



# American Music Therapy Association Mid-Atlantic Regional Chapter

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

<b>MAR-AMTA Executive Board Meeting</b>			
<b>MINUTES</b>	Fri., September 18, 2015 Sat., September 19, 2015	6:00PM-10:00PM 9:00AM-1:00PM	Fall Executive Board Meeting Elizabethtown, PA
<b>MEETING CALLED BY</b>	<b>Gabby Ritter, President</b>		
<b>TYPE OF MEETING</b>	Fall 2015 Executive Board Meeting		
<b>FACILITATOR</b>	<b>Gabby Ritter, President</b>		
<b>NOTE TAKER</b>	<b>Noa E. Ferguson, Recording Secretary</b>		
<b>ATTENDEES</b>	Gabby Ritter, President; Julie Neal, Past President; Noa E. Ferguson, Recording Secretary; Trish Winter, VP for Conference Planning; Molly Hicks, VP-Elect for Conference Planning; Gary Verhagen, Parliamentarian; Maria Fay, Government Relations; Conio Loretto, Student Affairs Advisor; Brooke Carroll-Lemchak, Treasurer; Donna Polen, Assembly Chair; Mike Viega, President-Elect; Maria Battista-Hancock, Historian.		
<b>CALL TO ORDER:</b>	Meeting was called to order at 7:27 PM		
<b>I. OPENING PROCEDURES</b>			
<ul style="list-style-type: none"> <li>A. APPROVAL OF AGENDA</li> <li>B. APPROVAL OF MINUTES</li> </ul>			
<b>GABBY RITTER</b>			
<b>DISCUSSION</b>	<p>Trish Winter requests to add the proposed MAR conference budget to the consent agenda. Budget was placed in the EB files on Google Drive. Gabby Ritter requests to add Brianna Priester as Reimbursement Chair for the National standing committee. Mike Viega moves to approve the consent agenda with the additions made by Trish Winter and Gabby Ritter. Motion passes.</p> <p>Julie Neal shares that Susie Knechtel had been the reimbursement rep.; Brianna Priester stepped into the position last year for national conference, and is excited to serve the region.</p> <p>The consent agenda is updated name Susan Dalisandro as part of the PA Task Force to Maria Fay's Government Relations report. Julie Neal makes a motion to approve the consent agenda with the updates to Maria Fay's Government Relations report. Motion passes.</p> <p>Molly Hicks is given access to the Executive Board files on Google Drive.</p> <p>Julie moves to approve the consent agenda. Motion passes.</p>		
<b>CONCLUSIONS</b>	Julie Neal moves to approve the minutes from the Summer Executive Board Business Meeting at a later date, pending revisions provided by Parliamentarian, Gary Verhagen, to be completed by Regional Secretary, Noa Ferguson. Motion passes.		

**II. OFFICE**

**A. PRESIDENT**

**GABBY RITTER**

**DISCUSSION**

MAR-AMTA Executive Board reports in board book.

- a. AMTA Board Book is due soon. Gabby Ritter will be compiling information from reports from this meeting, and will be connecting with members by email as well.
- b. Includes highlights from Board of Directors: look at the Google Docs link.
- c. The AMTA Leadership Academy would like MAR to sponsor someone from the region to attend. It's a new offering for the Wednesday before conference, and would cost the region \$80.00. Donna Polen asks if the region could do an e-mail blast to spread the word, and make it a lottery. Interested members should write a brief statement as to why he/she think he/she should attend, and identify which section they'd be concentrated in. Set a short deadline.  
Gabby Ritter clarifies the Leadership Academy is looking for non-board specific regional members, and proposes sponsoring 2 regional members. Gabby asks the board if there is any interest in attending. Julie Neal expresses interest.
- d. On report: Page 5, Letter "D": Members are expressing their voices aren't being heard. As the voice for the region, Gabby Ritter proposes a forum for members to speak their questions and concerns, and then have Deb Benkovitz be the voice for the board at the National level. Gabby would be the voice physically present at conference to address concerns in the moment. Gabby Ritter proposes opening the forum by telling membership what the region is doing, what financial statuses are (bank accounts, scholarships, funds).  
Julie Neal asks to consider having a small panel of board members to support Gabby Ritter during the discussion to speak to certain items Gabby may not be familiar with. Discussion of how to effectively structure the forum circulates. Gabby Ritter will create a Google doc for members to fill out, prior to the forum, to ask questions and voice concerns. The document will require inquiring members to include his/her name should he/she wish to have the submission addressed.
- e. Membership meetings at conferences: All committee reports will be on the regional website, and the link will be posted for all members to access at anytime.
- f. Julie Neal mentions a role of the Past President is to chair the National Services Council. Julie would like for that to be a more intentional role. Julie asks national committee members to send content to her so she can announce said information in her Past President report, as a streamlined way to announce urgent news.  
Trish Winter mentions that if the regions transitions into using app technology, members can receive push notifications on smart technology to receive pressing news in real-time.  
Donna Polen cites that as the former council coordinator, the National Council wants the regional reps to go out and share the items with regional membership. It would be advantageous to let the reps know that MAR is going to make this change, and ensure the committee chairs are okay with the change(s).  
Gabby Ritter cites that points/pieces of news that need an extra push can go to Julie Neal.  
Discussion surrounding projecting regional council content up on the projector screen as members enters the room for the Regional Business Meeting at conferences circulates. Gabby Ritter clarifies that the EB should use the membership meeting time at National Conference to talk about the functions and current tasks of the national committees. In the app technology being implemented at conference, a summary for the meeting can be included to specify who can attend the meeting, and what content will be discussed.
- g. Gabby Ritter proposes adding an ad-hoc committee for people who are interested in planning this new business-meeting format. Donna Polen, Julie Neal, Gary Verhagen (consultant), Mike Viega, and Anita Gadberry will participate.

**CONCLUSIONS**

See "Discussion" segment points.

**ACTION ITEMS**

**PERSON RESPONSIBLE**

**DEADLINE**

See "Action Items" on page 9 of Minutes document.

**B. PRESIDENT-ELECT**

**MIKE VIEGA**

**DISCUSSION**

Report in board book.

- a. Virginia voted to affiliate with MAR this summer. NJ was going to affiliate, but decided not to because they found funding for their CMTE, and are under leadership changes.
- b. Mike Viega has a document that explains what the benefits of affiliating are, and ponders whether to solicit additional states to affiliate. Gabby Ritter clarifies that MAR's role is to provide the information for states to do with as they see fit. MAR can check-in again in one year's time with states that are currently not affiliated.
- c. Mike Viega received bios and letters of intent from Bryan Muller and Molly Griest to sit on the Constitution and Bylaws Committee. Julie Neal makes a motion to approve the committee members for the Constitution and Bylaws Committee. Motion passes.

<b>CONCLUSIONS</b>	Bryan Muller and Molly Griest are added as committee members to the Constitution and Bylaws Committee.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
See "Action Items" on page 9 of Minutes document.			
<b>C. PAST PRESIDENT</b>			<b>JULIE NEAL</b>
<b>DISCUSSION</b>	<p>a. Julie Neal revisits dialogue from the previous meeting regarding the \$1,000 fee universities are charged annually without explanation surrounding the function or intent of the fee. Julie emailed program directors of regional universities: two universities raised concern about the fee. Julie brought it to the AMTA board, and is awaiting feedback. Gabby Ritter recommends that Julie Neal to the two universities that their concerns were brought to AMTA, and no response was given.</p> <p>b. The region has not yet settled on an archivist position. Julie proposes a charge to form an ad hoc committee to look at function of the archivist and historian, with Maria Battista-Hancock, and make recommendations to the board for a potential change, prior to the 2016 MAR conference.</p>		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
See "Action Items" on page 9 of Minutes document.			

<b>D. ARCHIVIST</b>			<b>TBD</b>
<b>DISCUSSION</b>	The Archivist position has not been filled at this time. The role of the Archivist position is in the process of being evaluated by the Past President, Julie Neal.		
<b>CONCLUSIONS</b>	None.		

<b>E. HISTORIAN</b>			<b>MARIA BATTISTA-HANCOCK</b>
<b>DISCUSSION</b>	No report. No updates on behalf of the Historian position.		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

<b>F. MEMBERSHIP</b>			<b>GABBY RITTER FOR ANITA GADBERRY</b>
<b>DISCUSSION</b>	<p>Report in Board Book.</p> <p>a. Anita will send out surveys to members to see what needs are, and if they are being met. Anita is brainstorming ways to continue to engage membership.</p> <p>b. Executive Board discusses the possibility of music therapists participating in the call-a-thon during the Regional Business Meeting timeslot at conferences, or at another time, to get people - who aren't members - to talk about what their current needs are, and how the region can help them to become AMTA members.</p> <p>Trish Winter mentions students having participated in a call-a-thon while a music therapy student in college. Trish Winter wonders if the call-a-thon could be the Student Service Project? The region can provide food and drinks as incentive.</p>		
<b>CONCLUSIONS</b>	Gabby Ritter will initiate dialogue between Anita Gadberry and Conio Loretto to discuss the possibility of the call-a-thon being the Student Service Project.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
See "Action Items" on page 9 of Minutes document.			
<b>G. FINANCES</b>			

<b>DISCUSSION</b>	<p>Report in Board Book.</p> <p>a.i.i.a. Brooke and the Financial Committee met to discuss giving more scholarships and financial member support; Anita Gadberry was not present. Brooke sent the discussion notes to Anita, and asked for direction regarding next steps. Gabby Ritter says we can increase the budget for the scholarship lines, but shouldn't create new scholarships without Anita. Brooke says the board had discussed increasing the number of available scholarships to 6, and a possible \$500 stipend for presenters to incentivize students to present at National Conference. Julie Neal suggests including Conio Loretto in this conversation. Dialogue continues; different financial scenarios are explored. Gary Verhagen states Brooke can increase the budget line, and task Anita Gadberry for creating National Scholarship guidelines, and Conio Loretto for creating the Student Scholarship guidelines. Gary also states Brooke needs to update the general reserve amount.</p> <p>a.i.i.b. Gabby Ritter shares the Research committee met to talk about more ways to bring money to membership. Creating a new grant. Look at "MAR Collaborative Research Grant" document on Google Doc. Grant for up to \$5,000 to support collaborative research documents. Can be for more than 1 applicant. The criteria for the new grant are in the document (mentioned above). Gabby Ritter mentioned the Executive Board will need to approve criteria because it has not been included in budget before. The research committee moved that this research proposal be approved. Julie Neal and Gary Verhagen proposed changing language in proposal to select that the grant is not only given to one individual. Donna Polen noted in the last paragraph at the end of the application portion, the Board needed to add language about how the recipient is expected to present findings at a regional conference. Gabby Ritter added language directly into document on Google Drive. Julie Neal suggested change language to "a" from "the" re: presenting at regional conference. Specify MAR. Gabby Ritter made changes in the Google Doc. Gabby Ritter asked to approve the "MAR Collaborative Research Grant" document as amended. The "MAR Collaborative Research Grant" was approved as amended.</p> <p>a.i.i.c. The Research Committee budget was deemed up-to-date. Gabby Ritter suggested having a board member sit on that committee, to create a method of communication between committee and board, and oversee committee since they spend a large portion of the region's money each term. The Research Committee had no objections to this; they just wanted to know who the person might be.</p> <p>a.i.i.d. Mark Ahola mentions the "Constant Contacts" fee for the Newsletter has gone up since we have more subscribers. Was at \$365, and is now \$504 since we've gone over 2,500 people. Brooke increases Mark Ahola's Newsletter Rx budget line.</p> <p style="padding-left: 40px;">Gabby Ritter calls for a short recess at 8:50 PM. The meeting is called to order by Gabby Ritter at 8:59 PM.</p> <p>a.i.i.e. Brooke displays the "Treasury Request Procedures" document in folder "FY 2015-16 Treasury Requests" on Google Docs. Brooke demos how to utilize the document, and upload receipts and invoices to related folder.</p> <p>Gabby Ritter proposes a recess for the remainder of the evening, declaring the meeting will resume at 9:00 AM on Saturday, September 19, 2015.</p> <p style="padding-left: 40px;">Gabby Ritter calls meeting to order at 9:16 AM on Saturday, September 19, 2015.</p> <p>f. Brooke reminds the Executive Board that amendments to the budget are on the Google spreadsheet. Brooke changes Anita Gadberry's budget to include additional moneys to survey members regarding member needs, and if member needs are being met via the Rx Newsletter.</p> <p>Gabby Ritter moves to approve the 2016 MAR Budget as amended. The 2016 MAR budget was approved as amended.</p>	
	<b>CONCLUSIONS</b>	None.
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See "Action Items" on page 9 of Minutes document.		

**H. GOVERNMENT RELATIONS**

**MARIA FAY**

<b>DISCUSSION</b>	<p>Report in Board Book.</p> <p>a. Maria Fay discusses how to update the MAR website to increase advocacy efforts.</p> <p>b. Maria Fay mentions creating an ad hoc committee charged with looking at a potential Treasurer-Elect and Government Relations Apprentice positions by the the Spring meeting.</p> <p>c. Julie Neal mentions incorporating Delaware is not an issue. Julie checked with Kathy Murphy about a cap, there is not a cap, but the IRS wants it less than 20. The Board wants an odd number of voting members. Julie Neal will</p>
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	<p>chair, along with Brooke Lemchak and Maria Fay.</p> <p>d. Maria met with the finance committee: MAR has \$3,000 for education and advocacy, and that gives each state \$500 to spend however they see fit (travel to meetings, print brochures). 6 task forces in the region = state \$500 to spend however they see fit (travel to meetings, print brochures). 6 task forces in the region = approximately \$3,000. If one state task force isn't using their allotment, it can be shifted to other states. Maria Fay is going to create a policy for this spending.</p> <p>e. Maria Fay has been talking with Donna Polen about the logistics surrounding student members on task forces. For New York: Donna Polen suggests task forces getting a student rep from each of the 5 schools, as well as a faculty rep from each school. Create a faculty/student advisory committee to the task force, and have the faculty select the student to participate.</p> <p>f. Maria asks, "What does the student role look like on task forces?" Currently, the Executive Board votes in student members. Maria suggests to re-think the process, suggesting Donna Polen's model (see "e."). We reviewed the student role and description that's currently in place – we can put that on hold, and move toward Donna's model. Donna Polen states the current language regarding the student role on task forces mentions student either being connected in the state of residence or state of school – Donna thinks it should be the school state. Gabby Ritter expresses hesitation in changing the policy [for student task force based on school versus residence state] as there are no schools in Maryland or Delaware, so there wouldn't be a rep for those states.</p> <p>g. Maria Fay reviewing state updates in her report [included in Board Book]. Maria Fay cites that research impacts what we do for State recognition, to prove that we are an effective and legitimate profession. The type of research that's currently being done affects our advocacy, and what legislators are looking for. Research and research monies can ultimately impact the advocacy efforts within our region. Maria Fay encourages all to participate in Federal Call-to-Action. In the most recent Call-to-Action, it was noted that a high response was received from music therapists, which will encourage legislators to take a look at related policies.</p> <p>h. On behalf of New York: Donna Polen presented at SUNY New Paltz about ethics, and the NYS licensing process. Participants expressed they are ready for a Music Therapy-specific license. Donna Polen partnered with Nazareth College's Dr. Brian Hunter for Fall, Joni Milgram-Luterman at SUNY Fredonia, and NYU/Malloy in the Spring. There are a lot of music therapists and students that don't know very much about the licensing process; education re: licensure is important.</p> <p>i. Pennsylvania: Looking for state recognition with legislation. The current legislative bill suggests they want to create their own licensing board in Pennsylvania. The state is seeing if they can join an existing board that is willing to house them, looking at Medical boards next. Their Hill Day will target licensure committee legislators.</p> <p>j. Virginia: Brand new task force. Currently researching state regulations and learning the language. Briana Priester was not able to attend the task force meeting. The senator said she wanted to keep the original meeting small, so it was just Tom and the senator.</p> <p>k. West Virginia: Dena Register is the new director of the program in WV.</p> <p>Gabby Ritter calls for a short recess at 9:57 AM. The meeting is called to order by Gabby Ritter at 10:19 AM.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See "Action Items" on page 9 of Minutes document.		
<b>I. ASSEMBLY CHAIR</b>		
		<b>DONNA POLEN</b>
<b>DISCUSSION</b>	<p>Report is in board book.</p> <p>a. Donna Polen shares that she is waiting to receive information re: who from the assembly and alternates will be attending the meetings at national conference in Kansas City. Once the board book comes out, Donna and Gabby will look through the board book and see if we need to notify members for follow-up, or a face-to-face caucus.</p> <p>b. Donna Polen shares she heard that Master's Level Entry will not be put up for vote this year.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See "Action Items" on page 9 of Minutes document.		
<b>J. STUDENT AFFAIRS ADVISOR</b>		
		<b>CONIO LORETTO</b>
<b>DISCUSSION</b>	<p>Report in Board Book.</p> <p>a. Students met at Center for Discovery. All officers shared their timelines with the entire group – assisted with accountability for all. Fundraising: They continue to talk about an online store, and changing the slogan every year to vend year-round. Still have an inventory of items to sell. They want to start getting caps and pins.</p> <p>b. Students are re-vamping the format for Swap Shop at conference: It will now have some kind of intervention that they share across the board. This year, ask schools to create a hello/goodbye song, prepared in lead sheet form,</p>	

	<p>to share with each other. They will pick a different intervention theme each year.</p> <ul style="list-style-type: none"> <li>c. YouTube channel: feature videos from school to school to maintain dialogue. Student section on website: looking to get that up and running.</li> <li>d. Student service project committee: Phone conference this summer, great discussion about project. Identified purpose of SSP [direct quote included in report]. We agreed to move away from visiting specific locations after looking at the ethics behind that. Explored other ideas: government advocacy, presentation at an agency or local school, and/or drum circle/music making opportunity at a location central to the conference with information available about MT. Harrisburg makes sense for this year's project to be advocacy-related.</li> <li>e. Next step: Create handbook that's a living document so that student service project coordinator has a reference point, and keep records as to what is going on; what to do, what not to do. The Historian can put into our archives what students have accomplished.</li> <li>f. Conio Loretto discusses Passages details. Passages will be in Winchester, VA: the birthplace of Patsy Cline. Dr. Sheri Robb will be the speaker at the conference.</li> <li>g. When submitting proposals for Passages: The EB had spoken, in last meeting, about implementing a professional mentor for overseeing the quality of submission content. It is now an option for a professional mentor or not when submitting proposals. Most that submitted said they would appreciate a professional mentor.</li> <li>h. Nazareth would like to host passages next year.</li> </ul>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See "Action Items" on page 9 of Minutes document.		

<b>K. NEWSLETTER EDITOR</b>		
		<b>GABBY RITTER ON BEHALF OF MARK AHOLA</b>
<b>DISCUSSION</b>	<p>Report in Board Book.</p> <ul style="list-style-type: none"> <li>a. Mark Ahola has included links to the MAR website within the newsletter; Mark likes hosting items on the website wherever possible to drive people back to the website. He is continuing to try to make the newsletter lively with images, pictures, etc. to motivate engagement.</li> </ul>	
<b>CONCLUSIONS</b>	N/a.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See "Action Items" on page 9 of Minutes document.		

<b>L. VP FOR CONFERENCE PLANNING</b>		
		<b>TRISH WINTER</b>
<b>DISCUSSION</b>	<p>Report in Board Book.</p> <ul style="list-style-type: none"> <li>a. Trish Winter introduces the new MAR conference logo. Donna Polen notes that it should specify the conference location. Trish suggests the Executive Board votes on the logo; it will continue as-is until the board recommends a change. Mike Viega cites the MAR conference logo requires a vote because it is a representation of the region. Gary Verhagen agrees, since this becomes the logo with the changing year until the EB chooses to change it.</li> <li>b. Discussion to add "...of the American Music Therapy Association" to the logo arises. Branding opportunities at the regional level are explored – the MAR Facebook page is referred to as a model. The local committee will no longer have to oversee the branding – There can still be a theme for each regional conference, but there will be an overarching regional brand throughout.</li> <li>c. The 2016 region-specific theme for MAR will be "Self-Care." Julie Neal discusses the origin of initially needing a conference logo. Maria Fay suggests making "music therapy conference" the more prominent feature of the logo (versus the Mid-Atlantic Region), so that when you first look at the logo, you know that it's for a conference in particular.</li> <li>d. Tim Gannon stepped down as VPCP-Elect; Jenny Swanson will be stepping in as runner-up. Her bio is in the Executive Board Files on Google Docs. Board reviews her bio. The Board will vote on Jenny today, and a special election through Constant Contact. Gary Verhagen shares that at National conference, the nominating committee presents the following candidates, and will ask if there are there any nominations from the floor. Every attempt is made to present two candidates.</li> </ul>	

	<p>e. The board enters discussion about nominations committee creating accurate descriptions of each of the board positions to go out to the candidates, including the amount of time the position will require. The board explores creating talking points for each position, to highlight the responsibilities as well as the rewards of holding the position(s), while also detailing the time commitment. Julie Neal entertains a motion to approve Jenny Swanson’s appointment as VPCP Elect. Motion passes. The Board expresses their thanks to Tim Gannon for his transparency in notifying the board of his need to step down from the VPCP Elect position.</p> <p>f. Conference venue scouting trip to Atlantic City: Trish Winter connected with a company that sends our conference bids out to hotels, and was notified that many conference venues do not want to house the MAR conference because we do not bring enough revenue to larger venues. However, we are too big for small venues. Headed to Norther NY for scouting trips. Discussion begins surrounding the benefits of MTs coming to Harrisburg and other capitals to continue to garner support as advocacy efforts continue. Mike Viega shares that we can mention to hotels that we will be revisiting each hotel as we cycle through select locations, so there will be guaranteed revenue. Gabby Ritter concurs that would also help people anticipate where conferences will be held, and plan accordingly.</p> <p>g. Call for papers for MAR conference ends October 2. Donna Polen asks about the interest level in the new experimental 40-minute time slot: Trish Winter cites there has been a lot of interest, and will be information in the conference program as to how to earn CMTEs with the 40-minute umbrella groupings.</p> <p>h. Looking at cancellation insurance for conference, and property insurance to cover pianos and instruments and things that are borrowed [to ensure that people will be comfortable lending us instruments.] Was not able to procure an estimate.</p> <p>i. Trish demos conference app – costs \$3,500. We printed about 600 programs, 89 pages each, approximately \$2,000 for programs. Connectivity options with social media outlets, as well as other music therapists/students via “friending” features, and chat features. Trish Winter talks about data storage in the app, how app can link up to any assistive tech, and app prominently features advertisements, banners, and a sponsorship page - opportunity for increased revenue. Provides notification for room changes/any last minute changes to keep you up-to-date. Everything will stay intact for 1 full year after the conference. There is a note-taking feature while in session, and you can email yourself your notes. Board enters a discussion surrounding ways to show proof of CMTE credits. Board also discusses app cost in comparison to printing programs, potential sponsors for conference, how many copies of programs to have available amidst app launch, whether student fundraiser can be connected through the app, and how to troubleshoot app implementation issues. Gary Verhagen asks about the possibility of having a technology resource table available alongside registration to field questions/provide support as we implement app technology for the first time. Trish Winter and Julie Neal respond with yes.  Conference committee submits a motion to approve the purchase and implementation of a conference app, and to forgo the distribution of paper conference programs. Motion passes unanimously.  Gabby Ritter calls for a short recess at 11:51 AM. The meeting is called to order by Gabby Ritter at 12:00 PM.</p> <p>j. Discussion surrounding filling out conference proposals begins. Discussion transfers into dialogue about the debut of the shorter 40-minute presentation format, and when to discern between a need for longer presentations – namely, experiential-based presentations, and shorter formats. Board members share that this shorter session format may encourage younger professionals to present, but maintaining the opportunities for more in-depth and experiential sessions remains important.</p>	
<b>CONCLUSIONS</b>	None.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
See “Action Items” on page 9 of Minutes document.		
<b>M. PUBLIC RELATIONS</b>		
<b>DISCUSSION</b>	<p style="text-align: right;"><b>GABBY RITTER FOR MEGAN RESIG</b></p> <p>Report in board book.</p> <p>a. Gabby Ritter reviews items Megan Resig’s report. Gabby reviews items identified in the “Webmaster Reimbursement Policy and Procedure” document. Gary Verhagen expresses concern about the language used in the procedures, suggesting changing the wording. Julie Neal proposes “reimbursement” as a substitute for the term “invoice.” Exploration of verbiage continues; the term “stipend” is suggested.</p> <p>b. Discussion regarding the Webmaster position and compensation is entertained by the Board. The Board contemplates making the Webmaster position a job offer. Gabby Ritter states that she and the financial officer will connect with the National Office for guidance, and will then follow up directly with Megan Resig.</p>	

	c. The PR materials are in Google Docs. The PR Committee is working on creating a vertical banner – the current proposed image is included in the report.		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
See "Action Items" on page 9 of Minutes document.			
<b>N. NEW BUSINESS</b>			
<b>GABBY RITTER</b>			
<b>DISCUSSION</b>	<p>a. Gary Verhagen ponders how the region can better connect committee and Board nominees with the region's members? We have piloted a forum for questions to the candidates – candidates have 2 weeks to reply to questions. The goal is to have a question every 2-3 weeks. Currently, the region is lacking in questions - let's take time to review this new event online, consider submitting questions, and assess what kind of information will help members understand more about the candidates.</p> <p>b. Gabby Ritter states the region will be looking at other options for Board Meeting locations to try to make travels as equal of a distance as possible for board members. Donna Polen states that prior meetings had increased productivity by incorporating meals into the meeting, and allotting time on Saturday to split into small groups and work around existing action item topics before returning to the large Board group. Details surrounding costs of extending the board meeting to accommodate an additional overnight hotel stay are discussed.</p>		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
See "Action Items" on page 9 of Minutes document.			

<b>O. GOOD AND WELFARE</b>			
<b>JULIE NEAL</b>			
<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>- Thanks to Gene Ann for being an accommodating and gracious host. The Board appreciates your generous gifts of your personal photography mementos.</li> <li>- MARAMATS shared a card thanking the Board for their support.</li> <li>- Congratulations to Clare Arezina and Noa Elimelech Ferguson on their recent marriages.</li> <li>- Thank you to MARAMATS for donating MT water bottles and travel coffee mugs to Board members!</li> <li>- Thank you Maria Hancock for continuing the meeting notes in Noa's absence.</li> </ul>		
<b>CONCLUSIONS</b>	None.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
See "Action Items" on page 9 of Minutes document.			

<b>MOTION TO ADJOURN</b>	Julie Neal
<b>MEETING CLOSED</b>	September 19, 2015, 12:35 PM
<b>NEXT MEETING</b>	National Conference MAR Business Meeting



## ACTION ITEMS

### President

*Gabby Ritter*

1. Charge: Overhauling MAR business meetings at national conference.  
Term: Until national conference (November 2015).  
Add an ad-hoc committee for people who are interested in planning the new business-meeting format. Donna, Julie, Gary (consult), Mike, Anita will participate.
2. Charge: Facilitate conversation between Conio and Anita: Evaluate whether the student service project could be a call-a-thon this year.  
Term: As soon as possible.
3. Charge: Talk to CBMT about using alternate means of verifying CMTE credits from conferences, in the midst of the increased prevalence of technology in conference engagement.  
Term: As soon as possible.
4. Charge: President and Financial Officer will follow up with National Office re: Webmaster compensation arrangement (stipend versus compensation discussion). After receiving an answer, Gabby will contact Megan.  
Term: Upon receipt of answer from National Office.
5. Charge: Re-send banner to Megan and PR Committee with notes gathered from EB during meeting:
  - Should represent clients
  - Show diversity
  - Please provide samples of new/updated banner options to MAR-AMTA board to review.
  - Are new envelopes being made with the new Regional logo?
    - o Where will they be stored or distributed?
  - Can the website server provide a pop-up kind of thing announcing how long the website may be down?Term: As soon as possible.

### Past-President

*Julie Neal*

1. Follow-up with universities [that provided feedback following the initial contact made by Julie] that their concerns were brought to AMTA by the MAR, and no response was given.  
(Context: \$1,000 fee universities are charged annually with no discussion surrounding its function or purpose.)
2. Re: Archivist position  
Charge: Form an ad-hoc committee to look at function of the archivist and historian (along with *Maria Battista-Hancock*), and make recommendations to the board for a potential change.  
Term: Until 2016 MAR Conference

### Government Relations

*Maria H. Fay*

1. Examining how to update website to increase advocacy efforts.  
Charge: Ad-hoc committee looking at potential treasurer elect and government relations apprentice positions.  
Term: By Spring meeting.

### **Student Affairs Advisor**

*Conio Loretto*

1. Charge: Talk with Anita to evaluate whether the student service project could be a call-a-thon this year.  
Term: As soon as possible.
2. Create handbook that's a living document, so the student service project coordinator has a reference point, and records of what has been done/what is going on.  
Charge: Talk with Historian (Maria B. Hancock) to put into archives what students have already accomplished in student service project.  
Term: Ongoing.

### **Rx Newsletter Coordinator**

*Mark Ahola*

1. Charge: Reach out to Megan and Noa to talk about how to make the newsletter more interactive via social media (FB, Twitter), as well as how to directly to sign up for the newsletter via the MAR website.  
Term: As soon as possible.

### **Public Relations**

*Trish Winter on behalf of Megan Resig*

1. Charge: Send logo back to PR committee with the recommendation of adding "...of the American Music Therapy Association" somewhere prominently within the logo. Have PR committee provide a rendering of what that might look like for the EB.

*Suggestion: Make "music therapy conference" the more prominent feature of the logo (versus the Mid-Atlantic Region), so that when you first look at the logo, you know that it's for a conference in particular.*

Term: As soon as possible.

2. Charge: E-mail EB quote for cancellation insurance and property insurance to cover pianos and instruments borrowed during conference.

Term: Upon receipt.

3. Charge: Ask Conference App company about the connectivity between the Student Sales Fundraiser and app.

Term: As soon as possible.

### **President-Elect**

*Mike Viega*

1. Charge: Take the current bylaws surrounding special elections over to the constitution and bylaws committee, have a discussion together, and bring the outcomes of the discussion back to the board. Include parliamentarian, *Gary Verhagen*, in the discussion.

Term: As soon as possible.