

**AMTA - WI Board Meeting**  
**Via GoToMeeting**  
**September 28, 2014**

Meeting called to order at 3:01pm by Lynn Kutz, President

**BOARD MEMBERS present:** Lynn Kutz (President), Casey Guilfoyle (1st VP/Education Chair), Kelsey Lyons (2nd VP/Membership Committee), Mindy Murkley (3rd VP/Awards Chair/Finance Chair), Marilyn Heckert (Treasurer), AnnMarie Kolb (Secretary) , Melissa Emmons (Member-At-Large), Terry Bauer (Member-At-Large /Interim Sponsorship Chair), Mya Rowe (Immediate Past President).

**COMMITTEE CHAIRS present** Mary Schweiger (CoC/CSMT).

**GUEST present:** Jim De Fazio

**Quorum:** Six voting members present for the count; five needed to meet the quorum.

**Motion:** Casey Guilfoyle moved to approve the minutes from the August 2, 2014 AMTA- WI Board Meeting. Melissa Emmons seconded. Approved.

**Consent agenda items:** Reports from the following Committees: CoC, CSMT, Display, Education, Finance, Government Relations, Membership, Newsletter, Social Media, Scholarship, Sports, Store, Treasurer, and Website. **MOTION:** Marilyn Heckert moved to approve reports in the consent agenda. Terry Bauer seconded. Approved.

**Committee Reports:**

**Planning Work Group:** AnnMarie Kolb and Marilyn Heckert presented the plan for the weekend of November 1 & 2, 2014. They will follow up with an email by October 3.

**Awards:** Mindy Murkely reported that she will be exceeding her allotted budget. She needs to mail out the awards to the members who were not at the Chapter meeting to collect them. **MOTION:** Mindy Murkely moved to add \$210 to the awards budget to get to the end of the year. Mya Rowe seconded. Approved.

**NEW BUSINESS:**

Terry Bauer requested board discussion regarding event underwriting/sponsorships policy creation. Discussion about this took place. Terry Bauer will take this to the ad hoc sponsorship committee and move forward.

**MOTION:** Marilyn Heckert moved to transfer \$10,000 in funds into the checking

account from an investment account. Mya Rowe seconded. Discussion. Approved.

**Deadlines and Date Reminders:**

Lynn Kutz reminded all present to get submissions to eBlast and newsletter in on time! She also reminded us that Tom Reich is always looking for blog submissions, too. Lynn reviewed all the upcoming BOD meetings and activities. All meetings are listed on website.

**Strategic Planning/Goal Setting:**

Casey Guilfoyle stated that she and Lynn Kutz received documents listing National and host chapter responsibilities for the 2016 National Convention. Casey suggested we start a Work Group for the planning of this convention no sooner than early 2015.

**National Massage Therapy Awareness Week** is coming!!!! Lynn Kutz reported that she will be seeking a proclamation from the Governor. Discussion took place. We will try to put something together for the AMTA-WI Chapter in 2015 during November Strategic Planning Meeting.

**Policy Manual Revisions:** Lynn Kutz reported that these have been trickling in. She requested that a work group be put in place to have the manual updated by December 14, 2014. **MOTION:** Lynn Kutz moved to appoint AnnMarie Kolb as the Team Lead for the Policy Manual Work Group. Mya Rowe seconded. Approved. Update from this workgroup to be presented November BOD meeting.

**MOTION:** Terry Bauer moved to close the BOD Meeting and move to Executive session. Casey Guilfoyle seconded. Approved.

**MOTION:** Mya Rowe moved to adjourn the meeting. Melissa Emmons seconded. All approved.

Lynn Kutz adjourned the meeting at 5:13pm.  
Respectfully submitted by AnnMarie Kolb, Secretary