

February 20, 2016

Board meeting held via conference call as everyone was not able to get access to GoToMeeting.com.

Present: Anita Devito, President; Emily Rice, 1st VP; Kelly LaCroix, 2nd VP, Wendy Coffin, Treasurer; Jennifer Polley, Secretary; Dale Albert, education committee; Amy Rolnick, membership chair; Mary Craven, Delegate; Jeannine Foster, sports chair/website.

Called to order at 1:15pm

Emily motioned to approve agenda Kelly 2nd and all agreed

Treasurers report and budget discussion

Wendy would like to use budget she sent most recently. These number are based off most recent P&L we will have more income and expenses for one more month of fiscal year. Wendy reviewed all the numbers and then we will discuss by category.

AMTA - Chapter
2016 - 2017 Budget Worksheet

	Actual	Budget	15-16 Budget	16-17 Budget
Income				
4000 · Chapter Dues	15,335.94		15,000.00	15,000.00
4050 · Chapter Contributions	281.00		50.00	150.00
4100 · Education Income	8,565.83		15,000.00	2,500.00
4200 · Sports Massage Team Income	1,010.00		3,050.00	2,500.00
4201 · Community Outreach Income				
4300 · Advertising	455.00		300.00	400.00
4400 · State Convention Income	7,924.88			
4401 · State Conv - Registration	-479.00			14,000.00
4402 · State Conv - Exhibitors				
4403 · State Conv - Sponsorships				
4501 · Interest Income				
4951 · Miscellaneous Income	6,110.93		2,030.00	
Total Income	39,204.58	0.00	35,430.00	34,550.00

Kelly motioned to accept income portion of budget 2nd Jennifer all approved.

Discussion of expenses:

Sports: Amount requested is based off 9 events at \$65/event based on number of therapist needed per event, cost of shirts, photocopies and postage. **State convention** is retreat. **National Convention** is President's expenses to attend President Council meeting and Convention business. **CVOP** amount is for an extra person to attend Chapter Volunteer Orientation Program in addition to the one-chapter volunteer that national pays for. This amount should be equal to president and delegates amounts to attend national convention. At present delegates receive \$1500 stipend and to not receive a 1099 for this amount they need to show receipts to national up to \$901, this brings the money paid to under \$600. We need to add to next agenda a clear travel policy around these issues and programs to reflect expenses incurred and not a stipend paid for volunteer service. **Donation** is the amount we donate to the Massage Therapy Foundation, we agree to keep this item and it should still be \$1 per member at 640 members. **Education** is all educational events including annual meeting but not the retreat which is listed as state convention.

These numbers reflect the expenses based off previous years' educational events. We actually made money at the Body World event. Speaker expenses are lodging and travel. Meals are presenter meals and event meals. Room rental based off \$200 room rental for annual meeting with anticipation of having at least one more educational event at same rate. **Newsletter** is the printing and mailing of the biannual print newsletter vs the quarterly online version. Jennifer will check into the missing August 2015 issue bill. **Legislative** is amount requested by Kelly as many things have been taken out of our licensing bill and should be looked into. Emily asked "How many states actually hire lobbyist?" Mary remembers paying \$2000 for lobbyist when we got licensing (early 1990's). According to national other chapters pay \$20000 for lobbyist. Emily is happy we are bringing attention to this item, that is so important but at same time we need to focus on balancing our budget. Wendy let us know that our budget doesn't have to balance as long as we don't spend more than we have and a reserve of 25% should stay in account to cover bills as they come in. We know we didn't spend all our income from last year and Kelly likes that it is in budget so if we need to spend it, it is there. (Emily checked in with Anita who we lost on screen sharing at 2:42pm due to internet connection lost but reconnected by phone.) **Committees** Emily motioned to put in \$100 for awards and Kelly second as this is important to recognize volunteers. **Administration** credit card fees is the amount of money that Regonline takes for its service Wendy needs to go into statements and figure out what this amount is actually.

Expense			
6000 Sports Massage Team			
6001 · SMT - Fees	780.00	3,500.00	7,670.00
6002 · SMT - Expenses	253.34	600.00	650.00
6025 · Community Outreach			
6026 · Co Outreach - Fees			
6027 · Co Outreach - Expenses			
6050 State Convention			
6051 · State Conv - Facilities	1,508.98		1,600.00
6052 · State Conv - Food	7,544.88		7,550.00
6053 · State Conv - Speaker Fees	2,050.00		2,000.00
6054 · State Conv - Speaker Expenses	79.13		100.00
6055 · State Conv - Lodging	8,341.76		8,350.00
6056 · State Conv - Travel	501.50		500.00
6057 · State Conv - Supplies	291.79		300.00
6058 · State Conv - Marketing	106.37		120.00
6059 · State Conv - Prof Services	80.00		100.00
6100 National Convention			
6101 · Ntnl Conv - Meals	80.98		100.00
6102 · Ntnl Conv - Travel	245.00	1,500.00	375.00
6103 · Ntnl Conv - Lodging	613.01		625.00
6104 · Ntnl Conv - Registration Fees	20.00		400.00
6105 · Ntnl Conv - Delegates			
6106 · President's Meeting			
6150 CVOP			
6151 · CVOP - Meals			100.00
6152 · CVOP - Travel	419.19	1,100.00	375.00
6153 · CVOP - Lodging			525.00
6154 · CVOP - Registration Fees	0.00		500.00
6200 Donation		625.00	640.00
6250 Education Event	200.00	16,000.00	
6251 · Educ Evnt - Speaker Fees	400.00	3,000.00	1,150.00
6252 · Educ Evnt - Speaker Expenses	255.38	2,500.00	500.00
6253 · Educ Evnt - Meeting Room	1,058.00		400.00
6254 · Educ Evnt - Supplies	245.21		100.00
6255 · Educ Evnt - Meals	75.00		1,425.00
6256 · Educ Evnt - Use Tax			
6300 Unit Expenses			

E) 6400 Newsletter			
E) 6401 · Nwsltr - Professional Services			
E) 6402 · Nwsltr - Printing	350.00		350.00
E) 6403 · Nwsltr - Mailing	150.00		150.00
E) 6404 · Nwsltr - Ad Commission			
E) 6405 · Nwsltr - Use Tax			
E) 6450 Website			
E) 6451 · Website - Hosting			
E) 6452 · Website - Maintenance			
E) 6500 Legislative			
E) 6501 · Legis - Lobbyist			15,000.00
E) 6503 · Legis - Expenses			5,000.00
E) 6550 Committees	1,000.00		(public relations)
E) 6551 · Cmtes - Awards			100.00
E) 6552 · Cmtes - Convention			
E) 6553 · Cmtes - Education			
E) 6554 · Cmtes - Finance			
E) 6555 · Cmtes - Membership	101.62	500.00	500.00
E) 6556 · Cmtes - NMTAW			
E) 6557 · Cmtes - Scholarship		925.00	700.00
E) 6558 · Cmtes - Law & Legislation			
E) 6559 · Cmtes - Delegate	26.00	3,000.00	3,000.00
E) 6560 · Cmtes - Sports Massage Team			
E) 6600 Board Meetings			
E) 6601 · Brd Mtg - Travel			
E) 6602 · Brd Mtg - Meals			
E) 6603 · Brd Mtg - Lodging			
E) 6604 · Brd Mtg - Facility			
E) 6650 Administration		500.00	
E) 6651 · Admin - Chapter Telephone			
E) 6652 · Admin - Bank Fees			
E) 6653 · Admin - Cr Card Proc Fees		700.00	700.00 (Regonline)
E) 6654 · Admin - Postage	279.66		400.00
E) 6655 · Admin - Supplies	175.89		150.00
E) 6656 · Admin - Conference Calls			
E) 6657 · Admin - D & O Insurance			
E) 6658 · Admin - Depreciation Expense			
E) 6659 · Admin - Investment Fees			
E) 6660 · Admin - Professional Services	1,575.00		
E) 6661 · Admin - Rent			
E) 6662 · Admin - Board Stipends	1,500.00		
E) 7000 · Miscellaneous Expenses	1,928.59	899.00	(NERC Expenses)
Total Expense	30,736.28	0.00	36,849.00
NET INCOME	8,468.30	0.00	-1,419.00
			-27,655.00

Emily moves to accept budget Kelly second and approved 2:53pm

Retreat discussion

Wendy has sent out information via email from all locations solicited. She would like to discuss this after annual meeting when new board/committee is in place to move forward. Board feels we should discuss locations to reserve our spot as most deadlines to reserve have gone by since quoted. We would like it presented in one place/format for comparison (dates, location, cost) as we will need to prioritize which locations and check on dates to make final decision. Wendy can format this for us by email for March 15th due to bulk of treasurer information that takes precedence.

Annual Meeting update Regonline reports as of today 64 people have signed up. Marketing postcards sent out. Jeannine sent out email. We should be able to reach max capacity of 90. Jeannine is doing excellent job with regular updates on Facebook. Repeat advertising is good.

Elections- we will accept a letter of intent from members wishing to run for office if unable to attend meeting. We will ask for a nominating committee at meeting for the elections in 2017. Jennifer will make sure to have current roster at meeting to make sure members are eligible to vote and run. Anita plans to run for re-election. Jeannine Fuller-Lehtis has also expressed interest. Still looking for additional people and to fill 2nd & 3rd VP, Treasurer, Secretary and committee positions.

Website- Jeannine has made changes on website based on last board discussion and Gmail address were set up for all board positions.

Sports: Team meeting went great. First event is in March and only 2 people have signed up, so may have to cancel. We don't have energy or time to spend tracking people down to participate. If not enough people have signed up we will have to cancel, race directors would like to know 3-4 weeks in advance. Mail has been sent to sport team.

Newsletter. This mailed issue went out to 95 people, as 66 members are without email contacts next print issue will be July and online version April.

Membership; The meet and greet was awesome, Amy is backing off as chair. People would like to see more social activities, cost of meet and greet was \$102 and 21 people attended and one new sports person signed up threw it. Not much else has been happening. Amy gets roster and gives out to however request it. She will put packet together of what duties and responsibilities are and ideas she had that didn't get finished. Any ideas for a replacement are welcomed. Jeannine will put on Facebook and see who responds. School visits, send out welcome letter/package, postcard for renewals, call and talk to people for meet and greet. Great to have board contact members before board meetings and bring those "Comments from membership" to meeting.

Next meeting; Discussion that monthly meetings for team building and strengthening the board have been great but can be overwhelming when we wear more than one hat to meet monthly with all our other responsibilities and demands. Due to this we will not meet in March and after annual meeting decide how often we should meet.

Adjourned at 3:44

Respectfully submitted

Jennifer K. Polley