

Mid-Atlantic Region of the American Music Therapy Association

MINUTES

SEPT. 28-29, 2007 6:00 PM

MARYWOOD UNIVERSITY
SCRANTON, PA

MEETING CALLED BY	Brian Abrams, <i>President</i>
TYPE OF MEETING	Executive Board Meeting
FACILITATOR	Brian Abrams, <i>President</i>
NOTE TAKER	Kristen Brennan, <i>Secretary</i>
ATTENDEES	Kathy Murphy, <i>Past President</i>; Debbie Benkovitz, <i>President-Elect</i>; Laurie Crosse, <i>VP-Elect for Conference Planning</i>; Gene Ann Behrens, <i>VP for Membership</i>; Elaine Abbott, <i>Treasurer</i>; Susan Hadley, <i>Public Relations Chair</i>; Joke Bradt, <i>Student Affairs Advisor</i>; Sherrye Dobrin, <i>Student Representative</i>; Sr. Mariam Pfeifer, <i>Assembly Chair</i>; Barbara MacLean, <i>Parliamentarian</i>; Lee Morris, <i>Newsletter Editor</i>; Carol Shultis, <i>Historian</i>

Agenda topics

I. Approval of the Agenda

DISCUSSION	See the attached agenda.		
CONCLUSIONS	Motion to approve the agenda as presented—J. Bradt; motion carries		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	n/a	n/a	

II. Approval of Minutes

A. JUNE 2007—SCRANTON, PA

DISCUSSION	Editorial and substantive changes were emailed to the secretary and were noted on the minutes. The corrected minutes can be found in the secretary's minutes binder and on the MAR-AMTA website.		
CONCLUSIONS	Minutes were approved by consensus.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Make needed corrections and email to webmaster for posting on website.	K. Brennan	ASAP	

III. Special Reports/Announcements

A. REVISED OFFICER LIST

BRIAN ABRAMS

DISCUSSION	The revised officer list was reviewed and distributed to all present for corrections.		
CONCLUSIONS	An up-to-date list of all executive board members can be found on the MAR-AMTA website.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Make corrections and submit to webmaster for posting.	K. Brennan	ASAP	

B. PUBLIC RELATIONS COMMITTEE MEMBERS

SUSAN HADLEY

DISCUSSION S. Hadley presented three names of members who she had identified as being willing to serve on the PR Committee: Tami Zavislan, Laurie Jones and Nicole Steele.		
CONCLUSIONS S. Hadley stated that she felt there was room for a few more members to serve on the committee. It was suggested that David Ramsey, Kim Febres and the PR chair from the Virginia Association of Music Therapists be contacted as potential committee members.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact identified members	S. Hadley	None identified

C. WEBSITE ISSUES

BRIAN ABRAMS

DISCUSSION Necessary changes to the current MAR-AMTA website were discussed. Concerns have been expressed by the membership and board members over the lack of up-to-date content on the website. B. Abrams stated that he had already been in contact with Tom Holliday, the current webmaster, on several occasions and had expressed his concerns over the timeliness of website updates. Board members expressed frustrations on behalf of the students who have not been able to gain the information that they have needed. Concerns were also expressed regarding the availability of conference information being available for members, thus leading to the lack of conference presentation proposals that have been received to date. Concern was expressed from a government relations standpoint, regarding being able to provide up-to-date information for members regarding immediate action that they may have to take. G. Behrens suggested that we look into the possibility of paying a new webmaster to ensure timely updates. Various ideas regarding possible next steps on this issue were discussed. B. MacLean suggested that any changes could be clarified through the established of policies or procedures related to the website and/or webmaster. J. Bradt expressed concern over paying a member within our organization due to the fact that we currently have so many dedicated volunteers who have donated countless hours in their respective positions. G. Behrens clarified that the idea of paying a new webmaster would only apply if we decided that we needed to look outside our organization.		
CONCLUSIONS J. Bradt suggested that her husband could possibly be available to assist the organization for a defined interim period while we are seeking a new webmaster. L. Crosse suggested that the board considers establishing a time limit for the tenure of future webmasters.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Felice Macera regarding interim website assistance	J. Bradt	ASAP
Gather information related to obtaining an organization debit card	E. Abbott	None identified
Contact T. Holliday and relay decisions of board and commend him for work to date	B. Abrams	ASAP
Contact T. Holliday regarding passing appropriate website information to new webmaster	B. Abrams	ASAP
Draft bylaw change related to position of webmaster	D. Benkovitz	None identified
Send all documents that still need to be posted to website to B. Abrams	Everyone	ASAP

D. MEMBERSHIP ADVOCACY: CAREGIVER BOOK UPDATE

BRIAN ABRAMS

DISCUSSION See attached letter, "Dear Caring for the Caregiver Editors and Authors".		
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CONCLUSIONS The Membership Advocacy Committee was commended for their work on this issue.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

E. RESEARCH COMMITTEE CHARGE FOLLOW-UP

JOKE BRADT

DISCUSSION B. Abrams commended the work of the committee thus far. The research committee has developed an exciting track for the upcoming regional conference. The committee is still in need of research posters for the poster session. T. Meadows has written a wonderful article for the recent newsletter on evidenced based practice from a qualitative standpoint. The committee also has plans to develop an article/document for submission to Music Therapy Perspectives regarding research philosophy. See attached document, "Rules for use and follow-up on research and special projects funding".		
CONCLUSIONS It was decided that future award letters will include an abbreviated conference presentation proposal form. See attached letter to Cheryl Dileo.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Take recommendations from board to research committee	J. Bradt	None identified

F. UPDATE: VIRGINIA TECH FOLLOW-UP WORK

BRIAN ABRAMS

DISCUSSION See attached letter from Jim Borling regarding recent efforts at Virginia Tech.		
CONCLUSIONS The board expressed their gratitude to J. Borling for his tremendous work thus far.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

G. OTHER ANNOUNCEMENTS

BRIAN ABRAMS

DISCUSSION None.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

IV. Constitution and Bylaws

DEBBIE BENKOVITZ

DISCUSSION D. Benkovitz announced the names of the members of the constitution and bylaws committee for board consideration: Sue Shuttleworth, Eleanor Dennis, and Carol Thomas.		
CONCLUSIONS The committee was approved by board consensus.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email current copies of the constitution and bylaws to committee members for initial review	D. Benkovitz	None identified

V. Regional Reports and Action Items

A. CONFERENCE UPDATE: 2008

LURIE CROSSE FOR ANDREA SCHEVE

1. CONFERENCE UPDATE: 2008

KATHY MURPHY

<p>DISCUSSION The following topics were addressed related to the upcoming 2008 regional conference:</p>
<p><u>-General Update/Report:</u> The local committee had a conference call last week to review the budget. This year's conference will include public events for local consumers. Senator Codey will be the keynote speaker for the public mini-conference. Ken Aigen will be presenting a pre-conference institute on public speaking.</p>
<p><u>-Call for Papers Issues:</u> Due to pertinent documents not being posted on the website, the committee has not received many proposals.</p>
<p><u>-A/V Coordinator:</u> Donna Farone is the A/V Coordinator for the conference. K. Murphy stated that we may be able to bring our own LCD projectors but the hotel may still require the set-up of the equipment to be done by their staff. Various ideas regarding obtaining LCD projectors for the conference were discussed.</p>
<p><u>-Policy Regarding Verification of Membership Status:</u> The conference committee expressed concern over their ability to verify the membership status of registrants who renewed their membership past the deadline.</p>
<p><u>-Online Registration:</u> Various methods of online registration were explored. All avenues explored would come at a cost per registration processed. G. Behrens stated that there are other issues with the registration process that may need to be fixed prior to the establishment of an online registration process. Many members who want to register at the conference have been unaware that credit cards are not accepted.</p>
<p><u>-Jacob's Music (Brian Abrams):</u> Jacob's Music is a distributor of Yamaha and Steinway instruments. They have a store location close to the conference. Jacob's Music will be providing instruments for the conference at a rate of \$1/instrument (to cover insurance). Jacob's Music has expressed interest in partnering with music therapy as they are very connected with the health system in New Jersey. The business manager of the company has connections with the CEO of Virtuahealth Systems to advocate for music therapy to be included as part of their treatment model. In turn, the MAR will work on assisting Jacob's Music with their public relations related to their connection with music therapy. Jacob's Music would also like to do a presentation on how to do marketing and fundraising regarding purchasing instruments for hospital music therapy programs. The board would like to extend their gratitude to Bill Carr, from Immaculata University, for helping us to make this contact.</p>
<p><u>-Approval of Conference Budget:</u> See attached proposed conference budget. K. Murphy expressed difficulties that have developed in dealing with the hotel. The budget will continue to develop and the final voting will take place during the next executive board meeting. K. Murphy discussed variations to the presented proposed conference budget, including increases to rates that had been previously quoted. Yoga and massage therapy will be offered as a free benefit for members and offered to non-members at a rate of \$10.</p>
<p>CONCLUSIONS Another "Call for Papers" announcement will be sent on all of the listservs with updated deadlines and registration discounts. A line will be added to the conference registration form informing members that they will need to show proof of current membership if they have renewed their membership after the deadline. Another line will be added to the registration form reminding members that credit cards are not accepted. Special recognition, including a Presidential Award, will be given to Jacob's Music for their generosity. The conference committee recommended that the registration fees remain the</p>

same as last year's conference. Motion to keep registration fees the same as last year's conference—G. Behrens; motion carries.
 We may need to hire overnight security depending on the location of the exhibit hall. The next meeting with the hotel is on 10/20/07 and further details of the additional costs will be worked out.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact T. Holliday regarding providing LCD projectors for conference	B. Abrams	ASAP
Communicate results of T. Holliday discussion to conference committee	B. Abrams	Pending 1 st item
Communicate conclusions of board to conference committee	K. Murphy	ASAP
Contact NJ and request sales tax exemption for conference	B. Abrams	ASAP
Develop final proposed budget and present to board at next mtg.	K. Murphy	November mtg.

2. CONFERENCE UPDATE: 2009

DISCUSSION Rachel Reynolds and Melissa Owens are the local co-hosts for the 2009 committee. The dates of the conference are TBD.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

3. FUTURE CONFERENCE PLANNING

KATHY MURPHY

DISCUSSION Conference Direct conference planning service will be trialed for the 2010 conference. K. Murphy reported difficulties with securing a hotel due to higher hotel rates and larger number of conference attendees. The board began brainstorming about how to problem-solve for future planning.		
CONCLUSIONS The board recommended that a task force be appointed to examine this issue and make recommendations. The task force will consist from at least one member from each state in the MAR, possibly including some past local conference chairs.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email A. Scheve to have Conference Direct to hold off on securing a 2010 hotel until the task force has met	B. Abrams	ASAP

4. CMTE PRESENTER PAYMENT QUESTION

JOKE BRADT

DISCUSSION Currently, CMTE presenters are paid \$500 for giving a CMTE course. The question was raised as to if an increase in compensation would be given if the number of presenters increased.		
CONCLUSIONS The \$500 compensation will be divided amongst the presenters for the single CMTE course.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

5. EXHIBITS

LAURIE CROSSE FOR KAREN JASKO

DISCUSSION See attached report from K. Jasko.
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CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

6. APPLICATION FOR SHARED EXHIBIT HALL BOOTH

DISCUSSION This issue had been resolved prior to this meeting.		
CONCLUSIONS No further discussion was needed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

7. REVISED CALL FOR PAPERS FORM

DISCUSSION The deadlines for the initial Call for Papers have passed. Not many proposals were received to-date, possibly due to lack of visibility related to website issues. In the past, the Call for Papers application was sent out in hard copy to the membership prior to also being printed in the newsletter. For some reason, this practice was stopped. It was suggested that this practice be reinstated.		
Description Section Question (Solicited/Required Presentations): A. Scheve had expressed concern regarding the 300-word description for presentations when the presentations are required and/or solicited. Can a new form be developed for presenters whose presentations were required or solicited? J. Bradt suggested that this new form would eliminate all questions that are not required for organizational purposes. C. Shultis suggested that the conference committee could send a pre-determined abstract for invited presenters. J. Bradt clarified the issue of invited presenters. Invitations would come only from the conference committee, the research committee or the president.		
CONCLUSIONS The new Call for Papers deadlines of October 15 th and November 1 st was approved by board consensus. A word format copy of the application form will be distributed on all email events and listservs. Motion to exempt any invited presenters from submitting a 300-word description of their presentation—G. Behrens. J. Bradt added a friendly amendment to the motion: ...or a bibliography... K. Murphy added a friendly amendment to the motion: ...presenters invited by the VPCP, local chairs or research committee... The final motion reads: Motion to exempt any presenters invited by the VPCP, local chairs or research committee from submitting a 300-word description or a bibliography for their presentation. Discussion: J. Bradt stated that all invited guests still need to adhere to registration deadlines. Motion carries.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop ideas related to increasing visibility of Call for Papers and present to board.	Conference Committee	Nov. meeting
Develop new form for solicited/required presentations	L. Crosse and A. Scheve	Nov. meeting
Develop list of invited guests for 2008 conference	L. Crosse and A. Scheve	Nov. meeting

B. PUBLIC RELATIONS

SUSAN HADLEY

1. COMMUNITY OUTREACH DISPLAY

DISCUSSION This display shows the ways that members have gone beyond the traditional bounds of traditional music therapy in times of great public need. S. Hadley has received some photos of outreach projects but is still looking for more.		
CONCLUSIONS G. Behrens will assist S. Hadley with mounting the photos to the display board.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

2. SILENT AUCTION

DISCUSSION The MAR basket will consist of candies from around the region.		
CONCLUSIONS See action items.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Purchase basket.	S. Hadley	Nov. conference
Email S. Hadley to identify what candy you will be bringing.	Everyone	Nov. conference

3. MEMBERSHIP SURVEY

DISCUSSION S. Hadley stated her frustration with the survey results. Mistakes were found in the survey and were fixed as needed. B. Abrams sent out email to listservs apologizing for the omission of the NRMT and the DA credentials. Steps were taken to correct the surveys.		
CONCLUSIONS The Survey Monkey account will be closed and the survey will be scraped until next year. The apology letter will be reprinted in the next newsletter.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Reprint apology letter in next newsletter.	L. Morris	Oct. 1st

4. PR POWERPOINT PRESENTATION

DISCUSSION The PowerPoint presentation that was developed by M. Holliday at the Ocean City regional conference was discussed.		
CONCLUSIONS The position of the media specialist will be shifted to the historian's duties.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask M. Holliday about PowerPoint presentation	B. Abrams	ASAP
Check bylaws to see any changes are needed due to above conclusions.	D. Benkovitz	None identified

5. DISPLAY BOARDS

DISCUSSION Three of the four regional display boards have been located.		
CONCLUSIONS K. Murphy stated that D. Polen has the fourth display board.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

6. BROCHURES/FACT SHEETS

DISCUSSION S. Hadley stated that she had recently received a bill from AMTA for the brochures and fact sheets that the region has been ordering. She was concerned about the amount of money that was being spent on these items and wished to discuss how the region could cut costs in this area. The idea of adding a PR page to the website for members to request PR materials was discussed.		
CONCLUSIONS S. Hadley will not continue to purchase fact sheets, as they are available to be printed directly from the AMTA website. This update will be added to the PR section of the newsletter. The idea of adding a PR webpage to the MAR website will be discussed when the current website issues are resolved.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Include conclusion about fact sheets to PR update in newsletter	S. Hadley	October 1 st

7. FOLLOW-UP ON 9/11 PLAQUE

DISCUSSION The history of the issue was reviewed for those present.		
CONCLUSIONS See action items below.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact M. Rohrbacher about the names for the plaque	S. Hadley	ASAP

8. IDEAS ABOUT SPEAKERS BUREAU

DISCUSSION AMTA is working on putting together a list of expert speakers from each region. This is related to the idea of initiating a grassroots state-to-state campaigns and encouraging more states to work towards recognition on a local level.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

C. MEMBERSHIP

GENE ANN BEHRENS

1. LETTERS TO INTERNSHIP DIRECTORS

DISCUSSION The goal of these letters is to catch students who are crossing over and becoming new professionals, and encouraging them to keep renewing their membership. Proposed letter is attached. An informational form for college seniors is also attached. The goal of this form is to allow the VP for Membership to track students once they leave the university program and enter into their internship. The VPM can then track these students via their contact information. It was also mentioned that the VPM needs to work towards reaching out to the university affiliated internship programs. C. Shultis suggested that we reach out to the state/local MT organizations to assist in this process. Discussion related to the proposed letters: Proposal #1—It was suggested that the word “seniors” be changed to “pre-internship students”. C. Shultis suggested that the coupon be more of a significant discount for the new professionals to encourage them to continue to maintain their membership.		
CONCLUSIONS Motion to give new professionals a coupon for \$75 towards a one-time conference registration fee—G. Behrens		

Motion carries. Periodic reminders will be sent out over the listserv.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email up-to-date email listing for all university programs and student club presidents in region to G. Behrens	J. Bradt	ASAP
Send names of additional fulltime MT faculty members to G. Behrens	MARAMTS/J. Bradt	ASAP
Email contact information for NJAMT board to G. Behrens	K. Murphy	ASAP
Iron out additional details for proposals	G. Behrens	ASAP

2. OPTIONAL MENTORING PROGRAM FOR NEW PROFESSIONALS

DISCUSSION	Interest in this program can be shown via filling out the attached form for pre-internship students. See previous agenda item. A mentor would have at least five years of experience as a practicing clinician and would contact the new professional within 2 weeks of their expressed desire for mentorship and contact would continue, at a minimum, one time every four months. This program will be advertised by word of mouth and by announcements in the newsletter. A question was raised as to whether the mentor would need to be a member of the AMTA. G. Behrens stated that the mentor should probably be a member. Another question was raised as to whether the mentor would be eligible to receive a discount off of their membership fees. B. Abrams suggested that the mentor could potentially earn CMTE credits. C. Shultis cautioned that mentors would need to understand the difference between mentorship and supervision. K. Murphy informed the board that Roia Rafayen has written an article discerning the difference between the two. S. Hadley questioned as to whether the mentor and the new professional would be able to choose each other. G. Behrens thought that this could be possible. K. Murphy suggested a concurrent session at the regional conference about mentorship. L. Morris suggested that G. Behrens could create a certificate for mentors to use for CMTE credits.	
CONCLUSIONS	G. Behrens will take all suggestions and continue to develop mentorship program.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

Meeting recessed at 10:06pm

Meeting reconvened at 9:38am

3. MEMBERSHIP NUMBERS

DISCUSSION	See attached membership numbers and trends. Despite the jump in numbers around conference time, the total membership numbers compared to last year were lower. G. Behrens had attempted to analyze why the numbers had decreased this year. A large percentage of the members were students. E. Abbott questioned the current enrollment trends at universities. S. Dobrin pointed out that many students do not register for professional membership until the first time they attend a conference following the expiration of their student membership. B. MacLean theorized that many students may have become scared away from the region due to the new NY licensure requirements and possible fears of not getting employment. G. Behrens concurred that NY and NJ had the largest decreased in membership. J. Bradt suggested that money could be an issue related to the high price of the LCAT licensure. L. Crosse wondered if the jump in membership during the conference	
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registration time could indicate that members are not finding value in their membership beyond attending the conference. G. Behrens and S. Hadley stated that they believe that conference serves as a reminder for people to renew their membership.		
CONCLUSIONS See discussion and conclusions from next item (#4).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

4. INFORMATION FROM PHONE CALLS

DISCUSSION Many of the phone numbers that were called by G. Behrens have turned out to be wrong numbers. These calls were made for the purposes of encouraging new members to join or previous members to renew their membership. G. Behrens expressed frustration with the lack of correct phone numbers she had receive from AMTA. Feedback received from former members who did not choose to renew their membership included high membership costs and low perception of value for dues. B. Abrams pointed out that the some music therapists might not remember the long-term benefits of membership, such as the future of the profession and having a voice within the organization. K. Murphy expressed concern regarding the public's impression of AMTA, possibly due to inaccurate information and poor responses to member requests for information. S. Hadley suggested the concept of a tiered membership dues system. L. Crosse suggested the idea of taking the organization "on the road", such as visiting colleges and making the "face" of music therapy more personal. This could help fill the gap between the current AMTA outreach efforts and the music therapists we are currently targeting. She also agreed with the concept of a tiered dues rate. G. Behrens suggested that the regional conference could be a time for educators and internship directors to mobilize the students. S. Dobrin pointed out that many students might not realize the benefits of membership. S. Hadley added that this issue extends to professionals, as well as students.		
CONCLUSIONS "Take a Music Therapy Student to Work Day" was suggested by several board members. Remaining ideas will be emailed to B. Abrams for compilation. K. Murphy identified three key points from this discussion: How can we communicate with members? How can we connect members? How can we provide continuing education opportunities? B. Abrams asked G. Behrens to chair a new membership development committee. Motion to formulate a task force to address issues of membership development—K. Murphy; motion carries.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop charge and circulate to board via email	B. Abrams	None identified

5. MAR MEMBERSHIP DATABASE

DISCUSSION B. Abrams has continued to work on the possibility of gaining an up-to-date membership database of the MAR. However, he has come up against some difficulties in communicating with AMTA. The list that was provided to G. Behrens was not up-to-date, as it did not contain late membership renewals, new members, etc. G. Behrens proposed the use of Filemaker Pro to begin creating a membership database. This program was used by E. Abbott for registration during the Ocean City conference. The database from the conference is current as of March 2007. The database is cumbersome to go through as the two yearly updates do not highlight the changes on the list. However, if we would be able to maintain our own database we		
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would no longer need to pay for mailing labels. We would also need to contact CBMT for an up-to-date list to compare against the AMTA list. This would include music therapists who are not necessarily AMTA members. K. Murphy reiterated that, in light of this potential change, the registration chair should be an ongoing appointed position. It was discussed whether this should be a two or four year position. L. Crosse pointed out that this would be a good opportunity for us to identify those therapists who are not members of AMTA and possibly target them for membership. K. Murphy pointed out that historically AMTA has told us that we would not be able to maintain our own database. C. Shultis and G. Behrens stated that as long as we are maintaining a database for strictly our own purposes then we should not have a problem. B. Abrams stated that he is willing to approach AMTA about this subject.

CONCLUSIONS Motion to allow G. Behrens to move forward in developing the membership database—J. Bradt; motion carries. It was discussed that K. Brennan had previously volunteered to work on the database.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact AMTA regarding database	B. Abrams	ASAP

C. STUDENT AFFAIRS **JOKE BRADT**

1. DELIVERING AWARD LETTERS

DISCUSSION J. Bradt informed the board that Cheryl Dileo never received an award letter.

CONCLUSIONS None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

2. SCHOLARSHIP APPLICATIONS

DISCUSSION J. Bradt stated that there is a need for judges for graduate scholarships and club awards.

CONCLUSIONS The applications will be posted to the website. L. Morris, B. MacLean, David Ramsey (via Sr. Pfeifer), S. Hadley and E. Abbott volunteered to judge scholarship applications.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

3. FUNDRAISING EFFORTS

DISCUSSION MARAMTS will be selling notebooks and pens at the regional conference. These will be available individually or as a set. L. Morris suggested that the MARAMTS ask the company for samples to test for quality before ordering.

CONCLUSIONS None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

4. PASSAGES UPDATE

DISCUSSION The number of registrations received this year has been significantly less than the previous years. It seems

that many students did not want to travel all the way to Shenandoah. It was pointed out that many students came to Passages on the first day without pre-registering.

CONCLUSIONS J. Bradt stated that a central location might help increase the number of attendees.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

5. FOLLOW-UP ON "WELCOME TO PROFESSION" PACKETS

DISCUSSION Item not discussed.

CONCLUSIONS None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

6. MARAMTS

DISCUSSION See attached report from S. Dobrin. See attached list of MARAMTS executive board members. Amelia Chapman will serve as the government relations liaison and Eric Ross will serve as parliamentarian. MARAMTS extended their gratitude to the MAR for necessary budget supplementation. The scrapbook committee is still working. A message forum is in the process of being formulated. MARAMTS is working towards encouraging contact between active schools and less active schools. This program could possibly be called "buddy schools". J. Bradt defined "active school" as a school who has representation at the student business meetings. It was noted that many graduate programs are not represented, possibly due to more intense commitments for graduate students outside of their school work. J. Bradt spoke about available scholarships and expressed the need for judges to determine scholarship winners.

CONCLUSIONS L. Morris, B. MacLean, D. Ramsey (via Sr. M. Pfeifer), S. Hadley and E. Abbott volunteered to judge the scholarship winners.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

E. NEWSLETTER

LEE MORRIS

1. GENERAL REPORT/ISSUES

DISCUSSION The next newsletter is in progress. L. Morris expressed concern about the website issues related to posting the newsletter in a timely manner. L. Morris expressed issues with obtaining the current opt-out list.

CONCLUSIONS T. McMannus will maintain the opt-out list and will confirm the receipt of each request with the member.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Communicate conclusions to T. McMannus	L. Morris	ASAP

2. REMINDER OF OCTOBER 1ST DEADLINE

DISCUSSION L. Morris reminded all board members of the October 1st submission deadline for the next newsletter. Many of

the advertisers and announcements have deadlines and therefore the newsletter needs to be published on time.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit executive board reports to L. Morris for newsletter	Everyone	October 1 st

3. REMINDER OF OPT-OUT PROGRAM

DISCUSSION T. McMannus received 15 more requests from members wishing to receive an electronic copy of the newsletter, bringing the total to approximately 75 members receiving the newsletter in electronic form. L. Morris and T. McMannus have been discussing how the format of the newsletter might be altered in order to make it more reader-friendly.		
CONCLUSIONS A possibility of a 3 rd person assisting with the newsletter was discussed. This person would assist with creating a web-based format. It was noted that this responsibility could be taken on by the webmaster.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	n/a	n/a

F. GOVERNMENT RELATIONS

KATHY MURPHY FOR CAROL ANN BLANK

DISCUSSION As the government relations representative, C. Blank sits on all task forces. K. Murphy discussed the recent call-to-action for IDEA part C. It seems that new professionals are not comfortable negotiating the state websites.		
CONCLUSIONS C. Blank will be compiling fact sheets to familiarize members with responding to call-to-action announcements. These will be included in the newsletter, as well as posted on the website for members to access.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

1. NYSTF

DISCUSSION D. Polen reported that the task force continues to monitor actions and developments related to the LCAT. There have not been any developments related to the proposed exemption language, although the issue has been referred to the Committee on Higher Education. It was reported that NY Art Therapists are experiencing difficulties with receiving limited permits.		
CONCLUSIONS Music therapists have not reported having issues with obtaining limited permits.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

2. PASTF

DISCUSSION AMTA has submitted language for the definition of music therapy services for all of the places that music therapy is listed within PA state law. See attached report from V. Uschock about waiver funding and service definition revisions.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

None identified	n/a	n/a
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3. NJSTF

DISCUSSION Patrick Stewart, lobbyist for NJ music therapists, continues to work towards identified goals. Members of the NJSTF recently met with Ms. Duffy, of the governor's office. The Department of Education has agreed to consider the possibility of removing the teaching licensure that is currently required for music therapists to work in public schools. The department expressed concerns that the music therapy curriculum does not adequately prepare MT's for work in the public school. J. Simpson will help develop information that will be presented to the department related to this issue. CBMT is working on compiling the music therapy scope of practice that is specific to IDEA. Concern had been expressed that once music therapy is writing into the state regulations as a related service, with the MT-BC being the required credential, there may not be enough professionals to meet the demand. The state will most likely add more credits/coursework to ensure competency. C. Blank currently sends out Google alerts to the MAR listserv related to music therapy. There has recently been an increase in job announcements within the region and there may not be enough music therapists to fill them. A tiered system for licensing/certification has been discussed. The task force is also looking into reimbursement for services through the Banking and Insurance department. J. Duffy has agreed to be the point person for music therapy in the governor's office. Concern was expressed over confusion related to the LPC credential.		
CONCLUSIONS K. Murphy advocated for the board to re-hire P. Stewart for another year. The board thanked K. Murphy for all of her work related to this task force.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

G. FINANCES

ELAINE ABBOTT

1. APPROVAL OF REVISED BUDGET

DISCUSSION See attached budget.		
CONCLUSIONS The revised budget had previously been approved via email vote. Related discussion and voting has been recorded in the secretary's minutes binder.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

2. TREASURY REQUEST FORMS 2007-2008 BUDGET

DISCUSSION E. Abbott distributed treasury request forms and discussed the budget line for each executive board position. E. Abbott suggested a travel reimbursement policy.		
CONCLUSIONS Motion to provide reimbursement for travel to executive board meetings and regional task force meetings at a rate of \$.25/mile—E. Abbott; motion carries.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Submit request for mileage reimbursement	All present	ASAP
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3. FUNDS/DONATIONS (ANNE LIPE/YALE)

DISCUSSION Item not discussed.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

4. PROPOSAL FOR LAPTOPS, CAPITAL EXPENSES

KRISTEN BRENNAN

DISCUSSION B. Abrams read the AMTA policy on capital expenses which was provided by A. Farbman. \$3,000 was approved at the last executive board meeting to fund two new laptop computers and one printer. J. Bradt suggested that this purchase could be made by a university faculty member so that a discount could be applied. G. Behrens stated that she could make these purchases and suggested that the computers be the Dell brand. E. Abbott stated that the new computers would need to be compatible with the Filemaker Pro program and other necessary programs used by the secretary and the registration chair. G. Behrens and E. Abbott shared problems that they have both experienced with Windows Vista and suggested that we could hold off on making the purchase until these bugs have been fixed. However, it was pointed out that the registration chair needs to begin setting up for the regional conference ASAP.		
CONCLUSIONS None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look into computer purchases through university	G. Behrens	ASAP

5. COST SAVING IDEAS

KATHY MURPHY

DISCUSSION It was suggested that the printer used for conference programs could also be employed to print the newsletter. This company is in Delaware and we are therefore charged no sales tax for our purchases. We might also be able to get non-profit status in Delaware, which would help for postage costs. However, there is a lot of paperwork involved in this process. We have also had difficulty gaining tax exempt status in other states, such as Maryland and Pennsylvania. G. Behrens presented the idea of having students opt-out of receiving paper copies of the newsletter as a whole school. S. Hadley also reminded the board that allowing people to download the fact sheets, as opposed to mailing the hard copies, will help to save us money.		
CONCLUSIONS K. Brennan will print the meeting minutes double-sided to help save on copying costs.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

6. MAR EXECUTIVE ASSISTANT POSITION

BRIAN ABRAMS

DISCUSSION B. Abrams expressed the need for a task force to be created to examine this issue. The executive assistant position would be responsible for information management, setting up hotel arrangements, clerical needs, etc. The task force would determine the specific duties of the position. This position was recommended by A. Farbman. J. Bradt reminded the		
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board that many members do exceptional work for the region with no pay. C. Shultis pointed out that the position would offer continuity. G. Behrens suggested that this person could also be the registration chair. Suggestions for task force members included: L. Crosse, D. Benkovitz, K. Murphy, C. Shultis, G. Verhagen, and S. Shuttleworth.		
CONCLUSIONS The task force will establish recommendations for responsibilities for the position of the MAR executive assistant.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop task force charge.	B. Abrams	None identified

H. HISTORIAN

CAROL SHULTIS

DISCUSSION Most of the original duties of the historian position are now the job of the archivist. C. Shultis has received a request to complete a historical video with Sr. D. Beck. C. Shultis stated that the historian's budget had been reduced and she wondered if that money had been reallocated to the archivist. C. Shultis stated that she would like to continue to interview the pioneers of music therapy in the region. DVD is the current format being used for documenting the interviews. G. Behrens suggested that "archive quality" DVDs and CDs be used for interviews.		
CONCLUSIONS Sr. D. Beck is finalizing the contract with the student archivist. Bill Davis from AMTA sent a thank you letter for the Florence Tyson video.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

VI. Other Business

DISCUSSION None		
CONCLUSIONS None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

VII. Good and Welfare

DISCUSSION See attached thank you letter from D. Polen. A contribution had been made in memory of her father on behalf of the MAR.		
CONCLUSIONS None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

MOTION TO ADJOURN	B. Abrams
MEETING CLOSED	At 12:15pm
NEXT MEETING	November 2007—AMTA National Conference