

AMTA Maine Chapter Board Meeting

November 21, 2015 10:30 am – 1:30 pm

Agenda

10:30-10:35

Welcome - Call to Order Anita
Volunteer timekeeper

10:35-10:55

Roll Call and Check-in Jennifer – Round the table
Quorum required = 5

10:55-11

1. Approval of Agenda Board

11: -11:05

2. Newsletter Report Jennifer

11:05-11:10

3. Website Report Jeannine

11:10-11:35

4. Education Committee Report Wendy
a. Report on Retreat income, expenses, & evaluations
b. Suggestions
c. Report on Body Worlds income, expenses, & evaluations
d. Annual Meeting Update
e. Other suggestions for classes 2016

11:35-11:45

5. Treasurer Report Wendy

11:45-12

6. Education Retreat Survey Results Anita

12-12:10

7. Short Break

12:10-12:20

8. 2016 Retreat Location Discussion Board

12:20-12:25

9. Sports Team Report Jeannine2

12:25-12:30

10. Membership Report Amy

12:25-12:50

11. Nomination Methods for Election Board
- 4 different ways for nominations of positions at 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

12:50-1:10

12. New Business Anita
- a. Proposal to revise Standing Rules and rename and reform Standing Committees based on present National recommendations
 - b. Communications includes newsletter, website, Facebook
 - c. Community Outreach includes sports team,
 - d. Set up GoToMeeting for winter meetings
 - e. Set up Constant Contact for emails

1:10-1:20

13. Call for Committee Budget Proposals for FY 2016-17 Anita
- a. Have all budgets to Wendy and Anita by Dec 30
 - b. Set date for Finance Committee Meeting during first week in Jan 2016

1:20-1:25

14. Schedule December meeting Date and Location Board

1:25-1:30

15. Final Comments Anita

1:30 Adjourn

Present: Anita Devito, President; Emily Rice, 1st VP; Kelly LaCroix, 3rd VP; Wendy Coffin, Treasurer; Jennifer Polley, Secretary; Dale Albert; Jeannine Foster; Robin Rand; Amy Rolnick

Review of comments from retreat and online survey passed around table.

Called to order 10:52 and check in

1. Agenda approved with discussion about Quorum
2. Newsletter report from Jennifer. The recent advertisers will have their ads also posted to Facebook. Will include links and statement that they are an advertiser. Invoices have gone out. Next deadline is December 15th with a print date of January 11th (approved budget) next newsletter will be online and print.
3. Website report from Jeannine. Much discussion was on where and what information we want members to have. We want them to go to website for information and to find out what we as a

board are doing. We would like to send out a chimp mail to remind people to go to the website for minutes. We felt that the old website felt crowded and the new one needs to be easy to navigate. Our home page should always have our next event listed and events tab will have all other upcoming events. Business tab for minutes, job descriptions, survey results, and what we are doing as a board. Anita has added job descriptions to the volunteering page and what it means. This also should include volunteering opportunities such as room monitors, CEU collectors, article writers, recruitment and testimonials (what it means to members to volunteer).

About us should be Board and committee bios and contact information. Jeannine and Jennifer are the only ones set up as administrators of Facebook. Mail chimp is a free service and can send 12,000 emails/month and constant contact is free to AMTA boards. Anita is waiting to hear more from national on access to constant contact and gotomeeting. A communications committee (newsletter, website, membership) should have a backup person with pertinent knowledge and skills to take over incase a leader is made unavailable. Anita volunteered to back up Jeannine on editing the website. A link on website will send email to Volunteer coordinator when people want more information. This person will be Kelly, if people are looking to volunteer on website she will get an email to answer questions.

4. Education report from Wendy. It has been a busy few weeks between the Retreat and the Body Worlds Tour. Kelly has offered to tabulate evaluations from retreat/Body Worlds in Access. This will put the information into a format to easily tabulate, comments, where the costs are, what makes money and where big expenses are. Body worlds went really well; the first class was too big with 33 people. Discussion over whether or not to reimburse presenters for expenses when they do not present us with detailed receipts. Changes to presenters' contracts are needed to specify amounts we will pay and what we will not pay.

Annual meeting update. Jeannie Fuller called the Civic Center in Augusta and will visit to check it out and get back to Wendy. Ben Benjamin has been contacted as a possible presenter. He sent back \$3000 for 7 hours and will do for \$1500 we will still look at other options. Lots of talk around options and what members requested on surveys.

Kathleen Wing has communicated with Wendy about perhaps doing a partnership or collaborative group with the Dempsey Center. Ethics, classes and access to massage for Dempsey Challenge. Kelly stated her experience with the Challenge when it started and advised that more information should be gathered prior to participating in the future. It would be a great opportunity for us to get involved with the Center and more conversations with Kathleen are encouraged. This would provide opportunity to connect with other therapist, have short (2 CEUs) classes like Body Worlds maybe with a Meet and Greet.

We as chapter are a nationally certified provider. The classes we offer need to be approved by NCTMB. Our certificate was outdated before the Feb meeting but we are up to date now and it was retroactively updated back to Feb 3, so that the CEUs given were authorized. The certification needs to be updated every 3 years. To obtain CEUs for a course we are offering, we present to NCTMB a description of class with learning outcomes and bio of the presenter. We can repeat a class, if the description is similar. Taya Countryman talked with Anita in Oct and may be available to do a Monday one-day neck class when she is teaching in Danvers, MA in May of 2016.

- Treasurer's report from Wendy. Wendy is still unable to really access accounts and straighten out our account categories. In addition, a lot of stuff has not posted to national yet as there tends to be delays and this complicates quick books more without having real time access. National is having us change bank accounts again as all 50 states will be having national do their books soon with state treasurers facilitating. Things are still in flux as everything is changing around. We would like to see previous and present balance sheets so as to be good stewards of chapter funds, keeping an eye on where our money is at national and that nothing gets lost in the transitions. The \$1500 in question at last meeting was a delegate stipend. Anita and Wendy have an American express card for chapter expenses. Three people are on the finance committee (Anita, Wendy and Amy) and are responsible for putting together the budget for presentation to the board at our January meeting. Budgets request are due by December 30th, but Wendy ask them to be in by December 15 so that the Finance Committee could possibly get together the last week in December.

**AMTA-Maine Chapter
Balance Sheet
As of November 20, 2015**

	<u>Nov 20, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · MBAMTA-MECHECK	68,041.17
Total Checking/Savings	68,041.17
Other Current Assets	
1100 · Prepaid Expenses	300.00
1101 · Advances	1,500.00
Total Other Current Assets	1,800.00
Total Current Assets	69,841.17
TOTAL ASSETS	69,841.17
LIABILITIES & EQUITY	
Equity	
3000 · Retained Earnings	69,415.53
Net Income	425.64
Total Equity	69,841.17
TOTAL LIABILITIES & EQUITY	69,841.17

- Education retreat survey results were done by National. We have more paper surveys to compile. General consensus is that Bar Harbor is preferred location although there was some interest for other areas of the State as well (see survey at end of minutes). CEUs were more important than location as a reason for going to the retreat.
- Lunch break
- There is concern that the survey is not representative if the board couldn't take it but we are trying to get membership involved. The chapter has positive forward momentum to get people invested in the greater whole. In time, we are going to see a shift that people like consistency of a time and place for events. Our gauge should be that 1% of membership is volunteering these are the people who answer the surveys, attend events and get involved. Amy made 24 phone calls inviting members to the December Meet and Greet and only reached one person and left 23 messages with only one calling back. Any marketing plan to members to get them involved needs to get to them 3 times to have an impact.
- Sports Team report by Jeannine. 2016 calendar is tentatively set with 9 events which seems reasonable and averages about 1 a month. Each event pays for us to provide therapists. MOTION *that there be no fee to be on the sports team.* Passed.

MOTION to pay \$65 SMT fee to sports teams members for each event that they attend with a w-9 each year. Passed.

January 24th there will be a team meeting with Kate Agnostic doing a training. Team Requirements for membership should be: attend a free training which should be offered more than once (Jan. and April), attend at least 2 events in proper attire/dress code. National suggest CPR training also. Our first event is in March we pay a fee to therapist working event and provide education and team shirts.

10. Membership report by Amy; Our first Meet and Greet is December 4th in Falmouth. There is money in budget for membership to cover cost of \$50 for location in addition to food and other expenses. Amy would love to do postcards thanking members for renewing and make phone calls welcoming new members.

Office Max does huge discount on printing just show them your AMTA membership card.

11. Table elections discussions

12. We will table revising Standing rules due to possible changes coming from National. Robin is on national committee of bylaws. National is considering streamlining chapters to make bylaws the standard so there may be no need to have standing rules. This would allow every chapter to be on the same page. National has been dealing a lot with mediating issues on numerous chapter board levels due to these inconsistencies. We would like to do some team building in spring with our new board.

Board members are being asked to take an online survey for how national would like to unify boards across states with standing rules and board member requirements. We will need 15-20 minutes to listen to webinar before taking survey.

Finance committee meets on all budgets due by December 15th.

MOTION by Wendy to accept Mary Mavericks resignation of 2nd VP. Passed

MOTION to succeed, Kelly moved from 3rd VP to 2nd VP. Passed

The next Board meeting is set for January 10, 2016 at 1 pm. The 2016-17 budget should be available for board review.

AVG Free is a free good anti-virus software. Emily has AV equipment purchased by the chapter for NERC.

Adjourned 2:40pm

Respectfully submitted
Jennifer Polley
Maine AMTA Secretary

We are considering changing only the location of the 2016 Fall Education Retreat while still offering 2 nights

hotel, 13 CEs & 5 meals. In which location would you attend the 2016 retreat increases, what is the highest amount you would pay?

The best days for the retreat to be scheduled are...

Do you prefer....

How many of the retreats have you attended in the last 5 years?

If you have m

the retreats i

Timestamp	Which city/area do you live closest to?	location would you attend the 2016 retreat?	if the cost of the 2016 retreat increases, what is the highest amount you would pay?	The best days for the retreat to be scheduled are...	Do you prefer....	How many of the retreats have you attended in the last 5 years?	If you have m the retreats i tell us why.
10/30/2015 12:59:49	Lewiston/Auburn	Portland		\$245 Long weekend option 1: Friday-Sunday	Medium length classes (6-		2014 I have not bee
10/30/2015 13:03:45	Augusta	Bar Harbor		\$255 Short weekend: Saturday-Sunday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		I have been a
10/30/2015 13:27:05	Bangor	Bangor		\$255 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		The cost is too
10/30/2015 13:38:46	Augusta	Augusta		235 Short weekend: Saturday-Sunday	Medium length classes (6- 2014, 2013, 2012, 2011		I have not bee
10/30/2015 13:57:52	Portland	Portland		\$300 Weekdays: Monday-Wednesday	Medium length classes (6-		2011 I have not bee
10/30/2015 15:37:02	Augusta	Bar Harbor		\$300 Short weekend: Saturday-Sunday	Medium length classes (6- I have not attended any retreats in the last 5 ye		I did not need
10/30/2015 16:50:56	Waterville	Waterville		\$300 Weekdays: Monday-Wednesday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		The location c
10/30/2015 17:13:05	Bangor	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	Longer classes (more than 2013, 2012		I have not bee
10/30/2015 19:01:12	Portland	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) 2014, 2013, 2012, 2011		I have not bee
10/30/2015 21:25:58	Waterville	Waterville		\$275 Other: Sunday-Monday	Medium length classes (6- I have not attended any retreats in the last 5 ye		I have not bee
10/31/2015 6:19:31	Augusta	Bar Harbor	No more	Long weekend option 1: Friday-Sunday	Medium length classes (6- 2014, 2013, 2011		I have not bee
10/31/2015 9:48:45	Portland	Portland		\$300 Weekdays: Thursday-Friday	Shorter classes (2-5 hours		2011 I have not bee
10/31/2015 14:26:08	Waterville	Bar Harbor		\$255 Short weekend: Saturday-Sunday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		I did not need
10/31/2015 17:13:19	Portland	Portland		\$245 Weekdays: Monday-Wednesday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		The cost is too
10/31/2015 23:06:19	Bangor	Bangor		\$245 Weekdays: Monday-Wednesday	Shorter classes (2-5 hours		2013 I have been a
11/1/2015 4:51:11	Portland	Portland		\$245 any days are fine	Shorter classes (2-5 hours		2015 The location c
11/1/2015 7:13:53	Bangor	Bar Harbor		\$300 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2013, 2012, 2011		I have not bee
11/1/2015 10:20:05	Augusta	Augusta		\$340 Other: Sunday-Monday	Medium length classes (6- I have not attended any retreats in the last 5 ye		I did not know
11/1/2015 11:48:36	Lewiston/Auburn	Lewiston/Auburn		\$245 Short weekend: Saturday-Sunday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		I have not bee
11/2/2015 3:10:22	Portland	Lewiston/Auburn		\$275 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2011 The cost is too
11/2/2015 12:35:04	Portland	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	Medium length classes (6-		2013 I did not need
11/2/2015 16:58:17	Bangor	Bar Harbor		\$265 Long weekend option 1: Friday-Sunday	Medium length classes (6- I have not attended any retreats in the last 5 ye		I could not cha
11/5/2015 7:22:50	Portland	Bar Harbor		\$300 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) I have not attended any retreats in the last 5 ye		I have not bee
11/6/2015 18:18:46	Bangor	Portland	Depends on how good the I'll go if the training is worth it, regardless of th		Any of these, depends on 2014, 2013, 2012, 2011		Just had atten
11/11/2015 21:18:02	Bar Harbor	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday		2015, 2014, 2012, 2011	I could not cha
11/11/2015 21:20:41	Augusta	Augusta		\$300 Long weekend option 2: Saturday-Monday			2015 I could not cha
11/11/2015 21:24:12	Lewiston/Auburn	Lewiston/Auburn		\$275 Long weekend option 1: Friday-Sunday	Longer classes (more than		2015 I have not bee
11/11/2015 21:26:21	Portland	Waterville		\$265 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 The cost is too
11/11/2015 21:29:33	Portland	Waterville		\$245 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 The location c
11/11/2015 21:31:50	Portland	Waterville		\$300 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 I have been a
11/11/2015 21:34:30	Waterville	Augusta		\$300 Weekdays: Thursday-Friday	23		2015 n a
11/11/2015 21:37:45	Augusta	Lewiston/Auburn		\$300 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) 2015, 2014, 2012, 2011		I could not cha
11/11/2015 21:40:53	Lewiston/Auburn	Lewiston/Auburn		350 Long weekend option 1: Friday-Sunday	variety, different lengths		2015 The cost is too
11/11/2015 21:43:14	Bangor	Bangor		\$255 Long weekend option 1: Friday-Sunday	Medium length classes (6-		2015 I have been a
11/11/2015 21:45:24	Lewiston/Auburn	Bangor		\$275 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2015, 2014, 2012		lazy
11/11/2015 21:47:57	Bangor	Bangor		\$300 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) 2015, 2013, 2012		I did not need
11/11/2015 21:50:09	Bar Harbor	Bar Harbor		\$255 Short weekend: Saturday-Sunday	Shorter classes (2-5 hours		2015 I have been a
11/11/2015 21:52:29	Portland	Bar Harbor		\$245 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 I have been a
11/11/2015 21:54:21	Bar Harbor	Bar Harbor		\$300 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 I have been a
11/11/2015 21:56:58	Lewiston/Auburn	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2015, 2013, 2012		I could not cha
11/11/2015 22:00:17	Portland	Portland		\$275 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 I have been a
11/11/2015 22:03:38	Bangor	Bar Harbor		\$245 Long weekend option 1: Friday-Sunday	same 2015, 2014, 2013, 2012, 2011		n a
11/11/2015 22:07:05	Bar Harbor	Bar Harbor		\$265 Short weekend: Saturday-Sunday	Shorter classes (2-5 hours) 2015, 2014, 2013, 2012, 2011		i had to move
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11/11/2015 22:11:24	Bangor	Bar Harbor		\$245 Long weekend option 1: Friday-Sunday	Medium length classes (6-		2015 I have not bee
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11/11/2015 22:14:48	Bangor	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	Medium length classes (6-		2015 I have been a
11/11/2015 22:17:03	Bangor	Bar Harbor		\$275 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2015, 2014, 2013, 2012, 2011		n a
11/11/2015 22:21:10	Waterville	Bar Harbor	depends on value	Long weekend option 1: Friday-Sunday	depends on what is being 2015, 2014		I have not bee
11/11/2015 22:23:52	Portland	Bar Harbor		299 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) 2015, 2014, 2013, 2012, 2011		na
11/11/2015 22:27:07	Bar Harbor	Bar Harbor	not sure	3-4	2015, 2014		The cost is too
11/11/2015 22:30:04	Portland	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	2015, 2014, 2013, 2012, 2011		went to nat co
11/11/2015 22:32:30	Portland	Bar Harbor		\$255 Long weekend option 1: Friday-Sunday	Longer classes (more than 2015, 2012, 2011		away and fam
11/11/2015 22:34:34	Augusta	Portland		\$245 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2015, 2012, 2011		away
11/11/2015 22:37:25	Portland	Portland		\$285 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2015, 2013, 2012, 2011		I could not cha
11/11/2015 22:46:48	Portland	Portland		\$275 Long weekend option 2: Saturday-Monday	Medium length classes (6-		2015 I have not bee
11/11/2015 22:48:21	Portland	Portland		\$255 Long weekend option 1: Friday-Sunday			2014 I did not need
11/11/2015 22:50:38	Portland	Portland		\$245 Short weekend: Saturday-Sunday	Medium length classes (6- 2015, 2014, 2013, 2012, 2011		na
11/11/2015 22:52:14	Portland	Portland		\$245 Long weekend option 1: Friday-Sunday	Longer classes (more than		2015 I have been a
11/11/2015 22:54:58	Bar Harbor	Portland		\$245 Long weekend option 1: Friday-Sunday	Medium length classes (6- 2015, 2014, 2013, 2012, 2011		na
11/11/2015 22:56:45	Bar Harbor	Portland		\$255 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours		2015 I have been a
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11/11/2015 23:00:49	Portland	Portland		\$265 Long weekend option 1: Friday-Sunday	2015, 2012		I could not cha
11/11/2015 23:03:07	Portland	Portland		\$265 Short weekend: Saturday-Sunday	Medium length classes (6-		2015 I did not know
11/11/2015 23:06:15	Lewiston/Auburn	Portland		\$275 Long weekend option 1: Friday-Sunday	Shorter classes (2-5 hours) 2015, 2013		I have not bee
11/22/2015 Bangor	Bangor	anywhere	not sure	Long weekend option 1: Friday-Sunday	options all		
11/22/2015 Bangor	Bangor	Bar Harbor		\$245	Longer classes (more than		2015 did not know,
11/22/2015 Waterville	Waterville			\$255	13 ceus total all		
11/22/2015 Bar Harbor	Bar Harbor			\$300	Medium length classes (6- all		could not chg