

Mid-Atlantic Region of the American Music Therapy Association

MINUTES

MARCH 28, 2007

7:30 PM

CLARION HOTEL
OCEAN CITY, MD

MEETING CALLED BY	Kathy Murphy, <i>President</i>
TYPE OF MEETING	Executive Board Meeting
FACILITATOR	Kathy Murphy, <i>President</i>
NOTE TAKER	Kristen Brennan, <i>Secretary</i>
ATTENDEES	Gary Verhagen, <i>Past President</i> ; Brian Abrams, <i>President-Elect</i> ; Gene Behrens, <i>VP for Membership</i> ; John Foley, <i>VP for Conference Planning</i> ; Andrea Scheve, <i>VP-Elect for Conference Planning</i> ; Nancy Vees, <i>Treasurer</i> ; Mary Claire Holliday, <i>Public Relations Chair</i> ; Kevin Hahn, <i>MARAMTS VP</i> ; Lee Morris, <i>Newsletter Editor</i> ; Sr. Mariam Pfeifer, <i>Assembly Chair</i> ; Joke Bradt, <i>Student Affairs Advisor</i> ; Barbara MacLean, <i>Parliamentarian</i> ; Carol Ann Blank, <i>NJAMT President</i> ; Michael McGuire, <i>AMTA Presidential Candidate</i> ; Sr. Donna Marie Beck, <i>Archivist</i> ; Tracy Souhadra (3/29), <i>Continuing Education Coordinator</i> ; Melissa Motley (3/28), <i>music therapy intern</i> ; Joette Smida (3/28), <i>music therapy intern</i> ; Marisa Romanini (3/28), <i>music therapy intern</i> ; Rebecca Hasselbrook (3/29), <i>music therapy student</i> ; Gregory Perkins (3/29), <i>music therapy student</i>

Agenda topics

I. Approval of the Agenda

DISCUSSION	See the attached agenda with editorial changes and additions.	
CONCLUSIONS	Motion to approve agenda as amended: G. Verhagen. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make corrections to agenda.	Everyone	Immediate

II. Approval of Minutes

A. NOVEMBER 2006—KANSAS CITY

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.	
CONCLUSIONS	Motion to approve the minutes as presented: K. Hahn. Motion carries. K. Murphy introduced the guests present at the meeting: Michael McGuire is a candidate for President-Elect of AMTA. Melissa Motley, Joette Smida and Marisa Romanini are music therapy interns at A. Scheve's facility. Carol Ann Blank in the President of NJAMT.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

III. Updates from Regional Committees

A. RESEARCH AND SPECIAL PROJECTS COMMITTEE

JOKE BRADT

DISCUSSION	Cheryl Dileo was selected as the recipient of the special projects grant for this year. C. Dileo will be
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<p>assisting the pastor of an extremely impoverished church in Philadelphia to begin a song writing program. The pastor of the church is very excited about this program and the opportunities it was provide for the congregation. The committee would like to extend the application deadline to February. G. Behrens questioned if a February deadline would affect projects that might otherwise begin in January. J. Bradt pointed out that the winner of the grant is announced at the regional conference in March and therefore no one is able to begin projects in January. However, projects can begin the following year, since the winner would have 12 months to begin the project.</p>		
<p>CONCLUSIONS J. Bradt will bring the suggestions back to the committee for considerations. Motion to move deadline to February yearly: J. Foley; motion carries. Motion to support the committee's decision to award C. Dileo with the grant money for the purpose of funding her proposed project: G. Behrens; motion carries. J. Bradt requested suggestions for increasing participation in the program. A. Scheve suggested that announcing the winner will increase awareness of the availability of the grant.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified	n/a	n/a

B. 2007 CONFERENCE

JOHN FOLEY

<p>DISCUSSION Issues regarding the role of the Regional Conference Coordinator were discussed by the executive board during the February2007 conference call. The RCC is not present at this conference. This year's regional conference features 11 CMTE sessions. The total number of attendees at this year's conference is slightly less than last year's conference. There were 32 people present for the pre-conference institute. The total income from the conference to-date is \$58,000 not including the exhibits. With advertising and institute costs we will most likely break even.</p>		
<p>CONCLUSIONS J. Foley would like to commend the members of the local committee for their hard work in making this year's conference a success. Money management and communication greatly improved with this year's local committee.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

C. 2008 CONFERENCE

ANDREA SCHEVE

<p>DISCUSSION The next regional conference will be held in Cherry Hill, NJ at the Cherry Hill Clarion Hotel. Kathy Murphy and Angela Guerriero will be the local chairs for the conference. The theme for the conference will be "Music Therapy in the Garden State: A Growing Field". The conference will be held March 27th through March 29th, 2008. The pre-conference institute will be about public speaking and presentation skills for music therapists and will be given by Ken Aigen.</p>		
<p>CONCLUSIONS The details of the institute budget will be presented at the June executive board meeting.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

D. NOMINATIONS COMMITTEE**GARY VERHAGEN**

DISCUSSION The members of the nominations committee are Katherine Leonard, Diane Austin, Amy Thomas, Christine Wineberg, Maria Carlini and Brian Abrams, with G. Verhagen serving as the chairperson. G. Verhagen would like to thank the members of the committee who worked hard to present a full slate of candidates to the membership for their vote.		
CONCLUSIONS G. Verhagen will present the slate of candidates to the general membership at the next MAR business meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	N/a

E. CONSTITUTION AND BLAWS COMMITTEE**BRIAN ABRAMS**

DISCUSSION See the attached proposed changes with the rationale for those proposed changes. J. Bradt stated that she is uncomfortable with the deletion of appointed position descriptions from this document because this document is accessible to the membership for their information. Is there a way we can create several short statements about each appointed position so that members can still have the pertinent information? K. Murphy reminded the executive board that all motions to make changes to the presented bylaws changes would have to be made at the general membership meeting. She also stated that the entire structure of the executive board will have to be altered to be in compliance with Delaware state law. This issue will be discussed later during this meeting.		
CONCLUSIONS G. Verhagen stated that this is committee work and as an executive board we can make recommendations for the committee to consider. Since we are also changing our mission statement, we may have to inform Delaware depending on what our incorporation papers say.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring suggestions back to committee for review.	B. Abrams	None identified
Check Delaware incorporation papers.	Committee	None identified

F. RESEARCH COMMITTEE

DISCUSSION See attached report. The committee would like to assist the membership in connecting research with practice. Within the field of psychology, there is a movement towards using only evidenced based practices. The committee will reconvene to plan for the 2008 conference.		
CONCLUSIONS The committee would like to thank G. Behrens and K. Murphy for their assistance to the committee.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

IV. Action Items from Sept/Nov Meeting**A. PR UPDATE****MARY CLAIRE HOLLIDAY**

1. 9/11 PLAQUE

DISCUSSION AMTA national office informed M. Holliday that there are two different levels of members who worked on the 9/11 project: paid therapists working on the Caring for the Caregiver project and volunteers. Motion to include the names of those who worked on the Caring for the Caregiver project--G. Behrens. Discussion: L. Morris asked what would be involved in gathering the names of everyone who worked on the project, including the volunteers. M. Holliday reported that there are about 10 names on the Caring for the Caregiver list. Motion withdrawn.		
CONCLUSIONS Motion to approve the creation of a plaque listing the members who worked on the Caring for the Caregiver project only at this time, with the possibility of a second plaque being created to honor the volunteers, after discerning how many names are on that list—J. Bradt. Motion carries.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Order plaque as previously described.	M. Holliday	None identified
Obtain names of those who worked as volunteers.	M. Holliday	None identified

2. PR PRESENTATION

DISCUSSION See attached proposed presentation. Discussion: Suggestions for modifications were made to M. Holliday.		
CONCLUSIONS Presentation was returned to committee for further refinement.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send suggestions for presentation to M. Holliday via email for consideration by PR committee.	Everyone	ASAP

3. MEMBERSHIP SURVEY

DISCUSSION M. Holliday will register the organization for a paid Survey Monkey account. See the attached membership surveys. J. Bradt suggested that executive board members review proposed surveys tonight and report suggestions to M. Holliday tomorrow.		
CONCLUSIONS During the 3/29/07 meeting, the members of the board decided by consensus to use the longer format of the survey. Editions and additions were discussed.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Register for paid Survey Monkey account.	M. Holliday	ASAP
Review proposed surveys and submit feedback to M. Holliday	Everyone	3/29/07
Make suggested edits and additions to the long survey	M. Holliday	One week
Obtain membership email list from AMTA/CBMT	M. Holliday	None identified

4. JOB DESCRIPTION FOR MEDIA SPECIALIST

DISCUSSION There is no official job description as yet.		
CONCLUSIONS The media specialist will be responsible for video taping opening and closing regional conference sessions and taking candid photos throughout the conferences.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create job description for media specialist.	M. Holliday	None identified

B. MEMBERSHIP COMMITTEE

GENE BEHRENS

1. UPDATE ON AMTA MEMBERSHIP DATABASE

<p>DISCUSSION See attached report from G. Behrens. As per her discussion with national office, G. Behrens reported that it will take AMTA 2-3 years to update their system in a way that will allow them to be able to identify new members to the MAR region. G. Behrens stated that her idea is to canvas the region with letters to students/interns/internship directors/academic directors/etc to help them encourage people in the region to become members. Also, we should continue to place announcements in the newsletter to encourage members to help identify new music therapists who have moved into the area or area music therapists who are not yet members. Motion to accept the protocol for contacting new membership—G. Behrens. Discussion: The purpose is to track membership trends and to identify new members. Motion is withdrawn.</p>		
<p>CONCLUSIONS G. Behrens will represent this issue to the new MAR executive board at the next meeting. It was suggested that the regional president go on record at the next regional presidents' meeting as having requested this membership tracking information from AMTA.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add issue to agenda for next board meeting.	B. Abrams	June meeting

2. UPDATE ON MAR WEBSITE REORGANIZATION

<p>DISCUSSION T. Holliday has been diligently working on the new MAR website and is doing a fantastic job.</p>		
<p>CONCLUSIONS The website is about half-way completed. T. Holliday will continue to maintain the old website while completing the new website.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

3. MEMBERHIP SUPPORT FUND

<p>DISCUSSION G. Behrens received one application.</p>		
<p>CONCLUSIONS Motion to change the due date for the membership support fund application to December 15th—G. Behrens; motion carries.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

4. PROCEDURES FOR IDENTIFYING/CONTACTING NEW MEMBERS

<p>DISCUSSION AMTA strongly suggested that all regions to a call-a-thon each year. The call-a-thon was unsuccessful at the regional level last year. K. Aigen had previously made the suggestion that every member try to get one new member to join AMTA.</p>		
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CONCLUSIONS G. Behrens will report the concerns of the MAR board to the national membership committee		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

C. MAR MISSION STATEMENT

DISCUSSION See attached proposed mission statement.		
CONCLUSIONS This proposal will be presented at the general membership business meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

V. Student Affairs

JOKE BRADT/KEVIN HAHN

A. MARAMTS

DISCUSSION J. Bradt reported that this past year’s MARAMTS had a wonderfully intensive executive board. See attached report from J. Bradt. There was only one applicant for the graduate scholarship.		
CONCLUSIONS The MARAMTS board is considering if they should withdraw the graduate scholarship and create more opportunities for undergraduate scholarships.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

B. PASSAGES

DISCUSSION See attached report and flyer. See attached proposed budget. Previously, the MAR executive board had discussed the possibility of having the Passages adjacent to the MAR regional conference.		
CONCLUSIONS The MARAMTS board would like to keep Passages as a separate entity from the MAR regional conference.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

C. OTHER

DISCUSSION The students are running a swap shop at this conference. The MARAMTS board will be presenting a concurrent session on Friday. They will also be working on making a regional scrapbook throughout the conference. MARAMTS will be adding a government relations position to their executive board. It was suggested that the MARAMTS could do more advocacy work to maintain connections with interns from their schools in order to try to encourage them to remain members of MAR. It was also suggested that MARAMTS could begin to collect data about the financial hardships that students are facing which might preclude them from becoming members. The establishment of a “new professional” category did not work on the national level. There is an AMTA “welcome to the profession” packet but it is difficult to find on the national website.		
CONCLUSIONS MAR will place an on-going notice in the newsletter to remind members of the packets. It was also suggested that emails be sent to internship directors to remind them to tell their interns to request the packets. A letter could be drafted to		

internship directors for that purpose. A link will be placed on the MAR website to the page containing the packet request form.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask T. Holliday to place link on webpage.	J. Bradt	None identified
Draft letter to internship directors reminding them to encourage their interns to apply for the packets.	J. Bradt	None identified
Place on-going notice in newsletter reminding new members to request their packets.	L. Morris	On-going

VI. Conference Issues

A. POLICY FOR PRESENTERS WHO WISH TO SELL ITEMS

ANDREA SCHEVE

DISCUSSION See attached proposed policy. Possible motives for selling products were discussed. If the purpose of selling products is to make a profit then it was suggested that the member rent space at the exhibit hall. If members were allowed to sell their products at the MAR table then who would be responsible for monitoring the table? If we were collecting a percentage of the profits, then how would we monitor how much profit was actually being made? We may want to change this to a percentage of total sales. It was suggested that people could purchase time slots for selling their products at a booth in the exhibit hall. Concern was expressed over the fact that the all the time slots might not be filled. Motion to extend the executive board meeting until 10:10pm for the purpose of finishing this discussion—J. Bradt; motion carries. It was pointed out that the purpose of the conference was for membership education and not to gain profits. Comments were given from previous session attendees that certain sessions felt as though they were sales-focused. Options: 1) Members cannot sell outside the exhibit hall. 2) Members can sell items with a portion of their total sales going to the MAR. 3) Members can opt to pay for a time slot of a booth in the exhibit hall to sell their items. G. Behrens suggested that we try option #3 for one year to determine its potential for success. Motion to try, at the 2008 regional conference, designating one booth for use by multiple presenter-vendors for a minimum of four hours at a rate to be determined by the 2008 conference committee—J. Bradt. Discussion: The conference committee will discuss the fee structure and will submit it to the executive board for their approval. Motion to amend the original motion to substitute “presenter-vendors” with “vendors”—B. Abrams; motion carries. Motion to amend the original motion to read “at a rate to be recommended to the executive board by the 2008 conference committee”—J. Foley; motion carries.

CONCLUSIONS Motion carries as amended.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine fee structure for shared exhibit hall booth and recommend to executive board.	2008 conference committee	None identified
Meeting recessed at 10:08pm		
Meeting reconvened at 8:06am on Thursday, March 29, 2007		
K. Murphy would like to recognize guests present at meeting: Gregory Perkins and Rebecca Hasselbrook from Montclair State University. G. Perkins is also one of the new Passages coordinators.		

B. CONTINUING EDUCATION CONCERNS

TRACY SOUHADRA

DISCUSSION See attached page of concerns from T. Souhadra. See suggestions at bottom of attached report. It was

discussed whether CMTE's submissions should continue to be a blind review, since concern was expressed over the qualifications of instructors. Also, it was discussed whether the local chair should also be involved in the decision process. It was suggested that there could be a separate submission form for CMTE's. See the attached proposed policy for MAR. G. Verhagen suggested that a flow chart could be made for the CEC position to ensure that the CEC is properly involved in the planning process for CMTE's. It was also suggested that we would be able to ensure the qualifications of the presenters if that were one of the initial questions on the proposal forms.

CONCLUSIONS Qualification requirements for CMTE presenters will be publicized in the MAR newsletter. Motion to accept the new policy for CMTE's as amended—G. Behrens; motion carries.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Email new CMTE proposal form to executive board for review.	T. Souhadra	None identified

Motion to amend agenda to add discussion of revision of the Call for Papers form: B. Abrams; motion carries. B. Abrams suggested that electronic form submission might assist in the process. A. Scheve requested both electronic and paper copies of submissions. A. Scheve is currently working on revisions of the Call for Papers form and will coordinate with B. Abrams for ideas.

C. ROLES & RESPONSIBILITIES OF CONFERENCE COMMITTEE MEMBERS

JOHN FOLEY

DISCUSSION See attached proposed responsibilities for conference committee members. Suggestions were made for both documents. J. Foley suggested that the Exhibits Coordinator and the CMTE Coordinator roles be added to the list. See attached RCC timeline and responsibilities, submitted by J. Foley. Edits and additions to the document were discussed.

CONCLUSIONS Angela Guerrerrio and K. Murphy will work with A. Scheve to continue to refine this document. The document will be revised and will be re-circulated to the board for their review. The initial documents were adopted by consensus with edits.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send copies of all forms and info developed for the 2004 conference to Sr. D. Beck (archives) and K. Murphy (next regional conference)	G. Behrens	None identified
Make substantive changes to all documents as suggested by the board and disseminate to appropriate persons and place in the handbook.	A. Scheve	None identified

VII. Membership Concerns

BRIAN ABRAMS

A. 2006 ASSEMBLY OF DELEGATES MEETING

DISCUSSION Membership concerns were addressed to the board. It was suggested that it may be helpful for all assembly delegates to review Robert's Rules of Order to help everyone to better familiarize themselves with the process.

CONCLUSIONS Three letters will be drafted: 1) B. Abrams will draft a letter to all regional presidents stating that we are asking for their support in requesting all information for the assembly meeting no later than 15 days prior to the conference, as well as the minutes no later than 1 month after the conference. 2) B. Abrams and M. Pfeifer will draft a letter to J. Standley and A. Farbman expressing the concerns of the MAR membership. A copy of this letter will also be given to every member of the board

of directors. 3) J. Bradt and M. Pfeifer will draft a letter to accompany the dissemination of a summary of Robert's Rules of Order as provided by B. MacLean. This will be sent to all MAR assembly delegates to encourage the delegates to be more proactive during assembly meetings. All three of these letters will first be circulated to the MAR executive board for their approval prior to being sent to the appropriate parties.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft letter to all regional presidents as previously described.	B. Abrams	ASAP
Draft letter to J. Standley and A. Farbman expressing concerns of membership as previously described.	B. Abrams and M. Pfeifer	ASAP
Draft letter to all MAR assembly delegates as previously described.	J. Bradt and M. Pfeifer	ASAP

B. TREASURER'S REPORT IN AMTA MUSIC THERAPY MATTERS

DISCUSSION	Information was discussed under "A".	
CONCLUSIONS	n/a	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	n/a	n/a

VIII. Government Relations

A. NYSTF

KATHY MURPHY

DISCUSSION	See attached report from D. Polen. Exemption language has been reintroduced on the docket. The NYSTF is currently awaiting further direction before acting. D. Polen will speak on this further at the general membership meeting. See action items from the meeting with NYCCAT.	
CONCLUSIONS	1) Motion to write letters supporting formal grievances filed by an LCAT against another individual or group—G. Behrens. Discussion: G. Verhagen spoke against the motion because he felt that support for grievances should be decided on a case-by-case basis. Motion was defeated. 2) Motion to contribute funds to NYCCAT for use towards the payment of Jim Carr (NYCCAT lobbyist)—G. Behrens. Discussion: G. Behrens stated that the MAR has repeatedly provided information to NYCCAT on why we cannot legally contribute towards funding a lobbyist. Motion was defeated. 3) Motion to provide financial support to continue sending representative from the NYSTF to joint meetings with NYCCAT dependent on budgetary considerations—G. Behrens. Discussion: The members of NYSTF have been historically efficient with money. The government relations budget has not yet been formalized. This request should possibly go to the government relations chair for inclusion in that budget for the upcoming fiscal year. The executive board could lend their support for the consideration of this matter by the government relations chair. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Relay decisions of board to D. Polen	K. Murphy	ASAP

B. NJSTF

KATHY MURPHY

DISCUSSION	MAR/AMTA/CBMT have jointly entered in to contract with Public Strategies Impact, a lobbying firm in NJ.	
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Patrick Stewart is a legislative consultant from the firm. He is present at the conference. See the attached document on the creation of an advisory council. Concerns had been expressed over the ability to have all parties represented equally. This document delineates how decisions will be made. CBMT and AMTA board of directors have both reviewed and approved the document. See the attached charge to the NJSTF—changes have been made and the document has been reviewed by AMTA and CBMT.

CONCLUSIONS Motion to accept the advisory council document as written—G. Behrens; motion carries. Motion to accept the charge to the NJSTF as amended—G. Behrens; motion carries. Motion to appoint K. Murphy as the chair of the NJSTF—J. Bradt; motion carries. The following members of the NJSTF were appointed by consensus: K. Brennan, A. Guerrero, and Carol Ann Blank. K. Murphy will be looking for two more members to join the task force. The names will be submitted to AMTA and CBMT for their approval. The new president will reappoint the members of the NJSTF at the next meeting.

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

C. PASTF

BRIAN ABRAMS

DISCUSSION The PASTF continues to look at issues with and sources of reimbursement within the state. A big issue within the state is the changes that have been made to Chapter 49 regulation in the education laws. According to this regulation, educators will have needed to receive 270 instructional hours (9 credits) of special education specific to inclusion. This may be a possibility for music therapy professors within PA to partner with educators to assist them in meeting their educational requirements. The task force is looking to reach out to PMEA and the state department of education regarding this matter. School will have to have their new curriculum approved by 2012. Changes have also been made in state regulations regarding the LPC. Continuing education requirements have been included in order for providers to keep their title. This overlaps to some extent with CBMT's requirements.

CONCLUSIONS More information on these issues will be presented at the PA state meeting, as well as on the website and in the newsletter.

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

IX. Historian Report

KATHY MURPHY FOR KAREN JASKO

DISCUSSION See the attached request for the video documentary project. Sr. D. Beck provided the board with more detailed information. G. Verhagen stated that this seems to be a special project, not necessarily intended to document pioneering work.

CONCLUSIONS Sr. D. Beck will respond via letter to Eric Miller including an application for special projects funding. She also encouraged the region to begin making historical documents with older music therapists. K. Jasko has asked not to be reappointed as historian for next term.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Draft response letter to E. Miller as previously described.	Sr. D. Beck	None identified
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X. Treasurer's Report

NANCY VEES

DISCUSSION Current balances: checking—\$9,773.93; Vanguard—\$15,727.79; total—\$25,501.72. N. Veas distributed reimbursement forms for all executive board members. The board agreed by consensus to approve a one-time exception for K. Brennan and G. Behrens to provide reimbursement. These two members had to leave early from conference and would miss the last meeting. See attached proposed operating budget for FY 2007-2008. New line items were discussed. Conference seed money and hotel deposit will be placed under the VPCP line. A request from NJ was received for \$400 for continuing education. The continuing education line will be increased to \$7,900. The budget was reviewed line by line. Concern was expressed over the amount of money that can be allocated to government relations under our 501(c)(3) status. It was suggested that some of those monies could be budgeted for public relations, since they might be better aligned with that work. It was recommended that the president's travel budget be increased to \$1,800 to accommodate the rising costs of hotel and airfare. G. Verhagen suggested that the past-president's budget can be lowered to \$100. K. Brennan stated that MAR will soon need a new laptop for the secretary.		
CONCLUSIONS N. Veas thanked the students for their increased flexibility with funds.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make changes to proposed budget and re-present at June meeting.	N. Veas	June meeting
Follow-up with AMTA to determine what percentage of the budget can be allocated for government relations.	K. Murphy	ASAP
Write proposal for the purchase of a new laptop.	K. Brennan	June meeting

XI. Newsletter

LEE MORRIS

DISCUSSION See attached report from L. Morris. There are increased advantages for opting-in to receiving an electronic copy of the newsletter, including a quicker availability. Concern was expressed over rising postage costs. It was suggested that a link be added to the website for a form where members could opt-in to receiving an electronic newsletter.		
CONCLUSIONS Advertising of the opt-in option will be increased, including inclusion in the new member packets, in newsletter, on website and at the end of each listserv message.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Include message about opt-in option in new member packets.	G. Behrens	On-going
Include message about opt-in option in newsletter.	L. Morris	On-going
Place link on website to opt-in form.	T. Holliday	ASAP
Place notice on website about opt-in option.	T. Holliday	ASAP

XII. Executive Board Membership Issues

KATHY MURPHY

DISCUSSION According to our incorporation papers in Delaware, we are only allowed to have a total of 15 members on the executive board, both voting and non-voting. We currently have 16 members and therefore our 501(c)(3) status is in danger.
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An executive board position will need to be eliminated for us to remain in compliance. Motion to extend the meeting no longer than 10 minutes for the purpose of finishing this discussion—G. Verhagen; motion carries. The historian is the only position that does not serve an immediate function pertinent to the board. Motion to recommend a bylaw change to make the historian position a non-executive board position—G. Behrens. Discussion: Other positions, such as newsletter editor, were discussed. The position of newsletter editor serves an immediate function to the executive board.

CONCLUSIONS Motion carries.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft bylaw change to remove the historian position from the executive board.	B. Abrams	ASAP

XIII. Other

DISCUSSION K. Murphy would like to thank all members of the executive board for their amazing work and dedication throughout her tenure as president.

CONCLUSIONS None.

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

IX. Good and Welfare

DISCUSSION None.

CONCLUSIONS None.

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

MOTION TO ADJOURN	John Foley; motion carries.
MEETING CLOSED	At 11:39am
NEXT MEETING	June, 2007—TBD