

AMTA-WI Chapter Board of Director's Meeting  
Ramada Plaza, Green Bay  
May 6, 2013

Meeting called to order at 10:16 am by Mya Rowe, President

**Board Members and Committee Chairs Present:** Mya Rowe (President), Casey Guilfoyle (1st Vice President/Website Chair), Kelsey Lyons (2nd VP/Newsletter), Mindy Murkley (3<sup>rd</sup> VP/Awards Chair), AnnMarie Kolb (Secretary), Marilyn Heckert (Treasurer), Terry Bauer (Member at Large/ Sponsorship Chair), Lynn Kutz (Display/Social Media Chair/Scholarship), Mary Schweiger (Commission on Candidacy), and Paula Slamann (Member At Large).

**Approval of Minutes:** The Board reviewed the minutes from the GoTo Meeting on April 7, 2013.

**MOTION:** Kelsey Lyons moved to approve the minutes as corrected. Terry Bauer seconded. All approved.

**Consent agenda** Mya Rowe proposed that the following committee reports be approved by Consent Agenda; Display, Government Relations, Newsletter, Outreach, Scholarship, Social Media and Sponsorship. **MOTION:** Kelsey Lyons moved to approve the reports as submitted. Mindy Murkley seconded. All approved.

#### **Committee reports**

**Awards:** Mindy reported on ordering more BOD jackets. We still have a few available.

**Website:** Casey reported there was an advertiser missed in the last Connecting Hands. Their ad will be on the website for three months to meet their fee. She also reported on the coupon for new members and the survey for them. She is still looking into using "Eventbrite" for registration online. We discussed Eventbrite and Casey has some questions to do more research on. We will discuss this again at a later date. Casey asked that Board members submit a headshot for the website by June 1, 2013.

Mya asked all new members submit a short bio for the next newsletter.

**Education Committee:** Mya reported that Angela Emanuele has resigned as the Education Chair. Mya had a list of suggested classes that we would like to offer in 2014 & 2015. The March 7-9, 2014 Chapter meeting and Conference will be held at Crowne Plaza, Milwaukee. Committee is working on lining up presenters.

**Treasurer:** Mya presented the report. We have \$133,975 income. Mya explained that our February Conference income 2013 was in last year's reports. The expenses for the February 2013 conference will be on this year's reports. We have a total of \$159,328.69 in all of our accounts.

Mya asked for the board approval of transferring some money to cover the May 2013 Education

Conference Expenses. **MOTION:** Kelsey moved for the approval of transferring \$10,000 from our Edward Jones account into the checking account. Terry seconded. Discussion took place. All approved.

Meeting paused at 12:05 pm for lunch break.

Meeting reconvening time 1:02pm.

### **Unfinished Business:**

#### **Choose BOD for National convention/discuss obligations and expectations**

Mya received 3 candidate applications for BOD representatives at the National Convention. Mindy, Kelsey and Terry will attend as well as Mya this year to represent our Board. Mya explained the obligations and expectations.

#### **Choose pin design**

Mya reminded the Board that the pins are used as icebreakers and ways of meeting new AMTA Members at the National Convention . Mindy received one new pin design idea. **MOTION:** Terry moved to accept the pin design submitted pending results from the pin company price quote and ok with AMTA-WI printing not to exceed \$500. Kelsey seconded. Discussion of how many we want to order and what we want to give the Board members and Delegates took place. All approved.

#### **Choose lock box for Commission on Candidacy**

Mya asked Mary what she found in her research. She likes one from Target.

**MOTION:** Kelsey moved to approve the expense of no more than \$30 for a lock box at Target. Marilyn seconded. All approved.

#### **Reimbursements**

Mya asked for submissions of reimbursements. Marilyn read the submitted expenses.

**MOTION:** Terry moved to approve the submitted expense reports. Mindy seconded. All approved.

#### **New Business**

Mary expressed that there is a need for Frequently Asked Questions for the Delegates that attend the National Convention for the first time. She has delegated Doug Radtke to start working on this project. Discussion took place. Mya asked that this be drafted and submitted to the Board for approval.

Mary expressed that we need to “clean-up” the current application for Delegates and Board Members. She submitted some changes via email that the Board reviewed. **MOTION:** AnnMarie moved to approve the new Candidate application as edited. Kelsey seconded. All approved.

Mya reported that May 31- June 1, 2013 is the Presidential Chapter meeting and National Board

meetings in Milwaukee this quarter is at the Pfister Hotel. She has invited the AMTA-WI Board/Volunteers.

Mary asked that the expense forms required by Delegates and Board members be put on the website to be easily accessed.

Kelsey reported that the chapter has purchased a new Filemaker program. **MOTION:** Kelsey moved that we donate the old Filemaker program to a school. Casey seconded. All approved.

Mya reported that this weekend's Lomi Lomi presenter, Dan Higgins, NCBTMB certification has expired. Some of the students are looking for the NCBTMB continuing hours. Discussion about how to handle this took place. Mya suggested that we send AMTA National our contract with Dan Higgins and see what they suggest as to how we move forward with the situation.

Mya presented the current AMTA-WI Speaker Contracts. Suggested to add a line in the contract about NCBTMB certification with Approved Provider number. Lynn presented some updates to our contract as well. After discussion, the Board amended the contract. Mindy suggested that the approved contract be submitted to AMTA National for review. **MOTION:** Casey moved to accept the edited Presenter Contracts upon AMTA National review. Terry seconded. All approved.

Mya appointed Paula Slamann to the School Liaison Chair position. Paula Slamann accepted. **MOTION:** Casey moved to approve Paula as our new School Liaison Chair. Terry seconded. All approved.

Mya announced that on June 4, 2013 at 9:00am the AMTA National van is going to be at Globe University. They would like as many members as possible.

Our next AMTA-WI Board Meeting is July 28, 2013 at 4pm via Go-To Meeting.

Casey reported that Doug Nelson is hosting a symposium and a member was wondering if AMTA-WI would be sending anyone.

### **Adjourn**

**MOTION:** Terry moved to adjourn the meeting. Mindy seconded. All approved.

Meeting adjourned at 4:54pm