

The Sounding Board

Fall 2003

Western Regional Chapter of the American Music Therapy Association, Inc

The Sounding Board is the publication of the Western Region Chapter of the American Music Therapy Association, Inc. It is published on the website three times a year with deadlines listed below. The Sounding Board publishes material of interest specifically to Music Therapists in the Western Region as well as articles pertaining to the field of music therapy in general. Submissions are welcomed and encouraged. All submissions must be typed or computer printed.

The Sounding Board editorial staff reserves the right to edit materials submitted for publication and to deny entries submitted after the deadline. If you would like a hard copy of this publication, please contact the editor in writing, include your name and full address.

Check out the other areas of the website including:

- ⇒ WRAMTA CONFERENCE UPDATE
- ⇒ JOB HOTLINE
- ⇒ WRAMTA OFFICERS/COMMITTEE MEMBERS CONTACT INFORMATION
- ⇒ CONSTITUTION AND BYLAWS

Upcoming events:

AMTA National Conference in Minneapolis, MN
November 18-23, 2003

Advertising Rates: Full Page: \$100 Half Page: \$60 Quarter Page \$35
Submission Deadlines: Fall: August 15

Notes from the editor:

Piper Laird-Riehle, MM, MT-BC
2nd Vice-President: Sounding Board Editor

Here it is, the second web publication of the *Sounding Board*. As with all marvels of modern technology change is inevitable, before the next edition our website will undergo a face lift. Other changes will be discussed at the Regional Board Meeting in Minneapolis including: web content, Sounding Board advertisements, and other technology based policies. Enjoy this issue and remember to submit your regional stories of excellence by December 15, 2003 for publication in the next issue of the *Sounding Board*.

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Submission Deadlines:

Fall	August 15
Winter	December 15
Spring	April 15

President's Report

Jennifer D. Geiger, MA, MT-BC

Greetings fellow Music Therapists!

I hope this finds you well & enjoying the beginning of autumn. Your New Executive Board members have been busy since our Regional Conference in San Diego. We met in Phoenix, AZ at the home of Past-President, Tracy Leonard-Warner for our mid-year meeting from May 31st to June 1st. We thank her as well as Second Vice-President, Piper Laird-Riehle and First Vice-President, Robin Rio for their hospitality.

At this meeting, we specifically recognized our webmaster, David Grand, for his volunteer work on www.wramta.org. It has been through his knowledge and expertise that our site has continued to expand and become more helpful to our membership. You can now access various WRAMTA forms online for the Student Internship Scholarship, Professional Development Grant and Professional Nominations. We decided to solicit professional assistance in the development & creation of a logo for WRAMTA as well as a new look to our website (both of which are currently in progress).

Working as a group, we passed a budget to work with our funds. Karen Sanchez, our new Treasurer, has been working hard to get up to speed on our books. Robin Rio reported that all systems are “go” for our regional conference in Scottsdale, AZ April 15-18 at the Chaparral Suites & Resort. You'll find extensive minutes from our meeting in this issue of the *Sounding Board* taken by our new Secretary, Nicole Patton who had to hit the ground running in her new position. We also welcomed Patrick Kelliher, Government Relations Representative; Lisa Klosterman, First VP-Elect; and Tony Ollerton, WRAMTAS President to our board. They join President-Elect, Lillieth Grand and Denise Dugal-Wulfman, our Continuing Education Committee Rep.

Due to the need to update the WRAMTA Bylaws, we formed a committee led by our new Parliamentarian, Wendy Woolsey to review and make suggested revisions as needed. There was some discussion regarding the suggested revisions to the AMTA Bylaws. I encourage all of you to read them, as they will be presented to a vote by the membership at the AMTA General Business meeting in Minneapolis in November. The suggested revisions can be found on both WRAMTA & AMTA websites: www.wramta.org & www.musictherapy.org.

WRAMTA Assembly Delegates and Committee Representatives have been contacted to confirm their attendance at National Conference. This will be the final year of service for our 2003 Assembly Delegates. Many thanks to ALL of these individuals who continue to represent and serve our region in this way. A large thanks to the Alternate Delegates as well as substitutes for Committee Reps who are unable to attend.

We hope you enjoyed the first online edition of the Sounding Board, in late spring, due to the hard work of Piper Laird-Riehle & Wendy Woosley. Many thanks go to them for making this user-friendly and money-saving idea a reality. This is our second online issue. Should you have any comments or questions, or need a hard copy, contact Piper. Remember to access www.wramta.org when you are in need of regional information. I look forward to the next two years serving as your President. Thank you for your support. Hope to see you in Minneapolis!

First Vice-President's Report

Robin Rio, MA, MT-BC

Thank you to everyone involved in the San Diego conference! Presenters, attendees, and of course, the local committee. I've heard so many positive comments since my return to Phoenix. I continually am reminded how lucky I am to be in this profession.

We are well underway with our planning of the **2004 conference in Scottsdale, Arizona**. At the **Chaparral Suites Resort for April 15-18th, 2004**. Co-chairs **Marty Carnahan and Piper Laird-Riehle** gave the Chaparral Suites a big "two thumbs up" when they confirmed my opinion on this location. You can take a look at the website <www.chaparralsuites.com> for a sneak preview. I am exceedingly excited to let you all know that **Jana Stanfield, who gave such a stellar performance at last fall's national conference in Atlanta, will be giving a Friday night concert for us in Scottsdale!** If you haven't heard her before, you're in for a big treat.

We have a first-time, absolutely wonderful opportunity taking place just before the conference begins. From **Monday April 12th -Thursday April 15th**, **Fran Goldberg and Cecilia Shulberg will be leading a Level One Guided Imagery and Music Institute Training**. If you've always been interested in knowing more about the GIM process, this is one of the easiest, most convenient and affordable ways to complete level one training. I'm also delighted to present **Fran Goldberg as our Keynote Speaker** for the conference opening session. We are so fortunate to have such creativity and talent right here in our own region. Participants in the GIM Institute will be able to take advantage of our excellent conference hotel rates and amenities. **All the rooms are suites with two double beds, separate living area with refrigerator and microwave, and full cooked to order breakfast and happy hour with snacks and drinks provided daily to all guests included in the room rate of \$109.00. There is no extra charge for sharing** up to three people per room, so it makes an excellent deal for cost-conscious attendees to enjoy beautiful resort accommodations.

Now that I have finished my role as First Vice-President Elect and have moved into the position of First Vice-President, **I'd like to thank Lillieth Grand** for all her help in my learning of VP responsibilities. I look forward to two exciting years as conference chair!

Parliamentarian's Report

Wendy Woolsey, MT-BC

At mid-year meeting the Executive Committee voted to form a Bylaws Committee with the following charge:

- 1) Review our bylaws and get them in line with what the executive committee actually does in clear, concise wording.
- 2) Compare WRAMTA and AMTA bylaws and make them compatible.
- 3) Provide guidance to WRAMTAS as they review their bylaws.
- 4) Present suggested revisions to WRAMTA Executive Committee at 2003 National Conference

Members of this committee include:

1. Wendy Woolsey: Committee Chair
2. Tracy Leonard-Warner
3. Ron Borczon
4. Victoria Lowrie: Student Representative

The committee members are working on their charge. If you have any suggested changes please email them to me at woolseyshjc@hotmail.com.

Affiliate Relations Committee Report

Robin Rio, MA, MT-BC

The Affiliate Relations Committee has been working hard on a task charged to us by the executive board of AMTA. We have been asked to find leading journals suitable for music therapists to publish articles. The target areas are Autism, Traumatic Brain Injury, Health and Wellness, Nursing, and Counseling. After identifying the publications, we were asked to annotate music therapy articles found in these affiliate journals. The committee has generated a great deal of information for the web site, which is currently being compiled. It will be posted shortly, so look on the "Member's Only" section of the AMTA web site for new additions.

As always, the Affiliate Relations Committee encourages all music therapists to publish and present in affiliate journals and conferences. We are hoping that our work of identifying journals outside of music therapy that are good venues for publication will be a valuable resource for our members. Let us know of collaborations going on with other disciplines!

Approved Budget Mid-Year Meeting
Karen Sanchez, MT-BC

WORKSHEET

7/1/03 - 6/30/04

Expense

Accounting Fees	-150.00
AMTA Liability Insurance	<i>new line item</i>
Directors & Officers Insurance	-90.00
General Liability	-337.50
Group Tax Preparation	-70.00
Archivist, Past President	-25.00
Bank Fees	-25.00
CBMT Fee	-50.00
Committee Rep	-200.00
Continuing Education	-75.00
Equipment	-1,800.00
Exec Comm - Reg Conf	-1,650.00
Fundraising Expenses	-400.00
Gifts	-150.00
Govt Relations	-100.00
Intern Scholarship	-1,600.00
Mailings	-250.00
Mid-yr mtg	-2,000.00
Nat Conf Comm Reimbursement	-4,600.00
Parliamentarian	-50.00
President	-100.00
President Elect	-25.00
Professional Grants	-3,500.00
Regional Awards	-200.00
Regional Conference Expenses	-21,285.00
Reserve	-747.50
CBMT Reserve	-100.00
Second Vice President	-50.00
Secretary	-50.00
Sounding Board	-600.00
Student President	-25.00
Treasurer	-25.00
Unexpected Expenses	0
Web Page	-2500.00
WRAMTAS Expenses	-325.00
TOTAL Expense	-47,583.59

Budget Continued

Income

Balance Forward	15,000.00
CMTE Co-Sponsor	250.00
Dues	6,000.00
***Expected Income	
Fundraising	250.00
Regional Conference Income	21,315.00
Scholarship Application Fee	15.00
Sounding Board Ads	0
Unexpected Income	0
WRAMTAS	325.00
TOTAL Income	47,583.59
Mandatory Expenses	
TOTAL Mandatory Expenses	0
Unassigned	
TOTAL Unassigned	0
OVERALL TOTAL	0

Regional Executive Board Mid-Year Meeting Minutes

May 31 – June 1, 2003

Nicole Patton, MA, MT-BC

- I. Welcome & Call to Order, 10:36 a.m.– Jennifer Geiger, President. In attendance: Tracy Leonard-Warner, Past President; Lillieth Grand, President Elect; Robin Rio, First Vice President; Lisa Klosterman, First Vice President-Elect; Nicole Patton, Secretary; Karen Sanchez, Treasurer; Tony Ollerton, Student President; Piper Laird-Riehle, Second Vice President/Sounding Board Editor; Wendy Woolsey, Parliamentarian; Patrick Kelliher, Government Relations Representative; Denise Dugal-Wulfman, Continuing Education Representative.
- II. Approval of Agenda **m/s/p** (Exhibit A)
- III. Approval of Minutes from Meetings in San Diego, CA **m/s/p** (Exhibit B)
- IV. Review, Robert’s Rules of Order – Wendy Woolsey, Parliamentarian (Exhibit C)
- V. Officer’s Reports
 - A. President – Jennifer Geiger gave an envelope of information to each officer. Recognized Tracy’s hard work for the past three years. Address list was updated-corrections made. Discussed guidelines for use of letterhead (**see Exhibit D**). Discussed accounting report-June 30th-end of fiscal year. May need to file taxes for last year. No limitations on amount of money that can be raised. Written guidelines are currently being drafted for donations. Region is tax exempt for purchasing for federal taxes, not state. Discussed dates for November meeting.
 - B. Past-President – Tracy Leonard-Warner discussed non-profit status; incorporated February 2000 in Arizona and are umbrella under AMTA. (**See Exhibit E**) We have a federal ID tax number and can accept tax-deductible donations to the extent allowed. Our Statutory Agent, Randy Warner has address filing for tax purposes. Donations over \$600.00 are taxable. Karen will keep records on that.
 - C. President-Elect – Lillieth Grand
 1. Logo Discussion- Brainstormed descriptive words. Lillieth needs more information to get the process going.
 - D. First Vice-President – Robin Rio
 1. Reviewed conference attendance-(**see Exhibit F**), number of attendees with a profit of \$8,896.81
 2. Discussed comments sheet.
 3. Denise to clarify conference attendance certificate policy. Policy will be stated in registration. Discussed current CBMT guidelines and suggested the conference program be certificate of attendance.
 4. Discussed solutions for chaos (conference program signing) at end of sessions.
 5. Add umbrella grouping sheet in conference program.
 6. Discussed changing session times for ease of earning CMTE’s: 1.40 minutes = 2 hours; 50 minute session = 1 CMTE.
 7. Discussed possible themes for conference- Motion for “Creativity – Playing Outside the Box” to be the theme for the 2004 conference. **m/s/p**.
 8. Motion to increase conference rates by \$10.00 for professionals, \$5.00 for students, \$10.00 for non-member students and \$5.00 for Single day registrations. **m/s/p**
 9. Motion to increase CMTE course fees by \$5.00; **m/s/p**.
 10. Robin to have sample registration form, officer & presenter i.d. plans and badge examples at November meeting.

Mid-Year Meeting Minutes Continued

E. First Vice-President-Elect – Lisa Klostermann: nothing to report.

F. Second Vice-President – Piper Laird-Riehle

1. *Sounding Board* will now be online after Lillieth gets disc to David to download.
2. Discussed postcard mailing and which line item budget for cost to come from.
3. Plan to apply for non-profit standard mail that will save 5 cents per item of mail.
4. Discussion of advertisements vs. announcements. Determined that “Calendar of Events” would be on the Website and *Sounding Board* advertisement fees would remain as is.
5. Best way to reach Piper is home email- wramta2vp@aol.com with WRAMTA of Sounding Board in subject line.
6. Piper to determine other non-profit organizations posting options for website.
7. Discussed written policy for postings; can accept all formats.
8. Will use current *Sounding Board* logo until new logo for region is created.
9. Government Relations to have own page on website to post time sensitive information.
10. David to track newsletter hits on website.

G. Secretary – Nicole Patton: nothing to report.

H. Treasurer – Karen Sanchez

1. Karen to revise reimbursement and advance for funds forms to include all line items.
2. Discussed changing bank for new fiscal year-possibly to Washington Mutual.
3. Jennifer will check with previous treasurer for written document describing budget line items.
4. Current budget reviewed, new budget created for fiscal year 2003-2004 (**Exhibit G**).
5. Motion to add \$1,600.00 for laptop-black ink portable printer, case and software for 1st VP under line item for equipment; **m/s/p**. Motion to table until all line items are discussed; **m/s/p**.
6. Discussed possible corporate donations towards professional grants. A \$1,000 contribution was received towards Professional Grants for 2003 (increasing the amount available from \$2500 to 3500). No such donation has been received for 2004. Motion to keep Professional Grant line at \$3500.00; **m/s/p**.
7. Discussed web site expenses. Motion to form a committee to have the authority to solicit proposals due July 15th to decide on Website design and logo to stay within amount set forth in the budget; **m/s/discussion**. Motion to table until after Website report and then table budget and revisit website line item; **m/s/p**.

I. Parliamentarian Wendy Woolsey – (**Exhibit H**)

1. Discussion about who can vote on our board; elected positions vote vs. appointed positions. In the past it was understood that appointed positions have not had a vote. Discussed adding this fact in the bylaws. Motion to form a committee for constitution and bylaw revisions to consist of three persons including parliamentarian and charged with bringing revisions to the WRAMTA Executive Committee at the 2003 AMTA conference. m/s/p Committee names taken with Wendy to be chair.
2. Discussed officer descriptions

Mid-Year Meeting Minutes Continued

J. Government Relations – Patrick Kelliher

1. Received information from Sylvia; discussed committee representatives responsibilities with an emphasis on AMTA and federal legislation.
2. Discussed state GR reps. Board recommended previous government relations reps as resources for information.
3. Patrick updated us on his involvement with county and state level in CA.
4. Discussed licensure in AZ.
5. Discussed family centered treatment models in CA. Suggested contacting Special Target Populations committee rep Anna Berezin in CA. Patrick to research possible funding.
6. Discussed partnering with related therapies such as the NCATA conference in Fall.

K. Continuing Education – Denise Dugal-Wulfman

1. Reported 89 CMTE attendants at Regional Conference; 42 took of which took multiple classes.
2. Positive feedback on presenters given.
3. Discussion for request from members to Submit ideas in Sounding Board for conference sessions/courses.
4. Received \$140.00 from co-sponsor session from Arizona Association.

L. WRAMTAS President – Tony Ollerton

1. Notified us of changes in student board.
2. Stated their goals: (Exhibit I)
 - a. Create/maintain communication
 - b. Switch Website to professional page and gain access for updates
 - c. Student secretary to compile list of current presidents of student associations
 - d. Create new intern orientation packet including WRAMTA benefits flier and encourage them to contact AMTA for Welcome packet.
3. Suggested more poster research sessions. Suggested award/plaque be given to highest percentage of students from their school who are AMTA members

VI. Old Business

- A. Professional Grants & Student Internship Scholarship promotion/revisions
 1. Professional grants and student scholarship revisions were discussed.
- B. Flyer to students; “Welcome to the Profession” packet for new grads; regional rebates suggested; Motion to give \$20.00 rebate for conference registration to new MT-BC member; **m/s/p**. Discussed new certificate packet to include letter Lillieth is typing with a coupon for \$20.00 off conference registration.
- C. WRAMTA Mission Statement – Motion to put actual statement on Website; (Exhibit J) **m/s/p**. Discussed possible wording. Motion for it to read “To promote and support research, interests, and standards of Music Therapy, in addition to advancing the purposes and objectives of the AMTA;” **m/s/discussion**. Amendment to add education before research; **m/s/p**. Mission Statement as Amended: “To promote and support education, research, interests, and standards of Music Therapy, in addition to advancing the purposes and objectives of the AMTA;” **m/s/p**.

Mid-Year Meeting Minutes Continued

D. AMTA Suggested Bylaws revisions – Tracy Leonard-Warner

1. Discussed task force works and was asked to resubmit revisions suggested to AMTA.

E. Fundraising

1. Ideas discussed: Donating car through agencies, Pampered Chef parties, Ice cream parlors.
2. Discussed possible conference sponsorship by a corporation.
3. Monetary donation form to be created by Tracy and Piper.
4. Lillieth to price logo pins/badge once logo is created as well as other items discussed.
5. Current product inventory would generate pure profit. Available inventory: music note pens and water bottle holders. Luggage tags sold out.
6. Patrick suggested Internet Company provider for non-profit groups. He is going to sign up with Boy Scouts of America to determine the feasibility for our region.

Recessed at 6:40 pm

Reconvened at 8:00am

F. www.wramta.org Website Report From David Grand (See Exhibit K)-

1. Discussed student website, Adobe software quote \$220.00 (already approved); and internet registration possibilities for conferences.
2. Tracking number of readers for the Sounding Board was suggested as well as incorporating “Calendar of Events” as part of the website.
3. Discussed process of submitting information for website (we should probably be specific here if there’s info on the tape that Piper asked for...)
4. Government relations will have a section for grants, bills, etc.
5. Discussed need for Website policy with need of approval from President before distributing.
6. No policy regarding links has been found on other sites; Great Lakes region has a disclaimer because a university hosts it.
7. Motion to bring back the motion that was tabled about the website **m/s/p** which was: To form a committee to have the authority to solicit proposals due July 15th to decide on website design and logo to stay within the amount set forth in the budget.
8. Addition to current motion: Also charge committee with bringing proposed content to our November meeting for discussion and vote; **m/s/p. Amended motion:** To form a committee to have the authority to solicit proposals due July 15th to decide on website design and logo to stay within amount set forth in the budget and also charge committee with bringing proposed content to our November meeting for discussion and vote; **m/s/p.**
9. Discussion for additions to website: government relations page, calendar of events, photo gallery, internship application (under student page) and flyer for professors, list of previous regional award winners.
10. Links discussion: continue with current links until a policy is created.
11. Discussed donation page/thank you for sponsors.
12. Discussed a thank you gift for David Grand for his extensive volunteer work on the website and the expediency with which he completed that work.
13. Current site is fully functional and adding forms on site can be done by current webmaster.
14. Website Committee formed and members are Piper (chair), Patrick, Lisa, Jennifer, David, and Tony.
15. David Grand will continue maintaining website.

G. Motion to approve budget as amended; **m/s/p.**

Mid-Year Meeting Minutes Continued

G. Budget Revisited

1. Web Page Line item discussion. Motion for website budget line item amount be \$2000.00 to include website/logo creation; **m/s/discussion/failed**. Motion for website budget line item to be \$2500.00 for recreation of website and logo; **m/s/p**.
2. Revisit motion regarding equipment budget. Motion: Add \$1,600.00 for laptop, black ink portable printer, case and software for 1st VP to equipment line item; **m/s/discussion**. Motion to table above motion; **m/s/p**.
3. Motion for the 1st VP Elect to research the possibilities of a donation of needed equipment, leasing the needed equipment, or purchasing the needed equipment by August 1st, to stay within or below the amount set forth in the budget; **m/s/p**. Denise and Wendy committed to pursuing donation of above equipment and reporting to Lisa.
4. Revisit Motion: add \$1600.00 for laptop, black ink portable printer, case and software for 1st VP under "Equipment" line item; **m/s/p**.

VII. New Business

- A. Silent Auction donation for AMTA conference in Minneapolis: Basket theme "Flavors from the Western Region." Tracy to bring salsa; Lillieth a collapsible basket; Jennifer will send reminder for items.
- B. Assembly Delegate Handbook creation for WRAMTA Discussion. Viewed example from Mid-Atlantic Region. Jennifer to contact Michael Rhorbacher to see if we can use this as a model to recommend to AMTA that they create one for all delegates.
- C. Copyright laws discussion; current music licensing process.

VIII. Good & Welfare-

1. Regional university news: UOP hired Therese West permanently to replace Audree O'Connell who is moving out of state. David Luce is returning to the region as he's been hired by Chapman University. The Music Therapy Program at CSU Northridge has been effected by recent budget cuts limiting the number of students in the program.
2. Condolences to David Wolfe on the death of his father.
3. Compliments to Denise for co-sponsorship of CMTE's.
4. Publication news: Ron Borczon is finishing a new book and Lillieth is in the process of writing a book on co-treatments with PT's and OT's.
5. Yamaha may be a possible conference sponsor as a result of direct observation of a music therapy treatment session. Suggestion to invite Yamaha and Japanese Music Therapy representatives to future conference in Hawaii.

- IX. Motion to adjourn at 1:53 p.m. on Sunday, June 1st; **m/s/p**.

Next meeting – Thursday, November 20th from 5:30-7PM at the AMTA conference in Minneapolis

PROPOSAL SUBMISSION FORM

Creativity: Playing Outside the Box

Western Regional AMTA Conference

Chaparral Suites, Scottsdale, Arizona

Sessions April 16-18, 2004 Meetings April 15-18, 2004

GIM Institute, April 12-15, 2004 CMTE's, April 15, 2004

Deadline for submissions is December 1, 2003.

A. TITLE OF PRESENTATION *(12 words maximum)*

B. ABSTRACT *(50 word maximum; appropriate for inclusion in conference program booklet)*

C. DESCRIPTION *(300 word maximum)*; providing sufficient information concerning the proposal for the reviewer to evaluate its suitability for this year's conference.

D. PRESENTER NAME(S) AND AFFILIATION(S) – Include education, certifications, work experience, publications, and past presentations. Professional vitae required for Continuing Music Therapy Education (CMTE) course consideration. Please list your credentials as you would like them to appear in the program.

E. CONTACT INFORMATION – Name, address, telephone and email of all presenters. Please list contact person *(if multiple presenters)* first.

F. MINI-BIOGRAPHY - of presenters *(30 word maximum per person)*

G. FORMAT *(Choose One)*

- * Paper *(primarily lecture)*
- * Panel/Symposium/Roundtable
- * Workshop *(primarily experiential)*

H. Would this presentation be appropriate for consideration as a 5-hour intensive and/or Continuing Music Therapy Education (CMTE) course to be scheduled before the conference?
(Choose One)

- * Yes
- * No

If yes, are there any pre-requisites? Please describe.

Continued on next page...

PROPOSAL SUBMISSION FORM continued

I. PREFERRED LENGTH - Times may need to be adjusted due to conference scheduling needs (*Choose one*)

- * One hour
- * 1.5 hours
- * 2 hours
- * Other (*specify*)

J. TARGET AUDIENCE (*Choose One*)

- * Level 1 - Students
- * Level 2 - Entry level professionals
- * Level 3 - Experienced professionals

K. AUDIO VISUAL NEEDS (*choose one only-granted as budget permits*)

- * Overhead Package (projector, cart, screen, lamp)
- * VCR/Monitor Package (VHS VCR, 29" monitor, cart)
- * Flipchart Package (easel, pad, markers)
- * None

L. INSTRUMENTS including keyboards, a limited number of melodic Orff instruments, drums and guitars and percussion instruments will be available at the conference. The presenter must provide any additional instruments or supplies required. (*Please Indicate Number and Type of Instruments Needed.*)

M. PRESIDER - Name, address and telephone number of person you would like to have pre-side. A presenter can assume the duties of the presider. Please note that a presider is optional and is not provided by the Conference Committee.

N. RELEASE - Are release forms required of participants in case of potential harm arising from an experiential presentation? (*Choose One*)

- * Yes
- * No

O. SPECIAL- Please identify any special arrangements or requirements (space needs, room set-up, etc.)

Contact Person: it is your responsibility to ensure that all parts of this proposal are complete and submitted as a whole by the deadline.

DEADLINE FOR SUBMISSIONS IS DECEMBER 1, 2003.

**Send to: Robin Rio, Conference Chair
5934 S. Juniper St.
Tempe, AZ, 85283**

CONTINUING EDUCATION ACTIVITY FORM

Deadline for submissions is November 14, 2003

A. Provider Name, Contact Address, Phone Number, Email Address

B. Title of Activity

C. Type of Activity:

1. Workshop 2. Lecture 3. Other (describe)

D. Intended Audience (list all that apply)

1. Professional MT's 2. Professionals in Related Fields

E. Instructor(s) (attach resume or vita)

Please include a 25-50 word biography of the presenter(s) for inclusion in the program.

F. Educational Objectives: List specific information that participants will acquire. Indicate specific performance criteria.

G. Abstract: Please include a brief description of the presentation for inclusion in the registration packet.

H. Content, Activities, and Materials:

Audio-visual needs (please choose one)

1. overhead Package (projector, cart, screen, lamp)
2. VCR/Monitor Package (VHS VCR, 29" monitor, cart)
3. Flipchart package (easel, pad, markers)
4. None

Music needs (please choose only what is necessary of the following):

1. CD/Cassette Tape Boom Box
2. Keyboard
3. Guitar
4. Other Instruments (Please list and give quantities of each)

I. Evaluation Procedures: (attach a copy)

J. Expected Number of Participants: (indicate maximum if appropriate)

K. Length of Instruction: (choose one)

1. 250 minutes (5 credits)
2. more than 250 minutes (specify)

Send to: Denise Dugal-Wulfman, MT-BC
(WRAMTA Continuing Ed. Rep)
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Woodinville, WA 98072

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**We're on the web:
wramta.org**

Next issue:

The next issue of The Sounding Board will include reports and meeting minutes from the AMTA National Conference. It will be published online at wramta.org. Don't forget to send in submissions for publication in the January 2004 newsletter. Have a festive fall.

