

MTAM Meeting Minutes – July 13, 2017

In attendance: Claire Klein, Melissa Hentges, Jillian Johnson, Kendri Scarborough, Christy Holland, Michelle Sieben, Jennifer Hicks

Meeting Began: 6:42pm

Motion to approve June minutes from Kendri

All in favor

Motion passed

Motion made to approve agenda from Melissa

All in favor

Motion passed

Officer Reports

- President
 - Duluth Trip - August 26
 - Casual networking opportunity
 - Meet for dinner than go to Jody's clinic for a tour and to jam/mingle
 - Jen - Let's make a facebook event to send out so we get an idea of numbers
 - Do we want to provide something from MTAM?
 - Apps at dinner?
 - Gas for Board members?
 - Clinical Training Representative appointment
 - Kay said she would love to take on this appointment!
 - Motion made to appoint Kay Leudke-Smith as Clinical Training Representative from Melissa
 - All in favor
 - Motion passed
- Past President
 - Elections
 - Nominees so far:
 - Pres-Elect: EMPTY
 - VP: Megan Druckrey
 - Secretary: Erin Knutson
 - Treasurer: Amber Stefan
 - PR: Cassandra Nickell
 - Ideas of people for Jess to reach out to:
 - Erin Ebnet
 - Erin Lunde
 - Anna Covington

- Erin Hideman
 - Julia Albers
 - Ian Crawford
 - Erin Frees
 - Need a ballot out a month before conference
 - Jess wondering when those social media posts will be going out?
- President-elect
 - We don't have any internship applications for the July 31st deadline
 - If you know an intern, tell them to apply!
 - Jen will re-send the emails and posts regarding this scholarship
- Vice President
 - Conference
 - Judy emailed us back and has availability in September to present at our conference!
 - Kendri is emailing Judy back to confirm a date and find out what her presenter fee will be
 - Locations:
 - Melissa will check in with GA Lutheran Church once we have a date – space may not be big enough
 - Ask Christina to check on her church as well – have they relaxed their “no water” policy?
 - Claire may also look into her church
 - We will have to make travel arrangements and hotel for Judy, or reimburse her if she prefers to make her own arrangements
 - We will need to provide transportation to/from airport, to/from conference
 - Offer to take her out to dinner post-conference
 - Claire will look into catering options as discussed during last month's meeting
 - We will probably have to increase the cost of this conference to cover costs
- Secretary
 - Looked through box of archive material
 - Most is just old minutes and previous MT Week Proclamations
 - Also found board Constitutions and Bylaws dating back to 1980!
 - Is there a better place to keep these items instead of in a box?
 - Maybe see if Roberta Kagen wants them?
 - We could scan it and upload it to the website as part of our MN Music Therapy history
 - Will add maintenance of archive material to job description in Policies & Procedures handbook

- Also planning to buy a thumb-drive to hold future minutes and uploading to Google drive rather than printing off and adding to the binders
- PR
 - Upcoming social media posts:
 - "Two truths and a lie" for each position
 - Welcome back thank you to our colleagues working in schools
 - Feature on our new internship site at Augustana Health Care (yay, Michelle!).
 - I will plan to do a meme, Facebook event, email, and social media posts on the Up North gathering once you all approve the details.
 - If we want to change the due date on the AMTA conference scholarship, I would be glad to do a quick email and post to advertise.
 - Let's do this – and tell people who have already registered that they can still apply and we will reimburse them
 - Once we have the date set for our fall conference, I will send out a "save the date" (minus the details until we have CBMT approval)
 - I'm already getting inquiries via email on this.
- Treasurer
 - Membership:
 - 20 student members
 - 70 professional members
 - 4 lifetime members (Bill Webb, Roberta Kagin, Bridget Doak and Kay Leudtke-Smith).
 - That makes 94 members so far – Jillian is checking these numbers since they are less than last month
 - Accounts:
 - TCF : \$988.71
 - Petty Cash: \$225.00
 - Paypal: \$8,532.40
 - TOTAL : \$12,256.93 +
 - Income: none
 - Expenditures:
 - Instrument Scholarship: \$300.00
 - AMTA reimbursement for President: \$370.00
 - Other:
 - Transfer money from PayPal to TCF account?
 - Yes, transfer \$8,000 to the TCF account
 - Need to buy stamps for the office supplies
- Website

- On the website right now it says “website contact” for our contact info – we are changing that to say “MTAM contact” so people know it’s the contact for all questions
 - Will also be adding a “website contact” specific to website questions, job postings, and events.
 - Christy will be creating a new email for this contact that can be passed on
 - Updated bylaws are under meeting notes because it’s a protected area of the website
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- Newsletter
 - No report
 - Government Relations
 - No report
 - Reimbursement
 - No report
 - Members-at-large
 - No report

Next Meeting:

Thursday, August 3rd

7:00-9:00pm

13228 Spencer Sweet Pea Ln

Eden Prairie, MN 55347

Motion to adjourn from Melissa

All in favor

Motion passed

Meeting adjourned: 7:53pm