IATA Board Meeting  
Sunday, January 21st, 2018, 1-3 pm  
Location: Virtual  
https://www.gotomeet.me/IllinoisArtTherapy

### Attendees:

<table>
<thead>
<tr>
<th>Executive Board</th>
<th>Committee Chairs</th>
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<tbody>
<tr>
<td>x President: Iu-Luen Jeng</td>
<td>x Program Chair: June Dondlinger</td>
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<td>x President Elect: Stephanie Clark</td>
<td>x Exhibitions Chair: Meredith Raque</td>
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<td>x Secretary/Archives: Sarah L’Heureux</td>
<td>x Conference Chair: Caroline Tye</td>
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<td>x Treasurer: Stephanie Clark (temp)</td>
<td>Conference Chair Elect: <strong>vacant</strong></td>
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<td>x Membership Director: Kelly Burns</td>
<td>x Communications Chair: Sam Daab</td>
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<td>Marketing Director: <strong>vacant</strong></td>
<td>x Outreach Chair: Morgan Waggoner</td>
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<td>Government Affairs Chair: <strong>vacant</strong></td>
<td>x Nominations Chair: Rebecca DeGraw</td>
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<td>x Ethics Chair: Jen Buckler</td>
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<td>x Multicultural and Diversity Chair: Benjamin Mengebier</td>
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<td>Student Representative: <strong>vacant</strong></td>
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**Additional Attendees (please write in name if not below)**
MINUTES:

Iu-Luen Motion to start 1:05 pm. Stephanie 2nd. All in favor.

Discussion 1: technical issues with Go To Meetings
   - Upon entry into Go To Meetings please mute yourself until you are ready to speak
   - Exclude video unless you are presenting
     (video creates background noise and slower speed process)

Discussion 2: Reimbursement for expenses ideas and thoughts
   - Due to online meetings reimbursements are not as streamlined as before
   - Reimbursements can happen at quarterly in person meetings
   - Reimbursement form is on Google Drive
   - Forms may be emailed with a scan of receipt to Stephanie Clark
   - Reimbursements can be mailed back to recipients
   - Original receipts can be collected at Quarterly meetings or mailed to Stephanie Clark
   - Reimbursements can be returned via Zelle or Chase Quick pay
   - Research will be done to see if scanned receipts are acceptable for taxes by SC
   - JD is concerned if original receipts get lost and recommends snail mailing to SC
   - SC is flexible in how to reimburse board members please contact her with any concerns
   - For big expense items please contact SC and submit budget for approval
     --SC will either purchase for you or pass IATA credit card for you to purchase

Discussion 3: Introductions and how long have you been on the board
   - BD 2 years nominations
   - BM new diversity chair
   - JD 2 years programs
   - CT 2 years conference chair
   - JB trouble with audio- 2 years ethics board
   - KB 2 years director of membership
   - SD 2 years communications
   - SL new secretary

Discussion 4: New board member orientation
   - IATA email and google docs
   - SD is working on updating all positions emails and sending out links to those emails
   - IJ Prez
     "IATA board a volunteer position and I want to help you feel like you are being taken care of"
     At the beginning there will be a lot of trial and error
     In google drive there is a folder called "Master" which includes: expense reimbursement forms, IATA logo, account and password info, administrative documents
Discussion 5: December restructuring of organizational chart

-BD showed IATA positions doc

https://docs.google.com/spreadsheets/d/1ZfhouEK_xnULuTbiYUCqCak0lXRvVNXjl0o-pKD_DEU/edit?usp=sharing

-IJ open positions include: Director of marketing and governmental affairs positions
-Treasurer position will need to be filled in about 6 months as well
-BD-Maria Kim is interested in conference chair elect

-Please connect Maria Kim with Caroline to see how they can work together
- reviewed Maria Kim’s resume

*@ 1:50 pm JB audio started to work and Meredith joined the meeting

-IJ collaboration flowchart

Prez-->prez elect-->secretary-->treasurer

Direct of membership-->direct of marketing-->communications
Chair-->nomination chair-->outreach

Conference chair-->exhibition-->ethics-->multicultural-->programs

-IJ- these teams can work together throughout the year to assist in handling the work
-IJ- “I want ethics and multicultural affairs to be embedded in all events we do”

-suggests a flow on how board members move up through positions loosely
-considers persons background experience for positions with more responsibility
-example: entry position diversity chair for 2 years then moves to ethics chair and then to executive positions

-SC will we still have government affairs position?
-JD concerned about flow into higher positions and wants organizational and therapeutic experience to admit persons to take on higher positions
-IJ we need better descriptions for what is a chair vs a director and what prerequisites are required for each position

-BD nominations should recommend positions appropriate for each person applying
-consult your grouping for support in your projects

-JB actively participate in social justice

-SC & IJ some positions require more work than others--we have discussed how to make it more manageable over the last year--even though we have a lot more empty positions we have way more participation and we have a good team collaboration should make everyone’s positions more manageable

Discussion 6: Governmental Affairs position

-AATA is pushing for statewide legislation for statewide ATR specific licensure

-this position was intended to work with lobbyist to create an AATA state license
-should we send out a survey asking members if they want this?

-SC a town hall meeting and survey
IJ position requirements include:

ATR and LCPC

Discussion 7: IJ motion for team collaboration structure and omission of some positions

Positions excluded: co-chair positions for culture and diversity

SC second 2:10pm

All in favor

- Recap Survey for Government affairs position and for ATR statewide specific licensure

Discussion 8: Quarterly event space

- SC-friend Lynn’s hospital is willing to open a meeting room for IATA quarterly meetings on sundays
- SC-Lynn is also interested in being a board member or committee member
- Meet up and networking event after quarterly board meeting

Discussion 9: Please provide SD with a photo and description of self for the IATA website

Discussion 10: Events

- Networking meeting
- Diversity Training
- Leadership conference
- Exhibition in the community
- Exhibition at the conference
- IJ I want to nail down a schedule and have ideas for events by next meeting

Discussion 11: Go To monthly board meetings

- Every third sunday 2-3:30pm
- IJ motion- SC 2nd-all in agreement
- SD Quarterly meetings in March, June, September and December
- IJ we probably need 5 face to face meetings
- Networking meeting scheduled for 3rd Sunday in march, March 18th
- Next meeting Feb 25th due to long week end

- 1 week before meetings everyone will get a proposed agenda to add discussion topics
- Please let SL know if you have anything to present at this time
- If you require presentation you will be added as a presenter
- Ideas can only be projected on a laptop no personal device

- Small group meetings can be had while main meeting is going on
- You can type questions in the chat boxes to one person or to the group

- How should we share this with IATA members
- SD- I can put a link in our mailers or on our website
-Is there any security issues with doing this??
-Meeting etiquette guidelines recommended by group
-agenda would have space for IATA members to chime in

Discussion 12: South Texas, IL local chapter email
-South Texas is experiencing lots of discrepancies where members could only join local chapter or AATA
-How did we handle the pence situation-what we did and our experience with it
-South Texas wants to take some kind of action and wants to collaborate with IATA
-by Feb meeting please discuss your opinions about this matter and read email
-we do have the leftover issue of what to do with the survey about Pence

Motion to end meeting at 2:25 pm