

# American Music Therapy Association Mid-Atlantic Regional Chapter

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



## MAR-AMTA Executive Board Meeting

<b>MINUTES</b>	Wednesday, April 9th Thursday, April 10th	6:00PM-10:00PM 9:00AM-11:00AM	Regional Conference; Buffalo, NY
<b>MEETING CALLED BY</b>	<b>Julie Neal, President</b>		
<b>TYPE OF MEETING</b>	Regional Conference Executive Board Meeting		
<b>FACILITATOR</b>	<b>Julie Neal, President</b>		
<b>NOTE TAKER</b>	<b>Noel Anderson, Recording Secretary</b>		
<b>ATTENDEES</b>	Julie Neal, President; Kristen O'Grady, Past President; Noel Anderson, Recording Secretary; Brigette Sutton, VP for Conference Planning; Megan Resig, Public Relations Chair; Gabby Ritter-Cantesanu, President-Elect; Maria Fay, Government Relations; Brooke Carroll-Lemchak, Treasurer; Trish Winter, VP for Conference Planning-Elect; Donna Polen, Assembly Chair; Barb MacLean, Parliamentarian; Anita Gadberry, VP Membership; Conio Loretto, Student Advisor; Meaghan Bakey, AMTS Vice President; Noa Elimelech, Technology Representative; Carol Shultis, Past Historian; Lilian Eyre, Historian; Clare Arezina; Darcy Lipscomb, MD State Task Force; Tom Gerni, Co-chair of VA State Task Force; Mark Ahola, Newsletter Editor; Tina Myers, Regional Event Planner		
<b>CALL TO ORDER:</b>	Meeting was called to order at 7:41PM		
<b>I. OPENING PROCEDURES</b>			
<ul style="list-style-type: none"> <li>A. APPROVAL OF AGENDA AS AMENDED</li> <li>B. APPROVAL OF MINUTES</li> <li>C. APPROVAL OF CONSENT AGENDA</li> </ul>			
<b>JULIE NEAL</b>			
<b>DISCUSSION</b>	J. Neal entertained motion to approve the agenda. B. Sutton requested to amend VP for Conference Planning agenda. J. Neal motioned to approve agenda as amended. Seconded. Motion carries. J. Neal motioned to approve Jacksonville Executive Board meeting minutes. Motion carries. J. Neal entertained motion to approve consent agenda. M. Fay requested amendment to agenda, changing a student member to professional member. J. Neal motioned to approve consent agenda as amended. Motion carries.		
<b>CONCLUSIONS</b>	J. Neal entertained motion to approve the agenda as amended. Seconded. Motion carries. J. Neal motioned to approve Jacksonville Executive Board meeting minutes. Seconded. Motion carries. J. Neal motioned to approve consent agenda as amended. Motion carries.		
<b>II. OFFICER REPORT'S</b>			
<ul style="list-style-type: none"> <li>A. PRESIDENT</li> </ul>			
<b>JULIE NEAL</b>			
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a. Welcomed Lillian Eyre as Executive Board Historian</li> <li>b. New regional president's representative is Deb Benkovitz</li> <li>c. Amy Furman was not able to be at the regional conference due to illness, but is doing much better. In her absence Deb Benkovitz and Bryan Hunter will speak at opening ceremonies.</li> <li>d. The agenda from the most recent regional president's group meeting have been put on back burner, given there is a new regional president representative.</li> <li>e. Board members were encouraged to attend the award ceremony on Friday in order to honor and advocate for people who have supported music therapy.</li> </ul>		

	<ul style="list-style-type: none"> <li>i. Advocacy award winner was chosen from a blind panel, and selected unanimously. Sheila Konar is the award winner this year.</li> <li>f. Barb McLean will be resigning after this conference. Gratitude was shown for her commitment and service on the board.</li> </ul>
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None indicated.	-	-

**B. PAST PRESIDENT**

**KRISTEN O'GRADY**

<b>DISCUSSION</b>	Working on nomination committee members and soliciting new board members.
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Obtain nominees for EB positions.	K. O'Grady	-
Obtain members for nomination committee.	K. O'Grady	-

**C. PRESIDENT-ELECT**

**GABBY RITTER-CANTESANU**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a. Will be presenting constitution and by law changes at the membership meeting. Most are simple typo changes.</li> <li>b. President-elect position will now include the new duty to reach out to presidents of existing state organizations and provide reports between regional and state levels. It is hoped this will create more sense of collaboration and partnership within the region.</li> </ul>
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Contact state organizations for reports.	Gabby Ritter-Cantesanu	-

**D. VP OF CONFERENCE PLANNING**

**BRIGETTE SUTTON & CLARE AREZINA**

<b>DISCUSSION</b>	<p>Report in board book.</p> <p>Acknowledged and thanked everyone involved in conference planning. Registration is currently at 475 (final registration was about 519). Sutton felt positive about the number of registrants.</p> <ul style="list-style-type: none"> <li>a. CMTE policy update to address cancellations <ul style="list-style-type: none"> <li>ii. There is not a clear policy on when to cancel CMTEs.</li> <li>iii. CMTE presenters are currently offered a stipend. However, we are most likely losing money no matter how many individuals attend each CMTE.</li> <li>iv. C. Arezina noted we break even at times when we give stipends. The contract is not clear about CMTE cancelations or individuals getting refunds. Stipend schedule currently has different tiers. Nevertheless, there does not seem to be a relation between the amount paid by attendees, presenter stipend, and payment to CBMT. Total cost for course with 10 people is \$575. We only make \$450, therefore we are losing money. <ul style="list-style-type: none"> <li>1. C. Shultis noted that the tier system was created before CBMT fees were implemented, therefore the cost for CMTEs have not been adjusted in order to avoid loss.</li> <li>2. B. Sutton proposed that the stipend schedule be changed. <ul style="list-style-type: none"> <li>i. C. Arezina presented possibilities for tier system changes <ul style="list-style-type: none"> <li>Option 1: change number of registrants needed in order to get to the next tier</li> <li>Option 2: increase price for attendees to a be in CMTE</li> <li>Option 3: combine increased price for attendees by \$5 and shift tier break down more modestly</li> </ul> </li> <li>ii. C. Shultis shared that another region offers free registration(\$95) and \$75 to teach a 3 hr CMTE</li> <li>iii. D. Polen noted that some presenters may be more comfortable having free registration, rather than stipend, particularly presenters of free CMTEs</li> <li>iv. B. Sutton noted compensation is per course, not per presenter, so this could result in additional loss.</li> <li>v. C. Shultis reiterated it is important to look at it from a financial perspective and not lose money. Nevertheless, she encourage the conference committee not to raise prices too</li> </ul> </li> </ul> </li> </ul> </li> </ul>
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much.

- vi. J. Neal suggested option 1 would be the simplest to implement. This could be done in addition to updating the contract.
- vii. K. O'Grady agreed that option 1 is a good choice and recommend not running CMTEs with low enrollment.
- viii. B. Sutton entertained a motion that the CMTE presenter stipend schedule be adjusted to option 1:

For 5 credit courses: Stipend will be given based on the following schedule. In the case of multiple presenters, stipend will be divided evenly among presenters.

\$500.00 with 13 or more individuals enrolled  
\$300.00 with 9-12 individuals enrolled  
\$180.00 with 6-8 individuals enrolled  
\$50.00 with 3-5 individuals enrolled

For 3 credit courses: Stipend will be given based on the following schedule. In the case of multiple presenters, stipend will be divided evenly among presenters.

\$300.00 with 13 or more individuals enrolled  
\$180.00 with 9-12 individuals enrolled  
\$105.00 with 6-8 individuals enrolled  
\$30.00 with 3-5 individuals enrolled

- 3. C. Shultis motioned to approve the SMTE presenter stipend schedule with an amendment, to increase the cut off so fewer than 3 attendees would result in a cancellation.
  - 4. Motion approved as amended.
- b. Conference account responsibilities
- i. B. Sutton suggested new language for the "cancellation rights and responsibilities" policy in order to cover specific circumstances (see highlighted section in CMTE fee schedule)

### **Cancellation Rights and Responsibilities**

Cancellation of this Agreement may be brought about by one or the other part under the following conditions and circumstances:

- B. By MAR-AMTA, if (last name) does not fulfill the requirements of the agreement. Cancellation must occur at least one (1) week before the scheduled CMTE;
- C. If (last name), if serious illness or a serious emergency arises. Cancellation under these circumstances must be with consultation with MAR-AMTA at the earliest possible time.
- D. By mutual agreement of both MAR-AMTA and (last name) no later than 14 days before start of conference due to low enrollment in the CMTE. If a CMTE has at least one (1) but less than five (5) attendees enrolled as of 21 days prior to start of conference, CMTE Coordinator will contact primary presenter and a mutual decision will be made to proceed with the course with low enrollment if low enrollment will not affect course quality OR cancel the course.
- E. MAR-AMTA reserves the right to cancel a CMTE Course if Continuing Education Coordinator determines that course quality will be adversely affected by low enrollment. Presenter will be offered minimum CMTE stipend and a complimentary CMTE course registration at the same conference. If presenter chooses to cancel their conference registration due to cancellation of CMTE course, MAR-AMTA will offer a full refund of conference registration fees paid.
- F. If a CMTE has zero (0) participants enrolled as of 21 days prior to the start of conference, MAR-AMTA will cancel CMTE and notify presenter at least 14 days prior to start of conference. If presenter chooses to cancel their conference registration due to cancellation of CMTE course, MAR-AMTA will offer a full refund of conference registration fees paid.
  - i. C. Loretto suggested making this policy clear on the "call for papers"
  - ii. C. Shultis suggested taking a look at the pattern of people registering for CMTEs in order to establish the most appropriate cut-off date for cancellation.
  - iii. Other minor updates to proposed contract changes included:
    - a. Agreements of presenter:

This Agreement is entered into by (a) the Mid-Atlantic Region of AMTA, Inc. (MAR-AMTA), and (b) Presenter Name ("last name"). This agreement pertains to a CMTE Course entitled, "Name of Presentation here", scheduled for presentation during the {Conference Dates} MAR-AMTA Conference in {Conference Location}.

### **Agreements of (last name):**

(last name) agrees to:

- a) Present a CMTE Course during the conference lasting for three hours, including three 10-minute breaks or equivalent;
- b) Provide a list of learning objectives to be addressed during the CMTE Course (by completing CBMT Course Description Form);
- c) Provide a recently updated resume or CV;
- d) Provide a post-test instrument to evaluate learning which has taken place (may use CBMT Course Evaluation Form);
- e) Be responsible for all costs associated with preparing the CMTE Course, as well as any travel costs and conference

- registration fees if (last name) chooses to attend conference sessions.
- f) Provide a brief biography (30 words or less) to be posted on the MAR website and/or printed in conference program.
    - b. M. Resig suggested requiring headshots when submitting presenter biography, in order to include them in the digital program
  - 2. B. Sutton moved that the cancelation policy on the CMTE contract be approved as amended:

Cancellation of this Agreement may be brought about by one or the other part under the following conditions and circumstances:

- a) By MAR-AMTA, if (last name) does not fulfill the requirements of the agreement. Cancellation must occur no later than 14 days before the scheduled CMTE Course;
  - b) By (last name), if serious illness or a serious emergency arises. Cancellation under these circumstances must be with consultation with MAR-AMTA at the earliest possible time;
  - c) By mutual agreement of both MAR-AMTA and (last name) no later than 14 days before start of conference due to low enrollment in the CMTE Course. If a CMTE Course has at least three (3) but fewer than five (5) attendees enrolled as of 21 days prior to the start of conference, CMTE Coordinator will contact primary presenter and a mutual decision will be made to proceed with the course if low enrollment will not affect course quality OR cancel the course.
  - d) MAR-AMTA reserves the right to cancel a CMTE Course if CMTE Coordinator determines that course quality will be adversely affected by low enrollment. Presenter will be offered the minimum CMTE stipend and a complimentary CMTE Course registration at the same conference. If presenter chooses to cancel their conference registration due to cancellation of the CMTE Course, MAR-AMTA will offer a full refund of conference registration fees paid.
  - e) If a CMTE Course has fewer than three (3) participants enrolled as of 21 days prior to the start of conference, MAR-AMTA will cancel CMTE Course and notify presenter no later than 14 days prior to start of conference. If presenter chooses to cancel their conference registration due to cancellation of CMTE course, MAR-AMTA will offer a full refund of conference registration fees paid.
- c. CMTE Fee schedule
    - i. J. Neal motioned to approve the CMTE fee schedule as amended. Motion carries.
  - d. Conference account
    - B. Sutton shared that the turnover of the conference bank account is difficult for co-chairs.
    - i. B. Carroll- Lemchak suggested that conference account needs to be accounted for similarly to operating budget.
    - ii. N. Anderson suggested having a treasurer-elect to take over conference and student account responsibility as well as become familiar with the role of treasurer.
    - iii. The issue has arisen that we cannot have any more board members. However, it has previously been discussed that the newsletter editor or archivist not be board members.
    - iv. B. MacLean suggested redefining members so there is the executive board and then other people who are not executive board members in order to allow for more positions.
    - v. B. Carroll-Lemchak questioned if the VP for conference planning-elect could be a possible candidate to be in charge of the conference account.
    - vi. B. Sutton suggested the treasurer-elect option, as VP for conference planning-elect and VP for conference planning have many duties on their plate already.
    - vii. B. MacLean noted that there seems to be many positions shifting over the years.
    - viii. Discussion ensued about the positives and negatives of having a treasurer-elect as well as turnover of positions
    - ix. B. Carroll-Lemchak suggested the conference account be overseen by the treasurer and not the co-chair of conference

**CONCLUSIONS** C. Shultis motioned to approve the changes to the CMTE presenter stipend policy with an amendment; to increase the cut off so fewer than 3 attendees would result in a cancelation. Motion carries. J. Neal motioned to approve the CMTE fee schedule as further amended. Motion carries.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Include new policy in call for papers.	B. Sutton, T. Winter, C. Arezina	Next call for papers

**E. ARCHIVIST**

**JULIE NEAL FOR PHIL MAUSKAPF**

<b>DISCUSSION</b>	No new report.	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>F. HISTORIAN</b>		<b>LILLIAN EYRE</b>	
<b>DISCUSSION</b>	No new report. Wishes to encouraged submission of archive material during membership meetings, the newsletter, and MAR Facebook.		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Solicit archive items from membership meetings, the newsletter, and MAR Facebook.	L. Eyre	--	

<b>G. VP FOR MEMBERSHIP</b>		<b>ANITA GADBERRY</b>	
<b>DISCUSSION</b>	<p>Report in Board Book</p> <ol style="list-style-type: none"> <li>a. A call-a-thon was undertaken to encourage those who used to be members of MAR to join again. Two volunteers assisted and focus was placed on those in New York since the conference is in Buffalo.</li> <li>b. There are currently three affiliate members, seven associate members, 139 graduate student members, six honorary life members, one life member, 424 professional members, fourteen retired members, and 165 student members in our region. Differences from last year at this time: decrease of three affiliate members, inc rease of fourteen graduate student members, increase of twenty-two professional members, increase of two retired members, and decrease of thirty-eight student members. Thus, promotion of undergraduate student membership will be a priority in the year ahead. Letters will be sent to all university program directors asking for their assistance in promoting the benefits of membership to their students. We would like to cultivate a culture of association membership. As many of us know, membership facilitates networking and continuing education opportunities. In addition there are monetary benefits to being a member as well: scholarships, reduced rates on conferences, reduced rates on publications, and membership support. Encourage others to join AMTA and be a member of our region! AMTA now offers payment plans for membership; if someone lives in our region and joins AMTA, s/he is automatically a member of MAR.</li> <li>c. Speaking of support, four individuals solicited and were awarded assistance via the Membership Support Fund for the 2014 calendar year. Yet only three of the individuals submitted the paperwork in time; thus three members received aid.</li> <li>d. Two additional member benefits will be added in time for next year's regional conference. Previously, the board approved a professional conference scholarship and a student conference scholarship. Each one is a value of \$300. An ad hoc committee will be formed to determine requirements and adjudication of the scholarships.</li> <li>e. The Membership Spotlight continues by highlighting a member in the region within an issue of our newsletter. Gene Ann Behrens was the first person to be nominated and highlighted. The spotlight shines again in this newsletter and is focused on Melanie Walborn. Submit your nominations for the Membership Spotlight to <a href="mailto:maramtamembership@gmail.com">maramtamembership@gmail.com</a>!</li> <li>f. G. Ritter-Cantesanu reminded board members to update handbooks ad/or start creating one if there is not one for your current position. <ol style="list-style-type: none"> <li>i. J. Neal noted that transition of positions have been difficult. Having handbooks will allow transitions to be easier. <ol style="list-style-type: none"> <li>a. Create timeline/calendar</li> <li>b. Use google drive</li> <li>c. Create backup copies for security</li> <li>d. Create/describe policies and procedures for your position</li> </ol> </li> </ol> </li> </ol>		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Update and/or create your executive board member handbook	All executive board members	ASAP/Continually	

<b>H. FINANCES</b>		<b>BROOKE CARROLL</b>	
<b>DISCUSSION</b>	<p>Report in Board Book</p> <ol style="list-style-type: none"> <li>a. Budget Proposal <ol style="list-style-type: none"> <li>iv. When conference monies are in, Financial Advisory Committee will meet again and then call for a vote to approve the 2014-15 budget</li> <li>v. Suggested keeping last MAR budget sheet as well as 3 of past budget request forms in handbook for next position <ol style="list-style-type: none"> <li>1. B. Carroll will add as a procedure for the treasurer handbook</li> <li>2. Discussed budget request forms <ol style="list-style-type: none"> <li>a. Suggested budget lines be standardized for easier tax purposes</li> </ol> </li> </ol> </li> </ol> </li> </ol>		

	<ul style="list-style-type: none"> <li>b. Current Account Balances: <ul style="list-style-type: none"> <li>• Operating budget: \$ 94,149.54</li> <li>• Conference Acct: \$31,515.36</li> <li>• Passages Account: \$1.51</li> <li>• Student Account: \$5,753.92</li> <li>• Vanguard account is \$37,136.42</li> </ul> <ul style="list-style-type: none"> <li>i. Budget is in good standing, as we have only spent \$15,000 so far this fiscal year. However, big budget items, such as the website remodel have not been used yet.</li> </ul> </li> <li>c. Electronic Bookkeeping <ul style="list-style-type: none"> <li>i. QuickBooks have been updated and all past financial information has been added <ul style="list-style-type: none"> <li>1. Allows for more reliable means of bookkeeping, tax reporting, and allows us to go "paper-light" <ul style="list-style-type: none"> <li>a. As often as possible send electronic TR forms and scanned receipts <ul style="list-style-type: none"> <li>i. QuickBooks can attach files of these forms online, on computer, and on cloud</li> <li>ii. They are coded for budget and tax codes which will hopefully make for a more efficient and easier transition to the new treasurer</li> <li>iii. B. Carroll-Lemchak will show the board how to access their budget line account on QuickBooks at a future meeting</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>d. Tax Reporting and General Bookkeeping Issues <ul style="list-style-type: none"> <li>i. Conference reimbursement: individual expenses submitted for reimbursement and flat reimbursement may be in conflict for the president. <ul style="list-style-type: none"> <li>1. Reimbursement was originally designed as reimbursement because it costs an extra day of hotel and food in order to attend executive board meeting.</li> <li>2. A possible options is to change wording to "stipend" or don't offer president conference reimbursement <ul style="list-style-type: none"> <li>a. B. Carroll- Lemchak Suggested changing the wording to "stipend".</li> <li>b. B. Carroll- Lemchak will look in to tax law regarding this manner. <ul style="list-style-type: none"> <li>i. This may require a policy change</li> </ul> </li> </ul> </li> <li>3. Membership Support Fund Procedure <ul style="list-style-type: none"> <li>i. Suggests deadline for application stands as October in order for recipients to receive funds in time for the New Year. This needs to be changed on the website and application form.</li> </ul> </li> <li>4. Checks and balances <ul style="list-style-type: none"> <li>i. The president signs for her own \$200. The treasurer also signs for herself. <ul style="list-style-type: none"> <li>1. This will result in a policy change to increase appropriate checks and balances: President will sign the treasurer's TR. The Past President will sign for the President's TRs that are over \$200.</li> </ul> </li> </ul> </li> <li>5. Conference and student accounts <ul style="list-style-type: none"> <li>i. Will be asking for ledger in order for students to be held accountable and be held accountable to tax codes</li> </ul> </li> </ul> </li> </ul> </li> <li>c. Annual Foundations Wants to obtain a list of recurring annual donations. K. O'Grady and N. Anderson confirmed there are only 2 recurring grants. This will be discussed with the FAC.</li> <li>d. Membership Support Fund Procedure <ul style="list-style-type: none"> <li>i. Propose changing the availability of form online to July-October, for following year membership. The deadline says October in the Membership Support policy, but it is not stated online or on the form.</li> </ul> </li> </ul>
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<b>CONCLUSIONS</b>	None.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Maintain copies of the last MAR budget sheet as well as 3 of past budget request forms in handbook for incoming officers	All executive board members	-
Add policy to treasurer handbook stating EB members are to maintain budget sheet and 3 budget request forms in EB handbooks	B. Carroll- Lemchak	-
Look in to tax law regarding reimbursement policy vs. stipend for president's expenses and reimbursement	B. Carroll- Lemchak	-
Add new policy to treasurer handbook: President will sign the treasurer's TR. The Past President will sign for the President's TRs that are over \$200.	B. Carroll- Lemchak	
Make new policy: Ask for student account ledger in order for students to be held accountable and be held accountable to tax codes.	B. Carroll- Lemchak	
Meet with FAC to discuss annual donations.	FAC	
Change membership support application deadline to October on the website and application	A. Gadberry	ASAP

## E. GOVERNMENT RELATIONS

MARIA FAY

Report in Board Book

### a. General

- i. Discussion of budget with increase in advocacy efforts due to increased number of state task forces. This can simply be requested in the new budget. However, contact Andi Farbman to confirm percentage of allowed expenditure regarding legislative consultation law.
- ii. M. Fay expressed appreciation of Task Forces and would like to continue to show appreciation through small gifts at Regional Conferences.
  - a. Used funds from budget as well as donated items from AMTA and MAR to thank task force members.
    1. Reception in Jacksonville conference was a great example of this
    2. Would like to combine appreciation with meeting. Therefore, this "thank you" may include coffee, tea, soda, water, and snacks
    3. Would like this to be included in the conference budget for next year
- iii. Communication with state organizations has been difficult at times.
  1. VA: state organization and task force seemed to have some difficulty with communication. Roles are not exactly clear.
    - a. J. Neal suggested having representatives from the state organization on the task force, however, it is important to be clear that each group is distinct.
    - b. M. Fay also recommended having a representative from state organization is on the task force
    - c. T. Gerni noted it may be difficult to reinforce that state organizations must have task force member on board
    - d. G. Ritter-Cantesanu clarified that state organizations are separate entities from MAR. All they need to do is submit bylaws to MAR-AMTA, then they are affiliated.
    - e. D. Polen noted that the state organization in VA seems to have a duty to membership specifically though training, etc. Now that state task forces are being formed roles seem to be becoming unclear. State organization should be more focused on social networking, peer support, and education.
  2. Discussion continued: If a relationship with MAR existed it would be easier to define the state organizations' role versus the state task force.
    - a. Task force has a direct connection to MAR and is working directly under MAR, which state associations may not be doing so.
  3. B. MacLean suggested MAR gets updated copies of constitution and bylaws from state associations. This would allow us to find out who is an affiliate and or encourage this relationship.
    - a. G. Ritter-Cantesanu will write a policy that describes the process of submitting updated state association constitution and bylaws
    - b. D. Polen recommended sending constitution and bylaws to archivist as well
      - i. G. Ritter-Cantesanu will put state bylaws on google drive in order for P. Mausekopf to have access to items and put them in the archives
    - c. President elect should keep tangible copies of state's constitution and bylaws
- iv. Websites still needs to be updated for West Virginia, New York, and Virginia

### b. National updates

1. There are over 40 active state Task Forces working with AMTA and CBMT on the state recognition operational plan. In addition to committee members planning advocacy presentations during the 2014 Regional conferences, Iowa, Missouri, Minnesota, Indiana, Florida and Ohio are planning state Hill days. There is active legislation currently in Minnesota, RI, and.....
2. **UTAH GOVERNOR SIGNS MUSIC THERAPY LEGISLATION INTO LAW** - On Tuesday, April 1, 2014, Governor Gary Herbert of Utah signed into law HB 277. This legislation creates a state certification designation for board certified music therapists granted by Utah's Division of Occupational and Professional Licensing. Utah Representative Rebecca Edwards sponsored the bill. This secures state recognition for music therapy and will serve to benefit Utah's citizens by allowing them to more easily access music therapy services provided by qualified practitioners.
3. **ARTS ADVOCACY DAY** - On March 24 & 25, 2014 AMTA participated in Arts Advocacy Day as a national co-sponsor. This annual event in Washington, D.C., hosted by the Americans for the Arts, is the only national event that brings together a broad cross section of America's cultural and civic organizations, along with hundreds of grassroots advocates from across the country. Attendees collaborate to communicate with Members of Congress the importance of strong public policies and public funding for the arts. Representatives from the co-sponsoring organizations form the Legislative Planning Committee (LPC). The LPC determine the Issue Briefs that will be the focus of discussions with Congress on Arts Advocacy Day. AMTA led the Arts in Healthcare Issue Brief. It was facilitated by Judy Simpson. She also provided highlights of the [Arts, Health, and Well-Being Across the Military Continuum – White Paper and Framing a National Plan for Action white paper](#) released in 2013 and [Music Therapy and Military Populations](#) released

DISCUSSION

in 2014. This briefing provided an opportunity to make great connections to increase awareness of the profession with Congress and with related organizations. MAR Member Becky Watson participated in this event.

4. National Representation - AMTA has a relationship with a number of national organizations. This representation helps to ensure that music therapy is "at the table" when important health and education policy decisions are implemented.
  - American Psychiatric Association
  - CDC National Center on Birth Defects and Developmental Disabilities (NCBDDD) External Partners Group
  - Centers for Medicare & Medicaid Services (CMS)
  - Commission on Accreditation of Rehabilitation Facilities (CARF)
  - Consortium For Citizens with Disabilities (CCD)
  - Disability and Rehabilitation Research Coalition (DRRC)
  - Health Professions and Nursing Education Coalition
  - Health Professions Network (HPN)
  - Independence Through Enhancement of Medicare and Medicaid Coalition
  - National Alliance of Pupil Services Organizations (NAPSO)
  - National Coalition of Creative Arts Therapies Associations (NCCATA)
  - National Coalition on Personnel Shortages in Special Education & Related Services
  - National Medicare Education Partnership (NMEP)
  - SupportMusic Coalition
  - The Joint Commission
5. AMTA is a member of The Global Alliance for Arts & Health (formerly Society for the Arts in Healthcare). The Global Alliance for Arts & Health is dedicated to advancing arts as integral to healthcare by demonstrating the valuable roles the arts can play in enhancing the healing process; advocating for the integration of the arts into the environment and delivery of care within healthcare facilities; assisting in the professional development and management of arts programming for healthcare populations; providing resources and education to healthcare and arts professionals; encouraging and supporting research and investigation into the beneficial effects of the arts in healthcare. The Annual Conference is in Houston TX and Andi Farbman will be involved in this event representing AMTA.
6. Following many years of advocacy and collaborative work with other rehab therapy organizations, AMTA was recently offered seats on three Joint Commission Professional and Technical Advisory Committees, including Hospital, Behavioral Health and Home Care. As a result, music therapists will actively participate in the review of proposed standards for accreditation of facilities within these programs. **Tom Gerni** was selected as the AMTA Alternate for the PTAC (Professional and Technical Advisory Committee) Behavioral Health seat of The Joint Commission with Kathy Murphy serving as the primary representative.
7. The Veterans Administration recently approved plans to move the music therapy job classification from Title 5 to Hybrid Title 38, which more formally recognizes the MT-BC, levels of education, years of experience, and specialized training.

c. Duties and Description of the Student Representative of MAR State Task Forces (STF)

**Mid-Atlantic Region Association of Music Therapy Students (MARAMTS)**  
**Duties and Description of the Student Representative of MAR State Task Forces (STF)**

**Role:**

The role of a student member on MAR state task forces is to keep MARAMTS informed of current state issues regarding government relations in their appointed state as well as to insure that their state task force is kept informed and aware of the concerns of students.

The student representative on each state task force will maintain contact with their appointed MAR State Task Force through email, participate in conference calls or other task force meetings, and accurately relay information back to the MARAMTS Government Relations Chair (GRC) who will in turn inform MARAMTS and the MAR Government Relations Chair of the important information discussed. Student representatives may be called upon to help organize students for any special projects their task force may undertake, e.g. an advocacy event, a call to action to contact legislators to urge their support of various legislation, etc.

**Eligibility:**

Student Representatives must be a current member in good standing of AMTA, and be a junior, senior, or graduate music therapy student. The term for this position is 1 year, which can include coursework and/or internship, and can be extended for 2 additional 1-year terms as long as the student maintains student membership in AMTA. Student Representatives can be associated with the State Task Force of their home state or of their school's state, but both must be within the boundaries of the Mid-Atlantic Region.

**Appointment:**

At least 6 weeks prior to the end of a Student Representative's term, work with the MAR State Task Force Chair, MAR



Government Relations Chair and MARAMTS Government Relations Chair to notify students in their assigned state of the upcoming vacancy. New representatives can be nominated by any MAR student or professional member in good standing or may be self-nominated. The nominee should send a brief statement of interest to the current Student Representative, who will then share the information with the MAR government relations leaders. Selection of the new Student Representative will be determined by consensus of the outgoing Student Representative, State Task Force Chair, MAR Government Relations Chair, and MARAMTS Government Relations Chair, with final approval and appointment by the MAR Executive Board. In addition to a statement of interest, the nominee should include the following information:

- name;
- home state;
- school and current year of study.

**Duties:**

- Maintain monthly contact with the MARAMTS Government Relations Chair.
- Relay minutes of State Task Force meetings as they occur.
- Relay information regarding any legislative and regulatory changes proposed or passed that may impact the practice of music therapy.
- Serve as a conduit for information, questions, and concerns from students in the state of the task force they represent.
- Inform the MAR State Task Force Chair, MAR Government Relations Chair and MARAMTS Government Relations Chair if full length of term cannot be fulfilled at least 3 weeks prior to date of resignation.
- If the Student Representative cannot attend one of the state task force meetings and/or conference calls, the Student Representative must notify the State Task Force Chair.

M. Fay motioned to approve as presented. G. Ritter-Cantesanu 2<sup>nd</sup>. Motion passed.

d. State Task Force Updates (MD, NJ, NY, PA, VA, WV)

**MDSTF** (Co-Chairs - Gabby Ritter-Cantesanu and Niki Runge)

- The MDSTF is in the process of completing the Music Therapy Fact Sheet. They are currently gathering testimonials and quotes from professionals, clients, etc. to include in the fact sheet.

**NJSTF** (Co-Chairs – Paula Unsal and Alecia Meila)

- Completed the State Fact Sheet Brochure
- The New Jersey Advocacy Workshop was held February 23, 2014 in two locations: Northern NJ, at Montclair State University and Southern NJ at The Center for Neurological and Neurodevelopmental Health in Gibbsboro. It was sponsored by NJAMT. Judy Simpson from AMTA attended the northern NJ training at the Montclair State University location and Dena Register from CBMT attended the southern NJ training.
- NJSTF has begun a *15 Minutes for Advocacy* grassroots letter writing campaign. 5 emails are being sent once a week asking NJ music therapists to take 15 minutes a week to support advocacy efforts for state recognition of the MT-BC credential in New Jersey. The emails provide information and support for NJ music therapists and ask them to perform tasks that take 15 minutes at a time. At the end of the series, the NJ music therapists will have all the information to write an introductory letter on behalf of music therapy to 3 state legislators.

**PASTF** (Co-Chairs - Nicole Hahna, and Melanie Walborn)

- The PA Task Force had a successful Music Therapy Hill Day in Harrisburg in October 2013, with 18 MT-BCs attending and 19 MTs attending the Hill Day. The task force and PA Music Therapists met with over 21 PA Senators and Legislators that day advocating for music therapy. As a result of the Hill Day, the PASTF has found a sponsor and co-sponsor for a PA MT Resolution and are currently working on language for the final resolution as well as planning for our next MT Hill Day. In some states, a resolution filed prior to legislation is helpful. The resolution would be read on the floor in the House and Senate and PA Music Therapists would be there when it is read. This is a low-time investment first step.
- Paul Nolan stepped down from the task force.

**VASTF** (Co-Chairs – Tom Gerni)

- Consent agenda - Elizabeth Haley vote for co-chair to replace Michelle Westfall.
- The VASTF is currently planning regional advocacy trainings throughout the commonwealth in its continuing effort to connect individual music therapists in Virginia with their local Delegates and Senators, and other stakeholders.
- The proposed Hill Day in Virginia that was scheduled for February was put on hold for a future General Assembly session.
- In coordination with Virginia Music Therapy Association at VMTA's Spring meeting in Williamsburg in March, 5 regions within the state have been identified for regional advocacy trainings to be conducted by VASTF over the summer and autumn to generate grass roots advocacy by music therapists.
- Communication with the VMTA Executive Board and the VASTF continues to be fine-tuned. It is hoped that the

additional MAR Board approved task force member Briana Priester will serve as the liaison between the VASTF and VMTA Executive Board resulting in better communication between the two organizations.

- Elizabeth Haley has been busy compiling and editing the Sunrise Proposals for presentation to key lawmakers and the Department of Health Professions in Virginia.

**WVSTF** (Chair – Amy Rodgers Smith)

- The WV Task Force has all survey results in and they are working on putting together the WVSTF fact sheet.
- They are also putting together a packet of information to request inclusion on all 3 WV Medicaid waivers.
- They hope to have two advocacy trainings this summer; one near Charleston WV and one near Martinsburg WV. It will be an exciting year for the WVSTF!

**NYSTF** (in Board Book)

1. **Two New Laws**

As we previously reported, two new laws that impact LCATs and limited permit holders were signed into law in mid-November. One mandates continuing education (CE) for all licensed mental health practitioners and the other extends the time period for limited permits. NYSTF continues communicating with **David Hamilton**, Executive Secretary of the Mental Health Practitioners Board, and will be actively involved in contributing to the regulatory process, to insure that the interests of LCAT music therapists are an integral part of the process.

2. Thanks from NYSTF for re-hiring Diana Georgia

Following approval of the MAR Executive Board, we are excited to once again have **Diana Georgia, Esq., Of Counsel**, on retainer to support the legislative and regulatory efforts of NYSTF in Albany. Specifically, Diana will be helping us continue to monitor changes in the LCAT law, and putting forth new initiatives to gain state recognition for the MT-BC and pursue the creation of a true music therapy license in NYS. We had our initial "kick off" conference call on March 27, which included NYSTF as well as our government relations cohorts from MAR, AMTA, and CBMT, along with MAR President **Julie Neal**. NYSTF is working on creating an 'advocacy support network' of music therapists and students across the state to strengthen our grass roots advocacy efforts.

1. Diana Georgia met with David Hamilton, the Executive Secretary at New York State Education Department, inquiring about NY music therapists' pursuit of a MT license. David appreciated the well organized regional and state association and has encouraged the pursuit of licensure to move forward. Dates for a meeting will be set soon.
  - f. Specifics of MT license still need to be defined. However, CBMT Scope of practice and service protection will be an important component.
  - g. Will be surveying music therapists across the state to determine specifications.
2. Diana is speaking with key individuals that will help support and guide the possibility of the MT licensure.
3. Diana and David plan on attending the next regional conference.
  - ii. T. Gerni noted that it is difficult in Virginia to provide services in outpatient settings. Having a license or registry could increase individuals being served.
  - iii. D. Polen, M. Resig, and M. Fay discussion coverage of service and reasoning for pursuing licensure. Hindrances may arise as individuals who have pursued the LCAT may not support a new license. There was difficulty in supporting the LCAT at times as well. Nevertheless, we are looking toward the bigger picture and the future of music therapy in the state of New York.
  - iv. J. Neal commented that this is part of the process; there will be bumps in the road and controversy. It will not be easy. Nevertheless, it is important to support our members.

**CONCLUSIONS** M. Fay motioned to approve the "Mid-Atlantic Region Association of Music Therapy Students (MARAMTS) Duties and Description of the Student Representative of MAR State Task Forces (STF)" as presented. G. Ritter second. Motion passed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Andi Farbman to confirm percentage of allowed expenditure regarding legislative consultation law	M. Fay	Before 2014-15 MAR budget is approved
Consider including task for appreciation in next year's regional conference budget	B. Sutton, T. Winter, M. Fay	Before next year's conference budget is approved
Obtain updated copies of constitution and bylaws from state associations, put them on google drive, and maintain hard copies	G. Ritter-Cantesanu	-
Write a policy that describes the process of submitting updated state association constitution and bylaws to MAR-AMTA.	G. Ritter-Cantesanu	-
Access state associations' constitution and bylaws from google drive and add them to the archives	P. Mauskapf	-

**E. ASSEMBLY CHAIR**

**DISCUSSION**

Report is in board book.

**Report from the 2014-2015 MAR Assembly Chair**  
Respectfully submitted by Donna W. Polen, LCAT, MT-BC

The 2014-2015 Assembly-Elect met once at the conference in Jacksonville, with the main business being to elect four Assembly Delegates and four Alternate Delegates to the AMTA Board of Directors (BoD), and then to elect their new Speaker and Assistant Speaker from the four primary delegates to the BoD. The results of that election are as follows.

Assembly Delegate Representatives to the AMTA Board of Directors  
(in alphabetical order):  
**Debbie Bates**  
**Michael Silverman**  
**Angie Snell**  
**Annette Whitehead-Pleaux**

Alternate Assembly Delegate Representatives to the AMTA Board of Directors  
(in order of being called):  
**Blythe LaGasse**  
**Deb Benkovitz**  
**Piper Laird**  
**Mike Viega**

Speaker of the Assembly:  
**Annette Whitehead-Pleaux**

Assistant Speaker of the Assembly:  
**Angie Snell**

The process of creating a handbook and policies for this position is underway. I will work with President Neal to insure full representation of our region at the 2014 AMTA conference in Louisville this coming November.

- a. D. Polen solicited for AMTA assembly delegate representatives:
  - i. Asked who would consider running to be representative for AMTA board of directors.
    - 1. This proved a difficult task. We had 4 alternates and 4 delegates, only 2 were from our region as alternates. We need to encourage more MAR involvement. It is imperative that the MAR voice is part of this position as we have such a large region.
    - 2. G. Rittter-Cantesanu, D. Polen, and J. Neal will encourage individuals to run for AMTA assembly delegate representatives at the Seattle Washington Conference.

**CONCLUSIONS** None.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create handbook and policies for the assembly chair position.	D. Polen, J. Neal	-
Encourage individuals to run for AMTA assembly delegate representatives at the Seattle Washington Conference.	G. Rittter-Cantesanu, D. Polen, and J. Neal	Before and during the AMTA conference in Seattle, WA

**F. STUDENT AFFAIRS ADVISOR**

**CONIO LORETTO & MEAGHAN BAKEY**

**DISCUSSION**

Report in Board Book

- a. **2013 - 2014 SCHOLARSHIPS**  
MARAMTS is pleased to announce the recipients of the sophomore, junior and graduate scholarships. The recipients were selected through a blind review by a team of student judges from around the region. The recipients each receive complimentary student membership to AMTA and free registration for this year's MAR Conference.

Congratulations to...

SOPHOMORE SCHOLARSHIP  
Victoria Gac, Nazareth College  
Susan Dalessandro, Slippery Rock University

	<p><u>JUNIOR SCHOLARSHIP</u> Diana Abourafeh, Molloy College Rachel Reed, Slippery Rock University</p> <p><u>GRADUATE SCHOLARSHIP</u> Samantha Knapp, Immaculata University</p> <p>The recipients of the MUSIC THERAPY CLUB AWARD and the JENNY SHINN MEMORIAL SCHOLARSHIP will be announced during the awards ceremony at the MAR Conference in Buffalo.</p> <p><b>b. <u>FUNDRAISING</u></b> MARAMTS will be selling two items at this year's MAR conference. Conference attendees will have the opportunity to purchase lanyards or bumper stickers that promote Music Therapy. Items from previous fundraisers will also be available, including water bottles and coffee mugs. For more information, please contact MARAMTS treasurer Brooke Pantalena at <a href="mailto:MARAMTStreasurer@gmail.com">MARAMTStreasurer@gmail.com</a>.</p> <p><b>i. <u>CANNING PROJECT</u></b> During this year's conference, the MARAMTS Canning Project will collect donations for the Fender Music Foundation. Adding a new twist to this year's project, individual universities will be collecting monies from conference attendees during conference breaks. All the students at the conference from the university that collects the most money will receive a prize during the student business meeting. For more details, contact Kayla McNamara at <a href="mailto:MARAMTSgovrelations@gmail.com">MARAMTSgovrelations@gmail.com</a>.</p> <p><b>c. <u>FORUM FOR STUDENTS</u></b> An exciting new opportunity is being introduced to this year's MAR Conference for our region's students. A panel of Music Therapists at different stages of their careers, from internship to retirement (and everywhere in between), will be on hand to answer questions from students regarding their experiences in our field. We hope this forum will be both informative and inspirational for students as they prepare to navigate the professional world. For more information, contact Conio Loretto at <a href="mailto:MARAMTSadvisor@gmail.com">MARAMTSadvisor@gmail.com</a>.</p> <p><b>d. <u>GRADUATE STUDENT COMMITTEE</u></b> Initial contact was made with graduate students in the region to form a committee dedicated to assessing the needs of graduate students and determining how MARAMTS might better serve their needs. It will be recommended that this continue into the coming year with the newly elected Executive Board.</p> <p><b>e. <u>PASSAGES</u></b> Planning will soon begin for this Fall's PASSAGES conference. Locations are still being considered, and any university or internship site interested in hosting should contact Conio at the e-mail address above. We will also be looking for co-chairs for the event, one current student and one new professional. Thank you once again to The Center for Discovery for hosting the last PASSAGES event, under the leadership of Ashley Bonilla, MT-BC and Liz Anstead, student from SUNY Fredonia.</p>
<b>CONCLUSIONS</b>	None.
<b>ACTION ITEMS</b>	
None identified.	
	<b>PERSON RESPONSIBLE</b>
	<b>DEADLINE</b>
	-
	-

<b>G. NEWSLETTER EDITOR</b>		<b>MARK AHOLA</b>
<b>DISCUSSION</b>	<p>Report in Board Book</p> <p>a. <i>Tuning In to Rx Music</i> has 2388 subscribers (active contacts on Constant Contact, our social email marketing service). I again pruned the list (e.g., removed bounced emails, members who have left region, updated membership list) so that it is under 2500 for cost savings.</p> <p>b. Here are open rates for recent issues of the newsletter. Winter – 40% with 955 unique opens (our average is 35% and 22.7% is nonprofit industry average) Fall – 34%; Summer - 30%; Winter - 41%; Fall 2012 - 24%. Non-HTML emails are not tracked and some email reading apps do not allow us to report opens. So, actual open rate is most probably higher than what is reported. Three recipients opted out, 1 because of move to California.</p> <p>c. We will now have a Spring issue beginning 2014.</p> <p>d. The deadline for our Spring issue is April 15. Feel free to send links, pics, video streams, etc. with your reports (send attachments of .jpgs/.gifs under 350 KB and 800 pixels if possible).</p> <p>e. It was suggested to write a policy for "picture release of individuals". M. Ahola and M. Resig will work to develop this.</p>	

	<p>i. There is a media consent statement on the back of the 2014 MAR conference program, which allows us to take pictures without getting individual consent</p> <p>J. Neal will send L. Eyre the shared executive board documents, contact information, and create an archivist email</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Write a picture release policy for the newsletter	M. Ahola, M. Resig	-
J. Neal will send Lillian Eyre the shared executive board documents, contact information, and create an archivist email	J. Neal	ASAP

<b>H. PUBLIC RELATIONS</b>		<b>MEGAN RESIG</b>	
<b>DISCUSSION</b>	<p>Report in Board Book</p> <p>a. <b>MAR PR Committee:</b> Public Relations welcomes Allison Vovk and Jill Lucente to the PR Committee! Both individuals have already been highly active in promoting the 2014 Regional Conference.</p> <p>b. <b>2014 Regional Conference PR:</b> Public Relations has been heavily involved with conference promotion in conjunction with the local conference planning committee. A promotional plan was developed with the PR representative of the local committee and implemented in the weeks leading up to conference. The goals of the promotional plan were to increase attendance as well as to increase community engagement in conference activities.</p> <p>c. <b>MAR Conference Booth:</b> Public Relations has coordinated the MAR Booth at the 2014 Regional conference in Buffalo, New York. The focus of this year's booth will be to connect with members regarding benefits of membership and regional opportunities (which correlate to goals set forth by the executive board for the current term).</p> <p>d. <b>MAR Website Redesign:</b> The website committee continues to work towards their goal of developing a new website for the region by spring of 2015. Goals, budget, design parameters have been established for the project and the committee is searching for a designer who would be a good fit for our current needs.</p> <p>v. We are looking into content managing systems, where we would redesign the website and then manage it ourselves on a day to day basis. However, this will cost significantly more money than a simple redesign.</p> <p>vi. This is a very large project and the budget is too small. We need about \$8,000-\$10,000. This could include hosting conference registration on our own website. The website would be customized and designed so that we can update the website ourselves or through Felice. It is designed to be simple. This seems to be the best option. M. Resig will determine a more precise budget needed for the project.</p> <p>1. The FAC will meet and determine possibility of increasing website redesign budget.</p> <p>vii. Several board members encouraged this option as the redesign company is local to the PR and tech chair's locale, their portfolio is exceptional, and in the long run it would be easily managed day to day and easy to navigate.</p> <p>viii. J. Neal commented that one downfall to social media is not having face to face communication, and not knowing what each other looks like. A proper website would allow us to put executive board and committee member's faces on the site. This would allow members to see our faces and know who they can contact. She will bring up EB and committee chair members on stage during opening ceremonies, so members can see our faces.</p> <p>ix. B. Carroll-Lemchak stated that we may be able to move funds within this fiscal year to allow for a more expedited process. The Financial Advisory Committee will meet and see where funds can come from, then call for a vote from the board.</p>		
	<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Determine a more precise budget needed for the website redesign project.	M. Resig	Before 2014-15 budget is approved	
Financial advisory committee (FAC) will meet and determine where funds can come from for the website redesign, then call for a vote from the executive board.	B. Carroll-Lemchak, FAC	ASAP	
<b>III. NEW BUSINESS</b>			
<b>A. STATE ASSOCIATIONS</b>			

<b>DISCUSSION</b>	<p><b>a.</b> A presentation/seminar will be held from 9:00 am until noon on the morning of April 23, 2014, on the topic of music therapy and oncology, in Bethesda, MD. This meeting was requested by Dr. Avi Rasooly, Program Director, National Institutes of Health (NIH), National Cancer Institute (NCI), Office of Cancer Complementary and Alternative Medicine (OCCAM). Dr. Rasooly requested a seminar and presentation on current research in music therapy and oncology for the benefit of the staff and interested program officers of the NIH.</p>		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None identified.	-	-	
<b>IV. GOOD &amp; WELFARE</b>			
<b>DISCUSSION</b>	<p>a. D. Polen shared that Evelyn Selesky is ill and having a difficult time. Send healing thoughts her way. It would be nice to send texts and cards of encouragement.</p> <p>b. Check with Caro Shultis to see how Susan Knechtal is doing.</p> <p>c. Lauren Byma had a death in the family and could not come to conference. The board will send a card.</p> <p>d. Terri McManus' mother is ill and she is helping her dad.</p> <p>e. D. Polen shared that Jennifer Ryckaert, an MT in Rochester, just lost her husband on April 1 unexpectedly. The board will send a sympathy card to her.</p> <p>f. Barb McLean lost her precious horse.</p> <p>g. Congratulations to Brooke Carroll-Lemchak on her marriage.</p> <p>h. Congratulations Noel Anderson on expecting twin boys.</p> <p>i. Congratulations Kristen O'Grady on expecting a baby girl in 5 weeks.</p> <p>j. T. Gerni shared that he is an alternate to the Professional and Technical Advisory Committee of the Joint Commission on Mental Health. Kathy Murphy, now at University of Evansville, is the primary AMTA representative.</p> <p>k. There will be a free 3 hour CMTE in Albany. Barb Else is doing psychology first aid training.</p> <p>l. Kristen O'Grady was a recipient of a legislative resolution honoring her as the LeadingAge New York 2013 Employee of Distinction.</p>		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Send Evelyn Selesky encouraging texts and cards of encouragement.	A. Gadberry, Executive Board	-	
Send Lauren Byma a sympathy card.	A. Gadberry	ASAP	
Send Jennifer Ryckaert a sympathy card.	A. Gadberry	ASAP	
<b>MOTION TO ADJOURN</b>	J. Neal		
<b>MEETING CLOSED</b>	April 10 <sup>th</sup> , 10:37am		
<b>NEXT MEETING</b>	Fall Executive Board Meeting		