



## MAR-AMTA Executive Board Meeting

MINUTES	Wednesday April 11, 2018 Thursday April 12, 2018	7:00PM - 10:00PM 9:00AM - 11:00AM	MAR-AMTA Executive Board Business Meeting Pittsburgh, PA
MEETING CALLED BY	Michael Viega, <i>President</i>		
TYPE OF MEETING	2018 MAR Regional Conference Executive Board Meeting		
FACILITATOR	Michael Viega, <i>President</i>		
NOTE TAKER	Shawna Vernisie, <i>Recording Secretary</i>		
PRESENT	Mike Viega, President Julie Neal, Past President; Beth Deyermond, President-Elect; Shawna Vernisie, Recording Secretary; Ming Yuan Low, Membership; Brigitte Sutton, Treasurer; James Maxson, Treasurer-Elect; Jenny Swanson, VP for Conference Planning; Lauren Faggiano, VP for Conference Planning-Elect; Donna Polen, Assembly Chair; Gary Verhagen; Parliamentarian; Amy Rodgers-Smith; Government Relations Jason Willey, MARAMTS Advisor; Colleen McDonough, MARAMTS Vice President Mark Ahola, Historian/Newsletter Editor; Tara O'Brien, Public Relations		
ABSENT	Carol Ann Blank, VP Membership		
CALL TO ORDER:	Meeting was called to order at 7:34PM		
<b>I. OPENING PROCEDURES</b> <b>MICHAEL VIEGA</b>			
A. Call to Order at 7:34 PM (Thank you to Ming Yuan Low for sitting in for Carol Ann Blank [membership] and welcome Marisol Norris and Claire Arezina for attending). B. Approval of Agenda, <i>Tara O'Brien made motion to accept the agenda as modified, 2<sup>nd</sup>. Motion passes.</i> C. Approval of Minutes ( <i>November 2017 - St. Louis, MO</i> ), <i>Amy Rogers-Smith made motion to approve the minutes as amended (spelling changes), 2<sup>nd</sup>. Motion passes.</i>			

D. Approval of Consent Agenda, *Julie Neal made motion to approve consent agenda, 2<sup>nd</sup>, Motion passes.*

## II. OFFICERS REPORTS

### DISCUSSION

#### A. PRESIDENT MICHAEL VIEGA

1. Forming a standing committee in MAR for Diversity, Equity, Inclusiveness (DEI). Marisol Norris and Jenny Swanson will report on the need to form this group for MAR-AMTA. Our EB asked Marisol and Jenny to further investigate how this will benefit our Region separate from the AMTA Multicultural and Diversity Committee and their task.
  - a. Marisol Norris spoke to this. Conversation about this committee moving from an ad hoc committee to a standing committee has been in talks for quite some time.
  - b. Initially, the committee was in place to deal with the issues that arrive around national conflicts and how to address and support members of MAR. For example, there was the event in Charlottesville, however more events have been happening for a while and they are more apparent. When the committee first started talking, a national committee was under construction. We wanted to let them get their grounding, and see how the national committee wanted to move forward. MAR was considering a committee to address and provide resources specifically for the region. At that moment, all other regional representatives were interested in having their own committee too. It's always been on the back of everyone's minds, but best to deal with the tasks at a national level. The national committee has been slow moving because it's transitioning from a task force to a committee, and trying to decipher what the goal is in relationship to our members. We wouldn't be able to respond to our members needs as they arise.
    - i. For example, there was a survey that went out to AMTA members that was not gender inclusive. A member was against that and tried to take an academic stance against it, and it was brought to the national committee, and nothing seemed to happen.
  - c. The charges of this committee have to do with a national level. Right now they are collecting data and seeing what minority groups exist, listing those, providing some resources here and there but more so on national conference level, also bringing in a presentation at national conference. Marisol mentioned that nothing is happening on a regional level and regional representatives hands have been tied, speaking about how we feel that we can't use our own ideas, but they must operate on the charge that was from the board of directors at the national level. Found it hard to position themselves as activists.
  - d. With that being said, the committee waited another year, reshaped goals, changed the name, considered having different committees under the regions, hitting another blockade to some of those ideas, and going back to original goals.

- e. AMTA's timeline is different than our regional timeline – for example, sometimes the emergency that MAR faces, are not being addressed at a national level. Marisol will be the point person for this committee, but not part of the charge as a regional representative.
  - i. Mike mentioned that if there is an issue that comes up in the region, just like regional advocacy, the DEI committee would be something similar – if something has happened, they could reach out as a region, advocate as needed, and we will continue to have representation on the board that represents the diversity of the region and makes sure that they challenge us when we're not inclusive, or subtly taking anti-racial stands. We may not always be aware of this, so this committee will make sure that we hold true to these goals as a board for the years to come.
- f. There is a lot of Innovation in our region – we are pillars of MAR, forward thinking, always considering what's next in the development of our field. This is the next step for us. How we centralize conversations of social justice issues and cultural competence. The national committee has their own agenda, which will not support some of the charges that may come up for our region – and may not be responsive to our region.
  - i. Donna mentioned she appreciated hearing more about the DEI committee and understands why the need for a standing committee is being brought to the table.
- g. It was asked how this committee would work structurally; if we have DEI standing committee, would that be connected to the national committee? (i.e. would the chair of the regional DEI committee automatically be the regional representative to the national committee? Or is it best that they remain completely separate?)
  - i. Marisol answered that we don't have an answer for that. She spoke to others from the national committee in October, saying that MAR wants to move forward with an ad hoc and they said to go ahead.
  - ii. Julie Neal tried to synthesize, saying what she is hearing is this is going to look different at a regional level than it is at a national level. It may be beneficial to keep it different, as we have the ability to do that. She mentioned that layers may bog things down and make it harder to get work done. We might want to call it something different from the national committee to lessen confusion.
- h. This could be seen as a model of what the committee could be at the national level. Showing what a committee like this could look like that actually has power within the board directly and how the board interacts, and possibly present at next regional conference about how the committee works, about the structure that was created so there can be a conversation with the national committee.
- i. Next steps should be that the ad hoc decipher the pros and cons to being associated with the national committee, as the goals of the national committee differ from what the goals could be of our regional committee.
- j. Amy Rogers-Smith mentioned that it may be difficult for someone to serve on that national group, and have a second set of tasks to take care of on a regional

level. This would essentially be two jobs for one person; a representative for national team and national goals/work, and then they're responding to everyone in our region as well.

- i. Tara O'Brien mentioned that the representative serve as chair for the committee? Maybe it could lead them to have similar goals, and this person can provide some feedback from both standpoints.
  - k. Mike Viega made a charge that Marisol Norris & Jenny Swanson start a standing Diversity, Equity, and Inclusion committee and establish goals and members for that committee, respond to any issues/concerns that arise within the year and to report out at next meeting.
    - i. *Brigette Sutton made a motion to approve the charge, 2nd, motion passes.*
2. Clare Arezina, CMTE Coordinator will present to the Board her request to discuss the position to be a voting EB member. She will share with us her rationale, as well as how the position has grown in scope over the past three years.
  - a. Clare thanked the board for inviting her to speak.
  - b. She expressed that continuing ed has been growing rapidly in our region, especially because of the LCAT continuing education requirements in NY and more members looking for great continuing education opportunities.
  - c. In 2014, there were 110 people that attended CMTEs at regional conference, and this year we have 245 signed up (with more who are still signing up). This totals 150% more people signing up for CMTEs at regional conference. In 2014, only two CMTEs were hosted outside of regional conference, and last year 14 were hosted outside of regional conference. In 2014, 40 people attended CMTEs outside of conference, and last year 226 people attended CMTEs outside of conference.
    - i. For Clare, that is a lot of behind-the-scenes paperwork. But for continuing education to continue to grow, she argued that her position needs to be more involved in discussions at the board level. For example, what will education look like when we have the DEI committee? Do we need to initiate CMTEs from a board level instead of just responding to member requests? On another example, we haven't hosted a CMTE from the buffalo level, how can we monetize this and get money back to the region as well? We were just asked to co-sponsor a CMTE opportunity in Philadelphia, with less than 6 weeks notice. If there was a committee, we could have offered to do this and it could have happened (even having people from all over the region in different areas on the committee, for example).
    - ii. Mike mentioned that we should also consider that you shouldn't have to be doing this position alone. If anything happened to you, then who would be there to help you out? We should be looking at training the next generation at the same time.
    - iii. Brigette mentioned that she can speak in support as Clare noticed we were losing money from CMTEs the way that policy was written, important to mention that as a region, our policies and our goals, representation and standards are such that we want great education

and development opportunities, this is a huge component to how we deliver to our members of our region.

- iv. Clare received an email praising the CMTE opportunities in the MAR region, how there are caps on opportunities and how affordable they are.
  - 1. Gary Verhagen, Parliamentarian, explained the difference between ex-officio and appointed members of the board.
  - 2. Gary also mentioned that there is a financial implication to adding a board member. Board members are provided with a hotel room, travel reimbursement, things of that nature (when they come to fall meeting). By adding a position to the board we're adding that expense. Financially it seems that we can afford it but wants to make the board aware, however the CMTE coordinator already receives conference reimbursement.
  - 3. Mike mentioned that if we want to add the CMTE coordinator (non-voting, appointed position) to the board it's a change to constitution and bylaws and will there be a need for a vote, to which Gary mentioned that the membership votes on that change. Mike will present to membership next year, and the board feels positive about moving forward that idea.
  - 4. The CMTE coordinator is not only just the conference planning committee since a lot of the work is done outside of conference time (CMTEs that are being performed outside of conference time). Times and structure have changed since the CMTE coordinator position was created.
  - 5. Mike mentioned that at next regional conference when we change the constitution and bylaws, she can have a standing committee outside of the conference umbrella.
- 3. MAR-AMTA Stakeholder Committee nominated Dr. Joke Bradt, Drexel University via video conference.
  - a. She accepted the responsibility, they will start video conferencing soon, and the committee is not formed yet; they are awaiting approval from the board of directors.
- 4. Discussion of MAR Reimbursement Committee. Need a new appointment for reimbursement chair.
  - a. Brianna Priester has submitted her resignation from the Reimbursement Committee, and our region/board needs a committee soon. This has been a position/committee that hasn't been doing what it needs to be doing. There have been a lot of issues that have been popping up. Mike needs to appoint someone who is knowledgeable about this area and who's willing to do this, someone who's willing to move forward and address issues.
    - i. Donna Polen mentioned that the NYS task force, in desperation, had formed their own sub committee 'reimbursement team'. There are people that have been appointed to the team but no work has been performed yet. Donna expressed that there is one person that would

be worth speaking with to see if she is interested in that type of work and she will send her an email.

- ii. Mike mentioned that if there's more than one person and he could appoint pending board approval, to let him know if their names as he would like to do that within the next few weeks. Next steps include meeting via Zoom to approve.

5. AMTA Ethics Committee response to their statement on sexual harassment.

- a. At the last Assembly Delegates meeting, there was an emotional and visceral response to sexual harassment; that being noted, AMTA responded via AMTA monthly matters email with a statement in the ethics section, and the board thought this statement seemed to be lacking in light of that assembly delegates meeting. That response didn't address how AMTA would be addressing this issue. Mike brought the following questions to the regional presidents: 1) has anyone from your region respond to the statement in any way, and 2) how can we as regions respond to our members with a strong statement re: sexual harassment. All of the regional presidents will be meeting with the regional president coordinator to discuss this concern.
- b. Mike is proposing that a change in the mission statement and core values is meant to be a precursor to the code of conduct, and in the code of conduct, we can address this more specifically, however this is more for people who are volunteering and elected officials, and this is where we can have a statement about sexual harassment, in relation to urgencies outside of the code of ethics.
- c. How can we show our members that this is something that we are addressing?
  - i. Brigitte asked if the board could we have any sort of a more defined process (like an ethical grievance, there is a process when a complaint is filed, here is the process of when this happens). Do we or can we create the process to see how we respond to that?
    1. Mike responded that he raised this with the other regional presidents - can we serve as any governance? We have to respond within our code of conduct because we don't have the authority of disciplinary actions. We have limited authority, and people are looking for some sort of action. We can't fully investigate.
    2. In terms of an incident, anyone has one year from the date of infraction to report that it happened, which may pose a problem. Donna would like the board to consider another ad hoc – to start working on some ideas because we need to bring this forward. It needs to go to both AMTA and CBMT, because someone could lose their certification.
    3. Julie mentioned that one must to get through the ethics committee to get to the Judicial Review Board, and they rarely receive anything, which she thinks may mean that the system is not working in the right way, and this becomes an assembly issue, not a regional issue.
    4. Gary reminded the board that the Assembly did pass a motion that the Assembly request the Board of Directors to task the council coordinators to review all policies, procedures, and

guidelines, to ensure that they adequately address issues. Because of everything else that has been going on with the board (stepping down, etc.), he does not think that it has been brought up to the Board yet. What was mentioned in Music Therapy Matters was *not* a response to this motion.

5. Mike posed the situation that if it was brought to the board that someone in the organization was a sexual predator, do we have a duty to warn at that point? What is our role in having that information, and what do we do with that information? Does the Code of Conduct direct us in taking a stand, that may seem different than what the Code of Ethics is? Unsure of what the AMTA would say to MAR about having an ad hoc.
6. Discussion continued with continuing questions about what we should be doing as a board if it is brought to our attention that someone in our region is a sexual predator.
7. Brigitte mentioned that it may be helpful to identify a point person (much like a hotline procedure) in these cases.
8. Mike reminded the Board that we want to give everyone the right for due process (and what that looks like), and he will contact the lawyers.
9. Mike charged Donna Polen & the VP of Membership to co-chair an ad hoc committee to look at how our region responds to sexual harassment, over the course of a year, with a report at fall meeting.

*a. Julie Neal made a motion to approve the charge, 2nd, motion carries.*

**6. Proposed revisions and additions to Mission Statement and Core Values**

- a. Wanted them to be condensed; this will be the first set of core values that will be officially adopted.
- b. Proposed CORE VALUES (Reflecting foundations of our decision-making processes and what drives our service to our members):  
Forward-thinking leadership  
Fostering ethical human relationships  
Diversity, equity, and inclusion  
Transparency and accountability  
Integrity
- c. Current Mission Statement: The mission of the Mid-Atlantic Region of the American Music Therapy Association is to advance public awareness of the benefits of music therapy, to increase access to quality music therapy services, and to provide support to its members within the Mid-Atlantic Region.  
PROPOSED MISSION STATEMENT: The mission of the Mid-Atlantic Region of the American Music Therapy Association is to assist in the professional development of its members by providing continuing education,, research, support for public and legislative advocacy, leadership, and community-building by promoting diversity, equity, and inclusion in music therapy.

1. Members of the board seemed to think that this reflects both an inward-focus and an outward-focus for members and that this helps to provide accurate advocacy.

2. This will be brought back to the committee so we can present the core values to membership, and bring it back at next years regional conference.
  3. Members of the executive committee noticed the difference from the AMTA mission, however agreed with it. They would still like to see if it is still in line with AMTA's mission.
  4. One thought was that the mission sounds like it is the core values of the executive board and not the membership. The committee will take note of this and work on this.
  5. Beth thanked the committee for all of their hard work on this endeavor.
7. Mark Ahola has reported that due to an error in Constant Contact, some members did not receive ballots to vote. There is a possibility that this could have impacted our election, especially the results of Membership. We need to discuss our recommendations for maintaining the democratic integrity of our voting process to membership at this conference.
- a. People with last names starting with A-C did not get a ballot.
  - b. Of those 201 members that did not receive ballots correctly, and about 120 members did not receive ballots.
  - c. This affects Membership chair, as membership chair has always been appointed/voted on and congratulated.
    - i. It was agreed upon that those who did not receive a ballot will receive one, a new vote will be cast, and a decision will be made from that point on, however the current Chair and interim chair can continue to work together.
    - ii. Mike will let membership know what happened (not redoing the entire vote but only having the people who did not receive a ballot be able to cast their vote) and that we are going to send out the finished election.
8. A reminder to please update your committee members using this form <https://docs.google.com/spreadsheets/d/1mkuJfVmo5Kf8Lffxf-HYkDYCxyzqUAJcMjeTePkW1g/edit#gid=0>. In addition, please review the website and make any changes to your pages. Keep this updated. Contact our webmaster, Erin Lunde, to make changes: [<erin@lunde.net>](mailto:erin@lunde.net)
- a. There is still outdated information on the site - if you are in charge of an area, please update it.
9. This Board needs to resolve our Archivist position. Mike is proposing that the Board make this a stipend position, providing incentive for a local professional to help maintain our archives.
- a. Mike will perform a search to see who would be interested in serving as Archivist, and revisit the idea of a stipend for the Fall meeting, and if he cannot find someone to fill this position we as a Board will revisit this.
    - i. Some issues are: lack of interest, location of archives (at Duquesne in perpetuity), student interest, possible need for a committee, should the position be a board position or not.
10. Sponsorship at AMTA. At what level should we commit?
- a. Brigitte and Beth budgeted for this, \$1,600.
    - i. Research Poster session - \$1,600 - this would fit into our mission statement and core values.
11. Board Meeting for Fall



	<ul style="list-style-type: none"> <li>a. Idea for the meeting to be a full meeting as well as a team building retreat, at the Center for Discovery in the Fall, however it was agreed that this would be better for the Transition meeting in the summer.</li> <li>b. Fall meeting will be at Elizabethtown (September 28-29). No summer meeting this year.</li> </ul>	
CONCLUSION	See "Discussion" segment points.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ACTION ITEMS	See "Action Items" on page ** of Minutes document.	

DISCUSSION	<p><b>B. PRESIDENT ELECT BETH DEYERMOND</b></p> <ul style="list-style-type: none"> <li>1. Update from State Associations <ul style="list-style-type: none"> <li>a. Virginia Music Therapy Association <ul style="list-style-type: none"> <li>i. Spring Newsletter: <a href="https://drive.google.com/file/d/0B4_Lq5Gs6uQBa0FibmFBdmFmcGZXb0JBNGxVcnJfbzE1ZkE0/view?usp=sharing">https://drive.google.com/file/d/0B4_Lq5Gs6uQBa0FibmFBdmFmcGZXb0JBNGxVcnJfbzE1ZkE0/view?usp=sharing</a></li> <li>ii. April 28, 2018 Spring Business Meeting and Workshop will share a lot of information about the current initiatives for licensure in VA. CMTE credits (4 for the entire day) are sponsored through the MAR-AMTA. VMTA members and students are free</li> </ul> </li> <li>b. Maryland Association for Music Therapy <ul style="list-style-type: none"> <li>i. Working on our new website and updating bylaws</li> <li>ii. Still navigating through the state licensure process. Hit a couple of snags in the bill process, but the state task force and gov't relations reps have been working tirelessly to take the necessary next steps.</li> <li>iii. Working on putting together 1 or 2 more CMTE's for the year</li> <li>iv. Historian is putting together a "History of MT in MD" project</li> </ul> </li> </ul> </li> <li>2. Proposed revisions to Constitution and Bylaws <ul style="list-style-type: none"> <li>a. Link: <a href="https://docs.google.com/document/d/1N2sU5uKG3TfpTy_RoFzG_X4cwji24zQ2YLQTjTAfpVg/edit?usp=sharing">https://docs.google.com/document/d/1N2sU5uKG3TfpTy_RoFzG_X4cwji24zQ2YLQTjTAfpVg/edit?usp=sharing</a></li> <li>b. Beth extended thanks to Gary, Julie, Becky Warren, and Donna for all of their efforts towards this project. The majority of the changes were more clarification/administrative in nature rather than substance. With the exception of the historical preservation committee and descriptions of parliamentarian and archivist, most other changes are about clarifying the wording, names of positions, and it was noted that there was confusion about appointed officers vs. appointed positions, so we tried to make it congruent.</li> <li>c. <b>Constitution</b>  <b>Article IV - Officers</b> <b>Current: Section 3.</b> The officers elected by the Mid-Atlantic Region Association of Music Therapy Students, hereinafter referred to as MARAMTS, shall be the</li> </ul> </li> </ul>
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Student Affairs Advisory Board Representative and the Student Representative. The officer elected by the Assembly Delegates and Alternates shall be the Assembly Chair.

**Proposed: Section 3.** The officers elected by the Mid-Atlantic Region Association of Music Therapy Students, hereinafter referred to as MARAMTS, shall be the ~~Student Affairs Advisory Board Representative~~ Student Affairs Advisor and the Student Representative. The officer elected by the Assembly Delegates and Alternates shall be the Assembly Chair.

**Rationale:** Changing Student Affairs Advisory Board Representative to Student Affairs Advisor clarifies the title of the position

#### **Article IV - Officers**

**Current: Section 4.** The appointed officers of the Region shall be the Recording Secretary, Editor of the official regional publication (hereinafter referred to as the Editor), Historian

**Proposed: Section 4.** The appointed officers of the Region shall be the **Parliamentarian, Assembly Chair**, Recording Secretary, Editor of the official regional publication (hereinafter referred to as the Editor), Historian **and Archivist.**

**Rationale:** Adding Parliamentarian, Assembly Chair and Archivist to list of appointed officers makes it consistent with the current makeup of the Executive Board

#### **Article V - Executive Board**

**Current: Section 1.** There shall be an Executive Board consisting of thirteen (13) voting members: President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, Treasurer-Elect, Student Affairs Advisory Board Representative (elected by MARAMTS), Government Relations Chair, Government Relations Chair-Elect, Public Relations Chair, and Student Representative (elected by MARAMTS). The Recording Secretary, Editor, Historian, and Assembly Chair shall be ex-officio members without the right to vote.

**Proposed: Section 1.** There shall be an Executive Board consisting of thirteen (13) voting members: President, President-Elect, Vice President for Conference Planning, Vice President-Elect for Conference Planning, Vice President for Membership, Immediate Past-President, Treasurer, Treasurer-Elect, ~~Student Affairs Advisory Board Representative~~ Student Affairs Advisor (elected by MARAMTS), Government Relations Chair, Government Relations Chair-Elect, Public Relations Chair, and Student Representative (elected by MARAMTS). The **Parliamentarian**, Recording Secretary, Editor, Historian, **Archivist**, and Assembly Chair shall be ex-officio members without the right to vote.

**Rationale:** Changing Student Affairs Advisory Board Representative to Student Affairs Advisor clarifies the title of the position and adding Parliamentarian and Archivist to list of appointed officers makes it consistent with the current makeup of the Executive Board

#### **Article VIII - Regional Councils and Committees**

**Current: Section 1.** There shall be two standing councils: The National Service Council, and The Conference Council. Members to these councils shall be appointed by the President, with approval of the Executive Board, unless it is already a duty of an elected or appointed position. All council members shall perform such duties as specified in the Bylaws.

**Proposed: Section 1.** There shall be two standing councils: **The National Services Council**, and The **Regional** Conference Council. Members to these councils shall be appointed by the President, with approval of the Executive Board, unless it is already a duty of an elected or appointed position. All council members shall perform such duties as specified in the Bylaws.

**Current: Section 2.** The National Service Council shall be chaired by the Immediate Past-President and include regional representatives to the AMTA standing committees, regional members who sit as members of the AMTA Board of Directors, and the regional representative to the Judicial Review Board.

**Proposed: Section 2.** **The National Services Council** shall be chaired by the Immediate Past-President and include regional representatives to the AMTA standing committees, regional members who sit as members of the AMTA Board of Directors, and the regional representative to the Judicial Review Board.

**Rationale:** Changing the titles of National Service Council to National Services Council and Conference Council to Regional Conference Council makes the titles of the positions consistent with AMTA

#### **Article VIII - Regional Councils and Committees**

**Current: Section 3.** The Conference Council shall be chaired by the Vice President for Conference Planning and shall include the Vice President-Elect for Conference Planning; the Regional Event Planner, the Exhibits Coordinator, the Local Host(s), the Continuing Music Therapy Education Coordinator for Regional Conferences, Public Relations Chair, and the Vice President of MARAMTS.

**Proposed: Section 3.** The **Regional Conference Council** shall be chaired by the Vice President for Conference Planning and shall include the Vice President-Elect for Conference Planning, the Regional Event Planner, the Exhibits Coordinator, the Local Host(s), the **Continuing Music Therapy Education Coordinator for Regional Conferences** Continuing Education Coordinator, the Public Relations Chair, and the Vice President of MARAMTS.

**Rationale:** Adding the word Regional before Conference Council and changing Continuing Music Therapy Education Coordinator for Regional Conference to Continuing Education Coordinator clarifies titles of positions

#### **Article VIII - Regional Councils and Committees**

**Current: Section 4.** Members of the Finance Committee, Nominating Committee, Government Relations Committee, Public Relations Committee, Research Committee, and Regional Ad Hoc Committees shall be appointed by the President with Executive Board approval. The Finance Committee, Nominating Committee, Government Relations Committee, Public Relations

Committee, and Research Committee shall perform such duties as specified in the Bylaws. The regional ad hoc committees shall perform such duties as authorized by the Executive Board.

**Proposed: Section 4.** Members of the Finance Committee, ~~Nominating Committee~~, Government Relations Committee, **Historical Preservation Committee**, Nominating Committee, Public Relations Committee, Regional Ad Hoc Committees, and Research Committee shall be appointed by the President with Executive Board approval. The Finance Committee, ~~Nominating Committee~~, Government Relations Committee, **Historical Preservation Committee**, Nominating Committee, Public Relations Committee, and Research Committee shall perform such duties as specified in the Bylaws. The regional ad hoc committees shall perform such duties as authorized by the Executive Board.  
**Rationale:** Committees are listed in alphabetical order for ease of reading. Historical Preservation Committee is added to preserve and promote history of the MAR.

#### **Article VIII - Regional Councils and Committees**

##### **Current: Article IX - Special Interest Groups and State Chapters**

Members of the Region may petition the Executive Board to approve the formation of Special Interest Groups or State Chapters of the MAR. The Executive Board, in turn, may approve such Special Interest Groups or State Chapters, in accordance with procedures specified in the Bylaws.

##### **Proposed: Article IX - Special Interest Groups and State ~~Chapters~~ Associations**

Members of the Region may petition the Executive Board to approve the formation of Special Interest Groups or State ~~Chapters~~ Associations of the MAR. The Executive Board, in turn, may approve such Special Interest Groups or State ~~Chapters~~ Associations, in accordance with procedures specified in the Bylaws.

**Rationale:** Currently, all states that have associations are named as such

#### **Article X - Meetings**

**Current: Section 3.** A meeting of the Region may be called at the National Conference at the discretion of the Regional Executive Board.

**Proposed: Section 3.** A **membership** meeting of the Region shall be called at the National Conference. **The President shall coordinate with the AMTA Vice President to ensure meeting is scheduled.**

**Rationale:** Membership meeting at the national conference has become standard practice and is an important vehicle of updating membership.

#### **Article XI - Quorum**

**Current: Section 2.** Regional business meetings: quorum of the Executive Board plus twenty-five (25) other professional members of the Region shall constitute quorum. At no time shall the lack of quorum at a non-business session prevent those present from proceeding with the program of the day.

**Proposed: Section 2.** ~~Regional business meetings: quorum~~ **Quorum** of the Executive Board plus twenty-five (25) other professional members of the Region shall constitute quorum **for regional business meetings**. At no time shall the lack

of quorum at a non-business session prevent those present from proceeding with the program of the day.

**Rationale:** Re-wording provides clarity.

d. **Bylaws**

**Article I - Membership**

**Current: Section 3.** Only professional members in good standing, student members who have been professional members but have returned to graduate school and student status, and Honorary Life Members who are eligible for professional membership may hold office or vote.

**Proposed: Section 3.** Only professional members in good standing, student members who have been professional members but have returned to graduate school and student status, **retired professional members** and Honorary Life Members who are eligible for professional membership may hold office or vote.

**Rationale:** AMTA bylaws specify that retired professional members are provided with the privileges on the national and regional level, including the right to vote and hold office.

**Article III - Duties of Elected Officers**

**Current: Section 4.** The Vice President for Membership shall: succeed to the presidency in case of the resignation of the President, President-Elect, and the Vice President for Conference Planning; chair the Regional Services Council; serve as regional representative to the Membership Committee of the AMTA; maintain official statistical records of the membership for the Mid-Atlantic Region; correspond with members on related matters; correspond with the national Director of Membership Services to facilitate the transmission of information to the regional members; attend Regional Executive Board meetings; serve as Regional Membership Chair; coordinate the implementation of the website and email tree; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Proposed: Section 4.** The Vice President for Membership shall: succeed to the presidency in case of the resignation of the President, President-Elect, and the Vice President for Conference Planning; chair the Regional Services Council; serve as regional representative to the Membership Committee of the AMTA; maintain official statistical records of the membership for the Mid-Atlantic Region; correspond with members on related matters; correspond with the national Director of Membership Services to facilitate the transmission of information to the regional members; **coordinate professional scholarships; highlight membership contributions; coordinate emergency crisis response efforts;** attend Regional Executive Board meetings; **serve as Regional Membership Chair; coordinate the implementation of the website and email tree;** establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Rationale:** The addition of: coordinate professional scholarships; highlight membership contributions; coordinate emergency crisis response efforts to description of duties; and deletion of: serve as Regional Membership Chair; coordinate the implementation of the website and email tree; updates job responsibilities to reflect current duties

### **Article III - Duties of Elected Officers**

**Current: Section 5.** The Immediate Past President shall: endeavor to effect a smooth transition of power by assisting and advising the new President as necessary; chair the National Services Council; chair the Nominating Committee appointed by the President; present the slate of nominees to the membership; attend Regional Executive Board meetings; serve as a member of the Assembly of Delegates; serve as a member of a Constitution and Bylaws Revision Committee; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Proposed: Section 5.** The Immediate Past President shall: endeavor to effect a smooth transition of power by assisting and advising the new President as necessary; chair the National Services Council; chair the Nominating Committee appointed by the President; present the slate of nominees to the membership; **facilitate the election of the Assembly Chair;** attend Regional Executive Board meetings; serve as a member of the Assembly of Delegates; serve as a member of a Constitution and Bylaws Revision Committee; **communicate with, advise, and guide corresponding student officer;** **serve as a member of the Historical Preservation Committee;** establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Rationale:** Add responsibility of facilitation of election of Assembly Chair and serve as member of Historical Preservation Committee to clarify duties. Delete statement regarding corresponding student officer because MARAMTS does not have an Immediate Past President.

### **Article III - Duties of Elected Officers**

**Current: Section 9.** The Public Relations Chair shall: coordinate regional public relations efforts; serve as regional representative to the Workforce Development and Retention Committee of AMTA; attend Regional Executive Board meetings; request that the President appoint Public Relations Committee members, as needed, to assist in developing and maintaining public relations efforts across the region; maintain regular communication with Public Relations Committee to assist them in fulfilling their duties as outlined in Article IX, Section 3, of the Bylaws; establish and/or maintain a handbook outlining job responsibilities; submit an annual, written report at the regional conference; and carry out such other duties as may be assigned by the President and Executive Board.

**Proposed: Section 9.** The Public Relations Chair shall: coordinate regional public relations efforts; **maintain the Regional website and social media outlets;** **facilitate communication between the webmaster the the Executive Board;** serve as regional representative to the Workforce Development and Retention Committee of AMTA; attend Regional Executive Board meetings; request that the President appoint Public Relations Committee members, as needed, to assist in developing and maintaining public relations efforts across the region; maintain regular communication with Public Relations Committee to assist them in fulfilling their duties as outlined in Article IX, Section 3, of the Bylaws; establish and/or maintain a handbook outlining job responsibilities; submit an annual, written report at the regional conference; and carry out such other duties as may be assigned by the President and Executive Board.

**Rationale:** Clarification of responsibilities

#### **Article III - Duties of Elected Officers**

**Current: Section 12.** The Student Affairs Advisory Board Representative shall: serve as the regional representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive Board meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Executive Board advised of all regional and national student activities; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by the MAR or MARAMTS; and carry out such other duties as may be assigned by the President or the Executive Board.

**Proposed: Section 12.** The **Student Affairs Advisory Board Representative Student Affairs Advisor** shall: serve as the regional representative to the Student Affairs Advisory Board of AMTA; attend Regional Executive Board meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Executive Board advised of all regional and national student activities; communicate with, advise, and guide corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; coordinate and administrate the Jenny Shinn Memorial Scholarship, the Sophomore and Junior Scholarships, and any other student scholarships/awards initiated by the MAR or MARAMTS; and carry out such other duties as may be assigned by the President or the Executive Board.

**Rationale:** Clarifies the title of position.

#### **Article IV - Duties of Appointed Officers**

**Current: Section 1.** The Recording Secretary shall: send out meeting announcements; distribute agendas; keep minutes of all meetings of the Executive Board and the general membership; tally and record all email votes in the Executive Board files, notify the President of the outcome, and include the results in their report to Board; and assure that corporate minutes are

maintained. The Recording Secretary shall submit copies of all minutes to the Executive Board, Regional Delegates and Alternates to the AMTA Assembly, and the Archivist. Minutes shall be made available to the general membership upon request. The Recording Secretary shall also: communicate with, advise, and guide the corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

**Proposed: Section 1.** The Recording Secretary shall: send out meeting announcements; distribute agendas; keep minutes of all meetings of the Executive Board and the general membership; tally and record all email votes in the Executive Board files, notify the President of the outcome, and include the results in their report to Board; and assure that corporate minutes are maintained. The Recording Secretary shall submit copies of all minutes to the Executive Board, **the Archivist, and the webmaster for posting on the Regional website.** ~~Regional Delegates to the AMTA Assembly and Alternates, and the Archivist. Minutes shall be made available to the general membership upon request:~~ The Recording Secretary shall also: communicate with, advise, and guide the corresponding student officer; establish and/or maintain a handbook outlining job responsibilities; and carry out such other duties as may be assigned by the President or the Executive Board.

**Rationale: Clarification of responsibilities**

#### **Article IV - Duties of Appointed Officers**

**Current: Section 4.** The Historian shall publish any findings of historical value in the regional publication; coordinate historical displays and the dissemination of historical information; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Proposed: Section 4.** The Historian shall, **with the Archivist, co-chair the Historical Preservation Committee; preserve and share pertinent events within the MAR;** publish any findings of historical value in the regional publication; coordinate historical displays and the dissemination of historical information; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Rationale: Clarification of responsibilities**

**Section 5.** The Parliamentarian shall: be knowledgeable of the MAR Constitution and By-Laws as well as Robert's Rules of Order, most recent edition; assist the MAR Executive Board in interpreting the Constitution, By-Laws and rules of order; and advise the President on the proper procedures for the conduct of Executive Board and Regional business meetings.

**Rationale: The addition of the Parliamentarian's job description provides clarity to the position's duties and responsibilities**



**Section 6:** The Archivist shall, with the Historian, co-chair the Historical Preservation Committee; maintain the regional Archives, including identifying best methods for maintaining, storing, and (when appropriate) digitizing various types of documents and artifacts; forward appropriate items to the AMTA Archivist for permanent preservation in the AMTA Archives; establish and/or maintain a handbook outlining job responsibilities; submit an annual written report at the regional conference; and carry out such other duties as may be assigned by the President or the Executive Board.

**Rationale:** The addition of the Archivist's job description provides clarity to the position's duties and responsibilities

#### **Article V - Appointed Positions**

**Current:** Appointed positions shall consist of the following: Parliamentarian, Registration Chair of the Regional Conference, Public Relations Representatives, Members of the MAR Government Relations Committee, Archivist, Continuing Music Therapy Education Coordinator, Exhibits Coordinator, Regional Event Planner, and Assistant Editor, should one be needed. Specific duties of each position shall be defined and assigned by the President and/or the Executive Board. The Region will maintain handbooks delineating the current duties of each appointed position.

**Proposed:** Appointed positions shall consist of the following: ~~Parliamentarian, Registration Chair of the Regional Conference,~~ Public Relations Representatives, Members of the MAR Government Relations Committee, ~~Archivist, Continuing Music Therapy Education Coordinator~~ **Continuing Education Coordinator**, Regional Event Planner, and Assistant Editor, should one be needed. Specific duties of each position shall be defined and assigned by the President and/or the Executive Board. The Region will maintain handbooks delineating the current duties of each appointed position.

**Rationale:** Parliamentarian and Archivist are listed under Appointed Officers, Registration Chair of the Regional Conference no longer exists with the use of Reg Online, and clarifies title of position

#### **Article VI - Elections, Terms of Office, and Vacancies**

**Current: Section 4.** Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2, 3, and 5.

**Proposed: Section 4.** Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until it is filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2, 3, and 5. **Should a vacancy occur in the Immediate Past President position, the President will appoint someone to fill that position for the remainder of the term with preference being given to former Past Presidents.**

**Rationale:** The role of the Immediate Past President requires knowledge gained through succession to that office.

#### **Article VI - Elections, Terms of Office, and Vacancies**

**Current: Section 7.** All elected officers except the Treasurer, Treasurer-Elect, and Assembly Delegates shall commence office June 1<sup>st</sup> and continue for a term of two (2) years or until the next subsequent election. The incoming President shall be formally introduced at the closing session of the annual spring conference. The Treasurer's and Treasurer-Elect's terms will commence with the start of the new fiscal year following the election. The Assembly Delegates' term of office will coincide with the terms of the national officers

**Proposed: Section 7.** All elected officers except the Treasurer, Treasurer-Elect, Student Affairs Advisor and Assembly Delegates shall commence office **June 1st at the conclusion of the summer transition meeting** and continue for a term of two (2) years or until the next subsequent election. The incoming President shall be formally introduced at the closing session of the annual spring conference. The Treasurer's and Treasurer-Elect's terms will commence with the start of the new fiscal year following the election. The Assembly Delegates' term of office will coincide with the terms of the national officers.

**Rationale:** Updated wording to include Student Affairs Advisor and change the date of the transition timeline reflects current practices

#### **Article VI - Elections, Terms of Office, and Vacancies**

**Current: Section 9.** Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until the next annual regional conference. Immediately thereafter, the vacant position shall be filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2 and 3.

**Proposed: Section 9.** Should a vacancy occur in an elective office, which is not filled through regular succession of that office, the President shall appoint someone to fill that position until the next annual regional conference. Immediately thereafter, the vacant position shall be filled by regular or special election, as specified in the Bylaws, Article VI, Sections 2 and 3.

**Rationale:** Section 9 is worded very similarly to Article VI, Section 4, therefore is redundant and Article VI, Section 9 can be deleted

#### **Article VI - Elections, Terms of Office, and Vacancies**

**Current: Section 9.** Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of Members of Societies in Robert's Rules of Order.

**Proposed: Section 10-9.** Removal of an officer shall be dealt with as stated in Article XIII-75, Trial of Members of Societies in Robert's Rules of Order.

**Rationale:** Update section number to Section 9 as with the removal of the previous section, re-numbering is necessary

#### **Article VII - Assembly of Delegates**

**Current: Section 3.** The Delegates and Alternates shall be elected by secret ballot as outlined in Article VI, Section 4. Immediately following the Assembly-Elect meeting at national conference in odd-numbered years, the Assembly Delegates and Alternates present shall elect one Delegate to serve as

Assembly Chair. Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair.

**Proposed: Section 3.** The Delegates and Alternates shall be elected by secret ballot as outlined in Article VI, Section 4 3. Immediately following the Assembly-Elect meeting at national conference in odd-numbered years, the Assembly Delegates and Alternates present shall elect one Delegate to serve as Assembly Chair. Current voting members of the Executive Board shall be deemed ineligible to serve as Assembly Chair. In odd-numbered years, the Assembly Delegates and Alternates shall elect one Delegate to serve as Assembly Chair in an email vote coordinated by the Immediate Past President within one (1) month following the annual AMTA conference. Current voting members of the Executive Board, as well as Alternate Delegates, shall be deemed ineligible to serve as Assembly Chair.

**Rationale:** Lists the correct section number and clarifies the election process for the Assembly Chair

#### **Article VIII - National Standing Committees and Boards**

**Current: Section 1.** The National Standing Committees are: Academic Program Approval Committee, Affiliate Relations Committee, Association Internship Approval Committee, Clinical Practice Networking Committee, Continuing Education Committee, Diversity and Multiculturalism Committee, Government Relations Committee, International Relations Committee, Membership Committee, Professional Advocacy Committee, Reimbursement Committee, Research Committee, Standards of Clinical Practice Committee, and Technology Committee, Workforce Development and Retention Committee.

**Proposed: Section 1.** The National Standing Committees are: Academic Program Approval Committee, ~~Affiliate Relations Committee,~~ Association Internship Approval Committee, Clinical Practice Networking Committee, Continuing Education Committee, Diversity and Multiculturalism Committee, Government Relations Committee, International Relations Committee, **Interprofessional Collaborative Resources Committee,** Membership Committee, Professional Advocacy Committee, Reimbursement Committee, Research Committee, Standards of Clinical Practice Committee, Technology Committee, and Workforce Development and Retention Committee.

**Rationale:** Change reflects current name of AMTA Committee and places committees in alphabetical order

**Current: Section 2.** The National Boards are the Judicial Review Board and the Student Affairs Advisory Board.

**Proposed: Section 2.** The National Boards **which include regional representation** are the Judicial Review Board and the Student Affairs Advisory Board.

**Rationale:** Clarifies language

**Section 7.** Mid-Atlantic Region Association for Music Therapy Students (a) The Mid-Atlantic Region Association for Music Therapy Students (MARAMTS) is the

official student organization of the MAR and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

**Section 7. Mid-Atlantic Region Association for Music Therapy Students (a)** The Mid-Atlantic Region Association for Music Therapy Students (MARAMTS) is the official student organization of the MAR and will conform to the requirements for auxiliary organizations as specified in the Bylaws.

**Rationale:** Removal of redundant wording

#### **Article IX - Regional Committees and Auxiliary Organizations**

**Proposed: Section 6.** The Historical Preservation Committee shall consist of the Historian and Archivist, who shall serve as Co-Chairs, the Immediate Past President, a student representative, and other members deemed necessary by the Co-Chairs. Duties of the Historical Preservation Committee are to serve as a resource for MAR members interested in historical research; submit articles to the regional newsletter; coordinate the presentation of historical sessions at the annual conference; prepare and exhibit archival materials at the MAR booth and AMTA and MAR conferences; and support and assist the Archivist in obtaining and preserving items for the Regional Archives.

**Rationale:** New section needed to outline duties of this newly-formed committee.

#### **Current: Article X - Special Interest Groups and State Chapters**

**Section 1.** Members of the Mid-Atlantic Region may petition the Executive Board for recognition as a Special Interest Group for reasons of professional development in specialized areas of clinical practice. Members desiring to form a Special Interest Group (SIG) must present a request in writing from five (5) members stating the specialty area involved, the need for the SIG, and the educational and professional goals for the SIG. SIGs may request special programming for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board.

**Section 2.** Members desiring to form a State Chapter of the MAR must present a request in writing, a copy of their Constitution and Bylaws and a current roster to the MAR President. These documents must be re-submitted when changes are made.

**Section 3.** SIGs and State Chapters may request special programming or meetings for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board. Recognition is contingent upon an affirmative majority vote of the Executive Board.

#### **Proposed: Article X - Special Interest Groups and State Chapters-Associations**

**Section 1.** Members of the Mid-Atlantic Region may petition the Executive Board for recognition as a Special Interest Group for reasons of professional development in specialized areas of clinical practice. Members desiring to form a Special Interest Group (SIG) must present a request in writing from five (5) members stating the specialty area involved, the need for the SIG, and the educational and professional goals for the SIG. SIGs may request special

	<p>programming for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board.</p> <p><b>Section 2.</b> Members desiring to form a State <b>Chapters-Associations</b> of the MAR must present a request in writing, a copy of their Constitution and Bylaws and a current roster to the MAR President. These documents must be re-submitted when changes are made.</p> <p><b>Section 3.</b> SIGs and State <b>Chapters-Associations</b> may request special programming or meetings for the annual conference and/or offer workshops and symposia in their field of specialization with the approval of the Executive Board. Recognition is contingent upon an affirmative majority vote of the Executive Board.</p> <p><b>Rationale:</b> Currently, all states that have associations are named as such</p>
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<b>CONCLUSION</b>	See "Discussion" segment points.
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<b>ACTION ITEMS</b> See "Action Items" on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>DISCUSSION</b>	<p><b>C. PAST PRESIDENT JULIE NEAL</b></p> <p>Not much to report; answering and mentoring Mike as he continues his role of president, and acting as a member of the financial committee.</p>
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<b>CONCLUSION</b>	See "Discussion" segment points.
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<b>ACTION ITEMS</b> See "Action Items" on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>DISCUSSION</b>	<p><b>D. ARCHIVIST</b></p> <p>No report given as position is vacant.</p>
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<b>CONCLUSION</b>	N/A
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<b>ACTION ITEMS</b> See "Action Items" on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>DISCUSSION</b>	<p><b>E. HISTORIAN MARK AHOLA</b></p> <ol style="list-style-type: none"> <li>1. At MAR conference this year, we will have the following: <ol style="list-style-type: none"> <li>a. Fireside chat concurrent session on AMTA unification with Ken Aigen and Bryan Hunter on Thursday, April 12 at 4 p.m (will be videotaped)</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>b. SLA (Student Leadership Academy) activity on history of MAR on Thursday, April 12 at 9 a.m.</li> <li>c. Historical videos and MAR trivia at the MAR booth</li> </ul> <ol style="list-style-type: none"> <li>2. In an email blast, I solicited MAR members to bring relevant items for the archives to conference, and one contacted me about it so far. Perhaps the board can tour the archives at conference. Here is a link to a finding aid of what we currently have in the archives. <a href="https://drive.google.com/drive/folders/OB2SF9SdBW26VRjEzZUxRdnIjS2s">https://drive.google.com/drive/folders/OB2SF9SdBW26VRjEzZUxRdnIjS2s</a></li> <li>3. Mark spoke with Bill Davis and created a transcript of what he shared regarding our archives and digitizing them. I have a few items to add to the archives while in Pittsburgh and one member contacted me with items to add as a result of a recent email soliciting for items.</li> <li>4. The Historical Committee had a few phone conferences and has proposed being added to the constitution and bylaws. See section below in the bylaws: <ul style="list-style-type: none"> <li>a. Section 6. The Historical Preservation Committee shall consist of the Historian and Archivist, who shall serve as Co-Chairs, the Immediate Past President, a student representative, and other members deemed necessary by the Co-Chairs. Duties of the Historical Preservation Committee are to serve as a resource for MAR members interested in historical research; submit articles to the regional newsletter; coordinate the presentation of historical sessions at the annual conference; prepare and exhibit archival materials at the MAR booth and AMTA and MAR conferences; and support and assist the Archivist in obtaining and preserving items for the Regional Archives.</li> </ul> </li> <li>5. Here is a link to historical documents that I've been working on, including an updated timeline of the MAR that we can all add to via google doc, historical games, and other items: <ul style="list-style-type: none"> <li><a href="https://docs.google.com/document/d/1E2SYHzkVkp_NaS-rZWAfEIrbc5MmaHS2ykDaMAKaQDA/edit">https://docs.google.com/document/d/1E2SYHzkVkp_NaS-rZWAfEIrbc5MmaHS2ykDaMAKaQDA/edit</a> <ul style="list-style-type: none"> <li>a. Members are able to add important dates/items to the document</li> </ul> </li> </ul> </li> <li>6. Next tasks include: Charging the committee with tasks to preserve and promote the history of MAR, creating a historian handbook.</li> </ol>	
<b>CONCLUSIONS</b>	See "Discussion" segment points.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
ACTION ITEMS See "Action Items" on page ** of Minutes document.		

<b>DISCUSSION</b>	<p><b>F. MEMBERSHIP</b> <b>MING YUAN LOW</b></p> <ol style="list-style-type: none"> <li>1. Member Status Updates <ul style="list-style-type: none"> <li>a. We ended 1<sup>st</sup> quarter of the 2018 with a total of 705 MAR members. This is a 10-member decrease from previous year (1<sup>st</sup> quarter) and a 61- member decreases from 2016 Q1. We've seen a 21-member decrease in graduate students from the 2017 Q1. The largest increase was seen among our professional members (+12). Student membership remained flat (+1). Member numbers for this year and the previous years are as follows:</li> <li>b.</li> </ul> </li> </ol>
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Member Category	3/31/18	3/31/17	3/31/16	3/31/15
Affiliate	6	2	3	4
Associate	7	7	10	10
Honorary Life	6	6	6	7
Inactive	1	2	2	1
Life	0	1	1	1
Patron	1	0	1	1
Professional	412	405	442	416
Retired	16	16	13	14
Grad Student	84	105	86	122
Student	172	171	202	187
<b>TOTAL</b>	<b>705</b>	<b>715</b>	<b>766</b>	<b>763</b>

2. Member Support, Scholarships, & Awards

a. Janet C Murphy Scholarship report

i. With the guidance of Donna Polen, we have successfully transitioned to naming the regional conference awards the Janet C Murphy Scholarships. While Janet's niece is unable to make it to this year's award ceremony, we will be honoring her with a few powerpoint slides provided by Donna Polen during the ceremony. The recipients of the scholarship will also be present to receive the certificate and award.

1. The winners of this year's Janet C Murphy Scholarship are:

- a. Emily Y Frantz – Professional member
- b. Sara Miller – Student member (Molloy College)

2. Applications for the 2019 Janet C Murphy Scholarship are due by December 31, 2018. The link to the award application and guidelines is:

<https://docs.google.com/document/d/1osBPYMAT8tYm4luHVcJNWhxSd3VdOFZ8dthi1AhRGeo/edit>.

a. Online Application:

[https://docs.google.com/forms/d/e/1FAIpQLSfSrtDIsHgyKZVJT\\_SHdZe5gFH-Ax9iBqhRGQKDgcA3aqKOCw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfSrtDIsHgyKZVJT_SHdZe5gFH-Ax9iBqhRGQKDgcA3aqKOCw/viewform?usp=sf_link)

b. \*Please note that there is a discrepancy between the [document](#) and the [online form](#): the application dates are not the same. Recommendation: amend the document to reflect the dates listed on the online form. Rationale: the later date is during the registration period for conference.

b. The Mid-Atlantic Region Professional Development Award:

i. This award offers monetary assistance to support the ongoing growth and advancement of MAR members. An award in the amount of \$300 will be offered to one (1) professional member to aid in career-related expenses (e.g. continuing education fees, the purchase of instruments, etc.) that contribute to the continued improvement of professional knowledge, competence, skill, and effectiveness.

1. There does not appear to have been any awards made for 2018. This will be a point of awareness for the 2019 award.

There has been some discussion with Clare Arenzia Wiemann about making supervision more affordable to members.

a. There was an announcement made on Facebook but no one had applied for it. Suggestion was made to use constant contact (collaborate with Mark) to reach members.

b. Suggestion was made from Carol Ann (brought up by Ming Yuan) to have a committee for Membership, as scholarships take up a lot of time and energy and are not meant for one person. Also, to have people for membership to reach out to and let them know that the committee is available to be reached.

c. Julie mentioned that she wants to clarify that the award is for someone *receiving* supervision.

d. **Proposal 1:** Amend the language of the Professional Development Award to explicitly state that supervision is an acceptable expenditure.

**Rationale:** Supervision is an accepted by the CBMT for continuing music therapy education credits. The professional development award already covers "continuing education fees"; the change in the language to make supervision an explicitly approved expenditure may encourage more music therapists to apply for the award.

**Proposal 2:** Increase the number of awards from one (1) to five (5).

**Rationale:** The professional development award is not a competitive award. This is a way for members to benefit from membership and improve their ability to practice and innovate. Therefore, the number of awards should be increased.

2. Applications for the 2019 Mid-Atlantic Region Professional Development Award are due by December 31, 2018. The link to the award application and guidelines is:

[https://docs.google.com/document/d/1hwWjMYShc2ux3g\\_dFN1i3zM1Gf4vmBR0L-QKWS4C1o/edit](https://docs.google.com/document/d/1hwWjMYShc2ux3g_dFN1i3zM1Gf4vmBR0L-QKWS4C1o/edit)

Online Application: <https://goo.gl/forms/FEY3b8C3jQTKVK3k2>

c. The Mid-Atlantic Region Student Scholarship Fund (\$1000):



The Mid-Atlantic Region Student Scholarship Fund offers monetary assistance to the educational advancement of undergraduate and graduate student members. An award in the amount of \$1000 will be offered annually to one (1) degree seeking member to offset the cost of attendance at an AMTA approved music therapy program. Academic cost may include tuition, fees, books, and/or room and board.

There don't appear to have been any awards made for 2018. This will be a point of awareness for the 2019 award.

- i. Student-awarded scholarships should only be under their line.
  1. Jason and Brigette will work together to make a better system for the scholarships.
    - a. \*Mike will ask secretary to review minutes to find out about the student scholarship fund and where that came from and what it's purpose of. From minutes (perhaps from Rochester?)
    - b. Membership, student advisory and treasurer should get together to make a list of scholarships, where the money is coming from, and who's in charge of which one, and where the applications live.

Applications for the 2019 Mid-Atlantic Region Student Scholarship Fund are due by October 1, 2018. The link to the award application and guidelines is:

<https://docs.google.com/document/d/1QKWUlongk4n6VBIMtss79iuwPzkZyFz36W-KTHajfc/edit>

Online Application:

[https://docs.google.com/forms/d/e/1FAIpQLScRRAhlaLQOeYqCK2qngxTZYexOEQ0JOe6xwzb2AUpqRkgidw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScRRAhlaLQOeYqCK2qngxTZYexOEQ0JOe6xwzb2AUpqRkgidw/viewform?usp=sf_link)

- d. The Mid-Atlantic Region Scholarship for Racial Minority Students:  
The Mid-Atlantic Region Scholarship for Racial Minority Students (title change per the November St. Louis, MO meeting) is a new award (*pending approval*) specifically designed to contribute to the advancement of minority students within the field of music therapy. An award in the amount of \$1000 will be offered to one (1) racially underrepresented degree seeking member to offset the cost of attendance at an AMTA approved music therapy program.

Academic cost may include tuition, fees, books, and/or room and board.

Applications for the 2019 Mid-Atlantic Region Scholarship for Racial Minority Students would be due October 1 of each year with notification by December 31, of that year. The link to the award application and guidelines is:

[https://docs.google.com/document/d/1E47kMsE4ZMopz8Dijj9z3u-pf4UEZ-BLWfhtnZ\\_qMXo/edit](https://docs.google.com/document/d/1E47kMsE4ZMopz8Dijj9z3u-pf4UEZ-BLWfhtnZ_qMXo/edit)

- i. This scholarship was already there, just needed to change the name (approved already reflecting the language matching Jenny Shinn).

Online Application:

[https://docs.google.com/forms/d/e/1FAIpQLScwGqI8QOEGPi\\_Xr\\_PnnEZP1heYWFkNZHfBqAIQ8Nsj7sJjMA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScwGqI8QOEGPi_Xr_PnnEZP1heYWFkNZHfBqAIQ8Nsj7sJjMA/viewform?usp=sf_link)

Recess called at 9:59 PM.

Call to order 4/12/18 at 9:06 AM.

\* Meeting is open to all members. Welcome Christa from Greensburg!

\* Due to issue with voting, Ming Yuan is now Chair of Membership, Carol Ann is aware.

e. The Mid-Atlantic Region Advanced Training Scholarship:

The Mid-Atlantic Region Advanced Training Scholarship is a new award (*pending approval*). MAR is a unique region that hosts several different advanced methods in music therapy training programs. However, these trainings do require some financial commitment that is a burden to trainees. Therefore, we are suggesting that MAR creates a scholarship specifically to aid MAR members in getting trained in advanced MT methods. The benefits include:

- i. Supporting the clinical growth of MAR members
- ii. Supporting the economy of MAR members who are advanced methods trainers.
- iii. Benefiting the existing and potential clients within the MAR region.
- iv. Continuing the passing of knowledge of advanced methods.

We have identified the following criteria for this scholarship:

- v. Applicant must be a member of MAR (professional and/or graduate student)
- vi. Applicant has been accepted into the advanced training program
- vii. Training program must be a CMTE approved site, located within MAR.
- viii. Trainer of the program must be a member of MAR

**Cost of training.** We have found that the cost of training varies drastically depending on type of program, level of training, and requirements of training. For now, we will consider one training as the entire duration of the training. It could last anywhere between a weekend to two years. The following is an inexhaustive list of trainings to provide some context for the award amounts suggested below:

- ix. Music Together
  1. Three days - \$525
- x. Nordoff-Robbins Music Therapy Level One
  1. On-Site training – 1 year - \$8870
- xi. Vocal Psychotherapy
  1. On-site training – 2 years - \$4320
- xii. Analytic Music Therapy
  1. Phase One - \$850
  2. Phase Two - \$1850
  3. Phase Three - \$5750
  4. Phase Four - \$2700 (must be a client to be certified)
- xiii. BMGIM
  1. Level One - \$625 - \$800
  2. Level two - \$950
  3. Level three - \$900 (must be a client to be certified)

We are suggesting to give out one scholarship a year, but in in the following tiers:

	Cost of training	Suggested Scholarship
	\$2000 and above	\$1000
	\$1000 and above	\$500
	\$500 and above	\$200

If money is not an issue, we would like to suggest one scholarship per tier per year, totaling of three scholarships a year - \$1700. We hope to have this scholarship start in Fall 2018.

- xiv. These opportunities should benefit members and/or businesses.
- xv. Needs to be clarified - because some of these trainings are necessarily taught by MT's.
- xvi. Suggestion was made that perhaps these trainings/scholarship, as they are to benefit MAR members, should be done within the MAR region and taught by MAR members.
- xvii. Donna made the suggestion that we may want to reach out to and gain some information from the Advisory on Specialized Training.
- xviii. Gary suggested that instead of listing out all of the trainings, list HOW you are defining advanced/specialized trainings, so that if a member wants to seek a training that isn't listed but fits within the guidelines, they could apply for the scholarship.
- xix. \*Mike will refer back to the Membership committee for fall business meeting
- f. The Mid-Atlantic Region Supervision Support
  - i. In contact with Clare Arezina Wiemann to determine whether it is feasible to structure a grant to provide financial assistance to music therapists seeking supervision.
- g. Arts Advocacy Day Scholarship
  - i. In contact with Amy Rogers-Smith

	<ul style="list-style-type: none"> <li>ii. Mike suggested that we need to find a way to reach members/students about all of the scholarships that are available, as well as reaching out to faculty of academic programs to promote scholarships.</li> <li>iii. *Mike is tasking the PR committee to work with membership to formulate procedures regarding advertising scholarships.</li> </ul> <p>3. Member Spotlight: Jenny Fu, MA, LCAT, MT-BC</p> <ul style="list-style-type: none"> <li>a. <a href="http://mar-amta.org/2018/01/23/membership-spotlight-jenny-hoi-yan-fu-ma-lcat-mt-bc/">http://mar-amta.org/2018/01/23/membership-spotlight-jenny-hoi-yan-fu-ma-lcat-mt-bc/</a></li> </ul> <p>4. Disaster Preparedness in the MAR: A Suggested Guide for MAR Members</p> <ul style="list-style-type: none"> <li>a. It was determined that a document relating to disaster preparedness be created to promote resources available to the MAR membership. This document has been created and is available here: <a href="https://docs.google.com/document/d/1mhixpBae-18Q00orTkTohTncTW3odd2tVDLliCdb_U/edit">https://docs.google.com/document/d/1mhixpBae-18Q00orTkTohTncTW3odd2tVDLliCdb_U/edit</a></li> <li>b. It will be disseminated after approval of the board. This document should be made available via the MAR website and Facebook groups.</li> <li>c. Most of the state advisories on crisis are weather-related.</li> <li>d. We plan to have a separate page on the website for this; Jim and Gene Ann have given the Board permission to list their email addresses as resources.</li> <li>e. *Mike Membership to work with ad hoc for DEI so that issues of racial violence in MAR, not only natural disasters but man made disasters, so that there can be resources here for members. Charge DEI committee to work with VP of membership to make sure these things are in the document.</li> </ul> <p>5. Carol Ann Blank gratefully acknowledges Ming Yuan Low’s work as interim VP for Membership for the management of the Janet C Murphy Award, submission of the member spotlight, the creation of the Mid-Atlantic Region Scholarship for Racial Minority Students, the creation of the Disaster Preparedness Guide for MAR Members, and the creation of the Mid-Atlantic Region Advanced Training Scholarship.</p> <ul style="list-style-type: none"> <li>a. Regardless of who becomes Membership Chair, this sounds like a great partnership, and the best scenario would be to co-chair together. Mike suggested that we take a look at the job description of this position in the bylaws since the position has changed greatly; Beth will continue to look at this and update as needed.</li> </ul>
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<b>CONCLUSION</b>	N/A	
<b>ACTION ITEMS</b> See “Action Items” on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>DISCUSSION</b>	<p><b>H. VICE PRESIDENT FOR CONFERENCE PLANNING JENNY SWANSON</b></p> <p>1. Conference Thank You!</p> <ul style="list-style-type: none"> <li>a. Welcome to Pittsburgh, PA. Thank you to our conference council and the local committee for all of the planning, ideas, and dedicated work across the last 12 months:</li> </ul>
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- i. VP-Elect of Conference Planning: Lauren Faggiano
  - ii. Regional Event Planner: Elaine Kong
  - iii. Regional Exhibits: Christopher Gold
  - iv. Continuing Ed Coordinator: Clare Arezina
  - v. Public Relations: Tara O'Brien
  - vi. Treasurer Elect: James Maxson
  - vii. Networking Luncheon: Gabriela Ortiz
  - viii. Local Co-Hosts: Maryann Rulapaugh, Haley Welsh
  - ix. Instruments: Virginia Dougherty, Valerie Uschock
  - x. Entertainment: Kory Antonacci, Nicole Steele
  - xi. Exhibits/Fundraising: Brigette Sutton, Jessica Mull, with assistance from Karen Jasko
  - xii. Government/PR: Sara Kiley, Sara Masters, Linda Sanders
  - xiii. Registration: Elaine Abbott, Maria Carlini, Deanna Diederich
  - xiv. Student Service Project: Katie Sanford
  - xv. Volunteer: Jessica Jacka, Katie Harrill, Arianna Bendlin
- b. Thanks also to other MAR members who assisted in the conference planning process:
- i. Research Committee: Gene Ann Behrens
  - ii. Student Affairs Advisor: Jason Willey
- c. Thanks as always to the MAR executive board for continued support and collaboration in this great task of conference planning!

**2. Pittsburgh 2018 Conference Update:**

- a. Total number of registrants as of 4/11: 697
- b. Comparison to last 2 years: 134 more than last year; 69 less than Harrisburg (although took in similar revenue) (2<sup>nd</sup> biggest conference!)
- c. Registration revenue: \$85,108 as of 4/11/18
- d. Exhibits and Sponsorship revenues: \$6625 as of 4/3/18
- e. TOTAL INCOME: estimated at \$33,848
- f. Conference offerings include 2 Pre-Conference Institutes on Neonatal MT and hospice care, 12 CMTEs including two free CMTEs, and approximately 79 concurrent session presentations (including advanced, DEI, research, and student tracks).

**3. Highlights of Conference Events:**

- a. David Ott Pre-Conference Institutes: Perinatal Music Therapy: Exploring, Understanding, and Implementing a Sound Clinical Practice (8 CMTE credits), Heidi Lengel, MMT, MT-BC, Certified Birth and Bereavement Doula (CD(SBD)) AND Staking a Claim: Positioning Music Therapy as a Primary Service in Integrative End-of-Life Care (6 CMTE credits), Noah Potvin, PhD, MT-BC; Jillian Argue, MMT, MT-BC; Meghan Arthur, PhD, LPC, MT-BC; Kristen O'Grady, MA, LCAT, MT-BC
- b. Opening Ceremonies: We are very excited to host Jim Donovan and the Sun King Warriors! <http://sunkingwarriors.com/>
- c. Hard Rock Cafe open mic night on Thursday, for conference attendees only!
  - i. At this same time there is a free CMTE - YWCA - Race and Gender Equity Center, a representative from there is coming (came from entertainment/speaker budget). Cap at 60 and it filled! Marisol and

Sue Hadley will speak at the end to tie this to clinical work. This will lift burden from the same people who are always talking about DEI issues.

- d. New Advanced and DEI tracks, 1-2 in each concurrent session slot. There was one cancellation.
  - e. Passages featured presentations during 2 concurrent session slots, highlighting student and new professional offerings from the 2017 Passages Conference.
  - f. Networking Luncheon: Fields of Practice planned by Gabriela Ortiz, and with new table topics including:
    - i. Music Technology
    - ii. Allies of Social Justice
    - iii. Cultural Responsiveness
    - iv. Research
    - v. Trauma
    - vi. Community Music Therapy with Viggo Krüger from Norway
    - vii. MLE
    - viii. Assembly of Delegates
  - g. Exhibit Hall Spectacular on Friday afternoon, featuring a jazz trio from Duquesne University and a traditional Pittsburgh Cookie Table (and coffee)!
  - h. Traditional Events: Awards Ceremony, Drum Circle, and Jam Rooms (Flying Sock Monkeys)
4. 2019 Conference
- a. Reston, VA at the Hyatt. Dates are FRIDAY, 3/8- SUNDAY, 3/10, with PCI on Thursday, 3/7 and a possible National Hill Day on Wednesday, 3/6.
  - b. Local co-chairs are Rebecca Sowers and Gary Verhagen.
5. **Process Improvements/Future Efforts**
- a. This year we implemented a new review process for concurrent sessions, based on the review process of CMTE's for the 2017 conference (thanks, Clare Arezina!). This year a larger amount of reviewers reviewed a smaller amount of sessions and followed a detailed rubric, calculated an overall score, and provided comments, which presenters received. This resulted in a smaller number of concurrent sessions being accepted, and increased diversity in presentation topics. We hope to continue this review process in years to come. Due to this process, they rejected more sessions than usual from the past.
  - b. This year we also implemented the new Advanced and DEI tracks, both of which came from conference evaluation requests. I hope to continue both of these tracks next year, with even more emphasis on DEI, especially as we will be neighboring the Capitol, where we unfortunately continue to see policies of discrimination which affect our membership and our clients.
  - c. Budget increase likely needed
    - i. Not for this year but moving forward as we most hotels need an F&B minimum.
  - d. Possibility of conference or membership scholarship for a student that comes with approximately 20 hours of data entry work to help support conference? Rationale: Addition of app and new review process has created MANY more hours of administrative work
    - i. A lot of data entry hours because of the app and session reviews.

	<ul style="list-style-type: none"> <li>ii. Discussion included having a student on board for this task, student scholarship, keeping it within the conference committee, asking the regional registration chair to come on board with this, tying it in with PASSAGES, etc., but no formal decision was made.</li> </ul>				
<b>CONCLUSION</b>	See "Discussion" segment points.				
<b>ACTION ITEMS</b> See "Action Items" on page ** of Minutes document.	<table border="1"> <thead> <tr> <th>PERSON RESPONSIBLE</th> <th>DEADLINE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE		
PERSON RESPONSIBLE	DEADLINE				

<b>DISCUSSION</b>	<p><b>I. TREASURER BRIGETTE SUTTON</b></p> <p>Mike Viega made a motion to put the treasurer's report at the end of the agenda, before new business. 2nd, discussion, motion is defeated. The treasurer will complete her report now, and the agenda as planned, and we will meet about the budget at a later date.</p> <ol style="list-style-type: none"> <li>1. Current Account Balances as of <i>March 29, 2018</i>:       <ol style="list-style-type: none"> <li>a. Operating budget: \$57,422.25</li> <li>b. Conference: \$55,418.89</li> <li>c. Government Relations: \$8,600.62</li> <li>d. Student: \$1,284.67</li> <li>e. Vanguard/Liability Reserve: \$47,833.35</li> </ol> </li> <li>2. Accountant Business       <ol style="list-style-type: none"> <li>a. I am looking to find a new accountant with experience with nonprofits, as our current accountant has not been very responsive. Our current accountant has also never billed us for services. Anyone know or can suggest a name, please let Brigette know. This accountant has never billed us for her services, so that budgeted amount has been rolled over in case we get billed later.</li> <li>b. Working on getting the Bank of America and Vanguard accounts rolled over with correct information.</li> </ol> </li> <li>3. Money Matters       <ol style="list-style-type: none"> <li>a. The Government Relations account line is up and running under the attention of the Treasurer-Elect. Treasury Requests for GR has its own form now, similar to conference. All instructions/links for all TRs can be found in one document.</li> <li>b. The Bank of America signatures are up to date with current officers. Mike and I will have the only debit cards to the accounts.</li> <li>c. It was strongly recommended to me by a bank manager that we open a credit card rather than use a debit card. The rationale is to reduce risk of identity theft/fraud and increase protection/recovery of our money in such a situation. I need to research this more before presenting a specific request to the Board.</li> </ol> </li> <li>4. Brigette is still in the process of updating our Vanguard account to the current EIN and signatories.       <ol style="list-style-type: none"> <li>a. It was suggested that we discard action of using a debit card, and that we should use a credit card. You can get a credit card with just the organizations name, not a new card every two years, and it's more safe when you have other</li> </ol> </li> </ol>
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	<p>people (Jason can use for passages, conf people can use for in store purchases), haven't had time to research a credit card, but encourage the board to that idea to open a credit card and not use a debit card. Mike – I think that's for the financial committee.</p> <ol style="list-style-type: none"> <li>5. I just submitted a renewal application for PA sales tax exemption, due this year. Our current exemption is still applicable for this conference.</li> <li>6. We received our fourth quarter (2017) dues payment from AMTA in the amount of \$121.50</li> <li>7. Received our first quarter dues (2018) in the amount of \$8,158.50</li> <li>8. Just to review the treasury review procedures <ol style="list-style-type: none"> <li>a. The link is in the agenda portion of the board book</li> <li>b. If you need money from treasurer , go to link – conf link for conf, govt relations, other (scholarship, reimbursement, etc.)</li> <li>c. Great system! Kudos to Brooke who started using google forms!</li> </ol> </li> </ol>	
<b>CONCLUSIONS</b>	See "Discussion" segment points.	
<b>ACTION ITEMS</b> See "Action Items" on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	F

<b>DISCUSSION</b>	<p><b>J. GOVERNMENT RELATIONS</b> <b>AMY RODGERS-SMITH</b></p> <ol style="list-style-type: none"> <li>1. National Update <ol style="list-style-type: none"> <li>a. Still talk of a National Hill Day but nothing solidified yet.</li> <li>b. Document that was rolled out at National Conference <ol style="list-style-type: none"> <li>i. Judy Simpson did respond - some concerns of her response are: <ol style="list-style-type: none"> <li>1. Judy is talking about how the national team has been a part of the development of the MAR task force's charge in the past, so that they would have some ownership in that.</li> <li>2. They spoke of Resource sharing – they have a drop box that all Task Forces can access documents, even though, however our MAR charge isn't on there (didn't give access).</li> <li>3. Feeling of dodging the issue/this is a MAR board problem, not our issue (from Judy).</li> <li>4. There is a clear miscommunication, and an ethical implication that the AMTA seems to be missing.</li> <li>5. Mike &amp; Amy will work on another response by fall meeting to present to the Board. This can potentially lead itself to setting up a meeting at national conference.</li> </ol> </li> </ol> </li> </ol> </li> <li>2. Arts Advocacy Day <ol style="list-style-type: none"> <li>a. CJ attended. Some national members were there, Judy gave MT/CAT presentation.</li> <li>b. Scholarship application - working on finalizing this</li> </ol> </li> <li>3. Subcommittee for TF Procedures <ol style="list-style-type: none"> <li>a. Conference call 2/22/18</li> <li>b. Compiling document for full GR committee review</li> </ol> </li> <li>4. Task Force Updates</li> </ol>
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	<ul style="list-style-type: none"> <li>a. VA <ul style="list-style-type: none"> <li>i. Discussing template bill language and ‘scoping’ potential sponsors- next session they will have a bill</li> <li>ii. Hill Day on 2/28/18</li> <li>iii. 2/13/18 joint advocacy training with WV</li> <li>iv. Briana officially resigned as chair will remain as a member; 2 new proposed co-chairs from the consent agenda</li> </ul> </li> <li>b. DE <ul style="list-style-type: none"> <li>i. Working on survey - they want to make sure they’re incorporating those who work in DE but don’t live in DE.</li> </ul> </li> <li>c. MD <ul style="list-style-type: none"> <li>i. Looking at a registry bill instead of license- Amy has since heard from CJ that they are still going to try for licensure for that.</li> </ul> </li> <li>d. WV <ul style="list-style-type: none"> <li>i. Hill Day was CANCELLED due to impending teacher strike</li> <li>ii. 2/13/18 joint advocacy training with VA</li> </ul> </li> <li>e. PA <ul style="list-style-type: none"> <li>i. SB 1094 some language that will need streamlined with HB 1438 - bill in the house and senate – advocacy breakfast tomorrow morning</li> </ul> </li> <li>f. NJ <ul style="list-style-type: none"> <li>i. A2183 and S1687 both have primary sponsors and additional ‘signers’</li> <li>ii. Just had a vote – moving forward. No follow up yet just that it was scheduled for today (vote)</li> </ul> </li> <li>g. NY <ul style="list-style-type: none"> <li>i. A10149 and S5264 both have sponsors</li> <li>ii. Planning a Hill Day in early June - NY students should be on the lookout for more information.</li> </ul> </li> </ul>	
<b>CONCLUSION</b>	N/A	
<b>ACTION ITEMS</b> See “Action Items” on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>DISCUSSION</b>	<p><b>K. DONNA POLEN ASSEMBLY CHAIR</b></p> <ul style="list-style-type: none"> <li>1. MLE Final Report <ul style="list-style-type: none"> <li>a. Planning for MAR Delegation participation at the plenary session on the MLE Final Report, as well as having a presence at the Networking Lunch and at the MAR booth in the Exhibit Hall. <ul style="list-style-type: none"> <li>i. This is the first time the assembly is in charge of anything at regional conference!</li> <li>ii. Discussed possibility of Assembly and Delegates are together more during regional conference, perhaps initiating a presentation, scavenger hunt, etc. This will help to reinforce what the Assembly &amp; Delegates do and who they are, give more face time with members.</li> </ul> </li> </ul> </li> </ul>
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Fireside chat, booths, all set up so that members are able to have more face time to understand the Assembly and to voice concerns.

1. Gary mentioned that a question came up in another region – is the expectation that the assembly vote their thoughts and feelings, or constituents thoughts and feelings? However the Assembly needs to know what the constituents thoughts are if they are not communicated to them.
  - iii. Tara will work on a form for the website with Erin, so that members can email delegates easily with concerns.
2. Assembly Bylaws Task Force (ABTF)
- a. The membership of the ABTF was voted on and approved by the Assembly of Delegates in St. Louis. Even though some members of the ABTF were not continuing on as Delegates for 2018-2019, all were approved to continue serving on this important task force. As a reminder, the MAR Assembly Delegates participating in this task force are Donna Polen and Gary Verhagen. The ABTF has not met since before the AMTA conference last November.
3. 2018-2019 MAR ASSEMBLY
- a. DELEGATES (listed alphabetically)  
Elaine Abbott  
Mark Ahola  
Clare Arezina  
Gene Ann Behrens  
Beth Deyermond  
Nicole Hahna  
Scott Horowitz  
Flossie Ierardi  
Anthony Meadows  
Julie Neal  
Leah Oswanski  
Donna Polen  
Brigette Sutton  
Gary Verhagen  
Michael Viega
  - b. ALTERNATES (in order of being called)  
Andrea Hunt  
Tracy Wanamaker  
Kate Myers-Coffman  
Robert Miller  
Melanie Walborn  
Laurie Keough  
Katie Myers  
Maria Montserrat Gimeno  
Joni Milgram-Luterman  
Mary Claire Holliday  
Bryan Muller  
Carol Ann Blank  
Tom Gerni

	Joshua Schrader		
CONCLUSIONS	See "Discussion" segment points.		
ACTION ITEMS	See "Action Items" on page ** of Minutes document.	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	<p><b>L. STUDENT AFFAIRS ADVISOR JASON WILLEY</b></p> <p><b>1. 2017-2018 SCHOLARSHIPS</b></p> <p>a. MARAMTS is pleased to announce the recipients of the Sophomore, Junior, and Graduate Scholarships. The recipients each receive complimentary student membership to AMTA and free registration for this year's MAR Conference.</p> <p>b. Congratulations to:</p> <p><b><u>SOPHOMORE SCHOLARSHIP</u></b>  <b>Emily Perry</b>, Elizabethtown University  <b>Fiona Riso</b>, Temple University</p> <p><b><u>JUNIOR SCHOLARSHIP</u></b>  <b>Jordan Budzinski</b>, Duquesne University  <b>Colleen McDonough</b>, Temple University</p> <p><b><u>GRADUATE SCHOLARSHIP</u></b>  <b>Lillie Klein</b>, Molloy College</p> <p>c. MARAMTS also awards two Music Therapy clubs in the MAR for their efforts in advocacy, volunteering and fundraising. Congratulations to <b>SLIPPERY ROCK UNIVERSITY</b> and <b>ELIZABETHTOWN COLLEGE</b>, who are the recipients of this year's award.</p> <p>d. The recipients of the <b>JENNY SHINN MEMORIAL SCHOLARSHIP</b> will be announced during the awards ceremony at the MAR Conference in Pittsburgh. Laurie Keough, M.S. Ed, LCAT, MT-BC, Patricia Winter, Ph.D., MT-BC, and Laurie B. Fox, MMT, MT-BC, LPC serve as the judges for this year's competition.</p> <p><b>2. STUDENT LEADERSHIP ACADEMY (SLA)</b></p> <p>a. Local SLA Committee Chair <b>Katie Sanford, MT-BC</b> spearheaded the organization of this year's program. When her co-chair stepped down, Katie reorganized the original theme for the event to a focus on Music Therapy and Technology. Duquesne will be hosting the event: <i>PNC Lobby at the Mary Pappart School of Music</i>.</p> <p>b. Students will have the opportunity to explore how various technologies are utilized in practice via specific case examples that will be presented by volunteer Music Therapists and Interns.</p> <p>c. Special thanks to Mark Aloha, who has designed an interactive game for the students to use as they briefly explore the Regional Archives at Duquesne, Elaine Abbott -- for helping to secure the space at Duquesne for the Academy, Clare Arezina-Wiemann and the Continuing Education Committee -- for helping us to find funding to use the space, and Gene Ann Behrens -- for her input on the topic.</p> <p><b>3. STUDENT FUNDRAISING</b></p>
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	<ul style="list-style-type: none"> <li>a. MARAMTS will be selling an assortment of items at this year’s MAR conference – Most excitedly, Coffee Mugs with the regional logo behind the phrase: <i>This Music Therapist Runs on Coffee.</i></li> </ul> <p><b>4. CANNING PROJECT</b></p> <ul style="list-style-type: none"> <li>a. During this year’s conference, the MARAMTS Canning Project will collect monies for Momentum Choir of Western NY, (<a href="http://momentumchoir.ca/">http://momentumchoir.ca/</a>)</li> <li>b. Momentum Choir is a highly disciplined, professionally facilitated performance choir based out of the Niagara Region, that consists entirely of musicians living with a disability. The Western NY Chapter is in its third year, under the direction of Dr. Joni Milgram-Luterman, Ph.D., MT-BC, LCAT</li> <li>c. Individual universities will be collecting monies from conference attendees during conference breaks. All of the students from the university that collects the most money, who are present at the conference, will receive a prize during the student business meeting.</li> </ul> <p><b>5. PASSAGES</b></p> <ul style="list-style-type: none"> <li>a. Thank you once again to Molloy College for hosting the Passages 2017, under the leadership of Tara O’Brien, MT-BC, and Liz Ingram.</li> <li>b. Included in our conference program will be Passages Re-visited sessions – providing one student and one new professional the opportunity to re-present their Passages 2017 presentation after receiving feedback from a professional reviewer in October. <ul style="list-style-type: none"> <li>i. Congratulations to Tara O’Brien, MT-BC and Alexia Lekos who will be presenting the following concurrent sessions Saturday morning: <ul style="list-style-type: none"> <li>1. <i>How to be professional when you are not yet a professional</i> Tara O’Brien, MT-BC; Monroe # 1 BOCES-Rochester, NY</li> <li>2. <i>Expanding ukulele technique in the clinical setting</i> Alexia Lekos, SUNY Fredonia</li> </ul> </li> </ul> </li> <li>c. Passages 2018 will be held at Radford University in October, and plans for the conference will begin once our new Student Board is in place.</li> </ul>
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<b>CONCLUSION</b>	See “Discussion” segment points.
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<b>ACTION ITEMS</b> See “Action Items” on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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<b>DISCUSSION</b>	<p><b>M. NEWSLETTER EDITOR MARK AHOLA</b></p> <ul style="list-style-type: none"> <li>1. Tuning In To Rx Music currently has 3036 subscribers, a 2.5% increase from November report (active contacts on Constant Contact, our social email marketing service).</li> <li>2. Here are open rates for recent issues of the newsletter: <ul style="list-style-type: none"> <li>a. Winter 2018 – 30% or 855 opened</li> <li>b. Fall 2017 – 32% or 928 opened</li> <li>c. Summer 2017 – 32% opened</li> <li>d. Spring 2017 – 35% or 1049 opened, a record number</li> <li>e. Winter 2017 – 35% (41% mobile, 59% desktop)</li> </ul> </li> </ul> <p>Recent email blasts had similar open rates (30%-35%)</p>
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	<p>3. In the RxMusic Reports and Ad folder, I have created “Archived Issues 2011-Present” and changed the file names for consistency. Only 1 issue is missing, 2012 Fall. There is also a fall edition of 2008. I have emailed the archives to see the best way to include them (flash drive digital or hard copies).</p> <p>The link for archived issues is:  <a href="https://drive.google.com/drive/folders/1ywnm_9s3c3AW8nqph_EhEk96ea6Ucfr4">https://drive.google.com/drive/folders/1ywnm_9s3c3AW8nqph_EhEk96ea6Ucfr4</a></p> <p>4. Mark is in the process of updating the editor handbook.</p> <p>5. The deadline for submissions for our Spring issue is April 22. Board members can submit reports to the newsletter, introduce selves, share your vision, etc. The newsletter is a way to connect MAR to membership. If possible, include pictures, visuals, links, graphs, etc. with your reports. My solicitation for them also includes format needs and where to upload to the google drive. Larger reports are being linked to our website. These include government relations, spotlight on membership, and perhaps Hey, NY!! did you know??? If you send larger reports to me, please request that they be hosted on the website and then link to them.</p>	
<b>CONCLUSIONS</b>	See “Discussion” segment points.	
<b>ACTION ITEMS</b> See “Action Items” on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>DISCUSSION</b>	<p><b>M. PUBLIC RELATIONS</b>  <b>TARA O'BRIEN</b></p> <p>1. MAR Website</p> <p>a. Erin Lunde has been doing a great job as our new Webmaster. The most up-to-date detailed report of our website’s use can be found here:  <a href="https://drive.google.com/file/d/0B7LwTFVD2L85czF1V050MHRWNFE00VdSUXRxSUoxVnYtcDhB/view?usp=sharing">https://drive.google.com/file/d/0B7LwTFVD2L85czF1V050MHRWNFE00VdSUXRxSUoxVnYtcDhB/view?usp=sharing</a></p> <p>2. Conference booth</p> <p>a. This year, our booth will be used to answer questions for the membership regarding the MLE report and any other member concerns. Along with this, Mark has set up a history/trivia game, as well as videos to display at the table.</p> <p>b. Assembly members will be present as well- if assembly members are able to answer questions about MLE then they will but point to the right people if not.</p> <p>3. Exhibit materials</p> <p>a. <i>Where in the world are the MAR exhibit materials???</i> After several discussions, it seems as though our last set of materials were lost in the mail on their way to Missy over the summer. New materials were ordered and are being used at this conference, but if everyone agrees, I’d like to order a second set for members to borrow for advocacy events. This way, at least one set will always stay with someone on the executive board.</p> <p>b. PR team will start a spreadsheet for anyone who borrows materials, as a new set has been ordered.</p> <p>c. Procedures should be set in place for members to borrow materials - all materials, when sent back, should be insured and tracked, so that losses do not</p>
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	continue to happen. Google Forms would be a good option to store all of this information (location, tracking costs, etc.)		
<b>CONCLUSIONS</b>	See "Discussion" segment points.		
<b>ACTION ITEMS</b>	See "Action Items" on page ** of Minutes document.	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

<b>III. NEW BUSINESS</b>			
<b>DISCUSSION</b>	<b>A. PRESIDENT MICHAEL VIEGA</b>		
	<ol style="list-style-type: none"> <li>1. New folder for exec board emails <ol style="list-style-type: none"> <li>a. Gmail for Business <ol style="list-style-type: none"> <li>i. One administrator</li> <li>ii. Extra securities</li> <li>iii. Has a cost</li> <li>iv. We can look into adopting this into new practice, new email addresses would reflect whatever business name we choose.</li> <li>v. *Mike will work with CJ and Beth to see if g-suite (gmail) is a viable option for the board, and bring it to the fall meeting</li> <li>vi. Mike also wants to look into the viability of a subscription to Zoom.</li> </ol> </li> </ol> </li> <li>2. Benedikte Scheiby <ol style="list-style-type: none"> <li>a. Was awarded the Pioneering Spirit Award. She is currently on hospice care. <ol style="list-style-type: none"> <li>i. Ken Aigen, her husband, said their family and her are very grateful for the award. The award will be announced without any other information, as per Ken's request. Moving forward, unofficially as of now, this award might go to a someone who is doing new and innovative member of MAR.</li> </ol> </li> </ol> </li> <li>3. From last meeting, the woman who had the brain tumor did pass away but all of the help was very appreciated.</li> <li>4. Time was made to approve the new budget.</li> </ol>		

<b>IV. GOOD AND WELFARE</b>			
<b>DISCUSSION</b>	<b>A. PRESIDENT MICHAEL VIEGA</b>		
	<ol style="list-style-type: none"> <li>1. Congrats to Mike Viega and family on the birth of their new baby girl.</li> <li>2. Congrats to Brigitte for being accepted into Drexel's PhD program.</li> <li>3. Jim Borling and Cheryl Dileo are retiring (she created our COde of Ethics back in the 80s!)</li> <li>4. Andi Hunt's program at Rowan University was approved.</li> <li>5. James Maxson was nominated for Employee of Distinction Award from Leading Age.</li> <li>6. Congrats to Shawna for receiving the President's Award for Exceptional Patient/Customer Experience at Northwell Health.</li> </ol>		

	<ol style="list-style-type: none"> <li>7. Amy Rogers-Smith received an award from West Virginia University - they picked 150 employees of all levels and awarded them for demonstrating and exemplifying their values.</li> <li>8. Lauren is working on putting together a new band, and just did a sold out Bonnie Raitt show.</li> <li>9. Mike Viega will be taking on a new position at Montclair State University in the fall.</li> <li>10. Ming Yuan is in dissertation proposal mode this quarter.</li> <li>11. Congrats to Tara for being accepted into the masters program at Nazareth.</li> <li>12. Congrats to Tom Biglin who was accepted into the Temple PhD program.</li> <li>13. Barbara Hesser stepped down from program director at NYU; Ken Aigen is now program director (but Barbara still acting as interim at the moment).</li> <li>14. Madeline Ventury will be receiving the Lifetime Achievement Award - her years of service can not be over exaggerated.</li> <li>15. Tara's dad was diagnosed with lung cancer but after 2 rounds of chemo the tumor is about 25% smaller which is a great improvement!</li> <li>16. Donna's 5 year old grandniece is battling leukemia. Best wishes to her.</li> <li>17. Donna's new grandnephew spent 16 days in the NICU and is working hard on growing! Please keep Maggie and Logan in your thoughts.</li> <li>18. Julie's son got his license.</li> <li>19. Encourage everyone to join Be The Match - national registry for bone marrow donation.</li> </ol>
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MOTION TO ADJOURN	T. O'Brien motioned to adjourn the meeting, 2nd, motion passed
MEETING CLOSED	April 12, 2018 at 10:58 AM
NEXT MEETING	Meeting to Discuss Budget, April 12, 2018 @ 6PM, Pittsburgh, PA