

AMTA RI CHAPTER BOARD MEETING

Meeting Location

Joanne Lozy's House

Tuesday, August 29, 2017

MINUTES

MEMBERS PRESENT: Claudia Botthof, Regina Cobb, Michael Colizza, Kim Cook, Alda Corderio, Ellie Field, Debbie Kilty, Joanne Lozy, Kim Medeiros, Kenji Omori, Angela Perry-Place, Frank Rapone, Cassie Rawcliffe, Michelle Souza, Suzanne Wilcox, Jen Wilkicki

MEMBERS ABSENT: Pat Bachus, Lou Ann Botsford, Marlo Lawrence,

MEETING SCRIBE: Debbie Kilty

Meeting called to order by Michael at 7:10

Call for new business: no new business

Approval of minutes from 7/11/17. Alda motions to approve the minutes
Regina 2nds the motion. Michael calls for any discussion of minutes? No discussion
All in favor, none opposed, none abstaining. Minutes approved.

Accounting of Actions from 7-11-17 Board Meeting:

ACTION: Notify Jennifer of Orientation at CCRI for a new incoming class will be Sept 6, 2017 from 4:00-6:00 and this would be a good time for flyer handout and/or to be there.

Deb K will get flyers printed up for Jennifer.

Result: Joanne & Michael to attend orientation, Deb K gave Joanne time and date and convention student flyer to print and hand out to incoming students. Jennifer unable to attend do to work schedule. Regina will place Michael and Joanne at the beginning of the time slot to speak to the students.

ACTION: Michelle Souza to contact Lou Ann for information on upcoming sport massage team events to get information for Kim Cook to put on our website calendar.

Results: Deb K to do constant contact and send info to Kim C. for website.

ACTION: Regina to check with National to be sure she is listed as a RI chapter member.

Result: Regina did check with national and gave to Deb K. Deb K checked rosters and Regina's name is on them so there must have been a glitch with constant contact.

ACTION: The group consensus will be sent in to National by Michael as the official RI chapter response to the proposed bylaw changes.

Result: Done, Michael received thank you for responses. No further information from National on proposed bylaw changes

ACTION: Either Deb or Michaelae will send an email out to the group with complete explanation of the purpose and process of the slush fund to help pay for meals at board and committee meetings.

Result: Done

ACTION: Regina will speak with Susan van Dell (lobbyist and government relations activist and a massage therapist) and let her know the ideas we spoke about tonight to streamline the process a little and then Joanne will speak with her and potentially set a meeting date.

Result: Joanne sent email to GR committee to find out if Monday nights would be good for a meeting for Susan to deliver an educational opportunity. Joanne states she hasn't heard from many in the committee yet.

NEW ACTION: Joanne will send another email to the GR committee to try to set up date to have Susan van Dell speak on a topic related to GR as yet to be determined.

Joanne asks if Regina is part of the GR committee google group. Deb K states she is probably not.

NEW ACTION: Kenji to send google group email invitation to Regina to join GR committee google group

ACTION: Joanne will check also with National GR Team on this information.

Result: Contacted National GR regarding what the current strategic plan is for GR but has not heard back. Michaelae states that there is information on the HUB and in the hands-on newsletter sent out after the June presidents' meeting.

NEW ACTION: If Joanne cannot find the information she is looking for regarding national GR strategic planning on the hub or in the hands-on newsletter she will reach out to James Spector at National GR.

ACTION: Jennifer to contact Kenji regarding putting deposit down on the bus for the NYC trip

Result: Kenji has paperwork but has not put down deposit yet. Michaelae states we may not get a bus if this is not done soon

Michaelae Colizzas' President Report: Those going to the national convention, the Chapter President's Council meeting is Tuesday, Sept. 12th 4:30-8:30 at the Hilton Pasadena hotel in the International East/West ballroom. Business attire is requested by the chapter president. This is an opportunity to see new presidents pinned; to listen and learn what some of the presidents do, to hear tasks that presidents from across the country are working on.

Michaelae has also been asked to be on a National committee; sharing chapter volunteer resources. The committee will be looking at how resources can be shared between chapters. Michaelae's role specifically will be in how chapters can share volunteer resources. Example: some chapters may have someone great at doing constant contact and could help another chapter, currently in the bylaws this is not possible.

ACTION: If anyone has any thoughts, questions or comments on the idea of sharing chapter volunteer (people) resources please send to Michaelae in the next week or two.

ACTION: Because a delegation is headed to the National Convention if anyone has any questions they would like asked at the higher level at a face to face opportunity please email them to either Michaele or Deb K.

Joanne will keep track of who and how much each are donating to the food slush fund with a spreadsheet. Thank you for donating.

Joanne compiled a list of non-amta members and businesses in the area, a post card was created for the convention and a mailing was done. Joanne and Deb K addresses approximately 280 enveloped and direct mailed them out.

Alda went to PO box and got two checks and she will go weekly at least until convention, by Friday of each week. Kim C. feels that once a week on a Friday will be fine for checking PO box for payments for convention registrations.

Two gentlemen from RI are also attending national, Ellie knows one of them and she had talked to him about joining amta and going to the national convention. Michaele reached out to these people to connect with us at national convention. Also, Ellie if she speaks with them to let them know we'd like to connect at national convention.

Michelle Souza emailed a sign-up sheet to Lynn Garvey for envy clinics to find out who is interested in attending RI convention and staying at the Crowne Plaza. Michelle waiting for the approval from Lynn Garvey.

Ellie upcoming deadlines September 30 for submission and publish date October 15th, another newsletter will go out by the end of December. Michaele states that for the end of year newsletter everyone should be thinking about possibly running for a board position in the upcoming spring 2018 elections, possibly writing a "year in review" type article for the newsletter.

Michaele: Scott Raymond, former CT chapter president and current National board member, has had health issues this past summer, has been in the hospital and rehab since June. Has now since been released and is home doing out patient rehab. Event September 18, 4-9 Sheraton Fours Point in CT. doing massage to raise money for Scott, we as RI members cannot do massage but we could help in other ways or go to get a massage in support. There is a GoFundMe page. www.gofundme.com "Scott's medical mystery tour"

Michaele asks the group to take a moment of pause to send good thoughts and love to Scott.

Financial Report: As of July 26th there is \$12,308.87 in chapter checking account. If most of our credit card debt is paid down the total would be around \$2000.00. Michaele states that it is critical for our convention to have a good showing, our target is 150 registrations. Kenji states that all chapter volunteers have been great at keeping expenses down to a minimum.

ACTION: Kenji to check with Joan Tarter Van Hees as to how RegOnline pays us the credit card payments for the convention.

ACTION: Kim C. will go on RegOnline site and get financial information for Kenji regarding credit card payments.

NEW BUSINESS/OLD BUSINESS: Frank: Question regarding an email that was send around a while ago asking those that had learned to make changes to the chapter website so not be making any website changes: Kim C. states that it was while national was making updates to the website and that everyone that has been through the training should be able to go back on the website and make changes again. Frank states that he has had an issue with logging into the website to make changes, Kim suggests refreshing his browser because since she has done that she has not had a problem with logging in.

Regina asks with the constant contact announcements if payments are needed how does that work? Payments should be directed to our PayPal account through the paypay email, Kim states that this information is in constant contact.

Michelle Souza had reached out to Lou Ann to get dates of sports massage team activities for Kim C to add to website calendar. Lou Ann contacted Deb K via email requesting that the Operation Stand Down be mentioned that volunteers are still needed.

ACTION: Deb K will get dates of Operation Stand Down for Kim C for chapter website and will create constant contact message asking for volunteers

Claudia wondering about having a free library video viewing at the convention. Claudia is available Friday afternoon 3:30- whenever & Saturday 10:00 -3:00 and can have library set up at convention. Deb K states that there is a meeting set up with the Crowne Plaza coming up and during that meeting we will discuss this event and see if there will be space to be able to do this. This would be a free viewing for those that maybe couldn't afford to attend, but would get them to the convention venue and could see how things are run and visit the vendor hall.

Frank asks if there can be a table for the crisis massage team in the vendor hall. Deb K states yes.

ACTION: Deb K will email to all committees to find out if they want to have a table at the convention in the vendor hall.

Monthly Committee Report Activity:

Board members and committee chairs are required/requested to file a monthly report via email to the RI chapter board. This activity will help to be sure that all of us are on the same page as to what should and shouldn't be on the committee reports.

Pros

Important dates
Job specific
Activities
Concise/prioritize
Monthly actions
Monthly goals
Ask questions communicate to one another
Time saver
Post future tasks and ask for help
Status of work in progress
Notification of being away/leave of absence
Bullet points

Cons

no personal life
not filing committee report
too many emails
too many details

Committee members should report to their committee chairs and the chair is to file the monthly committee report

If committee has nothing going on the chair is to report directly to president only to minimize emails to all board and committee members.

There is an email that is generated by the secretary on the 3rd Friday of each month letting all know that the committee reports are due. The president would expect that reports are filed within a few days unless someone is away or on leave.

Committee Reports:

Convention Committee: Register please if you can! Talk to everyone you can about convention!

Michaela mentions last year she talked with her clients about attending the vendor hall and finding a product that they may like to have used on them during their massage. Family members could come to the vendor hall and do Christmas shopping for a family member that is a current student in massage school. Deb K states that she ran a contest last year for her clients having a drawing of any client that took a self with a vendor and product. Think outside the box!! AMTA National President Dolly Wallace is coming to attend the convention! Where's Dolly! Find Dolly at the Convention! Maybe we can come up with some fun sort of promotion. 13 Exhibitors signed up already, Alda to send personal email out to vendors that haven't responded as of yet. Pat Bachus has volunteered to help to call vendors to try to get more vendor booths sold and or samples for attendee bags.

Kim M. states if anyone is interested in or knows of anyone interested in volunteering please contact her.

Crisis Massage Team: No Crisis massage meeting/training on October 1, 2017 there will be a meeting/training scheduled the first of 2018

If anyone has crisis massage team ID's dated before 2016 badges are no longer valid. Renewal retraining is every 3 years.

Joanne asks Frank how to get a new crisis massage shirt, \$20 through Frank and he will order. Regina and Frank want to talk with Ann Balboni about Readiness/preparedness training for any crisis. Go kits, emergency kits.

Possible subject for March 2018 meeting.

Suzanne Wilcox: Received her renewal for AMTA recently and read through what insurance covers and doesn't cover. She found it interesting wouldn't have read it before. Stone is a separate form on the insurance list, fire cupping not covered but suction and aromatherapy looking at with the insurance because of lawsuits. You are responsible to know what is and isn't covered under your insurance.

Read policy every year things change.

Newsletter: Please get articles in by deadline and if there are any advertisers anyone knows of that would be interested in placing ad in our newsletter, please contact Ellie.

Kenji asks if anyone is having trouble sending or receiving email from google groups? Kim M. says nothing opens, she will spend time with Kenji.

Kenji timeline as to when the contract and deposit for NYC bus trip will be sent. Kenji stated by Friday of this week. Jennifer states she needs to get the email out to the membership to start selling tickets. Deb K asks if the contract for the bus trip went through the process with chapter legal at national level. Jennifer states that she gave contract to Kenji. Deb K states that new process for contracts and reimbursements was sent out after the June president's meeting and put out on the hub. The minutes of the July RI chapter board meeting had the new procedures with them. All contracts have to go through chapter legal before being approved and moving forward.

ACTION: Deb K to resend new contract and reimbursement procedures out to all

Alda and Joanne state that they have not received reimbursement for different things, Kenji states that because of not having access to the checkbook reimbursements are taking longer.

ACTION: Kenji to check with National accounting on the payment for Bill Simas for CPR class and for reimbursement to Joanne.

Discussion on the cost of the CPR classes sponsored by the RI chapter and raising the cost by \$5.00 per participant starting with 2018 classes. The price through the chapter is still significantly lower than other options for CPR.

Deb K asks Regina to elaborate on the committee report that she filed via email. Regina stated that she was in contact with the HOD delegates regarding position statements that she is interested in pursuing. Regina stated that she was told by Michaele that because of proposed changes to the HOD that these should be held off until the 2018 convention.

Deb K also asked about Regina's reporting on what happened at the RI State Massage Therapy Board's meeting. Regina stated that they had a meeting on August 9th and in the minutes, they

talked about looking at the recommendations that were sent to them. Regina stated that she didn't attend the meeting but that Deb L. did attend and gave her the information. Elaborated on the fact that the board looked at the education revisions to the department of health recommendations and they should be sent out for comment. Cassie is to start attending the State Board meetings in her role on the government relations committee.

Kenji motions to adjourn meeting

Alda seconds

Meeting adjourned