

**AMTA-WI Chapter Board of Directors Meeting  
Via-Gotomeeting  
August 31, 2011 8pm**

Meeting called to order by Kay Peterson at 8:05pm

Board Members and Committee Chairs present: Kay Peterson (President), Ellen Wittwer (1<sup>st</sup> Vice President/Awards Chair), Corrin Burnell (3<sup>rd</sup> VP/Scholarship Chair), Terry Bauer (Secretary), Mya Rowe (Treasurer), Erin Collier (Education Chair), Casey Guilfoyle (Website Chair)

**Gratuity to Ramada Staff:** Ellen submitted her expense for the tip given to the Ramada Inn conference staff. Discussion took place as to how we should handle this situation in the future. It was suggested in the future to cut a check from Chapter funds for exemplary service.

**Motion:** Mya moved that we reimburse Ellen for staff gratuity. Kay seconded. 1 opposed. Motion passes.

**Adding a Budget line to the budget to send other volunteers to National:** Tabled until our next face to face meeting. Ellen will draft a policy to send award winners to National in the future.

**Advertising Rates:** Our August 29<sup>th</sup> e-mail has the new figures.

**Motion:** Kay moved to approve the new advertising rates as presented by Casey. Mya seconded. All approved. Casey will draft a letter to be sent out to our recent advertisers.

**Letter to membership:** Kay reviewed with us the letter drafted by Betsy to be sent to members in an effort to notify non-compliant therapists.

**Motion:** Mya moved to approve the letter as written and mail to our members. Corrin seconded. All approved.

**Motion:** Ellen moved to change the letterhead and envelopes to match our newsletter logo. Mya seconded. All approved.

**Education flier to Massage Therapist:** Kay suggested we put together a calendar of events. A timeline: who, what, when, and where. A place for advertisers, black and white to possibly come out in January.

**Motion:** Kay moves that the cost for a business card size would be \$75. Ellen seconded. All approved.

**Calendar listing price:**

**Motion:** Kay moved that the price for a listing in the education calendar be \$25 per listing. Corrin seconded. All approved.

Kay and Casey will complete these tasks together.

**Camera for functions and website:** We agreed to purchase a mid level camera with rechargeable batteries. Casey will purchase and send reimbursement form in to Mya.

## **Call for Additional New Business**

None.

**Motion:** Ellen moved to adjourn the meeting. Mya seconded. All approved. Adjournment was at 8:58pm.

Respectfully submitted by Terry Bauer, Secretary