. Approval of Agenda

DISCUSSION	Suggested changes included the spelling of a board member's last name.	
CONCLUSIONS	Motion to approve the agenda as amended; G. Behrens, motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.	n/a	n/a

II. Officer Reports

A. PRESIDENT

DEBORAH BENKOVITZ

DISCUSSION D. Benkovitz welcomed board members to Scranton, PA. This is the thirty-first year of Marywood University hosting the board meeting. The board is grateful to Sister Mariam Pfeifer's gracious hospitality. One of the region's members Mary Boyle appreciates written cards and other communication. This is the sixtieth year for the American Music Therapy Association (AMTA). Each of the seven regions in AMTA is requested to draft a historical poster for their region. MARAMTA will be given a four by eight foot board to decorate. Ideas include a timeline of the music therapy developments in the region; photographs of major events, important people; and/or future visions for the profession within the region. Small tables may be available to showcase three-dimensional items. The exhibit will occur in the evening of Thursday, November 18, 2010 during the AMTA Conference in Cleveland. Items must be retrieved on Friday morning, November 19, 2010. G. Behrens shared a former idea of an image of Father Time showing three-dimensional attachments. There is a new position on the AMTA Board as the Regional President Representative. Last Fall Piper ___ was elected from the Western Region. The recent conference call with regional presidents included topics such as the allocation of membership dues. A question in the Assembly raised the topic of dues and the percentage of dues received by each region. There was a suggestion for a percentage of dues to be returned to the region as opposed to a flat rate. Piper is in charge of the Dues Board/Committee. Members wanted to know more specifics about the distribution of membership dues, and the reason for having to pay to receive membership mailings, exhibit booths at national conference, etc. There is a reciprocal agreement for AMTA and MARAMTA with exhibits. Another question from a president focused on conference reimbursement for board members. Of the six presidents on the phone one region reimbursed up to \$200 down and another reimbursed up to \$10 per board member. Other topics included the difficulty receiving nominations for new officers. Additionally the role of a regional treasurer that would be a paid position was discussed during the conference call. D. Benkovitz will submit a report in preparation for the AMTA Conference in Cleveland, OH. A tentative schedule for meetings to occur at national conference was distributed in paper form to present board members. C. Blank clarified that she made the motion to the Assembly from the Assembly of Delegates. The former association had a flat fee, approximately eighteen years ago. Although the dues have increased recently, the flat rate has not increased. The motion was to investigate the dispersion from a flat rate to a percentage. D. Benkovitz clarified that she did not receive any e-mail responses earlier this week after requesting feedback. Regional presidents were also questioned on how they would allocate the additional funds received from AMTA. Ideas included higher reimbursements, additional scholarships, etc. G. Verhagen stated the motion was written differently than AMTA's opinion. B. Abrams explained (from what he has gathered from various other members) that in 1982 the regions (via regional presidents) collectively decided that, in order to better manage membership, AMTA should collect dues then redistribute a portion. At the time, future dues increases were not considered as part of the decision, so (according to Abrams's understanding) the redistributed portion was not stated as a percentage.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit specific requests of information to be included in D. Benkovitz's Presidential Report to D. Benkovitz.	Board Members	September 29, 2010

B. PAST PRESIDENT

BRIAN ABRAMS

DISCUSSION B. Abrams addressed updates for the Nominations Committee at a later time in the meeting.

CONCLUSIONS None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	-	-

C. PRESIDENT-ELECT

KRISTEN O'GRADY

DISCUSSION The revised Constitution and Bylaws are now available on the website as approved by members.

CONCLUSIONS None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	-	-

D. VP FOR MEMBERSHIP

GENE ANN BEHRENS

DISCUSSION The biggest jump in membership occurred as a result of regional conference in the spring. In comparison with the previous quarter there was a 14.77% increase since the past few years. The region has increased by one member with comparison with last year. The change occurred from a larger increase in the number of professionals in the second quarter. The question is how we keep and maintain students' memberships. G. Behrens distributed several cards to regional members over a period of time. Interns need to be continually encouraged to request application. G. Benner suggested that the Welcome To The Professional World Packet is included during

<p>INTERNSHIP Supervision CMTE Course. G. Behrens requested for new members to be recognized later on during the regional conference. She recently traveled to Turkey after an invitation to present at a NATO Security Workshop on Music Therapy and Trauma. The regional call-a-thon will occur by November. She will finish researching a project for the members only section of the website to receive CMTE Credits. Eventually a database will be created to functionally track members. B. MacLean commended G. Behrens for her stellar service as VP of Membership accompanied by applause from fellow board members.</p>		
<p>CONCLUSIONS None</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit suggestions for cards to G. Ann Behrens.	All board members.	As needed.
Allocate time during the next regional conference to recognize board members.	Conference planners	March 2011

E. VP FOR CONFERENCE PLANNING

NINA GALERSTEIN

<p>DISCUSSION Over five hundred people attended the MARAMTA Conference in Pittsburgh, PA. There were new positions such as the Regional Registration Chair. The conference generated over forty-thousand dollars. N. Galerstein's recent project with M. Viega and Melissa King is creating job descriptions. There is a flash drive for Conference Planning to include job summaries to avoid disappearance of documents. Board members suggested that copies will be shared with VP-Elect for Conference Planning, Secretary, etc. K. O'Grady inquired about the addition of a Regional Conference Committee as an adhoc committee. Plans are underway for the Saratoga Conference. October 15, 2010 is the early bird deadline for proposal submissions. B. MacLean updated the board about opening session and other entertainment plans for 2011 Conference. Board members questioned the legality of inviting the public to attend a special conference event with special registration. G. Behrens offered to assist by creating a poster to advertise the event. Currently there are not enough volunteers for a local person to coordinate the silent auction. This project would be a great initiative to involve a volunteer member. There have been complications with the local hotel in planning the conference. C. Blank helped to clarify who will request a proclamation from New York. Another policy was drafted regarding conference and will be shared with K. O'Grady for inclusion in the Policy Manual. The institute will be titled Music Centered Theory and Practice – Musical Dimensions of Process, Dimensions & Music Therapy by K. Aigen, J. Carpenite, B. Abrams and M. Viega. M. Viega discussed a local host for 2012 Conference – Terel Jackson. All of the Maryland members are eager to host the regional conference and are already organizing plans. There are three hotel auditions scheduled in October which will determine the date of conference. One hotel is located in the harbor of Baltimore to occur during the last weekend of February, another is in Tyson's Corner and a third hotel is north of Townsend with an inexpensive hotel shuttle to/from airport. B. Abrams suggested that Helen Bonny's son be invited to conference. C. Blank inquired if H. Bonny will be remembered during the 2011 regional conference and the board confirmed that it is an important initiative. Additionally, perhaps fellows of guided imagery will be recognized during opening session. Board members suggested a hotel conference setting in Roanoke and suggested referral to the membership sourcebook.</p>		
<p>CONCLUSIONS here</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N. Galerstein requested information on 2008 and 2009 Conferences.	Board members.	Immediate.
Share written job descriptions with board members for their reflection.	N. Galerstein.	Asap
Submit ideas for the regional conference in 2013 to M. Viega	Board members.	Immediate.

F. GOVERNMENT RELATIONS CHAIR

CAROL ANN BLANK

<p>DISCUSSION Kimberly Sena Moore recently distributed documents that are helpful and organized for local government folks. There will be a session presentation package thanks to the recent structuring. On a federal level there may be call-to-actions in the near future. More information is located in her board book report.</p>		
<p>CONCLUSIONS None</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.	n/a	n/a

G. PUBLIC RELATIONS CHAIR

MEGHAN HINMAN

<p>DISCUSSION M. Hinman shared that there was one request for Public Relations materials. S. Hadley will transport the projector in preparation for the national conference in November 2010. M. Hinman shared ideas for photographs that exemplify training programs in the region. There was no final decision about the release form authorizing distribution. The only photographs submitted for the slide show were submitted by C. Blank and G. Behrens. B. MacLean questioned whether a release form needs to be specifically drafted for each usage. Board members clarified that the photographs will not be able to be released because the only copies of the slide show are located on the regional laptop, i-pod and flash drive. M. Hinman suggested that she could contact trainers in the region such as Madeline Ventry, Jim Borling, Music Together, and Diane Austin.</p>		
<p>CONCLUSIONS None</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit suggestions for regional training sites to be contacted for inclusion in the slideshow to M. Hinman.	Board Members	Continual

H. STUDENT AFFAIRS ADVISOR

SUE HADLEY & KRISTEN VOGT

DISCUSSION The student board met at Nazareth College in Rochester, NY during the summer. Topics included the student service project at regional conference, fundraisers, etc. G. Behrens requested that students and schools/universities are informed further ahead of time in order to make plans. Local Conference Host, Student Affairs Advisor and MARAMTA VP will orchestrate plans for the service project. Board members discussed the logistics of a service project that requires earlier plans with transportation/ lodging to serve an issue in the community as well as a supervisor to monitor the activity. Scholarship applications and references from advisors will solely be available electronically. This development will save the region time and money. The scholarships were announced to internship directors, academic advisors and student representatives. MAR Passages will occur at Slippery Rock University with twelve sessions. There will be an internship area for directors to advertise internship sites. C. Blank suggested that high schools be included for a friendly session at the conference. S. Hadley shared the task that she gave to students of recruiting people that are different from themselves. G. Behrens discussed the need to discuss sooner perhaps in middle school about the possibility of the major. MAR Passages was moved to November 6, 2010. K. Vogt inquired if MARAMTS could have their own student website or blog.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Re-send the scholarship announcement to academic advisors.	S. Hadley	Asap
Contact prior board member to learn about old domain of MARAMTS Website.	M. Hinman	Asap

I. HISTORIAN

C AROL SHULTIS

DISCUSSION The form for consent of videos and photographs is being reviewed by an attorney. C. Shultis has been attempting to receive hard copies of newspaper articles for submission to the archives, particularly around the time of regional conferences. C. Shultis reminded board members and regional members to submit any publications featuring them and music therapy to her for historical storage. Another idea is for news releases to be distributed upon the appointment or election of new board officers.		
CONCLUSIONS None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	n/a	n/a

J. NEWSLETTER EDITOR

MATT PHILLIPS

DISCUSSION M. Phillips apologized for no Summer Newsletter distributed this year. The deadline for the next newsletter is October 1, 2010. G. Behrens brought a camera for informal photographs to be taken during the weekend. M. Phillips researched Vertical Response which will allow large distribution of messages, stored contacts, etc. The remaining question is the security of the website. The newsletter will be made available to anyone with specific plugs to the member's only section. M. Phillips suggested that the newsletter will be directly sent to people's inboxes. The Regional Registration Chair will eventually use a database with the quarterly report from AMTA to update the list twice a year. G. Verhagen inquired about the logistics of receiving contacts from CBMT. M. Phillips will collaborate with G. Behrens to begin the initiative of a membership database.		
CONCLUSIONS Motion to shift a website based newsletter to also being an e-mail based newsletter; G. Behrens, motion carries. Discussion included a question about the logistics of submitting a printed newsletter to the regional archivist. Motion carries.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit information for <i>Key Changes</i> to M. Phillips.	All board members	Continual

K. ARCHIVIST

DISCUSSION No report was given.		
CONCLUSIONS None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	n/a	n/a

III. New Business

A. REGIONAL UPDATES

CAROL ANN BLANK

- i. New Jersey State Task Force

DISCUSSION The report from the licensing boards is currently being reviewed. The task force is hoping to meet with the new acting chief of staff within the Department of Education.		
CONCLUSIONS None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

*Motion to recess—N. Galerstein; approved by consensus. Meeting recessed at 9:57pm.
Meeting reconvened on 9/25/10 at 9:02am.*

II. NEW YORK STATE TASK FORCE

DISCUSSION	There is now a job description for student representatives of task forces within MARAMTS. Their jobs will include conveying government relations information to all schools via chapter representatives. C. Blank requested support when dealing with the NYCCAT (New York Coalition of Creative Arts Therapists). It created a chapter in Rochester serving the northwestern area. On June 13, 2010 C. Blank heard concerns about the involvement of MARAMTA and NYCCAT. Issues included financial contributions, mailing labels, and a hired lobbyist. D. Polen and C. Blank read and discussed the document titled "MAR and NYCAT 09-10." It may be helpful to further explain in a letter to NYCCAT the financial responsibility of MARAMTA to the region and for a LCAT to be present on the NYCCAT Board. Members discussed the relationship between music therapists in NY and NYCCAT as well as offerings to support the MARAMTA within New York. The goals need to be reviewed as a business aspect differentiating NYCCAT and MARAMTA in order for the organizations to collegially work together. Further discussion ensued about the history of this relationship decades ago. Perhaps a drafted document similar to rules of engagement detailing agenda items and goals. G. Behrens inquired about developments since the national conference. Also, it may be helpful to offer a meeting between the administrations of both organizations to meet. K. O'Grady, D. Benkovitz, D. Polen and C. Blank were suggested as the MARAMTA Representatives to meet with NYCCAT if the offer will be accepted.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft bullet points explaining the responsibility of NYSTF and MARAMTA in regards to NYCCAT.	C. Blank	Asap

III. PENNSYLVANIA STATE TASK FORCE

DISCUSSION	Committee members include Dena Condron, MMT, MT-BC, LPC; Nicole Hahna, MS, MT-BC, FAMI; Caroline Servinsky, MT-BC; Valerie Uschock, LCAT, MT-BC, NMT (Chair); and Melanie Walborn, MT-BC. Non-voting ex-officio members include Deborah Benkovitz, LSW, MSW, MT-BC (MARAMTA President); Carol Ann Blank, LCAT, LPC, FAMI, MMT, MT-BC, (MARAMTA Government Relations Chair); Judy Simpson, MHP, MT-BC (AMTA Director of Government Relations); and Dena Register, PhD, MT-BC (CBMT Regulatory Affairs Advisor). The PA State Task Force recently received a new student, Sarah Biedke. NYSTF will share a document with student responsibilities if PASTF would like to refer to it to assist their newly appointed student representative. This HB 1250 Bill passed the House on March 9, 2010 and is now in the Senate. There is no new information at this time. Another survey may be distributed to members since approximately four years as lapsed since the last survey. PASTF agreed to follow AMTA and CBMT State Recognition Operational Plan. MARAMTA will charge the PASTF to follow such a plan in addition to having a student representative, the scope of time, and the roles of the boards are detailed. G. Verhagen inquired about the language of the drafted document for it to specifically include a task created by MARAMTA with a time limited scope of two years. The charge to PASTF could be to work towards achieving the goals as set forth in the AMTA and CBMT State Recognition Operational Plan dated April 26,2010 while fulfilling the mission of MARAMTA. B. Abrams inquired about which boards charge NJSTF and NYSTF. C. Blank made further changes to the suggested document with board members' input.	
CONCLUSIONS	Members were encouraged to please notify the PASTF of any issues to better advocate members. Inquiries may be sent to pastate.task.force@gmail.com . Motion to charge PASTF with aforementioned charges; C. Blank. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send revised document to board members.	C. Blank	Asap

IV. VIRGINIA

DISCUSSION	There has been interest in starting a task force within Virginia. The charge to Virginia could be to work towards achieving the goals as set forth in the AMTA and CBMT State Recognition Operational Plan dated April 26,2010 while fulfilling the mission of MARAMTA. Once a task force is created then they will be informed to follow the charge similarly given to the PASTF.	
CONCLUSIONS	Motion to charge Virginia with aforementioned charge; was rescinded by C. Blank. The GR Chair to create a VASTF and charge them with working towards achieving the goals as set forth in the AMTA and CBMT State Recognition Operational Plan dated April 26,2010 while fulfilling the mission of MARAMTA; C. Blank. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	n/a	n/a

B. NOMINATIONS COMMITTEE UPDATE

BRIAN ABRAMS

DISCUSSION	B. Abrams referred to the bylaws for the composition of the Nominating Committee. The committee includes five professional, regional members and Immediate Past President. Currently the committee consists of K. O'Grady from NJ, G. Verhagen from VA, Molly Griest from MD, Beth McLaughlan from NY and Nicole Hahna from PA. The committee will create a slate of consenting candidates for each office and gather information like biographies prior to the 2011 MARAMTA Conference. Additionally the committee will create a slate of assembly delegates and delegate alternates – a total of thirty-	
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eight. A secret mail ballot will be distributed within two weeks of conference. A new volunteer for counting votes is needed. G. Verhagen requested a point of information related to a Statement of Understanding and whether it was approved by the board. There will be further education for recruiting candidates that are better informed prior to their running for office.		
CONCLUSIONS Motion to request that the aforementioned members of the nominating committee be appointed and approved; B. Abrams; motion carries.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Electronically distribute Statement of Understanding for the board to review then vote at the next executive board meeting.	G. Verhagen	ASAP

C. 2011 MARAMTA CONFERENCE

NINA GALERSTEIN

i. JOB DESCRIPTIONS

DISCUSSION	N. Galerstein emphasized that local conferences are up to the discretion of the local conference committee in planning aside from business meetings, concurrent sessions, and opening/closing sessions. G. Verhagen added a caveat that some of those events are financially tied to the region such as a silent auction or an institute. C. Blank suggested that fundraising could be allocated for a regional representative so that the local conference committee may better focus on local plans. The VPCP will be in charge of determining the number of complimentary hotel nights provided to local volunteers.	
CONCLUSIONS	Motion to accept the proposed logos for the 2011 MARAMTA Conference; E. Abbott, motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

II. PROPOSED NAME CHANGE FOR REGIONAL REGISTRATION CHAIR

DISCUSSION	In writing job descriptions it is confusing between RRC and Regional Conference Coordinator (RCC). Melissa King feels that Regional Event Planner (REP) is more appropriate to assist with other regional events such as Passages. G. Verhagen and K. O'Grady clarified that the request will be forwarded to the Constitution and Bylaws Committee. It is suggested that REP will have an elect position to define the number of years per term with training another officer.	
CONCLUSIONS	-	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

3. CMTE PRESENTER FEES

DISCUSSION	No discussion.	
CONCLUSIONS	-	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

4. PRELIMINARY BUDGET

DISCUSSION	This year the registration fees will increase by \$5.00 with exclusion of high school students and the institute. There was a suggestion to increase entertainment and speaker fees from \$2,000 to \$3,000. G. Behrens requested that the student registration fees would remain the same without an increase both for the members and non-members. People attending CMTE Courses will not have to register for the full conference if they are only planning to attend a course.	
CONCLUSIONS	Motion to approve the budget as amended; G. Behrens. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

5. QUESTION ABOUT HPN

DISCUSSION	No discussion.	
CONCLUSIONS	-	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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VI. REGISTRATION PRICES

DISCUSSION	<p>All of the registrations will be handled electronically. N. Galerstein inquired if the budget for the institute is approved by the MARAMTA Executive Board or by the VPCP. G. Behrens suggested that the institute operate on its own separate budget. E. Abbott suggested that Tracy Souhrada be included within this policy. G. Behrens suggested that a maximum cap is set in place for members and outside presenters with recognition that the Institute will pay for itself. G. Verhagen suggested that an institute may be tagged on to conference yet runs independently of regional conference. In order for the institute to be tagged onto the conference then a fee amount could be explained to the institute presenters. If the profit from the institute surpasses the costs then the received funds will be received by the institute's presenters. N. Galerstein will follow-up with T. Souhrada for her organization of the institute. There was further discussion about the length of the institute and for CMTE Course to reimburse \$100.00 per hour. Variances to this budget stipulation could be brought to the MARAMTA Executive Board for its decision. There is no process or review process for CMTEs or the institute. Perhaps T. Souhrada could create a process for receiving qualified applicants. Board members agreed that there should be a review process as opposed to a blind review process since a Curriculum Vitae (CV) should be submitted similar to national conference proposals. On the congratulatory proposal form it would be helpful to learn whether the presenters will agree to being recorded visually or audio in addition to traveling with reimbursed gas mileage for presenting session outside of regional conference.</p>
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CONCLUSIONS	<p>Motion to set up a structure of \$100 per hour to be paid to the head of the institute and he/she will determine payment; G. Behrens. Discussion included that it will be up to the discretion of the contact person for the disbursement of the money. Motion to amend "head" to "organizer/main contact person"; B. Abrams. Motion carries. Motion to set up a structure of \$100 per hour to be paid to the organizer/main contact person of the institute and he/she will determine payment; G. Behrens. Discussion included a worst-case scenario. Motion to amend for the board to recommend that the main contact person establish an equitable payment plan of distributing to fellow presenters; G. Behrens. Motion fails. Discussion followed about the fair distribution of the payment. Motion fails. A substitute Motion that the Executive Board of MARAMTA will establish a policy of paying institute presenters \$100.00 per hour in total, regardless of the number of presenters and that exceptions to the policy be approved by the MARAMTA EB; G. Verhagen. Friendly amendment by B. Abrams to insert "with distribution determined by the presenters." G. Verhagen accepted friendly arrangements. ... "Motion that the EB of MARAMTA will establish a policy of paying institute presenters \$100.00 per hour in total, regardless of the number of presenters, with distribution determined by the presenters" and that exceptions to the policy be approved by the MARAMTA EB; G. Behrens. Motion carries. Motion for a policy be written to establish a four-person committee for open review of CMTEs and Institute Proposals including a discussion to identify procedures to decrease the potential for bias; G. Behrens. Friendly amendment by E. Abbott "for helping to determine criteria for acceptance." Friendly amendment by G. Verhagen "To establish a policy for a four-person committee for open review of CMTEs and Institute Proposals for helping to determine criteria for acceptance." A policy of MARAMTA about CMTEs and Institute Presenters – K. O'Grady. G. Behrens withdrew motion. Discussion included the hierarchy of procedures to be created. MARAMTA is setting a policy for the committee to review and the committee will consider the criteria for which they accept proposals for CMTEs and an Institute for re-submission to the MARAMTA EB. It is the policy of the MARAMTA that Institute and CMTE Presentations at regional conferences be openly reviewed by a committee of four-people chaired by the Continuing Education Coordinator; G. Verhagen. Motion carries. Motion for MARAMTA EB to charge the Continuing Education Committee to establish procedures for review and criteria for acceptance related of the above mentioned policy; E. Abbott, motion carries.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Re-send a document detailing who receives special registration costs.	N. Galerstein	ASAP
Include check boxes on confirmation of proposals regarding audio/visual recording and travelling to present after conference within the region.	N. Galerstein	ASAP
Include newly drafted policy within manual.	K. O'Grady	ASAP

D. FINANCES

i. Reimbursement Policy

ELAINE ABBOTT

DISCUSSION	<p>There were language changes suggested to the Travel Reimbursement Policy. Feedback was solicited for the changes to the policy such as a cap of \$100.00 reimbursed per person per event. M. Hinman questioned reimbursement rates for inclusion of public transportation. As a result traveler was included with driver on the reimbursement form. The board discussed revised wording for the Conference Reimbursement Policy. S. Hadley shared her conflicts approaching with the upcoming national conference despite including such meetings on her proposal forms to AMTA Conference.</p>
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CONCLUSIONS	None.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.	n/a	n/a

Sr. Pfeifer was applauded for again hosting and arranging hotel arrangements for EB.

2. BUDGET REALLOCATIONS

DISCUSSION	E. Abbott requested that the budget reallocations be permissible by the board. She recommended the below motions.	
CONCLUSIONS	Motion from Finance Committee that \$1900 from General Reserve be placed into the EB Meeting budget line to cover costs for summer board meeting; E. Abbott. Motion carries. Motion from Finance Committee that \$50 be taken from General Reserve to be placed into the Secretary's Budget Line to cover the cost of a replaced backspace key; E. Abbott. Motion carries. Motion from Finance Committee that \$1000 be taken from General Reserve to be placed into the Student Archivist's budget line; E. Abbott. Discussion arose about the reason for paying a student for their time serving the region initially to begin a time-limited task in the past. The board requested more information in a report for the status and reason for paying a student to archive materials while keeping in mind the value that Duquesne University is holding the region's archives. E. Abbott withdrew the motion. This report will be shared with the MARAMTA EB during the next board meeting in Cleveland, OH. Motion to approve the revised Conference Reimbursement Policy as follows: "MAR will reimburse members who serve as Assembly delegates, national committee representatives, or members of the MAR Executive Board for a portion of their expenses related to attending the AMTA National Conferences, and which have not otherwise been reimbursed through another source. Such members must meet the following requirements: a) attendance of all meetings required by their respective position(s); b) attendance of all MAR and AMTA business meetings. In the event that a member must be late for, or cannot attend, a meeting, she or he remains eligible for reimbursement, provided that a) the reason for lateness or absence is due to illness, emergency, or conflict with another meeting requiring the member's attendance in her or his official capacity serving the MAR and/or AMTA; and b) the member has properly notified the Assembly Chair and/or MARAMTA President as appropriate and in a timely manner." E. Abbott, motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

E. POLICY MANUAL AND OFFICER HANDBOOKS

KRISTEN O'GRADY

DISCUSSION	K. O'Grady shared that policies have been drafted by E. Abbott and D. Polen. The intent is for the policy manual to be available in paper copy, online and electronically. Board members shared in consensus that it is a great, legacy project. During the last year of this board's term, it is a great time for board members to prepare a job description for electronic storage. S. Hadley suggested that a link be available online through the website. K. O'Grady suggested that a copy also be added to the Secretary's Laptop. A list needs to be maintained to track all of the various locations.	
CONCLUSIONS	-	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit suggestions and formatting changes to K. O'Grady.	All Board Members	Ongoing

F. SAAB REPORT

SUE HADLEY

DISCUSSION	Nothing was reported.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None.	n/a	n/a

IV. Other Business

DISCUSSION	C. Shultis shared G. Behrens' suggestions that a theme is needed for creating a historical project for inclusion during the AMTA Conference. Board members discussed a theme for the region over the past sixty years such as "diversity and unity." Further discussion ensued about a photo release form that is site specific in order not to breach confidentiality of private patients or clients. G. Verhagen mentioned that Speaker Murphy suggested that there will be a full agenda for Assembly Delegates and the three planned meetings to be held in Cleveland, Ohio. G. Behrens suggested that a tribal plant uncurling could be an excellent symbol of diversity unfolding to unity for a three-dimensional medium. B. MacLean offered old conference tee-shirts if needed. M. Hinman offered to create a summary or hierarchy of positions to be included within officers' handbooks. This could be included within a welcome packet to new officers, also. A reminder was shared that current officers must sift handbooks and submit old items to the Regional Archivist.	
CONCLUSIONS	-	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send ideas to C. Shultis for historical project.	Board Members	Asap

V. Good and Welfare

DISCUSSION	C. Blank shared that Tory Conicello Emery from the Philadelphia area traveled to a residential facility in Ghana to provide music therapy services to people with disabilities. She also provided training to staff. The MARAMTA Executive Board discussed good wishes and concerns to Clive Robbins and Mary Boyle in addition to the family of Helen Bonny. Additionally happy retirement to Ken Bruschia at Temple University. M. Viega shared a date to celebrate K. Bruschia's contributions to Temple University – the free one-day conference will be held on Friday, February 25, 2010.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

MOTION TO ADJOURN	G. Behrens
MEETING CLOSED	At 12:10 PM
NEXT MEETING	November 2010 at the MARAMTA Conference—Cleveland, Ohio