

AMTA – WI Chapter Board of Director’s Meeting via GoToMeeting.com

Meeting Called to order by Mya Rowe at 7:38pm on December 3, 2012

Board Members present: Mya Rowe (President), Kay Peterson (IPP and Government Relations Chair), Ellen Wittwer (1st VP and Awards Chair), Casey Guilfoyle (3rd VP and Website Chair), Mindy Murkley (Treasurer), Kara Phernetton (Outreach Chair), Terry Bauer (Advertising and Sponsorship Chair), Lynn Kutz (Display and Social Media Chair), Ronnie Frederick (Sports Chair), Angela Emanuele (Education Chair), and Mary Schweiger (Commission on Candidacy Chair)

Casey Guilfoyle moved to approve the budget meeting minutes on 11/11/2012. Mindy Murkley seconded. All approved.

Committee reports were sent via email to all board members before the meeting and summarized by the board members via GoTo Meeting.

Kay Peterson (IPP and Government Relations Chair) - Continue to field questions from members in regards to those that are not licensed. A new website for questions is <http://dsps.wi.gov/Home>.

Casey Guilfoyle (3rd VP and Website Chair) – Updates made to the website in regards to changes in chair positions of Commission on Candidacy Chair: Mary Schweiger, and 3rd VP Casey Guilfoyle. Other updates made in regards to the upcoming election opportunities and vacancies. Contact made to Spin web in regards to Home Page Photo Banner changes being made to the AMTA-WI website.

Lynn Kutz (Display and Social Media Chair) - Facebook page is up to 108 “Likes.” In addition to chapter news, the page continues to be a resource for chapter members with business tips, research, and content for them to “share” to promote **their own practices**.

Chapter education events and meetings will be posted on Facebook as “events” to encourage members to see them not only as education, but social networking time with other therapists they will see as attending. These events are also being added to AMTA National’s Event listings at <https://>

www.amtamassage.org/events/index.html

In October, one member utilized pop-ups and the table piece of old display unit for two NMTAW/business anniversary events. To update the volunteer highlight display, all officers and committee chairs will be contacted for updated bios prior to next conference.

Terry Bauer (Advertising and Sponsorship Chair) – Working on sponsors for upcoming events.

Ellen Wittwer (1st VP and Awards) - Sending a plea for candidates for the Meritorious and Humanitarian Awards by February 1, 2013. Also need pin ideas for 2013. Sent out the Certificates for years of service in 2012.

Mindy Murkley (Treasurer) - Checking update of expenses and present balance.

Ronnie Frederick (Sports Massage Chair)-Update on tents for Sports events and working on the brochures as well as Survey Monkey.

Kara Phernetton (Outreach Chair) – Talking with Amy about the committee members, continue alliance with the burn camp.

Angela Emanuele (Education Chair)-Had a meeting with the committee and the venues discussed. Also working on ideas to keep costs down to allow for continued savings to the members for education.

Mary Schweiger (Commission on Candidacy Chair)-no submissions for elections.

Secretary position- we continue to try and find someone to fill this position

Casey Guilfoyle moved policy change: Lodging for AMTA -WI Board members will be reimbursed when an overnight stay is necessary for meetings.

Volunteers are encouraged to room share, but are not required. However, in the event that a volunteer choose not to room share, the volunteer will be responsible for half of the room cost. Kay Peterson seconded. All approved.

Melinda Murkley moved that we approve new policy for chapter credit cards and follow through with AMTA National's guidelines.

Chapter Credit Card - New policy:

The AMTA - WI Chapter will have a credit card under the following terms:

1. Item to be charged must be a budget approved item.
2. If the item is not a budget approved item, the Board must approve the purchase.
3. Receipt needs to be forwarded to the Treasurer within three (3) business days.
4. Credit card statement will be paid upon receipt of the statement.
5. The credit limit shall not exceed \$2500.00
6. Documentation of all cards is needed, as well as having each card holder sign a statement accepting liability for unauthorized purchases.
7. No card with an annual fee should be used.
8. If we are able to obtain a card with frequent flyer mileage, those mileage points are to be used towards hotel or flight expenditures to assist with decreasing budget or board travel expenses.
9. Once the Treasurer is no longer in the position, the credit card shall be immediately returned to the President.

Ellen seconded. All approved.

Tabled items for our next meeting:

2014 Regional conference

Survey monkey

Reformat reimbursement voucher forms

BOD Retreat Brainstorm Assignment

New business- budget category in regards to education

Casey Guilfoyle moved to adjourn meeting at 9:28pm. Ellen seconded. All approve.

Respectfully submitted by Ellen Wittwer(1st VP and Awards Chair)

These minutes edited by BOD and transcribed by Casey E. Guilfoyle (3rd VP/ Website Chair).

12/31/12: Melinda Murkley moved approval of minutes as edited via email.

Kelsey Lyons seconded. Approved via email