



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

SEPTEMBER 23-24, 2011

FALL MEETING, SCRANTON, PA

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| 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> ; Julie Neal, <i>President Elect</i> ; Carol Shultis, ; Gabby Ritter-Cantesanu, <i>Secretary</i> ; Kristen O'Grady, <i>President</i> ; Barbara Wheeler, <i>Archivist</i> ; Marie Gainsford, <i>VP for Membership</i> ; Noel Anderson, <i>Finances</i> ; Maria Hricko Fay, <i>GR Chair</i> ; Nicole Hahna, <i>Student Affairs Advisor</i> ; Emily Walsh, <i>VP of MAR-AMTA</i> , Melissa King, <i>Regional Event Planner</i> ; Barbara Maclean, <i>Parliamentarian</i> ; Mike Viega, <i>VP for Conference Planning</i> . |

I. Opening Procedures

A. REVIEW OF PARLIAMENTARY PROCEDURE

KRISTEN O'GRADY

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| DISCUSSION | A general review was discussed. |
| CONCLUSIONS | Due to weather, B. Maclean was late and it was decided she would be consulted throughout the meeting on procedure. K. O'Grady shared it is not necessary for motions to be seconded. |

B. CALL TO ORDER

KRISTEN O'GRADY

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| DISCUSSION | K. O'Grady called the meeting to order at 6:43pm. |
| CONCLUSIONS | K. O'Grady appreciates everyone's attendance, hard work and diligence, and for coming out in the weather to attend the meeting. |

C. APPROVAL OF AGENDA

KRISTEN O'GRADY

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| DISCUSSION | The proposed agenda was electronically distributed to Executive Board (EB) Members. |
| CONCLUSIONS | Motion to approve the agenda: D. Benkovitz; motion carries. |

D. APPROVAL OF MINUTES

KRISTEN O'GRADY

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| DISCUSSION | The proposed minutes were electronically distributed to Executive Board (EB) Members. Request for minutes of 2011 Summer Meeting (June 2011, Scranton, PA) approved. |
| CONCLUSIONS | Motion to approve the minutes: D. Benkovitz; motion carries. G. Ritter-Cantesanu will submit the minutes to be posted on the MAR website. |

E. APPROVAL OF CONSENT AGENDA

KRISTEN O'GRADY

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| DISCUSSION | The proposed agenda was electronically distributed to Executive Board (EB) Members. K. O'Grady discussed purpose of consent agenda: Items are placed on consent agenda when they do not warrant discussion and therefor can be grouped together and approved in one motion. Things that the EB feels should be discussed can be removed from the consent agenda and placed on the agenda for discussion. This is used to speed up the meeting. |
| CONCLUSIONS | Motion to approve the agenda: B. Wheeler; motion carries. |

II. Officer Report's

A. PRESIDENT

KRISTEN O'GRADY

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| DISCUSSION | <p>Welcoming remarks by K. O'Grady</p> <p>A. National Conference: The EB will meet again at the National Conference in Atlanta on Thursday, November 17th from 6-7:20 and Friday, the 18th from 6:15-7:45pm and Saturday November 19th from 7:30-9:15am (General Membership Meeting). Hopefully everyone can attend and we will have full representation.</p> <ol style="list-style-type: none"> 1. There is a \$150 reimbursement for EB members to attend all board meetings at the conference. 2. Information about the meetings should be posted on the Facebook page as well as the website to encourage attendance at the meetings as they are open meetings. 3. Members are also welcome to attend AMTA meetings as long as they are not executive meetings to get an idea of how their board functions. <ol style="list-style-type: none"> a. D. Benkovitz described attending a meeting and found it helpful and informative. <p>B. Regional Conference: K. O'Grady would like to encourage people to visit the national offices while in Baltimore for the conference. Members can make an appointment and go visit.</p> <ol style="list-style-type: none"> 1. D. Benkovitz described visiting the national offices and found it a valuable experience and recommends others going. | | |
| CONCLUSIONS | | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| None identified. | - | - | |

B. PAST PRESIDENT

DEBBIE BENKOVITZ

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| DISCUSSION | <p>A. Committee Members:</p> <ol style="list-style-type: none"> 1. D. Benkovitz is willing to help EB members fill out committees and is collecting names of people who would like to help and will be passing those names on. <p>B. Electronic Voting:</p> <ol style="list-style-type: none"> 1. D. Benkovitz would like to continue researching this topic and will present more information in November. Web links were sent electronically to the EB and would like everyone to look at these when they get a chance. <ol style="list-style-type: none"> a. The hope is electronic voting will increase the return rate and save money b. It would parallel National as they are moving to electronic voting c. D. Benkovitz is checking on varying prices and confidentiality concerns d. An idea was shared to have a test or practice run before the election to work out quirks <ol style="list-style-type: none"> 1. An idea was shared that a preliminary/test run vote could be used to gather nominees (recruit candidates), explain what the job duties/committees are and assess people's interest in electronic balloting. e. K. O'Grady recommends keeping and maintaining a list of who would prefer a paper ballot. <ol style="list-style-type: none"> 1. EB voiced a concern that if there are only a handful of paper ballots, how do we maintain confidentiality? 2. EB voiced another concern, how do we ensure members only vote once? <ol style="list-style-type: none"> a. How are we currently ensuring this, or can it be ensured? 3. Idea was discussed of including a disclaimer that anonymity may be lost if you choose to vote with a paper ballot and that you may choose an electronic ballot. f. K. O'Grady would like to hear if the membership is interested in electronic voting. g. Another concern is verifying email addresses and membership for voting h. Bylaws will need to be updated as currently they state ballots will be mailed. <ol style="list-style-type: none"> 1. D. Benkovitz will draft bylaws eventually that will not specify a method of voting. 2. To change the constitution and bylaws, membership has to vote. <ol style="list-style-type: none"> a. D. Benkovitz will draft information for the membership to vote on at Atlanta conference. b. Due to a time crunch, all background information will need to be done by the Regional conference in March so voting can take place. | | |
| CONCLUSIONS | <p>Everyone is interested in continuing this research. D. Benkovitz will continue to research the above presented ideas and plans to have a proposal by Atlanta for the board to discuss. She will also formulate some questions and have a cost assessment so the Board can discuss a try out as a test drive of a company. She will also think about the bylaws and changes that will need to be made for electronic voting.</p> | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| Above presented ideas will continue to be researched and presented at the Atlanta Meeting. | D. Benkovitz | Atlanta Meeting | |

C. ARCHIVIST

BARB WHEELER

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| DISCUSSION | <p>A. B. Wheeler would like to thank Sister Donna for all of her hard work. She would like to acknowledge her efforts and send a statement of appreciation from the board.</p> <p>B. Wheeler would like to revise the description of the archivist and historian and how the two positions are separated.</p> <p>C. The archives are currently housed at Duquesne University.</p> <ol style="list-style-type: none"> 1. In the future, there should be discussion on how we archive and making sure the archives remain open to members. 2. The region was paying a student archivist \$1,000 a year to archive for us. Last year this was not done. <ol style="list-style-type: none"> a. To continue this, the student should have a job description and a time sheet for accountability. b. The budget line is still present but there is no money in the line. 3. There had been discussion of transferring paper files to electronic media, but it had been said this may not be the best and most effective way to archive. Two hard drives were purchased for this purpose. 4. There had been discussion on interviewing past presidents and adding this to our archives. 5. The Board would like to know what we send and to who do we send materials for the archives. <p>D. The position of Archivist and Historian were split in 2002. The rationale for the split is unknown and the proposed changes were never integrated into the bylaws. Minutes from 2002-2003 will be pulled from the archives to see how it was integrated so the information can be integrated into the bylaws.</p> | |
| CONCLUSIONS | <p>Motion to send a note from the board; B. Mclean, motion carried.</p> <p>A student archivist job description should be found or created. The budget money for the student archivist should be addressed. Past presidents should be interviewed. Guidelines for what should be sent to the archivist should be developed. We should find out the rationale behind splitting the Archivist and Historian positions</p> | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| <p>A note will be drafted in appreciation of Sister Donna's hard work. Find or create a student archivist job description. Present student archivist budget to the Finance Committee. Interview past presidents. Create guidelines for what should be sent to the archivist. Minutes should be pulled to discover the rational of the split positions</p> | <p>Kristen O'Grady Kristen O'Grady Barb Wheeler Carol Shultis Barb Wheeler Carol Shultis</p> | <p>- ASAP ASAP - ASAP</p> |

D. VP OF MEMBERSHIP

MARIE-LOUISE LYON

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| DISCUSSION | Report included in board book. | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None identified. | - | - |

10 Minute Recess at 7:51pm. Reconvened at 8:02pm.

E. VP OF CONFERENCE PLANNING

MICHAEL VIEGA, MELISSA KING & KRISTEN O'GRADY

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| DISCUSSION | <p>A. Conference Logo: The Board approves of the logo</p> <p>B. Conference Budget 2011-2012</p> <ol style="list-style-type: none"> 1. Local committee working on a line item budget (a goal of the local committee this year). The summer meeting went well. Team is great and dedicated to putting on a great conference. <p>C. Update Baltimore 2012 conference events</p> <ol style="list-style-type: none"> 1. Plenary Session and Awards/Recognition <ol style="list-style-type: none"> a. Plenary will be a celebration of Helen Bonny's life, legacy and history in the Baltimore area. <ol style="list-style-type: none"> 1. Several people have expressed interest in coming to honor her. M. Viega is requesting more names of people he can ask to come. 2. A budget was proposed to offer registration/hotel for these invited guests. b. Budget proposal <ol style="list-style-type: none"> 1. Budget was approved by consensus. c. The Board feels we should have awards for Miriam Pfeiffer, Tony Wigram and Ken Bruscia to recognize their work. Ken Bruscia will be invited to honor Helen Bonny. d. The Board feels guidelines should be set on how to honor those who retire. An idea was proposed to form a committee of the board that will be charged with awards. e. Awards continued under "Other Business" section E. <p>D. Mailings</p> <ol style="list-style-type: none"> 1. Is spending \$900 for mailings (save-the-dates) for the conference worth the money? The Board feels it is not worth the money. 2. The save the date and the conference logo can be added to the website and Facebook page. <p>E. Pre-Conference Institute</p> <ol style="list-style-type: none"> 1. Seung-A Kim is requesting extra funds (to pay for registration and hotel) for guests who will help her present who are traveling from very far. The approximate cost will be \$750. <ol style="list-style-type: none"> a. Due to saving money elsewhere and the need for multicultural presentations, the Board approved this item | |
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| | <p>by consensus.</p> <p>F. Present Proposals for 2013 conference: Melissa King</p> <ol style="list-style-type: none"> 1. M. King searched hotels in New York/Manhattan and found they are too expensive and do not have the space we need. There were similar problems in Long Island and New Jersey. 2. Out of the bids M. King received, there were 2 possibilities, one in Secaucus, NJ and one in Hunnington, NY. Both of these may not be good choices due to hotel cost. 3. M. King will widen the search to include: Harrisburg, Hershey, Lancaster, and all of central PA. 4. The Board proposes that every 3 years or 4 years we look at having the conference in the edges of region. <p>G. AMTA Presence at Regional Conference: Kristen O'Grady</p> <ol style="list-style-type: none"> 1. Due to the proximity of this year's conference to the National office, there should be a way to coordinate with the office and strengthen the relationship. Perhaps having information so people can go on their own to visit. 2. The President Elect of AMTA chooses 1 of 2 years to attend a regional conference. We want to make sure her visit is worthwhile. The Board would like to develop a plan for her visit once she decides which year she wants to attend. The Board discussed time for her to meet with the region: an hour plenary set aside for her to address the region or it could be part of a business meeting. It is customary to pay for her hotel and air fare. Having her available to meet during a concurrent session-being available for talks is also an idea. It is important that that invitation to attend the conference come from the President of our region. <p>H. Discussion of CMTEs</p> <ol style="list-style-type: none"> 1. How many CMTEs are appropriate per conference? 2. Pay for CMTE presenters: we might be the only region that does this. It is not done at national. 3. The Board decided an ad hoc committee should be appointed to examine the use of 3 and 5 hour CMTEs at conferences to determine the role of this kind of education and the amount that should be offered <ol style="list-style-type: none"> a. C. Shultis motioned to develop this committee, the Board approved. | |
| CONCLUSIONS | <p>-Ken Bruscia, Miriam Pfeiffer and Tony Wigram will receive awards/recognition at the conference.</p> <p>-Guidelines should be created for awards. Perhaps a committee of the board should deal with awards.</p> <p>-Save the date mailings will no longer be mailed out as they do not appear to be cost effective.</p> <p>-Guests presenting in the preconference institute will receive free hotel and registration as included in the budget.</p> <p>-Motion to approve creating an ad hoc committee to discuss CMTEs, C. Shultis, motion carried.</p> | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Awards will be created for those to be awarded. | Kristen O'Grady | Conference |
| Creation of an ad hoc committee to discuss CMTEs. | Kristen O'Grady | - |

F. FINANCE

NOEL ANDERSON

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| DISCUSSION | <p>A. The region's financial status</p> <ol style="list-style-type: none"> 1. Last year's conference did well. 2. Balance of bank accounts <ol style="list-style-type: none"> a. K. O'Grady, Legal- \$2480 b. M. Hricko Fay, Government relations- \$10,750 c. K. O'Grady, Nat'l Conference reimbursement- \$5250.00 d. M. Ahola, Tuned into Rx Music- \$650 e. M. Viega, VP conference planning- \$2000, spent \$61.05 f. T. Souhrada, Continuing Ed- \$1500, spent \$75 g. K. O'Grady, EB meetings- \$ 3400, spent \$290.49 h. G. Ritter-Cantesanu, Recording Secretary, \$200 i. K. O'Grady, Webmaster, \$2500 j. N. Hahna, Passages- \$250 k. N. Hahna, Jenny Shinn- \$1800, spent \$500 l. N. Hahna, Student Advisor- \$250 m. N. Hahna, Students (MARAMTS) - \$3100 n. J. Carpente, Public relations- \$2000, spent \$28 o. N. Anderson, Accountant- \$2000 p. N. Anderson, Treasurer- \$150, spent \$30.12 q. M. Lyon, VP membership- \$1805 r. K. O'Grady, President's discretionary- \$500 (conference awards) s. J. Neal, President-Elect- \$250 (copying by-laws) t. K. O'Grady, President's clerical- \$20 u. T. Meadows, Research committee- \$3275 v. C. Shultis, Historian- \$175 w. D. Benkovitz, Past-president- \$50 x. K. O'Grady, Community Service- \$150 y. K. O'Grady, Philanthropy- \$150 z. K. O'Grady, Regional conference reimbursement- \$3000 aa. B. Sutton, VP conference planning elect- \$300 3. Funds in Liability Reserve 4. Funds in General Reserve |
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| | <ol style="list-style-type: none"> 5. Budget line representatives are responsible for treasury request form 6. Travel reimbursement <ol style="list-style-type: none"> a. Only for exec board meeting, \$15 every 100 miles up to \$100 7. Conference reimbursement <ol style="list-style-type: none"> a. Use the conference reimbursement form. Each Assembly Delegate, Executive Board Member and National Committee Representative receives \$150 but are required to attend AMTA and MAR business meetings. b. You have to return the form by the deadline. 8. For other reimbursements: <ol style="list-style-type: none"> a. Whoever spends the money fills out the form. b. Attach receipt and then send it to budget line representative and they'll sign it and send to Noel. c. Noel will check with the accountant to see if we can scan everything in and send it to her for faster reimbursement, and mail in hard copies later. d. If amount is over \$200 you have to send it to K. O'Grady then N. Anderson. 9. N. Anderson met with the accountant for financial review (every two years this occurs). She was quoted the cost of between \$1500 and \$2000. There is \$2000 in the budget for this item. N. Anderson will get more information on the quoted price for the review. |
| CONCLUSIONS | N. Anderson will get more information for the accountant's review. |
| ACTION ITEMS | PERSON RESPONSIBLE DEADLINE |
| Get more information on quote for accountant's review. | N. Anderson - |

Recess at 9:24pm. Reconvened at 9:27am.

G. GOVERNMENT RELATIONS CHAIR

MARIA HRICKO FAY

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| DISCUSSION | <ol style="list-style-type: none"> 1. NYSTF <ol style="list-style-type: none"> a. No report. Will give an update at the conference b. NJSTF <ol style="list-style-type: none"> a. How to get NJSTF going again? <ol style="list-style-type: none"> 1. Post info on Facebook page. 2. Contact NJ list serve and state association president 3. NJMT is recognized as an association by MAR <ol style="list-style-type: none"> a. Someone on at NJMT should be on GR committee c. PASTF <ol style="list-style-type: none"> a. PASTF created a Google docs site for all of their documents as well as a FAQ area b. PASTF currently researching a law that is affecting a lot of MT's in their area c. K. O'Grady says this can go into the newsletter to try and get more people involved d. VASTF <ol style="list-style-type: none"> a. Very strong and motivated group b. In the beginning stages and still deciding if licensure is correct for them c. They created and ran a test survey and will be getting a survey out to the greater Virginia area e. Chairs of Task Forces are appointed every 2 years from volunteers f. Perhaps there should be an addition to travel policy for "other invited guests" so that chairs of the task forces can attend meetings when there is something important happening in their state g. There will be a state task force reception at the Atlanta conference. h. At the Atlanta conference there will be a presentation of the two landmark MT legislations in Nevada and North Dakota. i. AMTA and CBMT are working to create a Google Docs page so states can share information j. Members of state task forces can get up to 20 continuing ed credits for work on the task force |
| CONCLUSIONS | |
| ACTION ITEMS | PERSON RESPONSIBLE DEADLINE |
| Contact NJMT president and list serve to recruit for NJSTF Contact NJMT to see who is supposed to be on the GR committee Check archives for affiliation agreement between NJMT and MAR Look up NJMT constitution and bylaws and see if AMTA should look at their bylaws | M. Hricko Fay M. Hricko Fay C. Shultis K. O'Grady - |

H. PUBLIC RELATIONS

KRISTEN O'GRADY FOR JOHN CARPENTE

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| DISCUSSION | <p>J. Carpente submitted a report to the board book.</p> <ol style="list-style-type: none"> 1. Large PR committee 2. Approximately 700 members on the MAR-AMTA Facebook page 3. J. Carpente proposed that the his committee members create Powerpoints to be used by the general membership <ol style="list-style-type: none"> a. He wants these PPTs on the MAR website so the public can access them easily b. Each PPT can be tailored to a population/purpose c. The Board feels they should approve these PPTs before they are distributed 4. J. Carpente wants to post information on how to contact committee members so they may assist the public in their PR |
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| | <p>needs</p> <ol style="list-style-type: none"> 5. J. Carpenite plans to present a concurrent session at the conference on PR needs and what MAR has to offer, etc. 6. J. Carpenite proposes adding the Facebook page to materials, etc. The Board agrees by consensus. 7. J. Carpenite proposes that members contact AMTA directly to request PR materials (handouts). The Board feels that a member of the PR Committee should be the liaison between MAR and AMTA for the materials rather than members contacting AMTA directly. A. Gadberry agreed to do this committee job. The Board feels the committee should create a position for this job rather than it being a person. J. Carpenite as the PR chair should get a copy of all requests for materials for his records. 8. J. Carpenite requests to no longer use posterboards (the displays members can access through the PR committee) and convert these materials to PowerPoints. The Board agreed by consensus that these displays should be continued to be used as they are professionally made displays. 9. J. Carpenite asks what is the benefit of the PR Booth at National. The Board agreed by consensus that we should continue to have a booth at conferences to showcase our region to other regions, vendors, guests, etc. 10. Should there be another historical display at the National Conference? The Board feels yes, if it is displayed in a way conference members can view it. 11. J. Carpenite feels the projector MAR loans to members is bulky and difficult to transport in luggage, etc. The Board agrees by consensus to pay members' baggage fee if they need to transport this equipment if needed. 12. The Board feels the PR Committee should gather ideas on more portable PR materials. 13. The Board congratulates J. Carpenite on his large committee. | |
| CONCLUSIONS | <p>The Board agrees by consensus to add the Facebook page to materials, etc. The Board agrees by consensus to continue to have members contact the PR committee for materials from AMTA. The Board agrees by consensus to continue to offer the displays to the members. The Board agrees by consensus to continue having a PR Booth at the National Conference. The Board agrees by consensus to have a historical display at National if it is displayed appropriately. The Board agrees by consensus to pay members' baggage fee if needed to transport the projector.</p> | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| More information on PR ideas should be presented at the National Conference. Gather ideas on more portable PR materials. | J. Carpenite J. Carpenite | Conference Conference |

I. STUDENT AFFAIRS ADVISOR

NICOLE HAHNA

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| DISCUSSION | <ol style="list-style-type: none"> 1. MARAMTS have been very busy this summer creating a new slate. Students have great ideas. They have created a Google docs site where they have posted everyone's job duties. They have also created MARAMTS email addresses. 2. To contact N. Hahna for this position, her new email address is: Maramtsadvisor@gmail.com 3. Students are working on bylaws changes. 4. There are some missing bylaws that would have been useful such as: <ol style="list-style-type: none"> a. Appropriate use of donation funds to maintain a nonprofit status b. Clarify what to do if there is a vacancy in positions c. MAR does not list MARAMTS specifically in the bylaws. It is suggest that it be listed as an acronym and financial ties, etc. 5. Passages will be amazing. Registration extended to Oct. 10. Free conference. <ol style="list-style-type: none"> a. Discussion on reimbursing N. Hahna for attending Passages. Approved by consensus. 6. N. Hahna will be contacting clinical training directors soon about scholarships. 7. At this point, N. Hahna requested to speak now on item B in new business. There were no objections. (See item B under New Business). | |
| CONCLUSIONS | N. Hahna will be reimbursed for attending Passages. Approved by consensus. | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None identified. | - | - |

J. NEWSLETTER EDITOR

DEBBIE BENKOVITZ FOR MARK AHOLA

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| DISCUSSION | <ol style="list-style-type: none"> 1. M. Ahola submitted a report in the Board Book. 2. Each chair can submit a blurb for the newsletter (task forces in area should submit to M. Hricko Fay) 3. M. Ahola hopes the newsletter will be ready for Board members by Oct 9 and will go out following weekend. M. Ahola is requesting the Board to look over the copy. <ol style="list-style-type: none"> a. The Board doesn't usually look over or approve the newsletters, but will this time b. Committees/committee members and task forces can submit things to him through their board member. | |
| CONCLUSIONS | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| None identified. | - | - |

K. VP OF MARAMTS

EMILY WALSH

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| DISCUSSION | <ol style="list-style-type: none"> 1. Tote bags that were sold at the last conference are now available online for \$12 with free shipping. They will also be |
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| | <p>available at National (sold at our booth).</p> <ol style="list-style-type: none"> 2. For a Spring fund raiser water bottles or tumble coffee mugs are being considered. 3. The students switched from a Yahoo Group to Google Docs to share their information among members. 4. Emails will now be passed down from one member to the next to make things easier. 5. A new handbook for MARAMTS Eboard with specific duties and time lines is being created. 6. Would like to request MARAMTS to be listed as a connected organization in the bylaws adding clarity to show the relationship. The Board agrees by consensus. (See item B under New Business) | | | | | | |
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| CONCLUSIONS | See item B under New Business for information on the Bylaws. | | | | | | |
| ACTION ITEMS | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">PERSON RESPONSIBLE</th> <th style="width: 25%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> | | PERSON RESPONSIBLE | DEADLINE | - | - | - |
| | PERSON RESPONSIBLE | DEADLINE | | | | | |
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III. OTHER BUSINESS

A. AMTA POLICY ON THE USE OF ACRONYMS

KRISTEN O'GRADY

| DISCUSSION | <ol style="list-style-type: none"> 1. The policy should be disseminated on the Facebook page and in the newsletter. <ol style="list-style-type: none"> a. The policy takes effect Jan. 1, 2012. b. It will limit the amount of initials after people's names so it is clearer and less confusing to the public. c. At conference, we should make sure everyone's name is put that way. It will be discussed by the conference committee. d. CBMT asked a long time ago for MT-BC to be last. We need more clarity on this. e. Encourage people to check their email signatures as well. On these signatures, members can continue to write out MT-BC, but they can no longer have acronyms for other MT designations. | | | | | | |
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| CONCLUSIONS | More clarity is needed on the placement of MT-BC | | | | | | |
| ACTION ITEMS | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">PERSON RESPONSIBLE</th> <th style="width: 25%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>More clarity on the placement of MT-BC will be requested.</td> <td>K. O'Grady</td> <td>-</td> </tr> </tbody> </table> | | PERSON RESPONSIBLE | DEADLINE | More clarity on the placement of MT-BC will be requested. | K. O'Grady | - |
| | PERSON RESPONSIBLE | DEADLINE | | | | | |
| More clarity on the placement of MT-BC will be requested. | K. O'Grady | - | | | | | |

B. REGIONAL STUDENT ORGANIZATION

KRISTEN O'GRADY

| DISCUSSION | <ol style="list-style-type: none"> 1. In regards to a memo from AMTA: <ol style="list-style-type: none"> a. While MAR has ties to MARAMTS, it is not specified anywhere. The relationship should be more specifically delineated to clear up discrepancies with money, etc. b. The Constitution and Bylaws Committee look into making sure statement of relationship between mar and MARAMTS. c. Banking should be done same way to keep tax exempt status. d. Signature cards: who should have access for money and be able to sign? Should MAR treasurer be on there? Currently N. Hahna and K. O'Grady are the signers. It does not say in the bylaws that MAR has any responsibility for MARAMTS. e. There is no statement as to why there is a student advisor. This should be added to the bylaws. f. MARAMTS student accounts should be aligned with MAR and AMTA to maintain clarity and tax exempt status. | | | | | | |
|---|---|----------|--------------------|----------|---|-----------------------------------|---|
| CONCLUSIONS | A statement of relationship should be created to describe the relationship between MAR and MARAMTS. | | | | | | |
| ACTION ITEMS | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">PERSON RESPONSIBLE</th> <th style="width: 25%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>Develop a statement of relationship between MAR and MARAMTS</td> <td>Constitution and Bylaws Committee</td> <td>-</td> </tr> </tbody> </table> | | PERSON RESPONSIBLE | DEADLINE | Develop a statement of relationship between MAR and MARAMTS | Constitution and Bylaws Committee | - |
| | PERSON RESPONSIBLE | DEADLINE | | | | | |
| Develop a statement of relationship between MAR and MARAMTS | Constitution and Bylaws Committee | - | | | | | |

C. REQUEST FROM AMTA TO KEEP A LIST OF ACCOMPLISHMENTS

C. SHULSTIS

| DISCUSSION | <ol style="list-style-type: none"> 1. AMTA would like the Board members to keep a running list of accomplishments and such so we can quickly put together things we've done as a region to contribute to their overall list of things they keep. | | | | | | |
|--|---|----------|--------------------|----------|--|------------|---|
| CONCLUSIONS | AMTA would like members to keep a list of accomplishments but more information is needed on what we should list. | | | | | | |
| ACTION ITEMS | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">PERSON RESPONSIBLE</th> <th style="width: 25%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>More clarity is needed on what AMTA would like us to list.</td> <td>K. O'Grady</td> <td>-</td> </tr> </tbody> </table> | | PERSON RESPONSIBLE | DEADLINE | More clarity is needed on what AMTA would like us to list. | K. O'Grady | - |
| | PERSON RESPONSIBLE | DEADLINE | | | | | |
| More clarity is needed on what AMTA would like us to list. | K. O'Grady | - | | | | | |

D. EQUALITY IN TRAVEL DISTANCE

D. BENKOVITZ

| DISCUSSION | <ol style="list-style-type: none"> 1. Could we look for a more central location for the Board Meetings? <ol style="list-style-type: none"> a. A more central location may allow better and easier student attendance as well. b. Next September a location will be sought out so that no one's drive exceeds 6 hours. 2. The Board will look at the possibility of an entire Saturday meeting rather than 2 half days (with possibly of 2 night stay). Also the possibility of some socializing time. 3. Another possibility is starting earlier (perhaps 5) so that the Board can break for dinner for socializing. 4. There is a possibility of a funder for our meetings. | | | | | | |
|---------------------|---|----------|--------------------|----------|---|---|---|
| CONCLUSIONS | A more central meeting location is preferred. | | | | | | |
| ACTION ITEMS | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">PERSON RESPONSIBLE</th> <th style="width: 25%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> | | PERSON RESPONSIBLE | DEADLINE | - | - | - |
| | PERSON RESPONSIBLE | DEADLINE | | | | | |
| - | - | - | | | | | |

E. AWARDS REVISITED

CAROL SHULSTIS

| | | |
|--|---|-----------------|
| DISCUSSION | <p>1. Awards weren't given out last year so now we should make sure the awards typically given at opening ceremony are given out again.</p> <p style="margin-left: 20px;">a. In the past this has been the president's job.</p> <p style="margin-left: 20px;">b. Last year when the membership was asked for submissions for rewards, none were submitted so no awards were given out.</p> <p>2. There should be written down rules/procedures for awards with the awards defined.</p> <p>3. Definitions we tentatively have:</p> <p style="margin-left: 20px;">a. Advocacy award-an award that can go to a non-MT professional/organization that has shown support to the MT field or created MT jobs. This is usually locally done by the local committee making recommendations to president.</p> <p style="margin-left: 20px;">b. Service awards-someone in profession who has done exemplary service within the past year or something similar</p> <p style="margin-left: 20px;">c. Presidential awards-an award given based on president's judgment.</p> <p style="margin-left: 20px;">d. Lifetime achievement award-for a lifetime of service.</p> <p style="margin-left: 20px;">e. All of these should be in our bylaws</p> <p>4. The president purchases plaques for awards.</p> <p>5. K. O'Grady will put together an ad hoc committee to create definitions or find old definitions for awards. The ad hoc committee will work on definitions, defining who is responsible for the awards, how the awards will be submitted/given out, the process and recreating forms among other responsibilities.</p> <p>6. Once the awards are better defined we can move forward with it. In the mean time, if members think of people they would like honored they should let the president know.</p> <p>7. A list of past award recipients should be compiled and could be added to our website.</p> | |
| CONCLUSIONS | <p>There should be written down rules/procedures for awards and definitions of awards in MAR's bylaws.</p> <p>The president purchases plaques for awards.</p> <p>An ad hoc committee will be created to address awards.</p> <p>A list of past award recipients should be compiled.</p> | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| Creation of ad hoc committee to address awards. A list of past award recipients should be compiled. | Kristen O'Grady Kristen O'Grady | - |

F. OTHER NEW BUSINESS

| | | |
|---------------------|--|-----------------|
| DISCUSSION | <p>The Assembly Delegates report was not included on the agenda. It is included in the board book.</p> <p>Should there be more social time at conference for regular attendees. A consensus from the membership would be nice as there have been times the attendees have requested more breakout sessions and at other times they have suggested more socialization time.</p> | |
| CONCLUSIONS | - | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
| - | - | - |

IV. GOOD AND WELFARE

A. RECOGNITIONS

| | | |
|----------------------|---|-----------------|
| DISCUSSION | <p>D. Benkovitz would like to express her gratitude to Maria Fay for setting up this meeting and picking up the ball quickly where Sister Miriam left off.</p> <p>K. O'Grady would like to thank Deb Benkovitz and Maria Fay for putting this all together. And to everybody for making the trek out in the weather. She is excited about new people on the board and thinks this has been very productive time so far.</p> <p>M. Fay would like to thank everyone and express that if the Board chooses to meet here again it is ok.</p> <p>C. Shultis is happy to be part of this board once again.</p> | |
| CONCLUSIONS | - | |
| ACTION ITEMS- | PERSON RESPONSIBLE | DEADLINE |
| None Identified. | - | - |

V. ADJOURNMENT

| | |
|--------------------------|--------------|
| MOTION TO ADJOURN | M. Viega |
| MEETING CLOSED | At 11:42 am. |

| | |
|---------------------|---|
| NEXT MEETING | Conference in Atlanta on Thursday 17 th 6-7:20pm, Friday 18 th 6:15-7:45pm, and (General Membership) Saturday 19 th 7:30-9:15am. |
|---------------------|---|