



American Music Therapy Association Mid-Atlantic Regional Chapter

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MARAMTS Summer Business Meeting 2021

Saturday July 31, 2021 @8am via Zoom

1. Opening Procedures

- a. Call to Order, L. Armstrong
 - i. 8:02am
- b. Roll Call, S. O’Rawe
 - i. Lauren Armstrong, President, *Present*
 - ii. Dana Shafranek, President Elect, *Present*
 - iii. Ashley Stewart, Vice President, *Present*
 - iv. Lindsey Puc, Parliamentarian, *Present*
 - v. Shannon O’Rawe, Secretary, *Present*
 - vi. Rocco Roguskie, Treasurer, *Present*
 - vii. Emily Vanicek, Government Relations, *Present*
 - viii. Kirthana Kannan, Public Relations, *Present*
 - ix. Nina DeMilta, Historian, *Present*
 - x. Meghan Smith, Student Affairs Advisor, *Present*
- c. Review of Robert’s Rules of Order, L. Puc
 - i. Went through a list of scenarios that may happen in the meeting and what is required when finishing a motion
 1. Seconding a motion
 2. Majority or $\frac{2}{3}$ ’s vote
 3. Examples:
 - a. Motion to Adjourn: 2nd and majority vote
 - b. Motion to Recess: 2nd and majority vote
 - c. Rise to a question of privilege:
 - i. May interrupt during this motion, but please wait for the person who has the floor to stop discussing their matter and then
 4. What does not:
 - a. Call order for the day
 - b. Enforcing a rule
 - c. Point of Information



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- d. Etc.
- d. Approval of Agenda, L. Armstrong
 - i. **Motion to approve the agenda:** Lauren and Lindsey
- e. Reading and Approval of Minutes, S. O’Rawe
 - i. **Motion to bypass the reading and approval of minutes** - Shannon and Dana

2. Officer Reports

- a. President Report, L. Armstrong: *Filed as read*
 - i. Transitioned into the president Gsuite account
 - ii. Helped Dana transition into the president elect position and arrange thank you gifts for the Student Leadership Academy speakers
 - iii. Maintained contact with the President and Vice-President of AMTAS
 - iv. Made sure all board members transitioned smoothly and have everything they need
 - v. Met with Meg to go through agenda for the SBM
 - vi. Wrote the agenda for the SBM
 - vii. Attended the SBM
- b. President Elect Report, D. Shafranek, *Filed as read*
 - i. Transitioned into position of President-Elect
 - ii. Updated the G suite to my name and information
 - iii. Had a zoom call with Lauren to aid in the transition process/ ask questions about the position
 - iv. Reviewed the Officer Duties Timeline
 - v. Attended the SBM
- c. Vice President Report, A. Stewart, *Filed as read*
 - i. Transitioned into the vice president Gsuite account
 - ii. Attended transition meeting for the MARAMTS E-board
 - iii. Met with the former vice president and discussed responsibilities of vice presidential role
 - iv. Reviewed the quarterly report for publication in *Tuning into Rx Music*
 - v. Attended the July MAR Executive Board meeting
 - vi. Attended SBM



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- d. Parliamentary Report, L. Puc, *Filed as read*
 - i. Transitioned into the Parliamentarian's G-Suite account
 - ii. Spoke with Emma Lambert about responsibilities of position
 - iii. Begun editing the By-Laws for 2021-2022
 - 1. Contacted Past President Rachael Kovaly, Past Parliamentarian Emma Lambert, and 2021-2022 MARAMTS E-Board for assistance with that process
 - iv. Created a Google Doc to begin brainstorming ideas for Swap Shop
 - v. Attended the SBM
- e. Secretary Report, S. O'Rawe, *Filed as read*
 - i. Transitioned into the Secretary's G-Suite account
 - ii. Spoke with Katie Hock about responsibilities of position
 - iii. Attended the SBM
 - iv. Contacted Past chapter representatives and club presidents from the 2020-2021 school year requesting updated information for the new reps. Chapter reps from schools that did not provide information were emailed additional times if necessary.
 - 1. Contact information is missing from the following schools:
 - Molloy College
 - New York University (NYU)
 - Radford University
 - Slippery Rock University
 - West Virginia University.
 - v. Received information received from all E-board members to create a formal contact sheet and informal spreadsheet. This was then created and uploaded to the shared eboard drive.
 - vi. Traveled to Rochester, NY to receive binder from Katie Hock, the 2020-2021 MARAMTS Secretary.
 - 1. Continually reorganized the contents of the binder, as well as printed out and added past business meeting notes to the proper sections of the binder. Notes from the 2021-2022 business meetings will be added accordingly.



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- f. Treasurer Report, R. Roguskie, *Filed as read*
 - i. Transitioned into the Treasurer's G Suite Account
 - ii. Reviewed budgets and financial statements in preparation for the SBM
 - iii. Access the bonfire account and continued to run the existing fundraisers from the previous year
 - iv. Introduced himself via email to James Maxon, the MARAMTA Treasurer
 - v. Brainstormed a few fundraising ideas to present to the executive board
 - vi. Attended the SBM
- g. Government Relations Report, E. Vanicek, *Filed as read*
 - i. Transitioned into the government relations G Suite account
 - ii. Met with Lauren Armstrong to review the government relations role
 - iii. Assisted with the completion on MARAMTS Gives Back 2020
 - iv. Read the agenda/minutes from the PA State Task Force meeting
 - v. Starting looking into potential charities for MARAMTS Gives Back 2022
 - vi. Attended the SBM
- h. Public Relations Report, K. Kannan, *Filed as read*
 - i. Transitioned into the Public Relations' G-Suite account
 - ii. Spoke with Michaela Haas about responsibilities of position
 - iii. Created a Google Doc as a draft for the Fall 2021 Newsletter
 - iv. Brainstormed ideas/started a template for Meet the Eboard post on Instagram
 - v. Started working on a posting schedule calendar
 - vi. Attended the SBM
- i. Historian Report, N. DeMilta, *Filed as read*
 - i. Transitioned into the Historian G-suite
 - ii. Spoke with Spencer about goals of the position
 - iii. Met with the MAR-AMTA historian, Mark Ahola, and discussed historical plans for the upcoming year
 - iv. Committed to attend the Historical Preservation Committee meeting on August 1st
 - v. Reviewed and organized COVID-19 historical data from schools
 - vi. Attended the SBM



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- j. Student Affairs Advisor Report, M. Smith, *Filed as read*
 - i. Met with former SAA to discuss responsibilities
 - ii. Attended transition meeting for both MAR-AMTS and MAR-AMTA board
 - iii. Met with Passages Co-Chairs, Victoria and Fiona, to begin planning for Passages 2021
 - iv. Review timeline of duties
 - v. Familiarized myself with google documents and g suite account
 - vi. Communicated with Dr. Gene-Ann Behrens about Passages
 - vii. Reviewed Bylaw edits proposed by Parliamentarian
 - viii. Attended SBM

3. Executive Board Business

- a. Review of Budget and Finances, R. Roguskie
 - i. Beginning of 2021: allocated \$2,000
 - 1. Made additional money from fundraising
 - a. Allocated funds after: \$3,250
 - 2. Spent \$1,375 on games, raffles, registration for the National Conference, etc.
 - 3. Remaining Money: **\$1,875**
- b. Bylaws and Revisions, L. Puc
 - i. Sent out a document about Bylaws and Revisions
 - ii. Most of the revisions are grammatical changes and several points in which gender-neutral language was not used, so that was changed
 - iii. Article Four:
 - 1. Motion to open the floor for discussion: Lindsey and Lauren
 - 2. Original:
 - a. *“Only persons having active membership status in MARAMTS shall be eligible to seek and hold office.”*
 - 3. Changed:
 - a. **Subsection A:** *“In the event that a nominee does not have active membership status at the time of election, they may still run for office, provided that, if elected, they will show*



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proof of active membership status by the time their term begins.”

4. Motion to close the floor for discussion: Lindsey and Rocco

iv. Article Five:

1. Motion to open the floor for discussion: Lindsey and Lauren

2. Original:

a. *“The term of office for all MARAMTS officers elected at the Regional Conference will start at the close of that Regional Conference. The term of office shall be until the close of the following Regional Conference. “*

3. Changed:

a. **Subsection A:** *“If unforeseen circumstances prevent the MARAMTS Election of Officers from taking place during the Regional Conference, the election will instead occur during a separate Spring Business Meeting. The end date of the previous term of office and start date of the upcoming term of office will be set at the discretion of the outgoing MARAMTS President.”*

4. Motion to close the floor for discussion: Lindsey and Lauren

v. Voting for these Bylaws will take place during the Fall Business Meeting later in the year

c. Timeline of Duties for the Year, D. Shafranek

i. Reviewed document, and there seems to be no changes necessary at this time

ii. Concise and detailed outline

1. Revised in February 2021

iii. If any changes, email President-Elect, D. Shafranek

4. New Business

i. Plan and Schedule Executive Board Meetings for the Calendar Year

1. Motion to open the floor for discussion: Lauren and Shannon

2. If possible, one meeting every month to take about everything going on from month to month



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- a. L. Puc: No availability on Sunday nights
 - b. Discussion for the first Saturday of every month at 8am
 - i. May vary depending on the start of the school year
 3. Motion to close the floor for discussion: Lauren and Emily
- ii. GSuites and General Housekeeping, L. Armstrong
 1. Motion to open the floor for discussion: Lauren and Shannon
 2. No questions at this time
 3. Motion to close the floor for discussion: Lauren and Nina
- iii. Committee Participation and Planning, L. Armstrong
 1. Different committees:
 - a. Regional Project Committee
 - b. Combined Swap-Shop and MARAMTS Gives Back Committees
 - c. Historian Committee
 2. Proposing that before the Fall Business Meetings, advertise for each committee on social media, as well as the Secretary send an email out to each school of details of each committee and what they each entail
- iv. Student Leadership Academy, M. Smith
 1. Keeping in touch with students is still an ongoing and difficult process, so we need to brainstorm on how to keep in contact with each school.
 2. Need to create an exciting atmosphere for students to attend.
- v. Plan for Fall Business Meeting, M. Smith
 1. Typically in person the night before Passages
 - a. Passages is officially announced as in-person
 2. Motion to open the floor for discussion: Lauren and Rocco
 - a. Budgets need to be revised to see how much covers each participating student (example: travel costs).
 3. Date: **September 24th at Elizabethtown College**
 4. Contact schools (including inactive and recently activated chapters)
 5. Motion to close the floor for discussion: Lauren and Nina



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- vi. Passages, M. Smith
 - 1. Date: September 25th at Elizabethtown College
 - a. In-person meeting, *hopefully*.
 - b. Contact schools (including inactive and recently activated chapters)
 - c. Theme
 - i. Recenter, Redefine, and Remember
 - 1. Call for presentations will go out this week
 - 2. All Eboard members are expected to attend
 - 3. Keynote speaker/Closing ceremonies details are still in order
 - d. Open mic or something at night
- vii. National Conference, L. Armstrong
 - 1. October 14- 19th (online)
 - 2. Who will be attending?
 - a. President, Vice-President, and President-Elect are required to attend
 - b. Everyone else is highly encouraged to attend.
 - i. Reimbursement will occur for registration fee
- viii. Regional Conference, L. Armstrong
 - 1. In-person
 - 2. April 7th - 9th, 2022
 - a. Harrisburg, PA
 - 3. Conference registration closes on April 6th, 2021
 - 4. Member Early Bird registration- February 26th, 2021, \$25
 - a. Goes up 5 dollars after the registration closes
- ix. Goal Setting and Brainstorming
 - 1. Regional Project, L. Armstrong
 - a. High School Advocacy
 - i. Happens around regional conference
 - ii. High schoolers from the region attend to learn more about music therapy, the programs, audition process, etc.



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- iii. Change theme
 - iv. Need a few to assist Lauren A, but will not need to know until Spring time
 - v. Advocacy:
 - 1. Reach out to a few schools from each state and contact the Music department about this program.
2. Fundraising, R. Roguskie
- a. Bonfire
 - i. Maybe getting more items added onto the bonfire campaign
 - ii. Motion to open the floor for discussion: Lauren and Lindsey
 - 1. Travel Mug
 - 2. Lanyards
 - 3. Bumper stickers/Computer stickers
 - 4. T-shirt or Sweatshirt for the Fall
 - 5. Guitar picks
 - iii. Motion to close the floor for discussion: Lauren and Shannon
 - b. Online fundraising events
 - i. Krispy Kreme fundraiser
 - 1. Redeem code at *any* location
 - 2. Advertise personally about the fundraiser that is going on
 - 3. Get about 20-25% of the profits made
 - 4. Makes a lot of profit, so many agree to this fundraiser idea
 - a. Motion to the open the floor for discussion: Lauren and Nina
 - b. Motion to close the floor for discussion: Lauren and Rocco



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- ii. Music Therapy Chronicles:
 1. Podcast to learn about music therapy
 2. Sometime in the Fall, possible have a Live Podcast night on Zoom with a donation fee
 3. Adding the opportunity for High school students to attend so they can learn more about the profession
 4. Will gain more information for next meeting
 - a. Motion to open the floor for discussion: Lauren and Shannon
 - b. Motion to close the floor for discussion: Lauren and Nina
3. MARAMTS Gives Back, E. Vanicek
 - a. Brainstorm organizations
 - i. Since conference is online, charities can open more to the whole region
 - ii. Will have two to three charities to vote on during the Spring Business Meeting
 - iii. Any specific organizations?
 1. Organization that may be struggling with the aftermath of COVID
 2. Possibly a school program, but ideas are open for discussion
 - b. Execution:
 - i. Come out with a schedule by the Fall Business Meeting detailing deadlines and expectations.
 - c. Motion to open the floor for discussion: Lauren and Kirthana
 - d. Motion to close the floor for discussion: Lauren and Rocco
4. Swap Shop, L. Puc
 - a. Swap Shop is an intervention swap shop
 - i. Every school that opts in would receive a prompt based on the central theme to create an intervention



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that incorporates the prompt given. Then the schools would present these interventions during Regional Conference or Online due to possible COVID restrictions.

- b. Ideas for new theme for next Swap Shop
 - i. Sending out a timeline detailing deadlines and expectations for schools to complete things by
 - ii. Themes/Ideas:
 1. Climate oriented
 - a. Songs and interventions that talk about nature/climate
 - b. Improvisation based
 2. Usage of Adapted Instrument
 - a. Guitar with alternate tuning
 - b. Mallet instruments
 - c. Etc
 3. Song-Writing
 4. Usage of Software and Technology
 5. LGBTQ+ / Decades through Music
 - c. Motion to open the floor for discussion: Lauren and Nina
 - d. Motion to close the floor for discussion: Lauren and Shannon
5. Social Media, K. Kannan
 - a. Website- update pictures and bios
 - i. Update Bios and Pictures
 1. Google Form for Bios that will be sent out
 2. Required to be filled out ASAP
 - b. Motion to open the floor for discussion: Kirthana and Lauren
 - c. Motion to close the floor for discussion: Lauren and Nina
6. How to engage chapter reps/region S. O'Rawe
 - a. 6 out of 19 schools have still not provided their information to the new E-board



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- b. Discussion about some ways on how to continue to keep our chapter-reps in contact and engaged
 - c. Motion to Open: Lauren and Nina
 - i. Eboard: Game night for Chapter Reps
 - ii. Social Media recognition?
 - iii. Meghan will help reach out to specific schools based upon past contact information she has at her discretion
 - d. Motion to close the floor for discussion: Lauren and Shannon
7. Brainstorm bonding events/ virtual cafes
- a. Quarterly
 - i. Open Mic Nights
 - ii. Zoom Trivia Night
 - iii. Name that Tune
 - iv. Jack-Box Night
 - v. Scattergories Night
 - vi. Bingo Night
 - vii. Virtual Cafes/Podcast
 - 1. National board has been doing it throughout the summer
 - 2. Having a speaker come in to talk about specific topics
 - 3. Many eboard members like this idea the best
 - viii. Motion to open the floor for discussion: Lauren and Rocco
 - ix. Motion to close the floor for discussion: Lauren and Lindsey
 - b. Good and Welfare
 - i. Each board member will be discussing one good thing that has been occurring in their lives and share with the rest of the group
 - 1. Each member shared one thing at this meeting varying from internships topics, summer jobs, etc.



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- ii. Motion to open the floor for discussion: Lauren and Lindsey
 - iii. Motion to close the floor for discussion: Lauren and
- c. Adjournment
 - i. Motion to adjourn at 9:48am
 - ii. Lauren and Nina/Majority vote