



**WESTERN REGION,
AMERICAN MUSIC THERAPY ASSOCIATION, INC**

SOUNDING BOARD

Volume 2, Issue 2

July 15, 2004

PRESIDENT'S REPORT
JENNIFER GEIGER, MA, MT-BC

Hope this finds you all well this summer. We had a fabulous regional conference in Scottsdale, Arizona! **Thank you** to the organizers – Robin Rio, Piper Laird-Riehle, Marty Finch and the entire Local Committee! It was a terrific conference, with Jana Stanfield being the highlight for me – and it was our 50th regional conference celebration!

At the conference, we recognized the following members with **WRAMTA Professional Awards**:

- ~ Beth York, Professional Practice
- ~ Wendy Woolsey, *Sounding Board* Editor from 1997-2003, Publication
- ~ Tracy Leonard-Warner, Service
- ~ Ted Ficken received the region's highest honor, the Betty Isern Howery Award.

We also awarded two **Internship Scholarships** of \$800 each to:

- Tony Ollerton
- Natalie Rodriguez

We received requests totaling \$17,780 for our 2004

Professional Development Grant. The \$3500 budgeted was disbursed among the following recipients:

- ~ Community Music Therapy Project, Olympic Peninsula – Demonstration of Efficacy of Music Therapy
 - ~ Chapman University Music Therapy Clinic –Two JVC 10" Color Production Monitors
 - ~ The Wellness Center Music Therapy Project –Effects of Music Therapy Interventions on Women with Breast Cancer
- Our business meetings were productive. I appreciate the involvement of our committee representatives and our members. Please read the reports contained in this issue of the *Sounding Board* for more information from each of your officers as well as committee information.

Your Executive Board has been extremely busy since Arizona as we met early this year for our mid-year meeting in Roseville, CA at the home of Lisa & Chris Klostermann. They were fabulous hosts. Some highlights of our activities include the creation of a tax timeline so that we can be

in compliance with all the state and federal regulations as a non-profit corporation.

The floor remains open for **nominations of regional officers for the 2005-2007 term.** Plans are being put in place for the **2005 regional conference in Sacramento, 2006 near Chapman University AND (drum roll please) 2007 in Hawaii!** Stay tuned for more information.

Hope to see you all this fall for the AMTA conference in Austin, Texas! If you are planning to attend and might be able to cover a committee rep unable to attend, please let me know.

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Special points of interest:

- Sounding Board deadline December 15, 2004.
- Nominations open - page 2.



**CALL FOR PAPERS
ON PAGE 8
OR DOWNLOAD
FROM WEBSITE**

PRESIDENT ELECT'S REPORT

LILLIETH GRAND, MA, MT-BC

Election nominations are open! If you know someone (maybe yourself) who would make a great WRAMTA officer, please nominate them and I will contact them to see if they accept the nomination. Positions available for election: President-Elect (6 year term ~ 2 as President, 2 as Past-President), First Vice President-Elect (4 year term ~ 2 as 1st VP Elect, 2 as 1st VP ~ this is the person who plans and implements our regional conferences), Secretary (2 year term), or Treasurer (2 year term).

Also, if you are interested in getting more involved in the region, maybe as a committee person or in another capacity, please let me know. In that vein, I am looking for a replacement for me on the Reimbursement Committee as I will not be able to hold the position during my presidency.

I have been looking at our membership numbers over the last few years and will compare them with the number of MT-BC's in our region according to CBMT in an attempt to help Robin

analyze our membership. It is my hope that we can make our membership increase in the next few years. If anyone has any ideas of ways that we can better serve our membership, please contact me. No idea is too silly or ridiculous! Thanks for all of your dedication to WRAMTA!

On a personal note, I have moved to Tualatin, Oregon and am looking forward to becoming involved in the music therapy community there! Please see the officer list for my new address and phone numbers.

1ST VICE-PRESIDENT'S REPORT

ROBIN RIO, MA, MT-BC

The 2004 WRAMTA conference in Scottsdale, AZ, was a huge success! We had 189 participants which was a great turn out for the state. The region profited over \$11,000 and over \$3,000 was gained in the silent auction. The local committee was co-chaired by the dynamic duo Piper Laird-Riehle and Marty Finch who kept things running smoothly from the registration table to the presenters gifts. We owe them and the entire local committee huge thanks for all their hard work and enthusiasm, and the many hours donated to planning during 2003-04. A big thank you goes out especially to committee chairs for all the effort and commitment each made to contribute to the success of the event.

Many Arizona State University students joined the members of the local committee to help out, both behind the scenes and in front of the crowd. In particular we'd like to extend a special thank you to Steve Murillo, husband of ASU student Julie Murillo, who was also our PR Committee chair person. Steve designed the awesome

"out of the box" logo and can be reached at www.pertinentarts.com for anyone who is in need of his services for computer graphics and web design. In addition to the inspiring keynote address given by Frances Goldberg and our annual awards luncheon, we were also fortunate to have an ASU Alumni Reception on Friday, an incredible concert by Jana Stanfield on

*2004 WRAMTA conference
a huge success!*

Saturday, and a performance by the ASU African Drum Ensemble on Sunday. Thank you to all who joined us in Scottsdale!

Next year's regional conference is slated for April 1-3, 2005, in Sacramento, CA, with CMTE's taking place on March 31st, hosted by local chair Patrick Kelliher. The Doubletree Hotel, which is in an excellent location within walking distance to shopping

and restaurants, will be our host facility. Our theme will be, "Honoring our Musical Roots," and a call for papers will be included in the next edition of Sounding Board.

Future plans include a 2006 conference in Southern California hosted by David Luce in the area of Chapman University in Orange, CA. If you're in the area, be sure to offer a hand in the conference planning and execution. As anyone who's served on a local committee knows, it's really rewarding! In 2007 we are planning a Hawaii conference with Bonnie Chan as local chairperson. Start marking your calendars now for these exciting events!

**Call for papers for
Sacramento 2005**

on page 8.

Print pages 8, 9 & 10.

FIRST VICE-PRESIDENT ELECT'S REPORT LISA KLOSTERMANN, MT-BC

Planning is underway for 2006 and 2007 regional conferences. Here is a sneak peek!

Spring 2006 - Orange County, California.

Spring 2007 - Honolulu, Hawaii!!


Start planning (*and saving*) now. We are doing everything possible to make this affordable for everyone. I am planning to extend my trip for a family vacation!

See you there!



Nominations are open!

If you know someone (maybe yourself)
who would make a great WRAMTA officer
please contact Lillieth Grand.



*Thanks to Jeff Woosley for
donating Microsoft computer
software to the region!*

*Congratulations to the Geiger
family as they welcome
Natalie Kathryn,
born on Tuesday, August 10th.*

TREASURER'S REPORT

KAREN SANCHEZ, MT-BC

WORKSHEET

	Budget FY05
Income	
Balance Forward* as of 6/15/04	15982.15
CMTE Co-Sponsor	400.00
Donations	0.00
Dues	6000.00
Fundraising	250.00
Regional Conference Income	21000.00
Scholarship Application Fee	15.00
Sounding Board Ads	0.00
Unexpected Income	0.00
WRAMTAS	335.00
Total Income	43982.15

Expenses	
Accounting Fees	(150.00)
AMTA Center Stage Donation	(100.00)
AMTA Liability Insurance	
<i>Directors & Officers Insurance</i>	(169.07)
<i>General Liability</i>	(85.00)
<i>Group Tax Preparation</i>	(75.00)
Archivist, Past President	(25.00)
Bank Fees	(25.00)
CBMT Co-Sponsorship Fee	(300.00)
CBMT Fee	(50.00)
Committee Rep	(200.00)
Continuing Education	(75.00)
Equipment	(200.00)
Exec Comm- Reg Conf	(1650.00)
First Vice-President Elect	(25.00)
Fundraising Expenses	(400.00)
Gifts	(150.00)
Govt Relations	(50.00)
Intern Scholarship	(2000.00)
Mailings	(250.00)
Mid-yr Mtg	(4000.00)

Expenses Continued	
Nat Conf Comm Reimbursement	(5200.00)
Parliamentarian	(50.00)
President	(100.00)
President Elect	(25.00)
Professional Grants	(4000.00)
Regional Awards	(200.00)
Regional Conference Expenses	(21000.00)
Reserve	
<i>CBMT Reserve</i>	(150.00)
<i>Web-Site Reserve</i>	(15.00)
<i>Reserve-Other</i>	(1653.08)
Second Vice-President	(50.00)
Secretary	(50.00)
Sounding Board	(600.00)
State Registration for Fundraising	(75.00)
Student President	(25.00)
Treasurer	(250.00)
Unexpected Expenses	0.00
Web Site	(225.00)
WRAMTAS Expenses	(335.00)
Total Expense	(43982.15)

Reimbursement Policy

All reimbursement of personal funds must be accompanied by a completed Request for Funds Form along with any original receipts needed to support the reimbursement amount. All requests are sent to the Treasurer who then seeks approval of the President prior to disbursement of funds. Any reimbursement requests made by the President must be approved by the Past-President. All requests for reimbursement during the current fiscal year (July 1st – June 30th) must be submitted to the Treasurer by June 15th.

National Conference Reimbursement

All Assembly Delegates (not Assembly Delegates- Elect) and Committee Representatives who attend the AMTA National Conference and fulfill their obligations are eligible to receive \$200 in reimbursement of personal funds when the following criteria have been met:

1. Submission of Report to the Sounding Board prior to deadline (Committee Representatives only).
2. Submission of Request for Funds Form along with original receipts totaling a minimum of \$200 in expenses by **December 31st** following the conference.

Anyone who serves more than one reimbursable position for the same national conference will still be reimbursed \$200 (no doubling).

Regional Conference Reimbursement

Requests for reimbursement relating to regional conference must be submitted to the First Vice-President using the above guidelines by June 1st following the conference.

STUDENT PRESIDENT'S REPORT

JENNIE KANE

I. Conference

- a. Attendance – 58 students
- b. New Officers

President – Jennie Kane (ASU)

Past President – Tony Ollerton (USU)

Vice President – Kristin Hong (ASU)

Parliamentarian – Open

Secretary/Treasurer – Open

II. Goals

- a. Fill open officer positions
This problem has been discussed between the existing officers, and pending suggestions and approval from the WRAMTA Executive Board, the President will begin this process in June. This process follows the current By-Laws stating that any vacancy in an office other than that of President will be filled

by Executive Committee appointment.

- i. Contact each university
 - ii. Send letters/e-mails to as many students as possible
 - iii. Those interested in pursuing an office, will return by e-mail or US postal mail, a self nomination similar to that used for elections at the Regional Conference
 - iv. Existing officers will review all nominations, and choose students, at their discretion to fill the open positions.
 - v. Tentative deadline for filling positions – July 31st
- b. Establish contact with each university
 - c. Improve communication between university programs
 - d. Update the WRAMTAS website

A meeting with the President and the Vice President has been scheduled for June 13th, to review and update the website

- e. Review WRAMTA Scholarship process:
Several students have expressed concern over his process. The most common concerns involved the difficulty of the application process and the information required.
- f. Complete files
As of today, there is no letterhead or financial information in any of the files given to the President.
- g. Increase western region student attendance at national and regional conference
- h. Increase western region student awareness of and involvement in national committees.
- i. Increase student membership in AMTA and school organizations.

SECOND VICE-PRESIDENT'S REPORT

PIPER LAIRD-RIEHLE, MM, MT-BC

Each edition of the sounding board continues to grow and I don't mean in length. Did you notice the new logo on the front? Have you been online lately to see what's new? Technology, although baffling at times, serves us well as we continue to be among the first of the regions to publish our newsletter online. Please submit your articles, topics for discussion, calendar of events, and reports by December 15 for publication in the Winter Sounding Board and for posting online.

GOVERNMENT RELATIONS REPRESENTATIVE'S REPORT

PATRICK KELLIHER

There is a great opportunity for those who would like to participate on state and special interest government relations activities. I would be very glad to help out music therapists who are interested in state governmental activities that may influence or provide opportunities for music therapists. I can connect you to websites for the various legislative houses in the western region states as well as organizations that track the various state government activities related to the various populations music therapists may serve. There is also a need for music therapists who are interested in serving a particular target population group such as geriatric care, Autism, developmental disabilities and drug and alcohol issues. Interested? Contact me at patrick.kelliher@dss.ca.gov.

ASSOCIATION INTERNSHIP APPROVAL

DENISE DUGAL-WULFMAN, MT-BC

Greetings Western Region members!

At this year's WRAMTA conference, we were able to provide five, well attended CMTE opportunities as well as include a pre-conference, GIM institute. The feedback for the CMTE's reflected the professionalism and tremendous knowledge shared by the presenters. My thanks to the CMTE proctors and local committee members that helped keep all the documentation organized and running smoothly.

There are two new policies regarding co-sponsored CMTE's that were approved by the WRAMTA executive committee during mid-year meeting. These policies will be written in the application for a co-sponsored activity, in future regional registration conference packets, as well as posted in the Sounding Board and in the up and coming "Co-Sponsored" section of the WRAMTA website. They are as follows:

"It is WRAMTA policy that applications for co-sponsored CMTE's are submitted no less than eight weeks in advance of the event. In addition to all required written material, applications

must include any promotional material for the CMTE and \$100 CMTE fee payable to WRAMTA. In the event the co-sponsored event proposal is not approved, the \$100 CMTE fee will be refunded."

***There are two new policies
regarding CMTE.***

Rationale: The Continuing Education representative is required to submit any promotional materials of a co-sponsored activity and payment to CBMT a minimum of fourteen days in advance of the co-sponsored activity. Eight weeks will allow sufficient time for all materials to be submitted and CMTE to be approved and communication between WRAMTA representatives to occur.

"It is WRAMTA policy that a minimum of eight people must be registered for a CMTE course to occur during the WRAMTA conference."

Rationale: WRAMTA is required to pay a \$75 fee to CBMT for each co-sponsored CMTE and \$200 per course

for each presenter(s) at regional conference. A minimum of eight paying registrants per course ensures WRAMTA's expenses are covered.

During the mid-year meeting, there was discussion over having a CMTE liaison from the local committee for regional conferences. I will compile a list of responsibilities for that position to present to the executive committee in November.

Finally, I will be resigning as the Continuing Ed. Representative and stepping down from the position after the next regional conference. I have thoroughly enjoyed the challenge of this position; the increased awareness of what's happening on a regional and national level and learning the nuts and bolts of how WRAMTA functions. Truthfully, I will miss working with my peers in this region the most. It's a good time for me to pass these duties on however, as my responsibilities at work and home will not allow me to give this position the time and attention it needs. I'm looking forward to helping with the transition to the new Representative and will be happy to serve my region as a resource at anytime.

AFFILIATE RELATIONS COMMITTEE

ROBIN RIO, MA, MT-BC

The ARC is responsible for enhancing communications in professions that are related to music therapy and for bringing awareness about music therapy to people directly involved with particular disciplines. The targeted professions are Counseling, Psychology and Nursing, and the targeted populations are Autism, TBI, and Health and Wellness. Please see the ARC section on the members only section of the AMTA website www.musictherapy.org to learn more about this committee and it's news.

After two years of chairing the Affiliate Relations Committee and acting as the Western Regional Representative, my position term is completed. The new chairperson is Marcia Humpal, and our Western Region representative is Maureen Hearn. I appreciate the opportunity I have had to serve in this capacity.

**PROPOSAL SUBMISSION FORM - Concurrent Sessions
Western Regional AMTA Conference
Honoring Our Musical Roots**

**Doubletree Hotel, Sacramento, CA
Concurrent Sessions April 1-3, 2005*Meetings March 31-April 3, 2005
CMTE's, March 31 & April 3, 2005**

Deadline for submissions is November 15, 2004

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. The conference committee is encouraging music-based proposals.

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.

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*)

PROPOSAL SUBMISSION FORM - continued

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 preside. 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 November 15, 2004.

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

or

Email to: robin.rio@asu.edu

CONTINUING MUSIC THERAPY EDUCATION (CMTE) PROPOSAL FORM

Deadline for submissions is November 15, 2004

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: Robin Rio, MA, MT-BC, 5934 S. Juniper St., Tempe, AZ, 85283

Email to: robin.rio@asu.edu

GENERAL BUSINESS MEETING MINUTES

NICOLE PATTON, MA, MT-BC

April 16, 2004
50th Regional Conference, Scottsdale, AZ
AGENDA

- I. Welcome & Call to Order - Jennifer Geiger, President Meeting called to order at 3:40 p.m.
- II. Approval of Agenda **Motion** to approve agenda as written. **M/S/P** (Exhibit A)
- III. Approval of Minutes from Minneapolis, MN **Motion** to approve minutes as written in the Sounding Board. **M/S/P**
- IV. Officer's Reports
 - A. President - Jennifer Geiger discussed the letter (Exhibit B) from Michelle Forinash explaining her sabbatical leave. Discussed AMTA's income generation ideas: "Give a day to AMTA", and the five newly published books. Discussed memo from Tami Zavislan that explained the donation coupons for \$50.00 to be used toward AMTA conference registration. Al Bumanis from the Executive Board has received a request from our region to have a National conference on the West Coast in hopes of having a regional conference in Hawaii. Grant applicants were discussed. Robin Rio was thanked for her work as affiliate rep.
 - B. Past-President - Tracy Leonard-Warner absent
 - C. President-Elect - Lillieth Grand Discussed regional MT membership within AMTA. 49 letters were sent for new BC certificants with a \$20.00 coupon for regional conference. Nominations were opened up for Board positions. Nominations will close at National conference.
 - D. First Vice-President - Robin Rio Discussed conference attendance-166 registered with an additional 19 registrations on site for 185 total. 6 people used the \$20.00 coupon. First time GIM institute has been offered. Raised \$915.00 from exhibits. Lisa Klostermann was thanked for the terrific conference program. Session times have been adjusted to accommodate CMTE clock hours and umbrella groupings. The 2005 Regional conference will be in Sacramento.
 - E. First Vice-President-Elect - Lisa Klostermann Nothing to report at this time.
 - F. Second Vice-President - Piper Laird-Riehle Discussed website changes. May add pictures on the top of the screen. Requested for photos to be sent in that could be used. Will have a combined edition for SB to go out on July 15th. Deadline for submissions is June 15th. To sign up for email notification of sounding board go to www.wramta.org.
 - G. Secretary - Nicole Patton nothing to report at this time
 - H. Treasurer - Karen Sanchez Discussed fund requests and timelines for submission.
 - I. Parliamentarian - Wendy Woolsey Discussed bylaws/constitution changes to be voted on in December. The possible changes are posted on the website.
 - J. WRAMTAS President - Tony Ollerton nothing to report at this time
- V. Committee Representatives Reports
 - A. Council on Education & Clinical Training
 - B. Academic Program Approval Committee - Elizabeth York, PhD, MT-BC Discussed the roundtable of standards and the re-approval process for educational programs. NASM review was discussed
 - C. Association Internship Approval Committee - Holly Baxter, MT-BC There are currently 23 internship sites...no new ones have been added at this time. Standards and guidelines for internship sites will be updated by March 2006. Committee reps will be working with internship coordinators during this process. Holly will be stepping down from this post. People interested in this position should contact Jennifer or Lillie.
 - D. Continuing Education Committee - Denise Dugal-Wulfman, MT-BC (given by Jennifer Geiger) Had 81 CMTE participants this conference. There have been 6 co-sponsored CMTEs since November. CBMT fee of \$75.00 for co-sponsorship will now have a timeline and also a minimum number of participants
 - E. Council on Professional Practices
 - F. Government Relations Committee - Patrick Kelliher (given by Jennifer Geiger) discussed funding sources for MT in CA. A government relations representative is needed from each state in the region. Members interested in being on this committee should contact Patrick. California governor Arnold Schwarzenegger was made a friend of Music Therapy in December 2003. California State hospitals have MT positions available.
 - G. Reimbursement Committee - Lillieth Grand, MS, MT-BC Reimbursement guide is now available. The Committee is planning to offer a CMTE course focusing on reimbursement at the next regional conference. This committee is looking for additional people.

GENERAL BUSINESS MEETING MINUTES - CONTINUED

H. Research Committee - David Wolfe, PhD, RMT absent

I. Standards of Clinical Practice Committee - Roberta Adler, MT-BC Discussed standards of practice. Committee was charged with developing legal definition for Music Therapy to be used globally. Discussed preliminary definition (Exhibit B) requested input from membership. Texas and New York are currently using definition from psychotherapy. Discussed possible ramification that may occur if consensus isn't reached from all parties involved.

Motion to recess at 4:30 p.m. S/P

4/17/04 Meeting called to order at 3:05 p.m.

Motion to amend the agenda for old business to include standards of clinical practice discussion **M/S/P**

I. (revisited) Discussed scope of practice from CBMT-discussed language analysis. Question from the floor regarding current legal definition from CBMT. Dr. Luce discussed the ethics board and the multiple definitions of MT that are in existence, and the need to have a consistent succinct definition. Standards committee was charged with formulating this definition. Bobbi will collect member suggestions, the CBMT definition, Dr. Luce's comments, and will submit them to the AMTA with the objective of forging a standard definition.

J. Council on Association Services

K. Affiliate Relations Committee - Robin Rio, MA, MT-BC Nothing to report at this time.

L. Employment and Public Relations Committee - Barbara Dunn, LICSW, MT-BC Discussed employment/PR campaign that is under way. Requested all members to get something promoting MT in print. Protocol for this process will be included in the SB. Suggested ways for members to get more pr coverage. Discussed definition of MT-AMTA charged the group with defining MT. Also requested was for committee members to have reports with short bullet points to make it easier to read reports. <mailto:jgeiger@home.com>

M. International Relations Committee - Piper Laird-Riehle, MM, MT-BC Nothing to report at this time.

N. Membership Committee - Robin Schmidt MA, MT-BC absent

O. Professional Advocacy Committee - Terri Smith-Morse, MT-BC Continued work on this issue-discussed use of MT and mis-representation-each situation has been forwarded to state reps. Discussed options for state reps when mis-representation is reported. See Exhibit C

P. Special Target Populations Committee - Anna Gonzales Berezin, MS, OTR/L, MT-BC (Jennifer Geiger) discussed how to promote networking. Encouraged use of regional website-stated that CA Regional Centers provide MT in some locations. Discussed process of vendorization necessary to work at Regional Centers.

VI. AMTA Boards

A. Judicial Review Board - Leanne Wade, MA, MT-BC Nothing to report at this time

B. Student Affairs Advisory Board - Amy J. Small, MT-BC, (Alison Wendell reporting) - Discussed the two goals that are being focused on: Communication and Networking Discussed wording for graduate students to be able to hold office. Created past-president position. Discussed current vacancies on the student board.

VII. Old Business-Roberta Adler-Discussed MDS is up for revision-spoke to Judy to include MT-(See Exhibit D)---discussed draft and asked for comments. Requested members to go to Events/News on the website-go to MDS to send a response. No current due date for this. Full implementation may not occur until 2005. Provided MDS2.0 and MDS 3.0 draft to review. Ruth Jacowitz was thanked for her help editing the draft. Stated that CMS may delete Recreational Therapy.

VIII. New Business - none

IX. Good & Welfare UOP Audrey O'Connell endowment fund is now in existence. Lillieth Grand is moving to Portland, Oregon. Lisa Jackert and Beth York are on the ethics board. Barbara Dunn is working on the PR campaign. Jennifer Geiger is the AMTA treasurer. Currently working on the 2005 budget-requested members to see her with comments/questions/suggestions. Request was made for Fran to send the poem read during opening session to be included in the SB. Robin Rio was applauded for her hard work on the conference. Members were reminded to send in evaluations for the conference. Conference Committee members were thanked for all of their efforts. 166 people were pre-registered and 30 people registered on site. Discussed ASU's 30th year celebration to be held in Austin. Reception in honor of Barbara Crowe's new book-will have a book signing there. There will be ORFF level I/II offered this summer. If interested e-mail David Luce @LUCES@Chapman.edu Therese at UOP will have GIM Level I training.

Motion to adjourn S/P Meeting adjourned at 4:00 P.M.

X. Adjournment Next meeting at the AMTA Conference in Austin, TX in November, 2004

EXECUTIVE BOARD MEETING MINUTES

NICOLE PATTON, MA, MT-BC

April 15, 2004
50th Regional Conference, Scottsdale, Arizona
AGENDA

I. Welcome & Call to Order, 10:10 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; Denise Dugal-Wulfman, Continuing Education Representative.

II. Approval of Agenda **m/s/p** (**Exhibit A**)

III. Approval of Minutes from Meetings in Minneapolis, MN as printed in the Sounding Board **m/s/p**

IV. Officer's Reports

A. President – Jennifer Geiger

1. Passed around a tentative meeting schedule for the AMTA conference.
2. Michelle Forinash was unable to attend the conference; Jennifer to read her letter at the business meeting.
3. Received a thank you letter from AMTA for the \$400.00 donation from a delegate & committee rep who asked that their national conference reimbursement be donated to AMTA; and thank you for the silent auction donation from the region.
4. Wrote a letter to Al Bumanis offering to host a National conference on the West Coast in 2007 or 2008.
5. Noted that we receive \$15.00 from AMTA dues for each member in all categories except students and graduate students for which we receive \$7.50.
6. Discussed membership numbers; Lillieth to compile these numbers to share with Robin Schmidt, Membership Committee Representative.
7. Received two \$50.00 gift certificates from AMTA off National Conference registration. Discussed various ways to utilize these certificates during the Regional conference. **Motion** to give one gift certificate as a door prize on Sunday, **m/s/p**. **Motion** to sell raffle tickets for \$1.00 each for second \$50.00 gift certificate, **m/s/p**. Discussed that you must be present to win.
8. AMTA sent out opportunities for regions to be sponsors for the 2004 conference at a rate of \$500.00 that includes one complimentary registration and our WRAMTA logo in the conference program. Will discuss later in the meeting.
9. Five books were donated to the region to auction off at the silent auction Saturday night.
10. Distributed filing requirements compiled by Robert Weil, tax attorney (see **Exhibit B**). Web site information from Arizona legislature compiled by him was distributed (see **Exhibit C**). Invoice for report was \$1,168.75. He also suggested the region to request tax exemption in the state of Arizona. The region needs to compile a checklist and register in each state that holds conferences. A 990 form needs to be filed before next conference. Treasurer and President to discuss this at a later date. Jennifer will compile a checklist so we know what we need to do when each year.
11. Discussed report from the Enrichment Center on their 2003 Professional grant; pictures drawn by clients displayed.
12. Awards to be presented on Friday.
13. Scholarship recipients are Toni Ollerton and Natalie Rodriguez. Eight students applied for the scholarships. Discussed streamlining this process to make it easier for students to apply and try to beta test the revision.
14. Robin Rio is stepping down as Affiliate Relations committee rep. **Motion** to approve Maureen Hearn to Affiliate Relations Committee, **m/s/p**. Discussed replacement for Holly Baxter for Association Internship Approval Committee representative.

B. Past-President – Tracy Leonard-Warner

1. Received a letter from the Orthopedic Center for the Professional grant and cards that clients had made from the Enrichment Center were passed around. Discussed compiling a list of past recipients. Jennifer to compile list for region.

EXECUTIVE BOARD MEETING MINUTES - CONTINUED

Motion to amend the agenda to include Professional Grants discussion under New Business, letter A; **m/s/p**.

C. President-Elect – Lillieth Grand

1. Sent out 49 New Certificant congratulation letters with \$20.00 coupon to be used for Regional conference registration. Six coupons were used for this conference. Second Vice-President will handle future new certificant letters.

D. First Vice-President – Robin Rio

1. Discussed conference items (**Exhibit D**) \$915.00 was income from exhibitors fees and advertising.
2. Discussed solutions for chaos (conference program signing) at end of sessions.
3. Discussed setting policy for discount to exhibitors who make donation to silent auction. Robin and Lisa to have a proposal of this at the mid-year meeting.
4. Discussed time changes for courses to better utilize CMTEs and umbrella groupings.
5. Mayor of Scottsdale to reside at the Opening Session.
6. Mendenhall Middle School ASB made Local Committee buttons at no charge. Requested a donation for this service. Discussed sending \$25.00 for the school. Jennifer to send a thank you note to them.
7. CBMT attendance certificates will be available on Sunday morning in accordance with AMTA example. Denise to continue to make attendance certificates.
8. David Luce has proposed to host 2006 conference. Discussed conference sites.

E. First Vice-President-Elect – Lisa Klostermann

1. Discussed laptop purchase for region...came in under budget. Jennifer donated laser printer to the region. Cost of computer was \$1340.63, budgeted amount was \$1800.00. Lisa compiled an inventory list for treasurer and president to have copies.
2. Jeff Woolsey got a Microsoft Office program for the region to be sent to Robin. **Motion** to recognize Jeff Woolsey in the next Sounding Board for the donation of computer software, **m/s/p**. Nicole to make a template/thank you form for the region. Patrick is looking for hotel sites for the Sacramento conference.

F. Second Vice-President – Piper Laird-Riehle

1. *Sounding Board* –discussed the website and current publishing of newsletter. Requested feedback for website and the Sounding Board. Discussed conference information that was available.
2. Possibility of on-line registration for next year. Lisa will check in on that process and will report back at mid-year meeting.
3. Discussed replacing pictures online for the website on a schedule. Discussed the need for photo releases.
4. Discussed whether to continue to send out postcard reminders that the *Sounding Board* is ready to read. Cost \$150.00 to mail the cards.
5. Discussed adding a counter on the *Sounding Board* page to help us know how many times it is being opened. Piper to check on the cost of this addition.
6. Seven hard copies of the past Sounding Board were mailed out.
7. Many thanks go to Lauren Hamen for the website logo & all of her work on redesigning the site.
8. Piper, Marty Finch, Tracy, and Robin were recognized for their hard work on this conference.
9. **Motion** to combine the next two *Sounding Board* editions after mid-year meeting to include conference and mid-year information. Deadline will be June 15th for reports, etc to be published online by July 15th. **M/s/p**.

G. Secretary – Nicole Patton: nothing to report.

H. Treasurer – Karen Sanchez

1. Karen distributed year to date budget (see **Exhibit E**)
2. Discussed one item that was over budget – CBMT charges are more than they have been in the past. CBMT had been losing money therefore fee increases for CMTE offerings were necessary. WRAMTA changed its charges to those desiring co-sponsored CMTE from \$10.00 per person to \$100.00 per course. This is to cover CBMT's fee increase from \$0 to \$75 per course.
3. Discussed having a minimum number of participants per course and print that in the registration packet.
4. Regional conference reimbursement is \$150.00 for this conference.

Motion to table further budget discussion until 9:00p.m. in order for numbers to be reviewed, **m/s/p**.

I. Parliamentarian – Wendy Woolsey

1. Discussed upcoming bylaw changes that will be discussed at mid-year meeting. Wendy to email out copies to be read prior to mid-year meeting. She requested people to email questions/suggestions prior to the meeting. Discussed changes that people can bring meeting.
2. Tracy to work with Wendy to help us get things in line with AMTA. Lillieth's mother (a paralegal) has offered to read over our bylaws for us. Constitution and bylaws changes have to be voted on.

EXECUTIVE BOARD MEETING MINUTES - CONTINUED

- J. Government Relations – Patrick Kelliher (sent an e-mail prior to conference, see **Exhibit F**)
- K. Continuing Education – Denise Dugal-Wulfman
1. Discussed umbrella groupings, which were included in this year's program.
 2. Had 81 participants sign up for CMTEs this conference
 3. Have had 4 co-sponsored CMTEs since November.
 4. Due to the change in CBMT process, it is necessary to have an 8-week notice in order for co-sponsorship to be approved. Denise to bring a policy to mid-year meeting for approval.
- L. WRAMTAS President – Tony Ollerton
1. Worked on scholarship applications to get more interest.
 2. Discussed student board and the commitment that it entails.
 3. Comments from other colleges on the website have been wonderful.
 4. Marylhurst has been contacted and they are on the way to getting a student group established.
 5. Students put together some baskets for the auction.
 6. Discussed changing student bylaws to add a Past-President position and to also allow graduate students to be eligible for office.
- V. Old Business
- A. Bylaws revisions – previously discussed
- B. Fundraising
Tracy reported that each conference participant will receive a logo pin at registration. Additional pins can be purchased for \$5.00 each. Discussed different ways to market the pins. Can order additional pins without the die cut charge.
- C. WRAMTA Mission Statement – Option of tabling this discussion until mid-year. However, the topic keeps coming up with no resolution. Discussed further and determined that a mission statement is not needed.
- VI. New Business
- A. Professional Development Grant Applications discussed.
- Motion** to fund these grant requests as follows: \$950.00 to Chapman University for the purchase of two monitors; \$1550.00 to the Wellness Center for Music Therapy Treatment; and \$1000.00 for the Washington Community Music Therapy Project, **m/s/p**.
- VII. Good and Welfare
- A. Lillieth is moving to Oregon.
- B. Discussed issues of Music Therapy in Washington state; the board was made aware of current problems occurring there.
- C. Chapman University is opening its Music Therapy clinic this fall. David will be asked to write up something regarding this special event for the Sounding Board.
- D. UOP now has an endowment fund set up for graduate students in the name of long time Western Region member, Audrey O'Connell.
- VIII. **Motion** to recess until 9:15 tonight, **m/s/p**. Meeting recessed at 2:30 p.m.
- IX. Re-convened at 10:00p.m., **m/s/p**. Conclusion of Business
- A. Review of YTD FY 04 budget with no further questions.
- B. Review of the 2004 conference budget as provided by Robin Rio & Lisa Klostermann (**Exhibit G**). \$450.00 in CBMT fees for 6 CMTE courses was incurred. Six were estimated in original budget, just not including the \$75 per course fee by CBMT.
- C. Jennifer reminded officers of the "Meet the Leadership" session on Friday & to please attend directly following the business meeting. Delegates & Committee Reps have also been asked to be present.
- D. Student Song Contest entries discussed. In the future, a committee of three people selected by the First Vice-President-Elect, should make the decision (should the First VP-Elect have that duty again). Typically only one award is given, however in light of this being our 50th regional conference, there was a **motion** to award two \$70.00 gift certificates to be used toward AMTA membership, **m/s/p**. Discussed having the winners to perform at closing ceremonies if they are present. Robin to present this award at closing session.
- X. Adjournment at 10:45p.m, **m/s/p**.

EXECUTIVE BOARD MEETING MINUTES

NICOLE PATTON, MA, MT-BC

May 22-23, 2004
Roseville, CA
AGENDA

- I. Welcome & Call to Order 10:15 a.m. by Jennifer Geiger, President
- II. Approval of Agenda, **m/s/p. (Exhibit A)**
- III. Approval of Minutes from meeting in Scottsdale, AZ as distributed via e-mail, with changes and edits made, **m/s/p.**
- IV. Officer's Reports
 - A. President – Jennifer Geiger
 1. Discussed changes in contact lists (**Exhibit B**). Passed around the national conference draft-meeting schedule.
 2. Holly Baxter has resigned the AIAC position. Mary Alvarado has agreed to take this position. **Motion** to approve Mary as the Association Internship Approval Committee representative, **m/s/p.** Thanks to Holly Baxter for her three years of service. Discussed student board openings of secretary/treasurer and parliamentarian.
 3. Professional Grant recipients received their denial/acceptance letters along with checks the second week of May. The region awarded \$1000 to Jim Courture; \$950 to Chapman University for their music therapy clinic; \$1550 to Chapman University for the Wellness center. Jennifer compiled a list of previous award/scholarship recipients. Professional Grant policy discussed and group was reminded that we are to address the application only. Any personal biases should be withheld.
 4. IRS is offering a one-day workshop for tax-exempt organizations in San Diego. Barbara Reuer agreed to attend and take notes for WRAMTA. Jennifer asked for reimbursement to Barb for \$25. **Motion** to approve to reimburse Barbara \$25 registration fee, **m/s/p.** Board asked Jennifer to invite David Luce to also attend. **Motion** to reimburse David \$25 and gas money to attend, **m/s/p.**
 5. Tax Timeline was discussed (**Exhibit C**). Edited 5/04, to go in permanent binder for each position. Discussed people's responsibilities for the timeline to be added. 1099 forms to be issued see items# 1 and #2. Discussed tax exemption rules. Treasurer to send out 1099 forms annually and QuickBooks needs to be updated annually by the treasurer in order to do so. Discussed registering in the state where the regional conference is taking place prior to each conference for fund raising-looked at AZ, HI, CA for upcoming conferences. Jennifer to look into these procedures. President to handle the necessary registration for each regional conference. Fees to come out of conference/or fundraising budget. Discussed adding a line item for State Registration fees to budget. Discussed raffle ticket paperwork for CA. Further questions for Robert Weil could possibly incur extra costs.
 6. Discussed AMTA income generation projects, expense cutting projects, Regional Challenges, center stage donations of \$15 to recognize award winners. Board decided to recognize WRAMTA winners through AMTA center stage annually. Amount to be determined. Discussed thank you from AMTA Leader to Leader campaign, fundraising tactics and mission of AMTA. Discussed matching the New England region for national conference co-sponsorship. Board decided not at this time.
 7. Mailing labels request form has changed (**Exhibit D**).
 8. Discussed offering breakfast in Austin and decided that the money could be better spent on something else.
 9. Ted Ficken thanked us for his award. Jennifer read the letter that will be submitted for the SB.
 - B. Past-President – Tracy Leonard-Warner
 1. Discussed AMTA Fundraising Guidelines Task Force, which will look at non-profit issues.
 2. Discussed tax rules/exemptions. As well as solicitation issues and questions for AMTA. The task force will compile for Regional presidents.
 3. Discussed tax status & political activity.
 - C. President-Elect – Lillieth Grand
 1. Reviewed nominations for offices.
 2. Discussed membership numbers.
 3. Discussed New Certificant coupon incentive; group agreed that we should repeat the offering for next year's regional conference.

EXECUTIVE BOARD MEETING MINUTES - CONTINUED

D. First Vice-President – Robin Rio

1. Discussed conference budget-net was \$11,376. (**Exhibit E**)
2. Had 189 attendees for the Arizona conference.
3. Discussed last conference's budget (**Exhibit F**) Robin was thanked for the wonderful job she and her committee for the 2004 conference.
4. Discussed evaluations (**Exhibit G**)
5. Discussed 2005 conference budget (**Exhibit H**)
6. Discussed proposed schedule (**Exhibit I**)
7. Discussed possible speakers for the conference. A motion was made to invite speakers in a specific order, **m/s/p**.
8. Discussed possible CMTE options and fees, 7 possibly. Discussed adding categories to integrate with the treasurer's report. All expenses for conferences to go through the first VP and then to treasurer. Policy to be put in place for officer manuals.
9. Discussed conference theme. Motion to approve theme "Honoring Our Musical Roots" for 2005, **m/s/p**. Budget Discussion for 2005. Motion for 1st VP-Elect to receive complimentary conference registration, **m/s/p**. Motion to approve proposed fees and conference budget as edited, **m/s/p**. Robin was applauded for her effort on the 2005 conference budget. Discussed the list of people that are eligible for complimentary conference registrations.
10. Motion to approve the conference location at the Doubletree Hotel in Sacramento, CA March 31 – April 3, 2005, **m/s/p**.

E. First Vice-President-Elect – Lisa Klostermann

1. Discussed conference chairs for next 2 years. David Luce for 2006 in Southern California. Will have conference dates for region in November. Bonnie Chan is chairing 2007 in Hawaii.
2. Discussed airfares expenses and costs involved for Hawaii
3. Discussed photo release language; to be obtained from Tracy.

F. Second Vice-President – Piper Laird-Riehle

1. Thank you card for Lauren Haman for website work. She will be recognized in Center Stage.
2. Working on getting reduced postage rate. Discussed web site counter without ads. Cost is \$19.95 per month. Discussed other options for website counters.
3. Brought letterhead choices for us to look at. Deadline for *Sounding Board* is June 15th for July 15th online publication.
4. Piper to purchase Adobe program approved during last year's mid-year meeting.

G. Secretary – Nicole Patton

1. Working on thank you template to be brought to November meeting on letterhead.

H. Treasurer – Karen Sanchez

1. Distributed Request for Funds (**Exhibit J**).
2. FY2004 Budget to date distributed (**Exhibit K**) & discussed.
3. Discussed reimbursement deadline of June 1st for Regional and Mid-year.

I. Parliamentarian – Wendy Woolsey (reported by Jennifer Geiger in her absence)

1. Bylaws to be reviewed further under old business.

J. Government Relations – Patrick Kelliher

1. Kerry Draney is the Arizona State Representative to Government Relations. He is in the process of contacting other possible state reps & requests those interested to contact him. Arizona Music Therapy Association (AzMTA) is working on getting more knowledge on state happenings.
2. Still tracking funding options in California.

K. Continuing Education – Denise Dugal-Wulfman (given by Jennifer in her absence) Submitted 2 policies for CMTE deadlines (**Exhibit L**). Submitting \$100 from a co-sponsored activity in March. She will be resigning from this position after the 2005 regional conference. Discussed having a CMTE liaison from the local committee for regional conferences. Denise will compile a list of responsibilities to present in November. Reviewed and discussed policies. Motion to approve policies #1 #2 as edited, **m/s/p**. These to be presented to the membership in both the *Sounding Board* and in the conference registration packets.L. WRAMTAS President – Jennie Kane (**Exhibit M**) Discussed open officer positions to be filled: parliamentarian and secretary/treasurer. Tentative deadline for filled positions July 31st. Discussed goals for the student organization.

EXECUTIVE BOARD MEETING MINUTES - CONTINUED

V. Old Business

- A. Bylaws revisions – Tracy reviewed bylaws revisions/changes that need to be made. She will return further revisions to Wendy. The review committee of Tracy and Wendy will bring more revisions to be considered in order to align our bylaws with those of AMTA for approval of the Executive Board in November so that as many changes as possible can be made on the next ballot.
- B. Fundraising Guidelines – Tracy
 - 1. Discussed AMTA fundraising guidelines.
 - 2. Will continue fundraising as has been done.

VI. New Business

- A. FY2005 Budget (**Exhibit N**) Karen distributed 2005 worksheet and reviewed budget line item notes.

Meeting recessed at 6:20pm. Reconvened at 9:00 on Sunday morning.

- A. Discussed FY2005 budget. **Motion** to approve budget as edited, **m/s/p**.
- B. Reimbursement of Funds policy review (**Exhibit O**) **Motion** to approve reimbursement policy as edited, **m/s/p**. Policy to be distributed to board members, assembly delegates and committee representatives.
- C. Online conference registration discussion. Packets will continue to be available to view/print out for members. Discussed possibility of being able to pre-order pins and then picking up at conferences.
- D. Internship Scholarship Revisions – Discussed changes that could be made to ease this process. Jennifer will make proposed changes and bring the revised documents to the November conference. Discussed changing due date for applications to be turned in. Guidelines will be streamlined to make the process easier.
- E. CMTE “Minimums” & Co-Sponsorship Policies – see report under Continuing Education.
- F. Appointment of Treasurer – Discussed appointing rather than electing this position in the future. Consensus of the board is to keep things unchanged.

VII. Good & Welfare

- A. Robin Rio was congratulated for receiving tenure at ASU.
- B. Wendy Woolsey was congratulated for completing her Master’s degree & is now MA, MT-BC.

VIII. **Motion** to adjourn at 10:50am, **m/s/p**.

*Submissions for the
Sounding Board
for are due by
December 15, 2005.*

See you in Austin!

