

Executive Board Meeting, **June 2, 2013**
Wishbone Restaurant – 3300 N. Lincoln
Avenue, Chicago, Illinois
5 – 7 pm



MEETING MINUTES

Executive Board Members Present

President: Heather Leigh Director/Membership: Theresa Dewey
 President Elect: Melissa Hedlund Director/Webmaster: Megan Campbell
 Secretary: Julie Ludwick Director/Committee & Community Liaison: Val Newman
 Treasurer: Beth Casey

1. Call to Order
Heather motions to call the meeting to order. Melissa seconds. All in favor – Aye, all.
2. Establish Quorum
All present.
3. Approval minutes from 3/24/13 and 4/28/13 meeting
Vote: I (Theresa) motion to approve the executive board meeting minutes from March and April 2013. Heather seconds. All in favor, Aye. Approved.
4. Financial Tasks/new issues
\$12,870.54 – checking
20,443.03 – savings.
\$208.47 – Paypal balance. Are there any events since January that have not been accounted for? Non-profit rules state that there should be two on everything. When an event closes we can dump the money raised into Paypal and then Beth will approve and write down and then we will place into checking. Paypal is events, ads, and conference. Megan will dump Paypal into checking account monthly and notify Beth.

When Beth did her own research about investing our money, the market went down quite a bit on Friday. We will keep researching it and see what the options are, what the market does. For now the market is risky and a saving account will give you the interest of 1-2 %. Another option: put 20% of savings in a reliable stock. **Goal: By sometime next year deciding what and if we will invest any of our savings account in stocks.**

Currently the by-laws state that if a board member wants to spend more than \$50 then a president can approve it. Beth proposes a change to this: Under \$50 the president approves and if over it should be a board vote. Also, we can spend 10% of the total budget for one program, if we want to spend more than that, you must get board approval. As we are growing as an organization and as we are networking more, we need to place more structure into our organization. **Action item: Create a policy, procedure for expenses of the board.** Beth: General expenses of the board

over \$50 charge to IATA but board members must be approved by the majority of the board, under \$50 the president can approve. Maybe we can change the bylaws for this item. We can send an online survey to members. **Action item: Draw up language for voting on new spending parameters. Board vs. executive board, make it as clear as possible.**

The tax free number has been submitted. Attorney general, we will have to pay the \$200. If you have over \$25,000 then you have to pay the \$200 for tax exempt status. Do this by July. Do we have people that have donated or anticipate people who may donate to us? Do we want to do it now (registering with the attorney general)? What pursue would it serve us. Heather: Let's do it. We have to file a report with them annually. We have to report donations received, income for the year, expenditures for the year, \$15/year. Beth and Melissa will research and then we will have an e-vote by the end of June 2013. **Old business or new business to think about \$ for conferences and how to go forward. Should there be a bucket of money to go to conferences for networking...**

5. Membership Tasks/issues
 - a) Speed Networking is happening next Sunday. We have 9 professionals and 7 students registered. Take off members only. No longer a member's only event. This instead will be a way to network and possibly recruit new members. This is a free event. Melissa will send out an e-alert.
 - b) Membership is down, how to build?
 - c) **Incentives - highlight on Facebook and web? Table this idea until next executive board meeting. Put in Old business.**
6. Manager Tasks/issues (Heather and Melissa)
 - a) Review of Chapter meeting/new format – additional tweaks?
 - b) Job descriptions: Heather will complete this before we have to do nominations.
 - c) I need to write a delegate report for AATA. Heather will do that this week. Heather is attending the delegate meeting.
7. Marketing/Communications Tasks/issues (Megan)
 - a) Heather Leigh, Melissa Hedlund, Megan Campbell -- Sync calendars to propose Communications meeting time for July. We need to set-up a meeting.
8. Committee Tasks/issues (Val)
 - a) My goal was to contact all committee chairs, that did not happen.
 - b) Laura Schmidt reached out to me and talked about the art therapy and music conference. The programs committee has been working to generate a conference. It's happening at Lurie's Children's Hospital. They have been meeting every 6-8 weeks and also once a month to develop the plan for the group. They are asking for money to help support their conference. This is meant to generate revenue for IATA. They are anticipating 45 art therapist attendees. Conference date: September 22. Space and ad budget are covered. They are asking us for money for materials and food expenses. The materials will be used for the experientials. They are offering 6 CEU's. \$2,925 in profit. \$250 of materials. There are no estimates for food budget. Perhaps \$15 a head. We think they should not include lunch and lower the rate. We say \$50, no lunch. What are the benefits for IATA? The save the date will have the IATA logo. It would go through our e-alert. Flyer distribution. Registration page will have a link to the IATA website. IATA and music therapists collaboration- 1st ever. We need a written agreement, use IATA art supplies, go out for lunch, bring the price down to \$50.00 members, \$35 students, are they going to accept volunteers, Val will converse with programs committee. Ethics: practical applications of art therapy for music therapists. Market it as a collaboration. Such as, how to advocate to get an art therapist/music therapist at your job site or how to understand and help to expand expressive therapists. We will

support a collaboration. **Old business next meeting: an update on this.**

9. Old Business

- a) Advertisements in E-alert- move plan forward. **NEEDS VOTE: Propose one/month for members as incentive for membership. Table this until we have a meeting with Victoria and ad hoc communication committee.**
- b) Job listings on website. Ad hoc committee meeting in July.
- c) Strategic Plan and Needs Assessment Survey. Discuss. (Melissa and Heather) Help them find a direction for this group. Lu-luen has strong ideas for this. We would like to look at this by the end of the year. They should make needs assessment as exec board does strategic planning. Our thinking has changed. Communications a priority today.
- d) Nominations. Make list. Set solid timeframe and action items. We will do nominations via email.

10. New Business

- a) Licensure Update/CICO meeting (Melissa) **Table till next meeting.**
- b) Change for E-alert. Must get them out faster. Recommend removing artwork from E-alerts and instead keep the Member Artwork section of the webpage updated. Also, recommending Victoria move from Programs to help with E-alerts/communications. Support Sangi in lessening time commitment. We can link to the website and member artwork in the e-alert. The webmaster can become more like marketing. They can be the one to oversee marketing and have a committee.
- c) Report for AATA Delegate's Meeting (Heather)
- d) Val's directive handbook.

11. Open discussion. (If needed)

12. Review of action items. (Each Board Member)

- a) New business for next meeting: In our bylaws it outlines that you can only have 2 unexcused absences. Is this only for elected positions or appointed as well? Let's talk about this next time we meet. We could start enforcing this in January.
- b) Task to think hard about nominations and send thoughts on nominations to Melissa n Heather.
- c) Megan will make a form to nominate people.

13. Adjournment.

Val motions the meeting to end at 7:01 pm. Megan seconds. All in favor, Aye. All opposed.