

American Music Therapy Association Mid-Atlantic Regional Chapter

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

Summer Executive Board Meeting

MINUTES

JUNE 7-8, 2013

CALL TO ORDER: 7:14PM

SCRANTON, PA

MEETING CALLED BY	Julie Neal, President
TYPE OF MEETING	Executive Board Meeting
FACILITATOR	Julie Neal, President
NOTE TAKER	Noel Anderson, Secretary
ATTENDEES	Julie Neal, President; Kristen O'Grady, Past President; Anita Gadberry, VP for Membership; Noel Anderson, Treasurer & Secretary; Brigette Sutton, VP for Conference Planning-Elect; Megan Resig, PR Chair; Mark Ahola, Newsletter; Gabby Ritter-Cantesanu, President-Elect; Maria Fay, Government Relations; Marie Lyon, past VP for Membership

I. OPENING PROCEDURES

A. APPROVAL OF AGENDA

JULIE NEAL

DISCUSSION	The proposed agenda was electronically distributed to Executive Board (EB) Members. Request for minutes of 2013 Regional Conference (April 2013, Scranton, PA) approved as amended. Maryann white corrected to Miriam Wright & Irv Kalugden. Changed Marie Gainsford to Marie Lyon. Added discussion of timing of appointing recording secretary. Motion carries.
CONCLUSIONS	Motion to approve the agenda: J. Neal; motion carries.

II. OFFICER REPORT'S

A. PRESIDENT

JULIE NEAL

DISCUSSION	<p>Welcoming remarks by J. Neal</p> <ol style="list-style-type: none"> 1. Explanation of mentoring for new positions 2. Review of new EB members 3. Discussed MAR goals and goal planning session held in April at the regional conference <ol style="list-style-type: none"> 1. What is working in the region: We support members through resources; Disaster relief support; Scholarships; Financial assistance; Excellent student involvement; Environmental responsibility; electronic voting, newsletter being online; Regional conference committees 2. What needs improvement in the region: All members discussed issues and possible solutions. Student advisor and student rep in two places at once during board and business meetings. Could they be held at separate times?; People don't know what's happening in the organization; More communication is needed <p>MAR Goals: Goal 5 revised: "To improve communication efforts by assessing existing methods and exploring new means of communication".</p> <p>G. Ritter-Cantesanu questioned if there is a way to facilitate relationships between MAR Executive Board and state organizations. K. O'Grady commented that state reps sat on board in the past, but it didn't quite work. We could be more active in extended invitation to state presidents to attend meetings. K. O' grady suggested asking state reps to add to the newsletter. B. Sutton asked to clarify and strengthen relationship between MAR-AMTA and affiliated state organizations. B. Sutton suggested discontinuing goals 2 and 9. M Lyon stated we are not doing a good enough job of letting our members know what we offer. The issue seems to be communication. B. Sutton suggested revising Goal 1: "To promote member benefits and use of resources".</p> <p>Goal 2 revised: "To support advocacy efforts, including recognition at the state level". M. Fay stated that all of the states are charged by AMTA and CBMT. We want to see more energy and excitement in the region w/ grassroots efforts. M.</p>
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Ahola commented that's where communication comes in play. G. Ritter-Cantesanu stated that individuals don't understand the difference between state licensure and state recognition.

Goal 3 revised: "To continue identifying opportunities to be fiscally responsible and sensitive to the financial needs of the membership".

Goal 4 revised: "To promote a sense of community through active membership" An objective to increase communication to members. Gadberry suggested a luncheon at board meeting. There is not a sense of community for those who are not active members. Luncheon can give a sense of community.

Removed goal concerning diversity, as this concept is included in other goals. J. Neal suggested removal of goal: "To ensure members who have taken an active role in the organization". B. Sutton commented this is more of a mission or purpose rather than a goal. Goal removed: "to recognize interdisciplinary..."

GOAL 7 revised: "To redesign the website to be a more effective resource to support the goals of the MAR-AMTA". All discussed website redesign. Discussion was presented about poor attendance at business meetings due to bad scheduling (dinner time). Consider having a luncheon and include highlights/awards/celebrations. Because we have to spend more money on food, this would be a viable option. Perhaps increase conference registration by \$5, to accommodate luncheon. B. Sutton commented the board may set goals to increase attendance for board meeting, but conference committee will decide how to plan the details. Suggestion to raise conference registration and CMTE fees for non-members, so it is more compelling to become a member.

In finalizing the region's goals, the first 4 are revised goals while the last 3 are new goals:

1. To promote member benefits and use of resources.
2. To support advocacy efforts, including recognition at the state level.
3. To continue identifying opportunities to be fiscally responsible and sensitive to the financial needs of the membership.
4. To promote a sense of community through active membership.
5. To improve communication with members by assessing existing methods and exploring new means of communication.
6. To clarify and strengthen the relationship between MAR-AMTA and affiliated state organizations.
7. To redesign the website to be a more effective resource to support the goals of the MAR-AMTA.

B. Sutton motioned to approve goals as amended in a block. Motion carried.

4. Gmail account and Communication: All Executive Board members are to have Gmail account that is passed to new members when term is complete. Change e-mails on website. Format is as following: maramtaPOSITION@gmail.com. Use google drive to streamline document sharing. Motion carries by consensus. Secretary will keep log of Usernames and passwords. Secretary will send out e-mail to everyone w/ new e-mail addresses.
5. J. Neal announced Presidential appointments; Barb MacLean for Parliamentarian, Mark Ahola for Newsletter, and Noel Anderson for Recording Secretary. G. Ritter-Cantesanu motioned to approve list as read by J. Neal. Motion carries. Still searching for archivist and historian. G. Ritter-Cantesanu suggested contacting Anne Lipe & Nadine Wobas for either position. Regional representatives and committee chairs were read by J. Neal: Flossie Irardi: international relations; Special target population: Clare Ghetti; Continuing Ed. Committee: Lori Keough; Waiting to confirm co-chair; Evelyn selesky: academic program approval & judicial review committee; Nina Galerstein: affiliate relations committee. Julie entertained a motion to approve names as read by N. Anderson. Motion carries.
6. Review of Parliamentary Procedure: B. MacLean will send "cheat sheet" of parliamentarian rules. K. O'Grady commented that small groups can function more casually. Consent agenda contains items that don't need discussion. They are at the beginning of board book. Can approve all as a block. At the beginning of meeting can vote to remove something if needed. E-mail voting is discouraged in Robert's Rules as real time communication is lost. Things that don't need discussion or need to be done in a timely manner can be sent out by e-mail vote. B. MacLean can explain Robert's Rules at next EB meeting in the fall. J. Neal will add to google drive.
7. Fall EB meeting dates and location were presented by J. Neal. Prospective EB meeting in September 2013 at Elizabethtown. Rationale is that it is a central location. Possible meeting date September, 20-21 2013. J. Neal will send out e-mail to board to confirm date. J. Neal expressed thanks to M. Fay for taking care of EB meeting planning at Marywood.
8. All discussed the MAR-AMTA voting process and planning for summer transition meeting in election years. J. Neal proposed planning far in advance, possibly having an annual set date. For example, summer meetings will be the first weekend in June every election year. N. Anderson suggested getting hotel and conference location conference cancellation policy in the future. B. Sutton added that setting a date will encourage membership a general understanding of process of being on EB. B. Sutton suggested ending preemptive RSV. For example, "If you are nominated can you attend EB meeting on XX/XX/2015?" K. O'Grady suggested

	adding "Roles of officers: a guide for MAR board members" to google drive. J. Neal discussed timing of appointment for recording secretary. It was suggested to talk to B. MacLean for clarification.		
CONCLUSIONS	Motion to approve goals as amended in a block. Motion carries. Motion to approve Presidential appointments. Motion carries. Motion to use google drive to streamline document sharing. Motion carries by consensus.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Log of usernames and passwords are to be collected.	N. Anderson	-	
Send out e-mail to everyone w/ new e-mail addresses.	N. Anderson	-	
Send "cheat sheet" of Parliamentary rules	B. MacLean/ J. Neal	-	
Explain Robert's Rules to Executive Board	B. MacLean	Fall Business meeting	
Confirm September board meeting date	J. Neal	-	
Add "Roles of Officers: a guide for MAR board members to google drive	K. O'Grady	-	
Get clarification about secretary appointment date from B. MacLean	J. Neal	-	
Send out e-mail to everyone w/ new e-mail addresses.	N. Anderson	-	
B. PAST PRESIDENT			
KRISTEN O'GRADY			
DISCUSSION	K. O'Grady suggested we begin discussing how to change/improve electronic voting for next voting term.		
CONCLUSIONS	K. O'Grady 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.	K. O'Grady	Fall Meeting	
C. PRESIDENT-ELECT			
GABBY RITTER-CANTESANU			
DISCUSSION	G. Ritter-Cantasanu wished to express gratitude for D. Polen, stating, "She is awesome!" G. Ritter-Cantasanu reported for D. Polen. Revisions were reviewed from page 5 in the Board Book.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	
D. ASSEMBLY CHAIR			
DONNA POLEN			
DISCUSSION	D. Polen was not in attendance. Report was submitted in the Board Book. Proposed Bylaw revisions were in the Board Book.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	
E. VP OF MEMBERSHIP			
ANITA GADBERRY			
DISCUSSION	Past VP of membership, M. Lyon, reported that all budgeted money was used for membership support this past fiscal year. M. Lyon suggested working on process of judicating scholarship funds and application review process. New membership numbers come out next month.		
CONCLUSIONS	A. Gadberry will research the concepts above.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Work on process of judicating scholarship funds and application review process	A. Gadberry	-	

F. VP OF CONFERENCE PLANNING

BRIGETTE SUTTON

DISCUSSION	<p>B. Sutton reviewed 2013 Conference Profits: Total profits from Scranton: \$32,604.75. Incoming: \$77,156.65. Outgoing: \$44,551.90. Attendance was approximately 650. Attendance continues to increase or stay consistently high.</p> <p>Conference Food & Beverage: The conference team would like to recommend increasing the food/beverage amount spent for future conferences. Rationale: With larger conference numbers, hotel needs to reserve larger amount of food budget.</p> <p>B. Sutton and the conference committee suggest hiring/contracting a professional AV team for conferences based on recent conference experiences. Rationale: Would not need to budget for AV equipment, as AV team would take care of this. B. Sutton will find out cost and more details. G. Ritter-Cantasanu mentioned that there was previous discussion of using a professional camera man for conference. Rationale: This would help with website, archives. A photo release/disclaimer can be added to the conference booklet. M. Resig will work on specific disclaimer language from PR perspective.</p> <p>B. Sutton discussed 2014 Buffalo Conference: The local conference committee has started to assemble and started discussing conference decisions. They are considering a conference theme of "Spread Your Wings with Music Therapy" and are working on drafting a logo. Joni Milgram-Luterman is local chair.</p> <p>REP: Miriam Wright will be stepping down as REP following the 2014 conference. She hopes to begin training the next REP throughout the 2014 conference process to ensure a smooth transition. I will be contacting possible REPs to make a recommendation for Miriam's replacement.</p> <p>Proposed Exhibitor and advertisement fees and sponsorship: B. Sutton e-mailed "Exhibitor and advertisement fees and sponsorship" to the executive board on 6/7/13. This will be added to the Board Book. New price increases were reviewed. Increase charge for booth, as our cost will increase. B. Sutton proposed a motion to accept increases as presented. Motion carries.</p>
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CONCLUSIONS	Motion to approve new exhibitor and advertisement fees and sponsorship carries.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact and price AV teams to hire for 2014 MAR conference	B. Sutton	-
Look in to hiring professional photographer	B. Sutton	-
Develop language for photo releae/disclaimer	M. Resig	-
Contact possible REPs	B. Sutton	Fall Business Meeting
Add Exhibitor and advertisement fees and sponsorship to Board Book	N. Anderson	Fall Business Meeting

G. GOVERNMENT RELATIONS CHAIR

MARIA FAY

DISCUSSION	<p>Report in Board Book. M. Fay asked for charges for each state to be read. The number of task force members on each state task force was discussed. Change wording of charge to "at least" #, instead of "approximately" # (letter f. in charge).</p> <p>J. Neal: Proposed language is "Task force will include at least 3 members and no more than 6 professional members including one student member"</p> <p>M. Fay: There are first and second string members. Second string are like a backup.</p> <p>J. Neal: We should keep task force "proper" small (as above). They can delegate work to others.</p> <p>M. Fay: Student members do not have right to vote as indicated in the charge. Students are to be a voice and to bring information back to student organizations.</p> <p>Language for the charge was discussed among board members. The wording was suggested as: "The VA state task force will include at least 3 no more than 6 professional voting members and one student representative."</p> <p>G. Ritter-Cantasanu: "Additional members of the MAR-AMTA may support the work of the task force as needed." Appointment of task force chairs was discussed. Task force will be asked to discuss this. Level of membership needed to be on task force was discussed. At current time student members cannot vote on task force.</p> <p>M. Lyon: Non-members may be encouraged to be involved by being on the task force, then they may want to join as an AMTA member.</p> <p>K. O'Grady read bylaws concerning professional members holding office, voting, and taking part in activities of the region.</p> <p>B. Sutton: We cannot control if the "additional members" will be MAR members.</p> <p>J. Neal: Do we want to support non-members of the task force... what does "members" mean?</p> <p>B. Sutton: There is a privilege of membership, but we won't really check if extra members are members of MAR-AMTA.</p>
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M. Fay: It can be left to interpretation of the board and if they think it is appropriate at the time.

M. Resig: Putting restriction may get in the way of creating task forces.

M. Fay: These small details bog us down and do not allow us to move forward

B. Sutton: How do other regions run task forces?

M. Resig: In other regions they work independently and move forward more quickly.

M. Fay: Communication and support is important, but it can bog it down.

B. Sutton: Do we want to make a more general charge?

M. Fay: I want to know where these charges came from. What is the history?

J. Neal: Why are we charging the states?

M. Fay: To strengthen our association with state organizations.

M. Resig: This model is trying to direct and corral the states instead of being supportive. Maybe we can make a shift. Can we still have an open line of communication instead of controlling and managing states?

M. Fay: I would like to see it as more of a supportive role.

J. Neal: We can take the bulk of the nitty-gritty stuff and allow them to work forward. We can go through documents. Task force can go forward and "get the work done". Keep charge like it is. But don't be as rigid as making a government document.

A. Gadberry: The document can be limiting and slow work for the task force.

J. Neal: Our job as regional board is to support the task force.

B. Sutton: Let's simplify the process. If we leave a more complex charge on paper, a new board would be confused. Can we reflect the charge to match the work being done?

K. O'Grady: It should reflect what is being done. However, there will be times when this doesn't happen. Something needs to be on paper, and this is an important job. They are representing our profession. The task forces have felt bogged down and restricted by the charge. Charges need to be there for the times when task force or a member may decide to go in a direction that is not dictated.

J. Neal: Charge is a guideline. Just do the work and the ex officio members will make sure that things are moving on a path that works.

A. Gadberry: This is your starting block and defines relationship with MAR. The charge seems to say, "this is the charge from MAR, this is all we can do..."

M. Resig: First sentence in charge seems to say MAR controls goals and this is all that must be accomplished.

B. Sutton: 3b should be the first line, to indicate goals are made by task force and supported by MAR Executive Board.

K. O'Grady: It seems we're not ready to vote. Maybe M. Fay needs to meet with task force chairs to re-discuss charges.

J. Neal: We need to redesign what this looks like.

M. Fay: Can I use the summer to look over this and rewrite to encompass what we need it to?

J. Neal: Can you set up a call with state task force chairs. What do you need from us? Rather than this is what were telling you to do.

M. Fay: We will rewrite charges to what Task Force Chairs would prefer it to reflect.

J. Neal entertained motion to approve VA state task force names as read from the Board Book; Joshua Schrader, Mallory Dunn, Becky Watson. Motion carries. J. Neal entertained motion to approve new PA state task force members Paul Nolan & Kimberly Studebaker. Motion carries.

G. Ritter-Cantesanu reviewed MD state task force report in Board Book. Motion to approve MD State Task Force, co-chairs, and all members. Motion carries.

M. Fay recommended starting a state task force in DE. Board agreed it would be best to approve documents now and then amend them. So there is a reference in the time being. B. Sutton suggested fixing the typo in DE's charge, 4b says "NJ".

Entertain motion to approve formation of DE state task force with work to be carried out as amended charge dictates. Motion carries.

Need to confirm AMTA membership of state task force chairs.

M. Fay continued to discuss task forces. New York State Task Force may reach out to drama, art, and dance therapy at a national level. Will give one month to see if anything progresses at regional level. NY is still debating on whether to hire a lobbyist. M. Fay commented this is where the charge and state operational plan is important because it is easy to lose focus of purpose. M. Fay reviewed legislation in the Board Book and commented that the executive board needs to support the NY state task force.

M. Resig: How can we do that?

K. O'Grady: Financial assistance and backing them up...

M. Fay: Keeping updated on their happenings...

M. Fay commented that the NY charge was written specifically for NY. The executive board discussed changes that need to be made; General area: numbering is incorrect, strike, "via mail"...

B. Sutton: In 1a, may need to take out conference and only say will "be (re)approved every two years in the Spring".

K. O'Grady: Intent is to have task force ready prior to June 1

J. Neal: "members of the task force will be re(approve) every two years, prior to June 1"

J. Neal proposed rewording 1f as "The NYSTF will include at least 3 members and no more than 6 professional members including one student member. The professional members will be voting members. The MAR President, MAR Government Relations Chair, AMTA Director of Government Relations, and the CBMT Regulatory Advisor and Regulatory Affairs Associate will serve as ex-officio members without the right to vote. The professional members of NYSTF should represent the practice of music therapy in New York both in clinical population and in geography."

	Discussion continued concerning the addition of the phrase, "Additional members of the MAR-AMTA may support the work of the task force as needed." J. Neal recommended striking it for the time being. J. Neal entertained a motion to approve charges as amended. Motion carries.	
CONCLUSIONS	Motion to approve new VA task force members. Motion carries. Motion to approve MD State Task Force, co-chairs, and all members. Motion carries. Entertain motion to approve formation of DE state task force with work to be carried out as amended charge dictates. Motion carries. Motion to approve charges as amended. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss appointment of task force chairs	Task forces, M. Fay	Fall meeting
Review and rewrite charges	M. Fay	Fall meeting
Start DE State task force	M. Fay	-
Edit DE's charge, 4b which currently says "NJ"	M. Fay	Fall meeting
Confirm task force chairs are AMTA members	M. Fay	-
Contact National offices for creative therapies concerning NY license	M. Fay, NY task force	August 2013

H. PUBIC RELATIONS CHAIR		
MEGAN RESIG		
DISCUSSION	No new report. Aspects of the PR position were discussed. There were two booths at regional conferences one for public resource and one for music therapists. A PR committee needs to be formed. B. Sutton asked for M. Resig to be in contact w/ her for conference preparations. M. Resig discussed website as being her big goal this year. M. Resig suggested revamping social media policy and following HIPPA guidelines.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Form PR committee	M. Resig	-
Work with B. Sutton to develop PR table and resources for regional conference	M. Resig/B. Sutton	-
Work on revamping social media policy and HIPPA guidelines	M. Resig	-
I. STUDENT AFFAIRS ADVISOR		
CONIO LORETTO		
DISCUSSION	C. Loretto was not in attendance. Report was submitted in the Board Book.	
CONCLUSIONS	None.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	--	--
J. TREASURER		
NOEL ANDERSON		
DISCUSSION	Conference account has \$35,504.75. All but \$3,000 will be transferred to Operating Account. Vanguard holds \$37,000 and Operating budget holds \$84,186.06. Budget is in the board book. Revisions were discussed and changes made that were voted on June 8.	
DISCUSSION	Audit is being conducted for Passages and Student account. Operating account will be sent to accountant next. Vote was called to approve new officers for Bank of America Signature Cards. N. Anderson read new officers list. Motion to approve them. Motion carries.	
	A list of budget line representatives are in the board book.	
CONCLUSIONS	The budget was revised and voted on for approval. Motion carries.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None identified.	--	--
K. HISTORIAN		

DISCUSSION	No new report.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	
J. NEWSLETTER			
MARK AHOLA			
DISCUSSION	Report was submitted in the board book.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	

K. ARCHIVIST			
BARBARA WHEELER			
DISCUSSION	B. Wheeler was not in attendance. Report was submitted in the Board Book on pgs. 8-9. Report in Board Book pgs. 8-9. J. Neal asked for recommendations for position. Current student archivist is continuing. J. Neal will be point person until new archivist is appointed.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	

III. OTHER BUSINESS
A. MARYLAND ASSOCIATION FOR MUSIC THERAPY REQUEST

GABBY RITTER-CANTESANU			
DISCUSSION	G. Ritter reviewed MD association's current state. Membership felt they should hold off on dues to not "scare off" new members, however they cannot move forward without money. There is also difficulty with streamlining communication between the website, email, and facebook. We are asking people for donations until the new year. MD Association requested seed money for \$500 for a website and \$100/year for website hosting. They are hoping to come out with at least 50 people paying dues totaling \$1,000. They were contemplating running a CMTE in the state, but this wasn't successful. MAR Executive Board thought it best not to start a precedence of giving money to state associations. M. Resig suggested an online site called kickstarter.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None identified.	-	-	

B. AD HOC WEBSITE COMMITTEE UPDATE

NOEL ANDERSON			
DISCUSSION	N. Anderson shared the website committee's progress thus far. A conference call meeting was held with ad hoc committee members to discuss MAR website needs. Regional websites were reviewed by the committee. The general complaints and questions concerning the MAR website are; it lacks organization, not modern, not user friendly, Who is the website for? Membership and public, Should we get an information architect, should we appoint a position such as a Website coordinator to check if information is maintained and up to date/Train people to use site, what program/platform should we use, can a university host the MAR website? There has been discussion of a members only area that could include; job listings, newsletter, minutes, scholarship information, and executive board documents (policy manual; reimbursement forms). Suggestions to add to the website include; policy manual, "Find a MT" link to AMTA webpage, regional schools offering MT, Nationally Recognized internships in region (link to AMTA), blog (many regions have them), RSS feed, links to regions/state organizations/schools/internship sites, social media links (and social media policy). N. Anderson suggested two resources for website development. Joel Rogers, "Radiant Eye Creations" for website development and redesign, and Kerry Milan for web upkeep.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Continue to research website design and concept	Ad hoc website committee	-	

IV. GOOD & WELFARE

DISCUSSION	It was suggested to send a donation to WWLF in memory of Diane Austin's husband. C. Shultis sent an e-mail to J. Neal, thanking the board for a great experience as historian. B. Sutton thanked the board and congratulated Miriam Wright on her marriage.		
CONCLUSIONS	None.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
J. Neal will send a donation to WWLF.	J. Neal	-	

MOTION TO ADJOURN	J. Neal
MEETING CLOSED	June 8, at 1:18pm
NEXT MEETING	September 20-21, 2013 at Elizabethtown Universty