

MARAMTS Summer Executive Board Meeting Agenda

July 17, 2010

4:18 pm

Rochester, NY

I. Opening Procedures

- A. Call to Order: Stephanie Kawzenuk, MARAMTS President 4:18pm Elaine seconds
- B. Overview and Approval of Agenda Elaine Approves Kristen Seconds
- C. Roll Call: Katy Capestrani, MARAMTS Secretary
 - President: Stephanie Kawzenuk - present
 - Vice President: Kristen Vogt - present
 - Parliamentarian: Leeann Hackett - absent
 - Secretary: Katy Capestrani - present
 - Treasurer: Leah Rutledge - present
 - Gov't Relations: Elaine Vuong - present
 - Past President: Michelle Bonaventura - absent
 - Student Affairs Advisor: Dr. Susan Hadley - absent

I. Officer Reports

a. President

Working on everything put in order – cleaning up what has been left behind. Trying to get ahold of AMTAS exec board because she is a student rep for MAR (automatically voting member as president). Doing half of secretary's business in order to clean up everything.

b. Vice President

1. Update from MAR

Hasn't heard anything from MAR probably because of summer. More information will be available as Sept comes around.

Asks question about newsletter and how it should be done. On timeline – June July August – get in contact with Bridgette Skipper in order to clear up questions. CC Dr. Hadley so that she can see what is going on (this holds true for any questions sent between board members).

c. Parliamentarian – absent. Updates sent via email.

1. Updates

2. By-Law changes

i. MUST be an MT to run

ii. ALL officers must attend ALL meetings

3. Swap Shop – run the same as last year, there was a lot of positive feedback – will assign things earlier. Will send updates 2 months in advance. Only fundraisers left – t-shirts and notebooks. Can hand out notebooks for free at conference if need be. Still getting bank statements and will be forwarded to Leah.

d. Secretary

1. New CR's – will forward the list of CR to the. Ask for phone number as well.

2. Yahoo Group – advisors do not need to be on the group. webmaster@mar-amta.org
ie: Student Portal

- > MARAMTS
- > exec board
- > updates

when sending minutes – say here are the minutes attached as file – when it was from and what. For summer meeting – MAR-AMTS summer exec board meeting July 17-18.

3. Contacting schools

4. Hotel rooms for fall business meeting

* contact MAR representative. Then also update the MAR website of contact information.

RSVPs two weeks before – start emailing within the next couple weeks.

This is secretary's responsibility. Guys and girls in separate rooms. Pairs from schools etc.

e. Treasurer

1. New duties

2. Make sure understand position

3. Transfer all materials – completed. Tshirts will get later.

4. New budget

Need to add in summer business meeting expenses (\$250)

*Timeline should be on the USB and/or in the box, also on the yahoo groups. Update so that it forwards onto your school address. If anything goes to entire board it has to go through yahoo group so that it is documented, if it is individual then can go through school email.

*secretary organize the duties/timelines on the yahoo group. Some not in correct folders.

* once treasury stuff is updated, forward to secretary and she will upload to the yahoo group.

f. Gov't Relations

1. Jamaica update – raised 275\$ which went to two sets of tone resonator bells and the rest went to school supplies to go to elementary and primary schools. Good experience. All money went to good use.

2. Advocacy update – NY in process of passing a law in regards to healthcare plan – helped petition with NY task force. PA also in the process of getting a licensure – different than NY and will all be individual states. All MT will piggy back on another thing. ie: LCAT in NY. NJ is doing something similar, but it's on hold because it was stopped. NY state is the only one with LCAT. Autism Bill sent to Gov. for increased state funding so that the children may have more insurance to cover MT and other therapies.

Sister Schools – once we get all the chapter reps, secretary will send out email to advocate sister school.

g. Past President - absent

h. Student Affairs Advisor - absent

III. Fall Business Meeting

- a. Katy contact schools yet? - contact schools within next couple weeks – update on the date of Business Meetings. Make plans to attend – must find a substitute to attend from club. Heads up. Mid august – RSVP by September 8 – first full week of September (maybe week before). A week before that send out reminders OFTEN. Give an answer either way yes/no.
- b. Sept. 24-25 @ Marywood Univ.
- c. Running for officer position – big topic at the business meetings so they can advocate. So that elections don't surprise them.
- d. Yahoo group – everyone should be on the yahoo group, but we can go over it at the meeting. Can see minutes/newsletters – all on website. Should be printing them off and posting them at the school.
- e. New e-mails for Yahoo group (Michelle's idea) – something regarding their name so that we know who they are.
- f. Activity for Friday night – after the meeting bonding experience. Bowling.
- g. MUST have CR's before Regionals! - this is very important. School elections need to be before – or only CR.
- h. PHOTOS – MORE.
- i. Meeting bt E-board and MAR counterparts? Sit down – meet and greet. Breakfast meeting Saturday morning before the business meetings.
- j. Speaker – start brainstorming about speakers anything MT related. Only have 20 minutes to speak - any MT. Dominique Lemire-Ross Adjuct at Marywood may be willing.
- k. **Secretary needs to figure out how many rooms we need. MAR will book the rooms. Question regarding who books meeting rooms? MAR or MARAMTS? - Steph will contact Debby

IV. Regional Conference

- a. Meeting of old & new officers Sat morning or Fri night after elections
- b. Sister School activity – planning a time/set an activity for the sister schools. Everyone goes out to dinner.
- c. Student Service Project – get chapter reps more involved in it. Maybe make it mandatory? Do something more for the community as opposed to just working in a community. Community Drum circle? Community Mandala? Both and switch halfway through. Something that would advertise to a more diverse crowd. Steph will ask Dr. Hadley/Debby on who to contact for this?
 - *continue to push for as many students to attend as possible in order to allow for more participation/learning in what we do. Etc.
 - * push the MAR website since it has so much information available on it. Scholarships – employment – etc. **Advertisement for the site**

V. Passages at SRU in October

Elaine is wondering when the presentation proposal deadline is: September 1, 2010 deadline. November 6th 2010 is passages. Can start pushing at the fall business

meeting – start upping attendance. Secretary will send out reminders to register for October 1st.

VI. Fundraising

a. Take T-shirts, **magnets (sold out)**, etc. to Nationals in Cleveland

i. Booth workers (can set up at Fall business meeting) – MAR has a booth and may let us use theirs to sell fundraisers. Hopefully we can all help out. Notify chapter reps and students before fall business meeting – taking initial sign up (to see interest and how many will help us out) then can set up schedule. Remind in emails to CR that booth at nationals – also good to sign up because it will help get you elected to board.

ii. Notify CR's and students BEFORE meeting so it's ready to go

b. New idea for Regionals? keychains/bottle openers? **KATY BRING IN MAGAZINES OF PROMOTIONAL PRODUCTS TO BUSINESS MEETING.** Tote bags. Boat tote pricing + screenprinting. Keychain pricing + engraving. www.discountmugs.com regatta tote bag. **purple/blue.** Send the ideas to everyone.

c. Sell T-shirts on MAR website

i. Order form to print and send to Leah, then Leah would mail out the shirts to them. Ship through postal service, using flat rate shipping boxes, so we know exactly what shipping will be. Sell shirts for 15 dollars and say it's "free shipping and handling anywhere in the country". Leah's email address will be on the order form. Order form will be completed tomorrow at the business meeting (7/18/10).

*Leah talk to Elaine Abbot about how to do treasurer responsibility

VII. Timeline/Duties:

% parliamentarian timeline needs to be created under duties

% Icebreakers for business meetings. Last year there was a motion to skip. Put on agenda then motion to skip.

% By-laws Article IV. Proposed by law change Section 8 – All elected officers must attend all business meetings throughout the year.

% If VP needs a report from any officers for "tuning in" she will let the board know.

% **Secretary** – within two weeks send minutes to board, dr. hadley, yahoo and mar board. At business meeting ask for bios etc. Send reminder for newsletter deadline. Has to be completed and posted by end of november.

% Check yahoo groups regularly

IX. Open Floor:

nothing was brought to the floor

X. Adjournment

Steph motion to adjourn at 6:26pm

Leah seconds.

MARAMTS Summer Executive Board Meeting Agenda

July 18, 2010

10:02 am

Rochester, NY

I. Opening Procedures

- A. Call to Order: Stephanie Kawzenuk, MARAMTS President at 10:02 am
 - B. Overview and Approval of Agenda
 - C. Roll Call: Katy Capestrani, MARAMTS Secretary
- President: Stephanie Kawzenuk present

Vice President: Kristen Vogt - present

Parliamentarian: Leeann Hackett – present via phone conference

Secretary: Katy Capestrani - present

Treasurer: Leah Rutledge - present

Gov't Relations: Elaine Vuong - present

Past President: Michelle Bonaventura - absent

Student Affairs Advisor: Dr. Susan Hadley – absent

II. By-laws

A. New By-Laws

- Proposed to make Article IV. Section 8 all officers must attend all summer meetings unless extenuating circumstances.
- Proposed to make Section 9 Article IV. All officers must be enrolled in a music therapy program in the Mid Atlantic Region.
- Proposed to make amendment to Article IV. Section 8 – if the student affairs advisory board is unable to attend, meetings can still be held in their attendance with their approval.

B. Timeline and duties

- Timeline is completed, Leanne will upload it to the yahoo groups so the whole board can have it

III. Reaching the students

- a. What are some ways we can better reach the students?
- b. Enforcing CR's to do their job – so that we can get the students who are not involved in CR can still communicate. Have the CR encourage their clubs to join Facebook group. Secretary will share responsibility of Facebook with President.

IV. AMTAS

- a. Getting more involved with the National chapter – in order to be more involved on the national level so that we can get our region and schools out there. Stephanie is waiting for contact to be made with VP of AMTAS. Eboard may be involved in volunteering at nationals.

V. Fundraising

- Order form for T-shirts completed with separate page of t-shirt design attached
 - Flat rate boxes – looking for price of the smallest prices so that we can be sure how much to price the t-shirts should be sold on the website.
 - Order forms will be sent to the secretary and will be uploaded to MAR website
 - under student portal, also ask if they can put it right on the home page.
 - Submit to MAR website
 - Brainstorm ideas to advertise – facebook group, CR, yahoo group, (print out order form and put on board) put order form on yahoo group, send order form/information to Debby so she can advertise to professionals.

V. Budget

- Budget needs to be created. Waiting on Angela to submit final calculation of how much money was spent/made last year.
- Without Angela's update it's assumed from deposit slips/receipts that \$1,273 was spent on t-shirts and \$1,315.03 was deposited April 2010. \$42 profit.
- Receipt was found for the order of t-shirts: 200 ordered
- Budget cannot be finished at this time, due to lack of reports. Phone conference between Leah, Steph, Elaine Abbot, and Angela will be scheduled.

VI. Treasury Request Forms

- Update – completed with Leah's contact information
- Upload to Yahoo Group – uploaded to folder “MARAMTS 2010-2011” and “Treasury Stuff” Which will be renamed.
 - Any information/files that need to be uploaded will go to MARAMTS 2010-2011. All files needing to be uploaded from here on out should be sent to secretary to upload.

IX. Open Floor

- How to pay for bowling friday night? Contingency emergency fund? Will contact MAR to see how to pay.
- To do:
 - Everyone
 - read over minutes and approve
 - Katy
 - post minutes and have board approve.
 - Update MAR website
 - upload tshirts forms to mar website
 - contact CR about upcoming business meeting
 - Leah
 - 2009/2010 budget
 - shirt count with Ange

X. Adjournment

Closed at 11:11 am by Stephanie. Elaine seconds. Motion approved.