

# AMTA Maine Chapter Board Meeting

September 26, 2015 1 – 3:30 pm

## Agenda

### 1:00-1:05

Welcome - Call to Order

Anita

### 1:05-1:25

Roll Call and Check-in

Jennifer – Round the table

Quorum required = 5

### 1:25-1:30

1. Approval of the July BOD Meeting Minutes

Board

### 1:30-1:35

2. Approval of Agenda

Board

### 1:35-1:50

3. National Convention Key Messages

a. Response Time – 72 hours

Anita

b. Techno Things from Presidents Meeting

Anita

c. Delegate Report from National Convention

Jennifer/Mary

### 1:50-1:55

4. Treasurer Report

Wendy

### 1:55-2:05

5. Sports Massage-October Event

Jeannine

Update on event participation  
and volunteers

### 2:05-2:35

6. 2015 Retreat (Oct. 23-25) Discussion

Wendy

a. Update on activities

b. Timeline of events-deadlines

c. What needs to be done – Assignments

d. Presenter update

e. Registration update

f. Communications

i. Other NE chapters

ii. Postcard

iii. Website/Social Media

7. Annual Meeting

### 2:35-2:55

8. 2016 Retreat Discussion

Anita

## 2:55-3:05

9. Holiday Party Discussion Anita  
a. Location: Southern Maine: meet and greet in Windham in early December

## 3:05-3:15

10. Disposition of chapter equipment Anita  
a. Computer  
b. Printer/Scanner

## 3:15-3:25

11. Schedule November meeting Date and Location Board

## 3:25-3:30

12. Final Comments Anita

## 3:30 - Adjourn

Conference call with **Chris Votrel**- *National Chapter Relations Committee Chair*

Called to order at 1:47 due to construction and detours getting to venue

**Present:** Anita Devito, President: Emily Rice, 1<sup>st</sup> VP: Kelly LaCroix, 3<sup>rd</sup> VP: Wendy Coffin, Treasurer: Jennifer Polley, Secretary: Jeannine Foster, Website/Sports: Dale Albert, Education Committee

1. Wendy motion to approve minutes, Kelly second, **Motion Passed**
2. Approve agenda Kelly would like to insert #7 for annual meeting discussion, voting, Emily moved Wendy second, **Motion Passed**
3. Volunteers agree to a 72 hour response time to members and each others questions, emails, etc.

Techno things especially sending text to mass list @ .09 cents each worth looking into Chris will check in with national that this doesn't interfere with people's privacy settings if using chapter member roster and how that is handled. Chris got back to us and this is not allowed. On surveys, registrations, sign in sheets, etc. where we ask for a phone number we will also ask if the number is a cell phone and would you like to receive text messages related to chapter business and events. Emily commented this is something that a committee on marketing would handle but has not been addressed.

Google drive and drop box could be used for cloud storage of Chapter documents for board to have access.

Google addresses should be set up for all positions and transferred with the position.

Delegates report was out on Facebook immediately following the House of Delegates Meeting at National Convention, and will inform membership again in the October and January newsletters.

#### 4. Treasures report by Wendy

\$1500 asset in accounts is probably the equipment of chapter computers.

National has had accounts for year Wendy has been in position little less than year. Wendy is unable to adjust/fix account entries (only the National staff can make entries to our account) so some items have double information or are in the wrong ledger code. Wendy will work to correct these items with Ruth Cox and her staff. To receive reimbursement a w-9 must be filled out.

We will stick with the board decision to do \$65 stipend for sports events for the remainder of this fiscal year. At next year's budget meeting we will discuss and vote on how to handle this going forward and maybe give meal and mileage reimbursements instead. According to National we should reimburse rather than use stipends because of way the AMTA is set up as an organization. AMTA could get into legal difficulties by giving stipends/pay to volunteers.

<b>AMTA-Maine Chapter Profit &amp; Loss</b>		<b>AMTA-Maine Chapter Balance Sheet</b>	
March 1 through September 25, 2015		As of September 25, 2015	
	<u>Mar 1 - Sep 25, 15</u>		<u>Sep 25, 15</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>		<b>ASSETS</b>	
4000 · Chapter Dues	7,236.38	<b>Current Assets</b>	
4050 · Chapter Contributions	96.00	Checking/Savings	
4100 · Education Income	40.31	1000 · AMTA - ME Checking	76,089.03
4300 · Advertising	385.00	<b>Total Checking/Savings</b>	<u>76,089.03</u>
4951 · Miscellaneous Income	6,110.93	<b>Other Current Assets</b>	
<b>Total Income</b>	<u>13,868.62</u>	1101 · Advances	1,500.00
<b>Expense</b>		<b>Total Other Current Assets</b>	<u>1,500.00</u>
6051 · State Conv - Facilities	1,500.00	<b>Total Current Assets</b>	<u>77,589.03</u>
6054 · State Conv - Speaker Expenses	192.94	<b>TOTAL ASSETS</b>	<u><u>77,589.03</u></u>
6058 · State Conv - Marketing	106.37	<b>LIABILITIES &amp; EQUITY</b>	
6101 · Ntnl Conv - Meals	80.98	<b>Equity</b>	
6102 · Ntnl Conv - Travel	165.00	3000 · Retained Earnings	69,415.53
6103 · Ntnl Conv - Lodging	613.01	<b>Net Income</b>	<u>8,173.50</u>
6104 · Ntnl Conv - Registration Fees	20.00	<b>Total Equity</b>	<u>77,589.03</u>
6152 · CVOP - Travel	419.19	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>77,589.03</u></u>
6154 · CVOP - Registration Fees	499.00		
6250 · Education Event	195.50		
6252 · Educ Evnt - Speaker Expenses	403.13		
6254 · Educ Evnt - Supplies	571.28		
6654 · Admin - Postage	245.00		
6655 · Admin - Supplies	42.98		
6660 · Admin - Professional Services	75.00		
7000 · Miscellaneous Expenses	565.74		
<b>Total Expense</b>	<u>5,695.12</u>		
<b>Net Ordinary Income</b>	<u>8,173.50</u>		

#### 5. Sports Team report by Jeannine.

We have 15 people signed up to do sports massage at the Maine Marathon on Oct 4. A lot of time and effort went into setting this up, as the sports team had been suspended and the event was not on member's radar. This year as in the past it was hard to get people to participate without a lot of prodding and reminders. We are hoping it goes smoother next year as we will be better prepared. We'd like to invite massage students who are interested in Sports Massage to participate next year too.

## 6. Retreat Update

Everyone is up to speed as Education Committee met before board meeting. 25 registered so far and marketing is well taken care of.

## 7. Annual Meeting Discussion

We can move the date of meeting up to 60 days forward or back, pros and cons. Asked Chris Nationals feelings: National moving to have all budget meetings in December approved by board than chapter at Annual meeting. National moving to have all elections online, then everyone can take office on March 1<sup>st</sup>.

Our officers and delegates take office at the time they are elected. If we move meetings forward there would be more time for transitions in the future. Anita will email other chapters when their annual meetings are to collaborate.

In the case that a new committee is established or unexpected expenses come up after the budget is voted in and money is needed to accomplish the chapter's goals, we don't change the budget, but vote to go over budget on one item because we know we will be under budget somewhere else. The new chart of accounts will be used to do our budget for 2016.

There was much discussion around annual meeting date due to weather and ski resorts and summer schedules.

Emily proposed that we hold the 2016 annual meeting during the first weekend in April combined with education Wendy Seconded **Motion Passed**

Voting:

4 different ways for nominations of positions to be elected at the annual meeting

1- Easiest from the floor

2- Nominating committee 3 minimum received and approved applications and from the floor

3- Commission on candidacy- 5 days before meeting at least one candidate no positions from the floor vote on that slate

4- online

**Tabled to next meeting**

## 8. 2016 Retreat Discussion

Next year the usual date for our retreat will be the weekend before the National Convention. This may be a conflict for some people attending the convention who also help at the retreat or members who may wish to attend both. The board will keep on radar and discuss possible change of date at future BOD meeting. It is not yet certain whether or not CVOP (Chapter Volunteer Orientation Program) will be attached to the convention next year as it was this year, or whether it will be held at a different time and location.

The Board will work on a planning calendar for the 2016 year at the November board meeting. Our chapter is required by our Standing Rules to put on at least 3 educational events per year. The last couple of years some events have been canceled due to weather or lack of participation.

The October board meeting which will be held at the retreat will revolve around membership events and committee reports. It will be held during Saturday lunch, so all retreat attendee can attend and meet the new board.

## 9. Holiday party:

Anita suggested doing a Holiday party one evening in early December at her church in Windham or a different location near Portland. She is holding a vision for Meet and Greets around the state. The holiday season can be a busy time, but we will put this one out to the members and see how it goes.

There is funding in budget for President to hold such an event and cover cost of space rental, food and drinks.

Social gatherings can start in Portland with maybe more later in various places like Bethel, Augusta, Bangor, Lewiston, Brunswick, Bar Harbor. Anywhere someone is willing to host a group. The board would like to set a goal for the next 12 months to have a get together in 5 or 6 areas of the State. Groups can be held anywhere, in homes or public facilities. Board members would like at least one board member to be present at meet and greets.

Chris- mentioned that Demographic maps are useful to see where members are located - other chapters have successfully held get togethers. Anita will request from Silas the Demographics map for our chapter.

**10. Printer/scanner-** will be used by Wendy as Treasurer until she can get hers up and running and then can be transferred to another board member in need.

Who can use the laptop computer that was previously used by Wendy Lessard (former secretary)? Kelly does a tremendous amount of work for the education committee. Her computer is "toast", so she could use it. Kelly will also research ways the Maine Chapter can store and share documents digitally. She will bring ideas to the board at a future board meeting as this would help with scanning information to the cloud and setting up a digital footprint for chapter.

Emily motioned to move laptop with CB22870831 serial number to Kelly, Wendy 2<sup>nd</sup> **Motion Passed** Send possession form to Kelly

**11.** The next board meeting is set for November 21 at Jennifer's house in Chelsea. The time will be 10:30 -1:30. and will include a pot luck lunch.

**12.** MA website said 1% of people volunteer which should be x number of people for our chapter.

Board will meet briefly at retreat just before Saturday lunch meeting or Friday evening after ethics.

Adjourn at 3:55

Respectfully Submitted

Jennifer K. Polley

AMTA ME Chapter Secretary