**AMTA KENTUCKY CHAPTER
BOARD OF DIRECTORS
MONTHLY MEETING
MONDAY February 10 , 2014 @ 7:00pm ET**

**Members Present:** Collette Wilson - President, Cathryn Forester - 1st VP, Caren Williams - 2nd VP, Sandy Gadd - 3rd VP, David Phillips - Treasurer, Donna Musser - Secretary, Valerie Smothers - Communication Chair, Beth Goshorn - Awards Committee, Katie Stewart - IPP not present

**Call to Order -** Collette Willson called to order at 7:03 PM ET

**Approval of Agenda: Sandy Gadd motions to approve agenda as written. Donna Musser seconds. All approved. Motion passed**

**Approval of January 2014 minutes** -approved via email
**Feb 5, 2104
I make a motion to approve the BOD mintues of 1-13-14
Caren Williams**

**Feb 5, 2014
2nd to the motion, and aye in favor
David Phillips**

**Feb 5, 2014
Aye,
Cathryn Forester**

**Feb 6, 2014
aye
Collette Wilson**

**Feb 6, 2014
Aye**

**Caren**

**Feb 6, 2014
Aye**

**Sandy**

**Feb 6, 2014
Aye
Donna**

**All in favor - Motion to approve January minutes passed.**

**Old Business**

* Spring Conference Update: as of today 125 registered for the conference with about 30 being non-members.
Business meeting will open Thursday evening. Dinner at 7:00 PM ET. Room check-in at 3:00 PM ET
* Sale of Microphones: Donna Musser will bring old laptop and the last microphone to Conference to pass on to new BOD. We will also have these items on hand in case they are needed at the Spring Conference.
* Elections/Succession; Justin Maguson-President
 - 2ndVP
 Valerie Smothers-Secretary
* Budget- See Report Below
Adjustment to the budget - **Caren Williams motions to adjust the amount allotted to meritorious award up to $1500 towards the early registration, travel, food, lodging.
Cathryn Forester seconded the motion. All in favor. Motion passed.**
**Donna Musser motions to approve the budget with the above changes to the Meritorus Award receipent. Sandy Gadd seconds. All in favor. Motion passed.**
* Lobbyist-Update - Pam Jenkins agreed to accept the $100 for 2013 and $100 for 2014 to keep herself in compliance as our Lobbyist.
* Website - Caren Williams, Collette Wilson, Lisa Peters all were on the phone with Mark Tyle and their website person. All concerns were asked and answered about the transfer. User friendly system called Word Press. News feeds will come directly from National. The transition will take place somewhere around July 2014 no later than August. The new system will also be mobile friendly. Insight has recently been paid for the next 6 months and Godaddy account has been renewed.

**David motions to migrate from Systems Insight to AMTA National's website over the next 6 months. Sandy Gadd seconds the motion. All approved. Motion passed.**
* Newsletter-content accepted anytime- send information to Kenny Lyons at Newsletter@amtaky.org He will be sending out electronic for this next communication. Needs information by 3/15/2014.

**New Business**

* Sports Team policy approval (see attached) - tabled until next meeting
* Awards - Beth Goshorn chairing this committee. Nominations in to Beth by this coming Friday 2/14/2014. Donna to send last year's recipients to BOD. AwardsChair@amtaky.org
* Summer Meeting- Gateway/NKY - July 19, 2014 Boone County campus
* Fall Meeting-Elizabethtown - November 8, 2014 same location
**David motions to have the Fall meeting in Elizabethtown in 2014. Sandy seconds. All approve. Motion carried.**
* Auction Proceeds - All proceeds to go towards Massage Therapy Foundation. All checks made to MTF. Tabled
* Sanctuary Proceeds- Tri4freedom
**David motions to approve giving Tri4Freedom the proceeds from the Sanctuary and also allow them a booth at no charge. Tri4Freedom must have someone there to accept the money on site. Cathryn Forester seconds the motion. All approved. Motion passed.**
* Appointment of PR/Marketing Chair - **David Phillips motions for the President to appoint Katherine Warner as the PR/Marketing Chair. Caren Williams seconds. All approve. Motion passed.**
* BOD Approval for NBOD meeting- Justin Magnuson/Collette Wilson, Feb. 28
**David Phillips motions to send Justin and Collette to NBOD to their meeting on Feb 28th. This is to cover expenses up to $500 (travel, food, lodging). Sandy seconds. Collette abstains from discussion and voting. All approved. Motion passed.**

**Next Meeting:** Spring Conference, March 7-9, 2014, Lexington, KY

Donna motion ajourned at 9:15 PM ET. Caren seconds the motion. Meeting adjourned.

**Reports:**

**Sports:** KSMT held their award banquet in January. Submitted policies for review and BOD approval

**L&L:
February 2014 L & L Committee Report**

In January 76 letters were sent out and in February 68 letters were sent out to licensed massage therapists regarding how to renew their license.

At the January KBLMT meeting the Board elected new officers: Denise Logsdon, LMT – Board Chair; Katherine Warner, LMT – Vice Chair; and Cheryl Turner, LMT – Secretary. At this meeting it was reported by the Office of Occupations and Professions staff that it is projected that on-line renewal may be available this summer. KBLMT members will be attending the AMTA meeting in March.

I have had some contact with KK and hope to meet her at the Convention. Other members are needed. Due to work, I may not be able to make all KBLMT Board meetings. The next KBLMT Board meeting is February 24, 2014 at 10 AM.

Submitted by,

Cyndi Thornburg Schnell, LMT

L & L Committee Chair

**Education:**

The focus of the Education Committee’s work has been the 2014 conference. The following tasks have been accomplished.

* The printed brochure was been completed for printing.
* The online registration form and accompanying documents have been completed.
* A meeting with the Registrar was held to prepare her for her registration duties.
* Online registration was opened January 1, 2014; seven registered in the first 5 days.
* The envelope template has been prepared for printing.
* The CE Card has been completed for printing.
* Key positions for conference work have been completed (per Justin)
* Currently, the templates for all tickets are being readied for printing.

Respectfully submitted,
Katherine Warner, Education Committee Chair

Conference Coordinator Report:

-Collette and Justin have scheduled hotel visit for Feb. 11, 2014.

-Goody Bag “stuffing party” has been scheduled for March 2, 2014 starts at 11:00 a.m. at Caren Williams’ house. Need to let Katie know the printing needs to be there. Also advise Lin Hale.

-Speaker handouts have either been sent to Katie or arrangements/deadlines have been set with speakers who still haven’t submitted course material.

Ongoing Developments

-Out-of-town speakers have been contacted about flight arrangements and dinner on Thursday evening

 \*Susan Salvo- arriving 3:30 on UA 6052: She needs a driver (to/from) and would like to attend dinner.

 \*Gloria Coppola- arriving 3:30 she will need a driver and would also like to attend dinner.

 \*Eric Stephenson and Debra- They will be staying with a friend and don’t need transportation and do need dinner.

-I am starting the function sheets, A/V grid, and speaker introductions.

-I am contacting volunteer “captains” to clarify roles and support needs.

Need

-I need to make sponsorship levels for educator/student classes and contact sponsors

-Identify “un-personed” volunteer positions and identify candidates

 -particularly A/V captain(s)-need to clarify with Joe and Eric

-Clarify silent auction with Sandy and solicit donations

-Purchase baskets for speakers, “craft services” for volunteers (basically anything adults need to function for three days)

-If there’s anything I’m missing or you have concerns with please email me, Jamagn01@gmail.com

-Start to think about 2015

**Units:**

**NKY**: See attached reports

**Membership**: The membership total for Feb. 2014 is 734.  We have 32 new members, most of which are students.  We have one transfer from Maine.

Report was forwarded to Jennifer Smith and Beth Goshorn.
Submitted by Sandy Gadd, 3rd VP

**Communications**:

Valerie is the new liaison for chapter communications. She will communicate with the Chapter Newsletter editor and the Webmaster. Valerie has been given email access for commchair@amtaky.org as well as made administrator on facebook. I have also provided her policies. Please be patient while Valerie becomes acclimated into her new position and if there is anything you can do or suggest to make her transition run smoother, it will be appreciated.

Website:

**Website:**

Website Report January 2014

Lisa Peters and Caren Williams

**Added to Website:**

Current contact documents for BOD and Committee Chairs

Collette’s Conference Invitation video (An Invitation From Your President)

**Scheduled** Website Migration Conference Call Discussion with National Feb 4, 2014@10am

**Confirmed** payment agreement with Systems Insight (We pay $65/month in 6 month increments with a current invoice pending effective Feb 1 2014)

**Participated** in Website Migration Conference Call with Caren Williams, Collette Wilson with the following recommendations:

 \* Budget constraints + National offering web hosting =cost effective for our Chapter.

 \* May lose a few features, but we stand to gain more in aligning with National & the stream lining of our site to make it easier to navigate for all users.

 \* We will not lose any social media access.

 \* WordPress is the new app we will be using on our new site & it is compatiable with Constant Contact.

 \* We believe a 6 month time frame for the site migration, testing and going live will be sufficient with our spring conference less than a month away.

**Tasks for February**:

**Update:**

Committee Chair vacancies (Communications Chair)

Benelovance (*need a process for info to be sent to webmaster*)

Continue to organize documents on the website for migration purposes.

Provide access login/password info to Kena Thompson @national who will be coordinating with us and supporting our migration efforts.

**Newlette**r:

Listed below are the current dates for the Newsletter and Conference Brochure. Keep in mind these are somewhat fluid depending on life events that occur. Also, additionally listed below is a suggestion for dates for just 3 issues of the Newsletter. Currently there is a major workload right before and right after Christmas with the Conference Brochure, then the Newsletter, and then more Conference stuff. The Newsletter costs approx. $2400/ issue.

|  |  |  |  |
| --- | --- | --- | --- |
| **Publication Delivery Dates ( In-homes)****For 4 issues/yr** | **Call for Content** | **Content Submittal Deadline**  | **Delivery Dates** |
| end of Jan (after Christmas & Conf Broch1ure is out) | 12/27/2013 | 1/10/2014 | 1/31/2014 |
| mid April (after conference, but need Summer Conf date) | 3/15/2014 | 3/29/2014 | 4/18/2014 |
| Mid July (before Summer mtg, BUT Nat’l Recommendations from Delegates may not be available) | 6/7/2014 | 6/21/2014 | 7/12/2014 |
| early November (before T-giving for Conf) | 9/27/2014 | 10/10/2014 | 10/31/2014 |
| \* Conf Brochure late Dec right after Christmas | 11/13/2014 | 12/13/2014 | 12/31/2014 |

|  |  |  |  |
| --- | --- | --- | --- |
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| mid Apr (after conference, but need Summer Conf date) | 3/15/2014 | 3/29/2014 | 4/18/2014 |
| late July (but need Nat’l Recommendations from Delegates) | 6/7/2014 | 6/21/2014 | 7/12/2014 |
| late November (before T-giving for Conf date & $$) | 9/27/2014 | 10/10/2014 | 10/31/2014 |
| \* Conf Brochure -late Dec right after Christmas | 11/13/2014 | 12/13/2014 | 12/31/2014 |

**Benevolence:**

No report submitted

**Standing Rules**:

Caren has sent final draft to national for approval, we are still waiting on approval. Will not know if we can present standing rules changes to members at Annual meeting because of time constraints. Will keep the BOD posted.

**Treasurer/Budget Committee:**

This can be part of the Treasurers Report

This is PayPal list since Jan 1st showing registrants to Spring Conference

Dave

Also, I have includes the P&L through Feb 03, 2014

and

The Excel Form of the Proposed Budget

Also..I sent a check for the remaining funds in the KY bank account to National in the amount of $3121.07. These funds will be marked as income from the Fall Meeting, so they will not be part of the P&L I attached until Ruth actually deposits it later this week. I'LL let you know by the BOD meeting if that occurs. Once deposited, the KY account will be officially closed.

Finally, I would like to make a motion to Appoint Katherine Werner as Chair of the Marketing Committee...the Proposed Budget reflects taking this action, and all Printed brochures will be moved to this Committee.

Submitted by CDP on 2-3-2014