



American Music Therapy Association Mid-Atlantic Regional Chapter

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

MARAMTA Executive Board Meeting

MINUTES

JUNE 10-11, 2011

SUMMER MEETING, SCRANTON, PA

MEETING CALLED BY	KRISTEN O'GRADY, <i>President</i>
TYPE OF MEETING	EXECUTIVE BOARD MEETING
FACILITATOR	KRISTEN O'GRADY, <i>President</i>
NOTE TAKER	BRIGETTE SUTTON FOR GABBY RITTER-CANTESANU, <i>Secretary</i>
ATTENDEES	Deborah Benkovitz , <i>Past President</i> ; Carol Ann Blank , <i>former GR Chair</i> ; Maria Fay , <i>Government Relations Chair</i> ; Melissa King , <i>Regional Event Planner</i> ; Marie-Louise Lyon , <i>VP for Membership</i> ; Barbara Maclean , <i>Parliamentarian</i> ; Brigette Sutton , <i>VP for Conference Planning Elect</i> ; Mike Viega , <i>VP for Conference Planning</i> .

I. Opening Procedures

A. CALL TO ORDER

KRISTEN O'GRADY

DISCUSSION	K. O'Grady called the meeting to order at 6:52pm.
CONCLUSIONS	The business meeting officially began at 6:52pm.

B. APPROVAL OF AGENDA

KRISTEN O'GRADY

DISCUSSION	The proposed agenda was electronically distributed to Executive Board (EB) Members. Request for minutes of 2011 Regional Conference (March 2011, Saratoga Springs, NY) approved.
CONCLUSIONS	Motion to approve the agenda: D. Benkovitz; motion carries.

II. Officer Report's

A. PRESIDENT

KRISTEN O'GRADY

DISCUSSION	<p>Welcoming remarks by K. O'Grady</p> <p>A. 1. Assembly of Delegates issue: Per review of procedure, policy is that President will choose. 2. Presidential Appointments: Regional Event Planner (M. King) and Regional Exhibit Chair (K. Jasko) added to the list of appointments. M. Viega recommended Andi Hunt for Research Representative. a. CEC co-chairs: Continuing Education will now be represented by two people, reflecting regional and national level responsibilities. The rationale is that T. Souhrada is not able to attend national conferences.</p> <p style="padding-left: 40px;">Motion to approve the appointments as amended, excluding research, in a block by D. Benkovitz. Motion carried.</p> <p>3. MAR Goals: M. Gainsford (and all) recommended revising Goal 1as follows: "To explore the needs of the region's music therapy professionals in order to increase and retain membership in the MAR." Goal 4 revised: "To continue increasing our opportunities to be environmentally responsible." Goal 5 revised: "To continue focusing on identifying opportunities to be fiscally responsible and sensitive to the financial needs of the membership." Add Goal 9: "To promote the MAR as an international presence within the music therapy community." Add Goal 10: "To recognize interdisciplinary collaboration with music therapy and promote further opportunities for increased partnerships." Motion to approve goals as written by C. Blank. Motion carried.</p> <p>B. Review of Parliamentary Procedure: Executive Board functions more as a committee, allowing meetings to be less formal. Consent agendas can be a helpful tool to functioning efficiently.</p>		
CONCLUSIONS	Motions Carried.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	

B. PAST PRESIDENT

DEBBIE BENKOVITZ

DISCUSSION	<p>D. Benkovitz presented the idea of electronic balloting. General opinion is in favor of pursuing this. Largest obstacle/question is how to ensure that members vote only once and maintain confidentiality. One possible solution could be to randomly assign PINs to ensure confidentiality and single responses. D. Benkovitz will continue to research information on this topic and will present topic again in the fall.</p> <p>Shared contents listing of MAR archives, housed at Duquesne University, as compiled by student archivists. Duquesne University is requesting a contractual agreement with MAR. "Deed of gift" document template shared, which would offer ownership excepting copyrights. Question raised about accessing archived material. D. Benkovitz will continue to research this opportunity in collaboration with B. Wheeler.</p> <p>Discussion of what should be archived, who has responsibilities to submit items to the archivist. Important email conversations (and other electronic communication) should be converted to documents and archived.</p> <p>Discussion of student archivist position. FY2012 budget does not include the \$1000 for this position. K. O'Grady will communicate with the treasurer (E. Abbott) about adding this to the budget, as well as the process by which the student archivist is obtained each year.</p> <p>The Archivist position is not well-defined in the MAR Constitution and Bylaws. Perhaps B. Wheeler can be involved in revising this (with the President-Elect).</p>		
CONCLUSIONS	D. Benkovitz will continue to research the above presented ideas.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Above presented ideas will continue to be researched and presented at the Fall Meeting.	D. Benkovitz	Fall Meeting	

C. VP OF MEMBERSHIP

MARIE GAINSFORD

DISCUSSION	<p>We lost about 30 members total in past year, including gain of student/grad student members and loss of professional members. Focus will be understanding decrease in professional membership. Will continue reaching out to students and supervisors/program directors.</p> <p>Still working on AMTA approval of podcasts of presentations.</p>		
CONCLUSIONS	<p>Will continue reaching out to students and supervisors/program directors. Still working on AMTA approval of podcasts of presentations.</p>		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

D. VP OF CONFERENCE PLANNING

MICHAEL VIEGA

DISCUSSION	<p>2011 conference was very successful. Conference evals were overall positive. 2012 conference will be in Timonium (near Balitmore), MD. Theme will be Music Therapy: Learn More, Create More, Be More. Local committee is pursuing a multi-cultural preconference institute. Begin thinking about Presidential Awards, Service Awards, and Advocacy Awards.</p> <p>Review of conference items that need Board approval. Board needs to approve conference budget, conference logo, contracts, dates, location. Preconference institute budget and exceptions to compensation policies also need Board attention.</p> <p>Discussion of how preconference institutes are solicited/approved. C. Blank recommended initiating requests for proposals in the future. Suggestions to consider specialized trainings as well.</p> <p>We are looking into New York City as a possible location for 2013 conference, specifically to have a central location to honor foundational regional members. We would need to consider the commitment to higher costs, etc. M. King would like to begin site searches and contract for 2013 conference location. Discussion on other possible locations to research including Buffalo, Ocean City, Harrisburg, PA, Shenandoah Valley area.</p> <p>1. Refund Policy for CMTE Presenters (question from T. Souhrada) N. Galerstein recommended adding policy about conference registration refunds to CMTE presenter contracts to reflect current session cancellation policy. Board agreed. T. Souhrada will add this language to CMTE presenter contracts. M. Viega and M. King will update position handbooks regarding conference planning.</p> <p>B. Maclean recommended revisiting fees and/or compensation offered to CMTE presenters.</p> <p>K. O'Grady reported that AMTA (via B. Hunter) offered to be present during/after conference in some way due to proximity to national offices (ex. tour of offices). M. Viega will contact B. Hunter to follow up on this opportunity.</p>
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Policy to be added about conference registraton refunds to CMTE presenter contracts to reflect current session cancellation policy	T. Souhrada	-
Position handbooks regarding conference planning to be updated.	M. Viega and M. King	-
B. Hunter to be contacted for follow up from AMTA.	M. Viega	-

E. FINANCE

KRISTEN O'GRADY FOR ELAINE ABBOTT

DISCUSSION	<p>Change of Signatures Board members voted individually on change of signatories as a block as presented by E. Abbott. Motion carried (and recorded by K. O'Grady).</p> <ol style="list-style-type: none"> 1. Review of Budget Line Items 2. Reminder of Closing of Fiscal Year 	
CONCLUSIONS	Motion Carried. FY closes on June 30, 2011. Get any outstanding requests to Elaine Abbot as soon as possible.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

Recess at 10:00pm. Reconvened at 9:20am.

F. GOVERNMENT RELATIONS CHAIR

CAROL ANN BLANK/MARIA HRICKO FAY

DISCUSSION	<p>Report submitted via email by D. Polen. C. Blank (and D. Polen) recommended rehiring D. Georgia to address legislative issues in New York.</p> <ol style="list-style-type: none"> 1. NYSTF 2. NJSTF 3. PASTF 4. VASTF 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

G. PUBLIC RELATIONS

KRISTEN O'GRADY FOR JOHN CARPENTE

DISCUSSION	J. Carpente submitted proposal for public relations committee (below). M. Viega reported that one of Carpente's primary goals in the committee is to communicate and support the MAR goals.
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	Discussion about appropriate uses of PR funds as budgeted. Carpente can request of the Finance Committee that the line item be reworded to encompass his goals of developing MAR-specific PR materials.	
CONCLUSIONS	Motion to approve PR committee members (B. Abrams, N. Potvin, M. Viega) by committee. Motion carried.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

H. NEWSLETTER EDITOR

KRISTEN O'GRADY FOR MATTHEW PHILLIPS

DISCUSSION	Report and proposed guidelines for use of email subscriber list submitted by M. Phillips. Discussion about obtaining and maintaining current contact information for membership. M. Gainsford has begun to receive quarterly membership reports from AMTA including contact information. Review and discussion of Email Subscriber List Guidelines & Rules of Use.	
CONCLUSIONS	Proposed guidelines accepted by consent.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

I. ARCHIVIST

DEBBIE BENKOVITZ FOR SR. DONNA MARIE BECK

DISCUSSION	Report given.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

III. OTHER BUSINESS

A. SUPPORT FOR B. SCHWARTZ AT NASM CONFERENCE

DISCUSSION	Review and discussion of B. Schwartz's request to formalize her work with the New York State School Music Association with the creation of the position Liaison to State Music Educators Association.	
CONCLUSIONS	Board approved Beth Schwartz as Liaison to State Music Educators Association.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The Board is charging J. Carpente to creating the position of Liaison to State Music Educators Association within the PR committee, and to develop this as a model for other states.	J. Carpente	-

B. EMAIL VOTING FOR BOARD BETWEEN BOARD MEETINGS

DISCUSSION	M. Phillips sent out information about ability of non-profits to vote by email. This varies by state, but the short answer seems to be yes if the vote is followed by a written, unanimous consent. Discussion of how to conduct/record email votes. No contentious subjects should be discussed via email. Board can ratify list of actions taken at the next face to face meeting. Review of what a consent agenda is and its role in Board business.	
CONCLUSIONS	K. O'Grady will develop a policy about email voting among the Board to present at the fall business meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop a policy about email voting among the Board.	K. O'Grady	Fall Meeting

C. BYLAWS CHANGES

DISCUSSION	Bylaws need to be changed to reflect co-chairs of Continuing Education Committee. B. Maclean recommended revising Article VIII, Section IV, of the Bylaws as follows: "With the approval of the MAR Executive Board and the Council Coordinator, two representatives may be chosen to represent the MAR on a particular committee."	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

D. MAR VOTING PROCESS

DISCUSSION	Discussion of 2011 voting process including obstacles to an efficient and timely process.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	-	-

IV. GOOD AND WELFARE

A. RECOGNITION OF OUTGOING AND INCOMING BOARD MEMBERS

DISCUSSION	The Board would formally like to recognize the outgoing Board members for their years of service. K. O'Grady offered a welcome to incoming Board members.	
	D. Benkovitz presented card and baby toy from the Board to K. O'Grady.	
	D. Benkovitz commended K. O'Grady on her first, successful Board meeting.	
	M. Viega recognized the work of the 2011 conference committee members, including defining roles.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None Identified.	-	-

V. ADJOURNMENT

MOTION TO ADJOURN	
MEETING CLOSED	At 10:35 am.
NEXT MEETING	Fall Meeting, date to be determined, Scranton, PA.

VI. MEETING OF CONFERENCE COMMITTEE MEMBERS