



*American Music Therapy Association  
Mid-Atlantic Regional Chapter*

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**MARAMTS Summer Business Meeting 2022**

Friday June 24, 2022 @1:00 PM via Zoom

Saturday July 30, 2022 @8:00 AM via Zoom

**1. Opening Procedures**

- a. Call to Order, D. Shafranek
  - i. 1:08 PM
- b. Roll Call, A. Baptiste
  - i. Dana Shafranek, President, *Present*
  - ii. Nina DeMilta, President Elect, *Present*
  - iii. Christina Mihalik, Vice President, *Present*
  - iv. Elise Kohler, Parliamentarian, *Present*
  - v. Anaya Baptiste, Secretary, *Present*
  - vi. Katelyn Vanlanen, Treasurer, *Present*
  - vii. Zacharia Arsalane, Government Relations, *Present*
  - viii. Nazarene Campodonico, Public Relations, *Present*
  - ix. Nicole Pinnella, Historian, *Present*
  - x. Meghan Smith, Student Affairs Advisor, *Present*
- c. Review of Robert's Rules of Order, E. Kohler
  - i. Typical meeting structure is: Call to order, roll call, review of roberts rules, approval of agenda, reading of minutes, officer reports, committee reports, new business, unfinished business, old business, adjournment
  - ii. Whoever has the floor shouldn't be interrupted, the floor can be opened for discussion if seconded. voting is a two day process (bylaws presented one day, given option for discussion, voted on by second day)
- d. Approval of Agenda, D. Shafranek
  - i. Motion to approve the agenda: Zacharia Arsalone and Nina DeMilta
- e. Reading and Approval of Minutes, A. Baptiste
  - i. Motion to bypass the reading and approval of minutes: Dana Shafranek and Nina DeMilta

**2. Officer Reports**

- a. President Report, D. Shafranek: *Filed as read.*
  - i. Had a Zoom call with Lauren to transition into the President position
    1. Transitioned Gsuite, asked questions about the position
  - ii. Had a Zoom call with Nina to transition her into the President Elect position
    1. Transitioned Gsuite, answered questions about the position



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- iii. Introduced myself to the MAR president and President Elect, and requested the names associated w the gsuites to be updated
- iv. Scheduled the SBM and made the agenda for the SBM
  - 1. Emailed all members asking for information to add to agenda
- v. Had a Zoom call with Nina about the making of the agenda
- vi. Filled out the google doc send by Naz
- vii. Attended SBM
- b. President Elect Report, N. DeMilta: *Filed as read.*
  - i. Met with Dana and transitioned into the President-Elect position
    - 1. Updated G-suite and drive
  - ii. Met with Nicole to transition Historian G-Suite
  - iii. Filled out E-Board bio survey for Public Relations Officer (Nazarene)
  - iv. Emailed President-Elect from the professional E-Board
  - v. Emailed MARAMTS Secretary (Anaya) to discuss updating MAR Email Procedures
  - vi. Filled out executive board contact sheet for Secretary (Anaya)
- c. Vice President Report, C. Mihalik: *Filed as read.*
  - i. Met with the former MARAMTS vice president and completed the transition meeting.
  - ii. Updated the VP Google drive account.
  - iii. Contacted MAR-AMTA secretary for minutes from MAR-AMTA summer board meeting. Was not able to attend due to a work conflict.
  - iv. Sent bio to Public Relations officer.
  - v. Sent contact information to Secretary.
- d. Parliamentarian Report, E. Kohler: *Filed as read.*
  - i. Met with past parliamentarian Lindsay Puc and transitioned
  - ii. Introduced self to Audrey Hausig
  - iii. Reached out to student affairs rep and past president regarding possible bylaw changes
  - iv. Began to create a list of possible swap shop themes
- e. Secretary Report, A. Baptiste: *Filed as read.*
  - i. Met with previous secretary to begin transition of G-suite.
  - ii. Filled out 2022-2023 E-Board Bio.
  - iii. Introduced myself to the MAR-AMTA secretary through email.
  - iv. Discussed potential revision of email procedures with President-Elect.
  - v. Watched some sessions from April's conference.
  - vi. Sent out contact form for MAR-AMTS executive board.
  - vii. Sent out contact form for chapter representatives.



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- f. Treasurer Report, K. Vanlanen: *Filed as read.*
  - i. Transitioned into the treasurer Gsuite account
  - ii. Met with Rocco Roguskie to review the treasurer role and receive treasurer materials
  - iii. Reviewed budgets and financial statements in preparation for the SBM
  - iv. Access the bonfire account and continued to run the existing fundraisers from the previous year
  - v. Completed all transactions that the former Treasurer stated in the supplemental report
  - vi. Filled out eboard bio Nazarene sent
  - vii. Contacted the current MAR-AMTA Treasurer and introduced myself
  - viii. Brainstormed a few fundraising ideas to present to the executive board
  - ix. Attended SBM
- g. Government Relations Report, Z. Arsalane: *Filed as read.*
  - i. Meet with last government relations representative
  - ii. Transitioned into government relations G-suite
  - iii. Chose three potential locations for MARAMTS Gives Back
  - iv. Filled out MARAMTS executive board biography
- h. Public Relations Report, N. Campodonico: *Filed as read.*
  - i. Taken over the position from Kirthana, logging into the gsuite, Instagram, Twitter, and Weebly.
  - ii. I've updated the MARAMTS website to be accurate to date, changed the language of certain texts for clarity, and corrected links that were broken.
  - iii. I created a form to collect pronouns and bios to update our website and social media.
  - iv. I introduced myself to the public relations chair on the professional board.
  - v. I sent my contact information to our secretary, Anaya.
  - vi. I've begun brainstorming newsletter ideas
  - vii. And finally, I have been in contact with Meghan in regards to sharing information on our social media platforms.
- i. Historian Report, N. Pinnella: *Filed as read.*
  - i. Met with previous Historian.
  - ii. Went over responsibilities
  - iii. Updated G-suite
  - iv. Emailed the Historian from the professional E-Board to introduce myself.
  - v. Filled out E-Board Bio.
- j. Student Affairs Advisor Report, M. Smith: *Filed as read.*
  - i. Issued a Call for Passages Co-Chairs



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1. Have collected informal applications from students. Still seeking a new professional
  - ii. Wrote quarterly report for Tuning in to Rx Music
  - iii. Review timeline of duties
  - iv. Reviewed Bylaws and sent potential edits to Parliamentarian
  - v. Began drafting a MAR-AMTS Guide
  - vi. Updated my contact information spreadsheet for all program directors in the region
  - vii. Mailed out remaining scholarship awards
  - viii. Attended SBM

### **3. Executive Board Business**

- a. Review of Budget and Finances, K. Vanlanen
  - i. Currently \$1706.67 in account. Raised 1000 from Krispy Kreme fundraiser
  - ii. 687 dollars over the intended goal for the year
  - iii. Waiting on check from Nazareth College's Music Therapy Club
  - iv. Financial year ends at the end of December
- b. Bylaws and Revisions, E. Kohler
  - i. Reached out to Meg and past president for potential bylaw revisions
  - ii. Personally looked through bylaws and made comments (mostly grammar)
  - iii. Article 5, Section 2D: *Must have two full remaining academic years of "student status." Student status is defined as either taking classes full time or participating in an accredited music therapy internship.* Possible removal of "full time."
  - iv. Article 4, Section 7: *No student will be allowed to run for an executive board office position if they are enrolled at a school considered inactive by MARAMTS.* Possibly removing due to new students' exclusion based on decisions from older classmates
  - v. Article 11, Section 1D, subsection 1: *In the event that the school cannot attend due to outside circumstances beyond the school's control, online accommodations may be made provided a two (2) week notice from the school to the MARAMTS board. This will not have any impact on the school's standing.* Potential removal of two week notice based on circumstances due to the COVID-19 pandemic
- c. Timeline of Duties for the Year, N. DeMilta
  - i. Last updated September 2021
  - ii. No current updates. None will be needed until 2023 (every other year)



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- d. Chapter Rep Contact Information, M. Smith
  - i. Plan on having at least one contact for each school by August 1st

**4. New Business**

- a. GSuites and General Housekeeping, D. Shafrank
  - i. All members have access to their MAR emails
  - ii. Be aware of phishing emails
- b. Chapter Rep Shared Drive, M. Smith
  - i. Potential creation of a chapter representative shared drive to improve communication between schools. Can take the form of a calendar to share events and ideas
  - ii. N. DeMilta: Can add updates to chapter representatives along with the executive board
  - iii. N. Campodonico: Can put a list of events into a newsletter email
  - iv. M. Smith: Potentially have DeMilta reach out to reps and Campodonico putting together what will go back out to them. Make a plan for the beginning of the semester
- c. AMTA Updates, M. Smith
  - i. No national conference in the fall, but student organizations should be unaffected
  - ii. Scholarships
    - 1. Proposition for creating new 'membership scholarship' that anyone in the region can apply for, covering AMTA dues. Applications would open in October or November to receive in December
  - iii. Voting Procedures
    - 1. Potential move to anonymized voting, like with MARAMTA
    - 2. Re-evaluation on voting due to hybrid nature of meetings
  - iv. MAR-AMTS Guide
    - 1. Packet of all things MARAMTS sent out to school answering questions
    - 2. Can include Q&A meeting with questions from MAR music therapy clubs
- d. AMTAS Updates, D. Shafrank
  - i. Received advocacy presentation that can be edited for MAR
    - 1. Every member can have a role to fill out certain aspects
  - ii. Continuing virtual meetings instead of in-person meetings
- e. Participation and Planning, D. Shafrank
  - i. Will be sent via email



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- ii. Core Values Committee, M. Smith
    - 1. Let Smith know if interested in assisting
  - f. Plan for Fall Business Meeting, M. Smith
    - i. Will be virtual. Usually the evening before Passages
  - g. Student Leadership Academy, M. Smith
    - i. Occurs at Spring Conference
  - h. Passages, M. Smith
    - i. Will be virtual.
  - i. Regional Conference, M. Smith
    - i. Niagara Falls, NY
    - ii. Poster Project continuing, ideally every year
  - j. Goal Setting and Brainstorming
    - i. Regional Project, D. Shafranek
      - 1. Possible continuation of High School advocacy project. Plan and send emails ahead of time
    - ii. Fundraising, K. Vanlanen
      - 1. Fundraising ideas include: T-shirt design contest, holiday brochure (chocolates), game night, Krispy Kreme, virtual concert, movie night.
      - 2. Poll will be sent out
    - iii. MARAMTAS Gives Back, Z. Arsalane
      - 1. Brainstorm organizations
        - a. One per city
      - 2. Locations
        - a. Philadelphia, Camden/Richmond/Ocean City, Niagara Falls
    - iv. Swap Shop, E. Kohler
      - 1. Ideas for new theme for next Swap Shop: Interventions for individuals in a low conscious state, using pop music, using community music therapy, for the purpose of relaxation, interventions in an educational setting, for students with learning disadvantages in the classroom, supporting individuals throughout COVID limitations, songwriting, geriatric care
      - 2. M. Smith: Can make Swap Shop theme less specific, such as tips and tricks regarding instruments, setups, etc.
    - v. Social Media, N. Campodonico
      - 1. Social Media Takeovers: to represent and get reconnected with the community
5. Good and Welfare





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6. Adjournment