



Western Region Chapter, American Music Therapy Association, Inc.

Executive Committee Meetings
April 3-6, 2008
WRAMTA Annual Meeting, Seattle, WA
Minutes

- I. Welcome & Call to Order – David W. Luce, President – at 8:30 am. In attendance: David W. Luce, President; Lillieth Grand, Past President; Piper Laird-Riehle, President-elect; Rachel Harr, First Vice-President; Judith Pinkerton, First Vice-President-elect; Alison Wendel, Secretary; Kathleen Walsh, Treasurer; Bill Dluhosh, WRAMTAS President; Rachel Firchau, Government Relations Committee Representative; and Robin Schmidt, Continuing Education Representative. Excused Cliff Ewbank, Second Vice-President.

- II. Approval of Agenda - Pinkerton, motion: to approve the agenda as amended. Adopted Revisions made to Old business to include Code of Conduct and Policy and Procedure Updates.

- III. Approval of Minutes
 - a. Louisville – Grand, **motion:** to approve the minutes from the Executive Committee Minutes from Louisville. Adopted **Exhibit A**
 - b. Conference Call – Grand, **motion:** to approve the minutes from the Conference Call. Adopted **Exhibit B**

- IV. Officer Reports – Please see each officer's section in the *Sounding Board* for their full report.
 - A. President – David W. Luce, Ph.D., MT-BC
 - a. Announced positions held by Western Region members on the AMTA Executive Board. Updates from the regional president's meeting given.
 - b. Item for discussion for mid-year to create a policy for whom to contact and how to contact members of the region when disasters happen. Rachel discussed the possibility for each state's Government Relation's representative. Robin agreed to bring a policy to the Executive Committee for approval.
 - c. Regional Awards
 - i. David Wolfe was awarded the Betty Isern Howery Award. The award will be announced this year and presented in person in Stockton.
 - ii. Spirit of Unification Award – presented to Barbara Crowe
 - iii. Internship Scholarship announcement. There were five applicants, and the scholarship was awarded to Angela Kopshy. She will be interning with Jodi Winnwalker at Earthtones.
 - d. Mid-year meeting will occur June 21-22, 2008. This means you need to bring all receipts to the mid-year meeting.
 - e. Items to bring to the WRAMTA Assembly Delegate Caucus at this conference.
 - i. Discussion of the amount from dues AMTA allocates to the regions. The Executive Committee asked that this issue be brought to the Assembly of Delegates for discussion.
 - ii. Discussion about the issue of needing to be a professional member versus a student member in order to serve the region as elected or appointed officers/committee representatives. This issue brought about a vacancy for Employment & Public Relations position.

- f. Vast amounts of Music Therapist positions are going unfilled –
 - i. There is a theme among students that the only viable option is private practice.
 - ii. We need more music therapist in general. Music therapists could look to local Fine Arts Councils for funding possibilities for advocating in the high schools for Music Therapy.
 - g. There is still a discrepancy between the number of MT-BCs and the number of AMTA members.
- B. Past-President – Lillieth Grand, MS, NMT – **Exhibit C**
 - a. If you have not signed a photo release, please contact Lillieth to sign a release and have your picture taken.
- C. President-elect – Piper Laird-Riehle, MM, MT-BC
 - a. Nominations will open at the first business meeting. There will be a power point presentation about the positions at that time.
- D. First Vice-President – Rachel Harr, MT-BC
 - a. Gratitude with applause given to Rachel by the Committee for all of her hard work.
 - b. Update on registration and budgetary issues for the Seattle Conference.
 - c. The Stockton California Conference will be March 26-29 2009. Room rates will be \$120 a night for double occupancy. There will be a logo contest for this conference, watch for upcoming details.
 - d. Revision of the 2009 Marketing Package. Laird-Riehle, motion: To accept the marketing rates for the 2009 Marketing Packet. Adopted
- E. First Vice-President-elect – Judith Pinkerton, MT-BC
 - a. Las Vegas 2010 – Alexis Park Resort Conference update.
 - b. Walsh, **motion** that the 2011 conference be held in San Louis Obispo, California and the 2012 Conference be held in Salt Lake City, Utah. Adopted
 - c. Recommendation from Rachel. Wendel, **motion** that we refund Cliff his registration fee due to extraordinary circumstances. **Adopted**
- F. Second Vice-President – Cliff Ewbank, MT-BC – Report submitted in advance **Exhibit D**
- G. Secretary – Alison Wendel, MT-BC – Nothing to report at this time.
- H. Treasurer – Kathleen Walsh, MT-BC –
 - a. Update on resources
 - b. Our checking account will be transferred to Non-profit status. This will mean that there will be no fees for our account.
 - c. Wells Fargo Merchant Credit Card Account update, there has to be at least three months of use. The charge would be five dollars a month if used at least three months during a year, the fee percentage sits at 3.186%, with the transaction fee is \$.20. The commitment would be three years. Pinkerton, **motion:** that we accept credit card charges in person, by mail, website or telephone through merchant credit card services and a website gold certificate provided by Kathleen Walsh in her Treasurer’s Report. Lillieth, **motion** to table the previous motion. **Adopted.** Motion by Pinkerton returned to table and **Adopted.**
 - d. **Exhibit E** – Request for Funds Form
- I. Parliamentarian – Mary Alvarado, MT-BC
 - a. There will be a town hall meeting Friday at 1pm to assist the membership with understanding the proposed By-laws revision, and to assist them in developing any amendments that they would like brought forward.
 - b. Discussion on the process for By-law revision.
 - c. Mary expressed gratitude to Helen Dolas for her work.
- J. Government Relations – Rachel Firchau, MT-BC, NMT, Fellow/UANMT

- a. Sherri Giguere has accepted the position for the Arizona State Government Relation's Representative position.
- b. Update on the California AB 1486.
- c. Rachel and Judith are presenting Saturday at 9:30 on the Operational Plan to help our members be more comfortable with advocacy and making contact with their legislator.
- d. Discussion of how the State Operational Plan affects the AMTA Registry. Suggestion for Rachel to include an article, and obtain a list of who is on the list.
- e. Update on the Congressional Education Sessions
- K. Continuing Education – Robin Schmidt, MA, MT-BC
 - a. Discussion of WRAMTA co-sponsored events.
 - b. Brainstorm on incentives for CMTEs and breakout session presentations. Suggestion that in the e-mail for call for paper include the list of topics requested by the membership from the previous conference evaluations. Robin will bring suggestions to the Committee at mid-year on this issue.
 - c. Robin spoke to the other Continuing Education Representatives from the other regions about those serving on the respective Executive Committees receive CMTE credit for serving. This issue will be addressed at the next national conference.
 - d. Grand, **motion** that all call for papers be submitted electronically from this point forward, with alternatives made possible at the Continuing Education Representatives digression. **Adopted**
 - e. Robin will bring a proposal for a Presenter Contract to mid-year meeting.
- L. WRAMTAS President – Bill Dluhosh
 - a. Update on WRAMTAS achievements.
 - i. Produced an original songbook with thirty-eight submissions which will be available for purchase at this Seattle Conference.
 - ii. WRAMTAS Board presented two additional ideas which were adopted by two other regions for their fundraisers.
 - iii. The first ever WRAMTAS Passages Conference happening on Sunday.
 - iv. Grant from AMTAS given to WRAMTAS to hold a region wide Master Class.
 - v. Grand, **motion** that the WRAMTA Executive Committee commends 2007 WRAMTAS Board through a donation to the Center Stage, and at the awards luncheon for their exemplary contributions to the western region. **Adopted**, one abstention.

V. Old business

- A. ByLaws Revision –
 - i. Article IV Section 7 be amended to read “Any elected or appointed member of the Executive Board, Representative to the AMTA Assemble of Delegates or Committee Representative, or other representative of the Chapter may be **suspended from duties** ~~re-called~~ by an affirmative vote of five of the seven voting member of the Executive Board. **If they are an elected officer, a vote of the membership would be required to be removed from office. Appointments of members the Executive Board, AMTA Standing Committee Representatives or other representatives of the chapter can be rescinded by a majority vote of the Executive Board.**”
 - ii. Walsh, **motion** to bring the following amendment to the membership. “Article IV Section 7 amended to read Any elected or appointed member of the Executive Board, Representative to the AMTA Assemble of Delegates or Committee Representative, or other representative of the Chapter may be “suspended from duties” in place of ~~re-called~~ by an affirmative vote of five of the seven voting member of the Executive Board. If they are an elected officer, a vote

- of the membership would be required to be removed from office. Appointments of members the Executive Board, AMTA Standing Committee Representatives or other representatives of the chapter can be rescinded by a majority vote of the Executive Board.” Adopted
- iii. Article VI Section 4 be amended to read “The executive Committee shall consist of the President, Past President, President-elect, First Vice-President, Secretary, and Treasurer with the power to respond to the emergent business or crucial issues of the chapter, when necessary. And reporting such transactions to the Executive Board.”
 - iv. Article VII section 2. fine as proposed
 - v. Grand, **motion** to amend Article IX Section One be amended to read “seven” instead of “five” members of the Executive Board “five” instead of “three” of whom must be elected officers of the Chapter constitutes a quorum of the Executive Board. **Adopted.**
- B. Code of Conduct – Judith Pinkerton – **motion**, grand to move Old Business item D Code of Conduct to Item B and renumber subsequent items. **Adopted.** Laird-Riehle **motion**, to approve the Code of Conduct Task Force Report as presented. **Adopted**

Motion: Recess until Friday from 11 am. Adopted

Call to Order Friday April 4, 2008, at 11:00 am, by David Luce

- C. Public Advocacy Campaign – Judith Pinkerton – **Exhibit E** WRAMTA Public Advocacy Campaign Credit Card form.
 - a. The main focus will be to obtain credit card donations during the conference. The forms may also be mailed back to Kathleen.
 - b. The calling plan on hold until results from this conference is known.
 - c. Kathleen will develop a Credit Card Policy to present at Mid-Year. The documents will be kept in a secure safe until after the audit then shredded.
- D. Strategic Planning Task Force – Piper Laird-Riehle
 - a. Met over four hours to lay a strong foundation to dream big and high. WRAMTA Self Assessment Checklist. **Exhibit H.** Every member of the Committee needs to fill this out. Kathleen will collect and compile the data from the checklist.
 - b. Priorities for the Taskforce will be brought to the Mid-Year meeting.
- E. Policy and Procedure Manual Update– Lillieth Grand - **Exhibit F**
 - a. Reviewed changes to the Policies and Procedures Manual. Walsh, **motion** to approve the revisions to the Policies and Procedures Manual. **Adopted**
- F. Job Descriptions – Lillieth Grand - **Exhibit G**
 - a. Reviewed changes to the Job Description Manual. Wendel, **motion** to adopt WRAMTA Job Descriptions, Tasks, and Timelines Manual as presented as working document. **Adopted**
 - b. The Executive Committee commends Lillieth Grand for her excellent work on this document.

Motion: Recess until Saturday at 4:00 pm.

Motion: Call to order at 4:19 pm. Introductions made to Casey Gregg incoming WRAMTAS President. From this point forward the Executive Committee will be known as the Executive Board since the By-laws Revision was approved by the membership at the General Business Meeting.

- G. Historical Committee report – Lillieth Grand
 - a. There will be a Historical Track at the Stockton Conference. They are willing to be as instrumental as needed for the Stockton Conference. Rachel Harr will meet with them to clarify responsibilities.
 - b. They presented a concurrent session at the Seattle Conference.
 - c. The producer of the DVD is impressed by the amount of information presented to him for compilation. Interviews are happening across the nation from past key members, as well as at the Seattle Conference.

- d. The Historical Committee requested that the Board plan for them in the 2008-2009 budget. Suggestion from the Board to look into alternate places such as a graphic design or art school to include in a Historical Committee publication project.

VI. New Business

- A. CBMT Share Cost Proposal for 2008 – CBMT sent a letter to ask us to share in the 2008 expenses. Move to go into executive session. Move to go out of executive session. Firchau, **motion** in response to CBMT's request in 2007- 2008 for funds to pay for a legislative consultant the Executive Board will write a letter to AMTA and CBMT informing them that the amount raised by the public advocacy committee as of Sunday noon 4/6/08 minus our credit card service expenses will be the sum portion of our contribution for 2007-2008. **Adopted**
- B. 2009 Elections – Nominating Committee report – Piper has a list of people from each state of contact people to ensure a well rounded slate of nominees.
- C. Professional Membership for elected and appointed officers of WRAMTA – David was requested to contact the presidents from other regions to see if this was an issue in their regions.
- D. The incoming 2008 WRAMTAS Board is as follows:
President: Casey Gregg – Chapman University
Vice President: Joe Gilliland – Marylhurst University
Secretary: Karla O'Hagen-Hawley Marylhurst University
Treasurer: Jonathan Chaffin – Chapman University
Parliamentarian: Cynthia Engelsman – Arizona State

VII. Good & Welfare

- A. The Department of Human Services recently awarded \$200,000 to Sounding Joy Music Therapy, Inc. to provide music therapy interventions for a youth empowerment and needy family services program on Oahu. A prior Chapman University student was hired to facilitate part of that grant.
- B. Piper brought forward a letter from one of her clients thanking the Board for the grant which purchased a Q-chord for her practice.
- C. Chapman University received verbal confirmation that AMTA Executive Board has re-approved Chapman University's academic program.
- D. Kathleen and her business partner Rich Master, are clinical directors for over eighty employees and are directly responsible for five occupational therapists, three speech language pathologists, three physical therapists and five other music therapists.
- E. The Utah Association for Music Therapists will have two conferences this year. The first one will be at Primary Children's Medical Center on May 31, 2008.

VIII. Adjournment – Motion to adjourn until Mid-year meeting.

Respectfully Submitted,
Alison Wendel, MT-BC
WRAMTA Secretary