**AMTA KENTUCKY CHAPTER
BOARD OF DIRECTORS
MONTHLY MEETING
Minutes
MONDAY January 13, 2014 AT 7pm ET
Call in number 1-619-326-2730, PIN 291552#**

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, Justin Magnuson-Conference Coordinator, Beth Goshorn – NKY Unit Chair. Not present- Katie Stewart - IPP

* **Call to Order –** Collette Wilson called to order 7:07 PM ET
* **Approval of Agenda –** Donna Musser motion to approve agenda. Caren Williams seconded. All approved.
* **Approval of December 2013 minutes – approved via email.
Jan 6, 2014**Please review these minutes for approval.

I motion to approve the above minutes as written.
Donna
Jan 7th
I will second the motion to approve the minutes as written.

All in Favor?

Aye -Katie

I vote AYE to approve the minutes as written.

Sandy

Aye
Cathryn F
Aye
Caren
Aye
Dave

Aye.

Motion to approve the minutes -approved...

Thanks for the quick vote.

Collette

 **4. Old Business**

* Spring Conference 2014 – Update, must report to NCBTMB before Conference. – Caren Williams and Collette Wilson to get together to get the paperwork done for NCBTMB.
Justin – reports that he got the brochure in the mail today. See full report below.
* Sale of microphones - Donna reports still have one to sell. Will get husband to get it on ebay to get it sold. If it doesn't sell we will see about emailing other chapters to see if anyone has a need for one.
* Succession Planning – President, 2nd VP and Secretary
* Nominations - Cherie Kiesler is the Chair but she needs volunteers.

Honey Do List – Collette Wilson, David Phillips and Katherine Warner to send names that they came up with over the weekend for nominates. Donna will compile the list and send to BOD for nominations.

* **New Business**
* Annual reports - Due to Collette by Feb 2, 2014 for her to compile for Spring meeting and for Donna to get the ‘Give Chapters a Hand’ award paperwork.
* Lobbyist- Pam Jenkins is our registered lobbyist and just renewed $250. This sent up flag with the Ethics Committee due to not being paid. She has to be paid to be registered as our lobbyist.
**Donna Musser motions to have Collette Wilson contact Pam Jenkins to see if she agrees to accept $100 per each of the next two years for the total of $200 to satisfy the Ethics Committee’s requirements to keep her on as our lobbyist. Caren Williams seconds the motion. All agreed. Motion passed.**
* Program/Services survey results (see attached report)

The winner of the $25 gas card is Leslie Windland from Lexington, KY

* Website- (review report below) – Caren Williams and Lisa Peters worked over the weekend to clean up the website. Lisa has been in contact with Laura Sanbrasky at National to find out pros and cons of changing. National doesn’t want us to be without a website during the transition. Go through Communication Chair – Valerie to manage Website.
* Newsletter Deadline – past/Mid January. Kenny Lyons will do a mini version for our January enewsletter. Do you have content to submit? Send info to Communication Chair and she will sort through and pass on where needed.
* Standing Rules-Cathryn Forester and Caren Williams (review report below)
* Budget Review- David Phillips (see attached reports, There is a simplified budget document which we will be taking look at and we have also provided a current P&L and comparison chart, BOD budget and a marketing budget )
* Letter to NBoD’s –Please read attached letter to the NBoD’s from the California Chapter. Do we want to send something similar but revised to suit our chapter?

**Committee Reports**

 **Sports:** The only news to report for KSMT is that we will be having our year end banquet and team meeting on January 19, 2014 in Lexington, KY. We will be narrowing down our 2014 event calendar and looking at budget needs as well. Thanks

**L&L**: -Collette Wilson attended December meeting (see attached report)

**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 1-13-14**

Justin Magnuson

Updates

-Brochure was sent to printer (late) around 12-27-13; discrepancies between constant contact, brochure, and program are being identified and corrected.

-Collette and Justin have scheduled hotel visit for Feb. 3, 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.

-Collette and Justin met on 1-10-14 to discuss conference and identify next steps.

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- has not ordered tickets yet, but 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:**

 AMTA-KY Northern KY Unit Report

At our Dec 2, 2013 Unit Meeting We discussed Unit goals & activities for 2014. How we move forward to best serve members needs/desires & how optional Chapter fee impacts Chapter & Unit level offerings. Items discussed included:

 -Do we continue with monthly meetings...keep or change day/time?

 -Do we have formal quarterly meetings/CE offerings?

 -Do we plan informal lunches/coffee get together in interim for networking?

It was suggested & decided that we should survey all Unit members to get more input.

Patty Gausepohl, Jo Bauer & Adam Kelsey volunteered to help Beth Goshorn Unit Chair with development & execution of survey. However, due to holidays & 2 other recent AMTA member surveys (1 KY Chapter level & 1 National level) We have NOT yet surveyed NKY Unit members. We may be able to utilize feedback from KY budget survey to optimize structure & focus of our survey

Our Decembers CE program featured Nancy Bloemer, ThD, E-RYT500, MT experiential training "Gentle Me Time, A Holiday Break for the Caregiver" which was AWESOME! Thanks to Nancy We had a very good turnout for our meeting

Upcoming Meetings

NO JANUARY 2014 Unit Meeting

Tentative, Feb 3, 2014 program will feature Dermatologist from Melanoma Know More**.**

NO March UNIT Meeting... AMTA-KY Spring Educational Conference March

7-9, 2014 in Lexington, KY

Respectfully Submitted by Beth Goshorn (NKY Unit Chair)

Jan 12, 2013

**Membership:**

As of this date we have 719 members.  We have 5 new members of which 2 are students.  We also have 3 transfers.

Report was sent to Jennifer Smith and Beth Goshorn.

**Communications:** Valerie Smothers has been appointed as our new Communications Chair, 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. ~Collette

**Website:** Lisa Peters and Caren Williams

**Added to Website:**

Spring Conference Brochure

Inspiring Vitality Logo for Spring Conference Brochure

Board of Directors Meeting Minutes for 2013

Message from the President letter

Call for Candidates article

Candidate Resume Form and link

Delegates Report 2013

December 2013 Roster

Spring 2013 Newsletter, Winter 2014 Newsletter

Standing Rules updates on the Standing Rules Page as well as Board Intranet documents

Nominating Committee Chair contact

**Removed from Website**:

Student Scholarship Form

AMTA BOD April 2012 Meeting Minutes

2011 Award List Suggestions document

AMTA-KY Conferences & Meetings page under About Us

Touch Registry page under Resources

**Updated**

contact info for Board of Director documents (Lisa=primary Caren=secondary)

**Followed up**

with Systems Insight regarding website migration to National service provider

**Contacted**

National regarding potential dates to begin migration discussions

**Started**

organizing documents on website for easier migration to new site

**Tasks for January**

Add current contact documents for BOD and Committee Chairs Update Committee Chair vacancies (Communications Chair)

Add Collette’s Conference Invitation video to site

Finalize dates with National for migration activity

Verify with Systems Insight that we have no outstanding payments on account

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

Continue to organize documents on the website for migration purposes

**Newsletter:**

**Newsletter & Conference Brochures\* Publications**

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 Williams and Cathryn Forester

**RED = Suggestions from the Standing Rules Committee**
**BLUE = Changes to be made after BOD discussion during Jan. BOD Meeting**

ARTICLE IV

CHAPTER BOARD OF DIRECTORS

SECTION 1. The Chapter Board of Directors shall include the elected offices of President, First, Second, and Third Vice Presidents, Secretary, Treasurer, and the Immediate Past President.

After contacting National regarding whether IPP is and elected office…They confirmed that, Yes, IPP is elected as President so it is still considered and elected office. Therefore, this area does not need changing.

**Board wants to keep this the same…No discussion**

ARTICLE VI
 CHAPTER COMMITTEES

SECTION 2. The Chapter's Standing Committees and duties are:

A. Benevolence Committee will circulate information via e-blast and newsletter to members about a member in their time of need whether because of sorrow, illness, or joyous occasion. The committee will provide opportunity for the members to show support and encouragement to the members in need. The Benevolence Chair will report to the Secretary.

Keep via e-blast, newsletter… Add…and website, since we have section on the website for Benevolence. Or keep it this way and remove Benevolence from website because of privacy issues.
**Personal note to the person…website, minutes, etc will be less specific**

B. Communications Committee will inform the membership of the work and progress of AMTA - KY Chapter using the "IN TOUCH" newsletter, the website, e-mail and telephone. The Chair will be Newsletter Editor and will work with Website and E-blast Manager. The Chair will attend the Chapter Board of Directors meetings with non-voting privileges. The Communications Chair will report to the Secretary.

Remove that the Communications Chair will be the Newsletter Editor.
**Remove Communications Chair will be Newsletter Editor.
Add the Communication Chair will work with Newsletter Editor, Website and e-blast manager**

 1. There will be quarterly issues of AMTA - KY Chapter newsletter to the members.

National Policies and Procedures state 3 issues. Should be changed to 3 so we don’t lock us into 4 in the future.
**Change to 3 issues**

C. Education Committee will plan and implement AMTA - KY Chapter educational events. It will also oversee proper documentation for NCBTMB Continuing Education provider status for AMTA - KY Chapter. The Education Chair will report to the First Vice President.

* Program Subcommittee will develop the education program, select and contract the speakers and oversee the speaker's needs both before and during the conference.
* Market Place/Donations Subcommittee will contract the vendors for the Market Place and secure donations for the Registration "goody bags" and for the raffle.
* Hospitality Subcommittee will select the food, decorations, music and social activities for the annual meeting. This committee will purchase and prepare gift baskets for the speakers. This committee also serves as hosts/hostesses during the conference registration.
* Registration Subcommittee will manage the registration process.
* Education/Student Programming Subcommittee will plan special programs for educators and students.
* Pre-Conference Preparation Subcommittee will handle the print and copying of all of the materials used at the conference. This includes handouts, evaluation forms, questionnaires, agendas, badges, tickets and CE cards. They also label the envelopes and CE cards; stuff the name badges into plastic holders and place name badges, tickets, ribbons, and receipts in the appropriate envelopes.

Do we need to update this Committee to current procedures?
**No Keep this in as a guide for Education committee**
Add Volunteer Coordinator?
**Add 7. Conference Volunteer Coordinator – will contact all volunteers to help run the conference needed in various positions**2. Remove word Raffle
**Add “may” contract the vendors - take out the word Raffle**

H. Sports Massage or Team Committee will be volunteers who are and/or will be trained in sports massage and will develop and coordinate events on the AMTA - KY Chapter Sports Massage Team. The Sports Massage Chair will report to the Board of Directors.

Remove “OR”
**Sports Massage Team Committee**
Remove “Volunteers” (or Clarify Volunteer…because they are making money)
**Change to: will be “AMTA members” who are and/or** **will be trained**

Add specifically that they Report to Chapter President not Board of Directors?
**Change to “report to Chapter Treasurer”**

ARTICLE VII

CHAPTER PUBLICATIONS/COMMUNICATIONS

SECTION 1. AMTA - KY Chapter newsletter, "IN TOUCH", will be issued quarterly to the members to inform the members of activities, government relations report, membership report and committee and officers reports of AMTA - KY Chapter and AMTA. The newsletter will also be available on AMTA - KY Chapter website, [http://www.amtaky.org](http://www.amtaky.org/)

Change to Issued 3 times so we are not locked into 4 in the future.
**Change to Issued 3 times**
Change Government Relations to Laws and Legislation.
Change from Groverment Relations to Laws and Legislation

SECTION 2. AMTA - KY Chapter website will feature AMTA and AMTA - KY information, events, reports, education links for CE, government relations news, and various information especially of Chapter members.

Remove Reports…we don’t put the reports on the website.
**Remove word “Reports”**
Change government relations to Laws and Legislation
**Change Government relations to Laws and Legislation**

What does “Various information especially of Chapter members” mean? Does this include Benevolence information? Do we remove that due to privacy issues? May need to be more specific on what this is referring to.
**Remove “Various information especially of Chapter members”**

ARTICLE IX
 DELEGATES

SECTION 1. The AMTA - KY Chapter membership will elect the delegates and alternates who will represent the Chapter and attend the AMTA Convention House of Delegates in the calendar year following their election. The election will be held at the Spring Annual Meeting. AMTA - KY Chapter shall provide up to $2,000 for each delegate of documented expenses for attending the National convention. The Chapter Board of Directors must approve any documented expenses above $2,000.

Change amount from 2,000 to current budget allowance.
**Change to read: Current budget allowance, (leave out the dollar amount)**

SECTION 2. A candidate for delegate shall submit a resume to the Nominating Committee prior to elections.

Should we add here that they need to be on a committee? We have discussed this in the past. Or does that lock us in.
**Must have served a year as a chapter volunteer**

ARTICLE X
 REIMBURSEMENT

B. AMTA officers who are serving the Chapter will have their membership dues paid by AMTA - KY Chapter. Officers must submit dues receipt and reimbursement form for reimbursement to the Treasurer.

We need to define the word “Actively Serving” or be more specific as to what we expect Serving to be.
**Define Actively Serving as meaning: will not miss more than 2 BOD meetings without Board Approval.**

Reimbursement Chart

Committee Chair - Board State Meetings

Do we want to Keep in Early Registration Complimentary for Committee Chair?
**Remove Early Registration Complimentary for Committee Chair**



**Treasurer/Budget Committee:**

December was relatively quiet,
but the biggest thing was getting a separate bank account in Evanston, and being able to link our Paypal account to that account in time for Spring Conference Registration payments.

Also, the biannual payment for Legislative Agent Registration came due, and has been paid through 2015.
Most recently, Constant Contact has been extended.

The budget committee will be meeting on Saturday, January 11, 2014 which included David Phillips, Katherine Warner and Collette Wilson.

Dave Phillips
Treasurer

Caren Williams and Cathryn Forester to get corrections done to the above Standing Rules and circulate to the BOD for approval.

**Donna Musser motions to adorn the meeting at 10:40 pm EST Sandy seconded the motion. All approved.**

The next meeting will be held **February 10, 2014 @ 7:00 PM EST**

**Respectfully submitted
Donna Musser, NCTMB, LMT- AMTA-KY Secretary**