**AMTAS SAAB Meeting**

 Date: 11/6/2014

 Time: 8:30am EST

 Location: Lousiville, KY

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| Meeting called by: | Christine Routhier(On behalf of Nicole Hahna) | Type of meeting: | Student Affairs Advisory Board |
| Facilitator: | Christine Routhier | Note taker:Formatted by: | Megan KlingDiandra Russo |
| Attendees:Apologies: | Candice Bain (President)Ryan Rebagay (President-Elect)Megan Kling (Secretary) Robert Aguilar (Parliamentarian)Audrey Manis (Treasurer)Jeffrey Wolfe (Great Lakes Region Advisor)Hannah Gadzinski (Great Lakes Region Student President)Conio Loretto (Mid-Atlantic Region Advisor)Logan Everhart (Mid-Atlantic Region Student President)Virginia Driscoll (Midwestern Region Advisor, on behalf of Andrew Knight)Laura Wilson (Midwestern Student President)Christine Routhier (New England Region Advisor)Dalita Getzoyan (New England Student President)Caitlin Swett (Southeastern Student President)Michelle Kennemer (Southwestern Region Advisor)Dawn Stewart (Southwestern Student President)Fred Ra (Western Student President-Elect)Natalie Mullis (Southeastern Advisor)Nicole Hahna (Advisor)Andrew Knight (Midwest Region Advisor)Dalita Gatzoyan (New England Region Student President)Sara Cannon (Western Region Student President)Sara Rosenow (Western Region Advisor) |
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*Minutes*

**Agenda Item I: Welcome/Introduction**

1. **Call to Order**: The meeting was called to order at 8:36
2. **Approve Last Minutes:** The last meeting’s minutes (11/21/13) were approved
3. **Read Agenda:** Bypassing the reading of the agenda was motioned and approved
4. **Approve Agenda:** The agenda was approved

Agenda Item II: Officer Reports

1. **AMTA President-Elect**
	* **Jennifer Geiger**
* AMTAS SAAB is invited to the AMTA BOD meeting
* Saturday, 9:50-10:20am
* A chance to share updates beyond reports
* Jennifer offered to attend the AMTAS business meeting
* Jennifer thanks AMTAS for being a sponsor of the conference
* Jeffrey asked if there is a way that regions can receive a percentage of region dues to give to student associations for regions
* Jennifer believes that would be up to each region
* Jennifer will talk to AMTA BOD Regional President Representative
* Ryan asked about student representatives for AMTA committees
* He and Jennifer will discuss options
* Increasing AMTAS membership
* Fred offered to share a survey that WRAMTAS used to find out particular student interests
* Vienna can put this on the website
* Candice mentioned that the survey could provide data to justify certain AMTAS decisions
* Feel free to contact Jennifer
1. **Executive Officers**
	* + **Parliamentarian: Robert Aguilar**
			- Robert has revised the bylaws
				* Andrew Knight name change, condensing duties, rewriting voting procedure to add electronic ballot, changing pronouns to reflect gender-neutral pronouns,
				* Goals: to update policies to follow AMTAS, to make bylaws more inclusive
				* All bylaws revisions were approved by Executive Officers
				* Currently updating Parliamentarian folder
		+ **President: Candice Bain**
			- AMTAS Executive Officers have had 10 meetings throughout the year
			- Goals: to ignite meaningful connections, facilitate better communication between the regions, and promote inclusion and equality in AMTAS bylaws
				* As per 2013 business meeting
			- E-Mail campaign through Mailchimp
				* E-mailed the Musette flyer to AMTAS members in March

Additionally, physical copies were sent to regional presidents by mail

* + - * + Sent out a spring newsletter in May
				+ Used e-mail campaign to send reminder e-mails about scholarships
			* AMTAS Online
				+ Applications for Standing Committee Representatives placed online

Candice and Ryan partnered to review applicants

* + - * + President’s Challenge placed online
				+ STARS Scholarship Applications online

Regional presidents were sent a list of President’s Challenge gifts earlier this year (October) in order to prepare for presenting to the recipient at conference

* + - * + Reminders and deadlines posted on AMTAS Facebook group
			* Electronic elections
				+ Students will vote to change voting process in bylaws, and then use electronic voting this year
				+ Students without access to electronic voting can use paper ballots
			* Logo policy
				+ Right now, there’s nothing in the bylaws to address logo changes
				+ We will present the old logo and new logo at the entire student body meeting, and then students will vote to approve the logo change
			* Updating regional presidents when they change
				+ SAAB advisors should update SAAB board of new presidents’ personal and professional contact, including student’s permanent address
				+ Candice will add a task to the President’s timeline in May to receive contact information for new regional presidents
		- **President-Elect: Ryan Rebagay**
			* Ryan has been shadowing Candice
			* Ryan’s primary job was to select student representatives for AMTA committees
				+ Application placed online, which improved nominations
				+ New project: streamline process of connecting AMTA committee chair heads to their student representatives

Most student representatives are coming to conference

* + - **Vice President: Vienna Sa**
			* Vienna maintains and updates the website
			* Vienna has helped Candice with various scholarships, STARS applications, etc.
			* Vienna sent an e-mail to regional presidents to update information on website
				+ Every region has its own place on website
			* Vienna got bank account information in order to pay for the website
		- **Secretary: Megan Kling**
			* Megan has taken minutes at all AMTAS Executive Board meetings and will take minutes at all AMTAS-related national conference meetings
			* Megan uploads the Executive Board minutes to Dropbox once they are approved
			* Megan will send out the SAAB meeting minutes following the meeting
			* Megan reminded regional presidents to think about their AMTAS fall newsletter submissions
			* Megan shares AMTA articles and relevant news stories on the AMTAS Facebook group
			* Megan has assisted the Executive Officers
			* Secretary’s job used to give a number of documents from Officers to Dr. William Davis in order to represent AMTAS in archives
		- **Treasurer: Audrey Manis**
			* Audrey has been balancing the checkbook and coordinating with Angie at AMTA
			* Audrey processes reimbursement
			* AMTAS receives a portion of dues from AMTA (especially before conference)
				+ Audrey will ask for the percentage of dues per student we receive
			* Executive Officers are currently adjusting the amount of money to reimburse Executive Board for conference
				+ Reimbursement comes out of next year’s budget
			* Proposed allocation of AMTAS dues to AMTAS regions
		- **Parliamentarian: Robert Aguilar**
			* Robert sent Candice all the bylaw revisions, formatted
				+ Includes gender-neutral pronouns, name changes, voting process

Need to specify electronic *voting*, not just electronic nomination forms

Robert will re-write the revision

* + - * We will look at increasing the reimbursement for next year’s officers at Wednesday’s meeting
				+ Robert will find a spot for including how we can vote on logo revisions in the future
			* Jen Spivey asks if Executive Officer members were still “in charge” of two regions each
				+ Ryan as President-Elect has acted as the liaison for all regions
				+ The job used to involve touching base quarterly in order to support regions’ student involvement and helping regional presidents know responsibilities for national conference
1. **Regional Presidents**
	* + **Great Lakes (Jeffrey Wolfe, Advisor & Hannah Gadzinski, Student President)**
			- GLR put out a video around August/September to encourage students to attend conference
			- GLR began video newsletters
				* Has created one so far to introduce board members and give reason for becoming involved with AMTA
				* Next video will be about projects
			- Project:
				* My Musicians Grant

Nominate schools in need to purchase instruments

Last year, rewarded a high school in Michigan

In order to get more submissions, board members will talk to music education department at schools

* + - * Goal to increase advocacy in region
				+ Give a Passages slot to students who have projects to share
		- **Mid-Atlantic Region (Conio Loretto, Advisor & Logan Everhart, Student President)**
			* Region’s priorities:
				+ Graduate student involvement
				+ Social media – does MAR need a policy?
			* MAR had over 100 students attend regional conference
				+ Add feedback from peers and advisors at Passages
			* Project:
				+ Sister School Project

Every school is placed with another school geographically close and encouraged to have an advocacy project

* + - * + Student Service Project in Buffalo, NY

Planning for next year, room for 100 students

* + - * + Chapter Rep Award

To reward most involved chapter representative in MARAMTAS

Judged by MAR E-Board, mostly the secretary

* + - * Conference fundraisers
				+ Penny War
				+ Online store

MAR does sell instruments and stickers at conference

MAR would like to purchase a credit card swipe (square) for iPhone

* + - **Midwest Region (Andrew Knight, Advisor & Laura Wilson, Student President)**
			* Goal: to get schools talking to each other because they are so spread out
			* MR has put out one newsletter
				+ Section for students to talk about what they’ve done music therapy-wise and good citizen-wise
			* Another goal: to have more student attendance at conferences
				+ MR had over 100 students attend region conference last year
			* 5k race in April for advocacy and promoting health held on Saturday in April conference
		- **New England Region (Christine Routhier, Advisor & Dalita Getzoyan, Student President)**
			* Held Passages conference early this year in September
				+ Executive board held video conferences over the summer in preparation for Passages

About 60 students attended

* + - * + Raffle

Ask professionals to donate instruments or books to raffle, students who attend the full day event may win the prizes

* + - * Scholarships
				+ Given to graduating student from each college and returning student
			* Service projects
				+ Were looking at doing a projet in Jamaica, but that will not happen at this time
				+ Looking for local sites to do service project
				+ Cayman Island Service Project

Student from region moved to Cayman Island, so every year students from region go down to help

* + - * + Mentoring program

Paired a professional with a student with similar interests

* + - * + Concerned about continuing projects from year to year
		- **Southeastern Region (Natalie Mullis, Advisor & Caitlin Swett, Student President)**
			* New website and blog
			* Newsletter is back in full swing
			* Goal to increase communication among schools in region
			* New scholarship to allow students to attend regional and national conference
			* DrumStrong fundraiser
				+ Founder’s son is studying music therapy
				+ Whichever school raises the most money for DrumStrong will receive a new djembe
			* Advocacy week last year before conference
				+ Social media presence
			* Expanding social media with blog, Facebook group, Twitter
			* Next regional conference will include a survey to update events for students in conference schedule
		- **Southwestern Region (Michelle Kennemer, Advisor & Dawn Stewart, Student President)**
			* Goal to increase communication between schools
			* Last year’s conference: boards met, want to increase to whole student body
			* Goal to increase online presence
				+ School clubs can post updates
			* Project:
				+ Schools challenged to write a parody/dance to a song for music therapy advocacy

How to keep going?

Monthly theme: style, population, using national awareness month, etc.

Place video on AMTAS Facebook page

* + - * All regions: send these great updates to vicepresident@amtas.org!
				+ Perhaps designate a liaison (media relations, webmaster, etc.) with the AMTAS Vice President

Vienna will add to the Vice President timeline to find that contact

* + - **Western Region (Sara Rosenow, Advisor & Fred Ra, Student President-Elect (on behalf of Sara Cannon)**
			* Projects:
				+ Connections

Internship spotlight: Posting more information about internship sites on website

* + - * + Virtual Master Class

Host and record master class for students online

Next one is coming up

Perhaps invite students from other regions

Fred can present about VMC at the Passages meeting at conference

* + - * + Bumper stickers for last conference

Contact Fred if you want one!

Brought in a lot of money to region

* + - * Fred attended the Western Professionals meeting
				+ Developed scholarships for students
			* Attempting to get university representatives more involved with WRAMTAS
			* Sara Cannon will present much more information at the next meeting
			* Conio Loretto asked if there could be a forum to share all these great ideas across regions
				+ Forum exists on website

Vienna will post the link to the forum on the Regional Presidents

Vienna will add thread titles (e.g. “Fundraising,” “Advocacy,” etc.)

* + - * + Regions and AMTAS Vice President should add to their timelines to update the forum

**Agenda Item III: Unfinished Business**

* E. T. Gaston Writing Competition (Christine Routhier)
	+ 2014 Recipient: Christy Gerer, University of North Dakota (Advisor: Andrew Knight); “Health Profession Students’ Perceptions of Referral to Music Therapy”
	+ Discussion on 2014 E.T. Gaston Judges Nomination Forms
		- Please submit electronically
		- Is there a way to find out who the previous judges were?
			* Someone could re-nominate a person if he was not a judge
			* Vienna will add to the vice president timeline to ask the AMTAS Advisor for the names of previous judges
	+ Changes to Gaston Research Award
		- From “Writing” to “Research;” undergraduate award only, no stand alone literature reviews, must have IRB-Approval for Research Projects; Qualitative, Quantitative, Descriptive, Philosophical, & Historical Research Accepted.
* Passages Presentation (Christine Routhier)
	+ Presentation this Sunday from 9:15-10:15am in Combs Chandler, Suite Tower 2nd Floor
		- Each region will hopefully be represented by professionals and students
			* SAAB members should ensure representation
		- Christine received a synopsis from each region about its Passages/Connections
		- Second part of presentation will be visions for the future
		- Should Passages come to national conference?
			* Perhaps students could share highlights from their Passages presentation during one presentation time
		- Discussion will continue Sunday!
* Regional Scholarships (Candice Bain)
	+ Application for regional support funds on website
	+ Regional presidents, be prepared to talk about and defend your ideas at the AMTAS BOD meeting at 3:00 today
		- Executive Officers will decide who will receive funds
* Communication and Information Sharing (Christine Routhier)
	+ Make sure to respond to e-mails in a timely fashion and pass on SAAB/AMTAS information (e-mails, passwords)
		- Regional and national level
	+ Perhaps set up e-mail forwarding in region Gmail accounts
		- Candice will send forwarding instructions to Ryan and Megan
			* Ryan will add an item to the President-Elect timeline to send instructions
	+ Student body e-mails
		- Candice has an Excel sheet with every AMTAS member updated as a quarterly list
		- Candice will add to the President timeline to separate the students’ information into regions and send those lists to regional presidents
		- Regional presidents send e-mails to university advisors/student representatives
		- Conio asked if there is a timeline that anticipates deadlines in order to send reminders to students
			* i.e. Reminding students a month out, a week, out, a day out
* Other (all SAAB members)
	+ Vienna e-mailed Nicole Hahna to ask for the Gaston judges
		- Laura Brown (music therapy educator), Leslie Henry (clinician), T.K. Vu (Ph.D. in music education

**Agenda Item IV: New Business**

* Proposed New Regional Projects 2014-2015 (all SAAB members including AMTAS President)
	+ NER region still needs to submit an electronic copy
	+ Regions should e-mail their electronic copies to vicepresident@amtas.org
		- Those with revisions especially
	+ Great Lakes Region
		- Advocacy project – many school organizations will get involved to have an advocacy presentation and present at Passages conference; potential incentive scholarship
	+ Mid-Atlantic Region
		- Advocacy project – encourage schools to have an advocacy event (e.g. Music Therapy Advocacy Week, drum circle during finals)
		- Encourage schools to bring in professionals, advertise to community, and record a conversation with the professional on YouTube
	+ Midwest Region
		- Cadenza 5k – to advocate and network within region, to raise money in region so students may attend conference
			* Difficulty budgeting because there is no student account
			* Funding could help with providing items for the 5k (e.g. t-shirts, signs, entertainment, raffle)
	+ Northeastern Region
		- Local projects – Ruggles nursing home (homeless and at-risk elders in Boston), students would lead music activities
		- Cayman Islands service project – well-established; coming up in 2015
		- Jamaica service project – potential; separate from JAFSP
	+ Southeastern Region
		- SER-AMTAS Online project – posting updates and documents for members; uses Wordpress and Google Plus
			* SER could ask for funding for a domain name
		- Advocacy Week – themes for each day of the week before conference
	+ Southwestern Region
		- Music Therapy Awareness Challenge – funded in budget
		- Professional-To-Be Award – gift basket with donations from schools for an applied or nominated senior student; similar to President’s Challenge
			* Send revisions to Nicole (advisor@amtas.org)
	+ Western Region
		- Connections project – region has been growing at 14.7%; includes internship panel (FAQ format)
			* Fred should talk about internship panel at Passages presentation on Sunday
		- Internship Spotlight
		- Virtual Master Class
	+ Make sure that regional projects continue from president to president
		- Create a Dropbox for each region
* Electing the new AMTAS EB (Candice Bain)
	+ Officer Nominations
		- Current practice: open nominations from first through second meeting, close after second meeting, create ballot on the spot
	+ Electronic voting will save time
		- We will introduce the electronic voting on Friday so students come prepared on Saturday
			* We will share the Wi-Fi password ahead of time
		- 10 minutes to vote and count any paper ballots
		- Sponsored by PollDaddy through Weebly
	+ Regional presidents should stay after the Saturday business meeting to meet the new AMTAS board
	+ Candice will address ethics
	+ We can post the link on Twitter or Facebook but announce the password at the meeting
* Duplication of Reports (Christine Routhier)
	+ Reminder that region reports for AMTA Board Book are more formal, and reports to newsletter sent to Secretary are informal
* Internship Podcasts, Regional Blogs (Vienna Sa)
	+ Send any podcasts/videos/internship blogs for Vienna to upload to website
	+ University of Louisville just opened clinic and uploads videos of sessions for educational purposes, may be linked on AMTAS website in future
* Other
	+ Logo
		- Megan shared the proposed new AMTAS logo
		- Conio recommended that “Students” be bolded

**Agenda Item V: Good and Welfare**

* Student Scholarship and Awards: Eligibility and Procedures (Rebecca Smith Preddie, AMTA Scholarship/Grant Coordinator)
	+ Rebecca presented about applying for scholarships as leaders of AMTAS
	+ Feel free to e-mail Rebecca anytime to ask about scholarships
		- preddie@musictherapy.org
	+ Rebecca gave copies of the list of scholarships
	+ Candice suggested advocating for scholarships at regional business meetings because the due dates are in the spring
	+ Candice will talk about it at this conference’s business meeting
* SAAB Liaison: Jennifer Geiger, MA, MT-BC
	+ See Officer Reports
* Acknowledgement of Outgoing Officers (Christine Routhier)
* Announcements (Christine Routhier & Candice Bain)
	+ Group Photo—Immediately following SAAB meeting
	+ “Let’s Do Lunch” – For those available, I would love to get together with the Regional Advisors for lunch, Thursday, November 6, 2014 at 12:30 p.m.
	+ AMTAS Board of Directors Meetings
		- Thursday November 21st, 3:00p.m. - 5:00 p.m. Meeting Room: Segell (Suite Tower—3rd Floor)
		- Saturday November 8th 6:45 p.m. – 7:30 p.m. – Transition Meeting from Outgoing to Incoming Officers – TBA
	+ AMTAS Business Meetings
		- Friday November 7th, 6:15 - 7:45 pm, Segell (Grand Ballroom A, Suite Tower—2nd Floor)
			* Advisors please plan on attending for the 1st 15 minutes for introduction
		- Saturday November 8th,5:30 - 6:30 pm (Grand Ballroom C, Suite Tower—2nd Floor)
			* Need some advisors to attend the last ½ hour of this meeting to assist with the counting of the election ballots (if using paper ballots)
			* Audrey will present any checks at this meeting
	+ AMTAS Officer Meeting with AMTA Board of Directors
		- Saturday, 11/9/14, 9:15-10:45 am, Terrace (Suite Tower—16th Floor)
			* Officers arrive at 9:45 for a 30-min allotment
* SAAB will send congratulations to Nicole!

**Agenda Item IV: Adjournment**

* **Next meeting time:** (AMTAS Business Meeting) Friday, November 7th, 6:15pm

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| **Dismissal: Christine dismissed the meeting at 12:10 pm EST** |