

AMTA RI CHAPTER BOARD MEETING

Meeting Location

Joanne Lozy's House

Wednesday, February 7, 2018

MINUTES

MEMBERS PRESENT: Lou Ann Botsford, Claudia Botthof, Regina Cobb (phoned in at 9:00), Michaelae Colizza, Kim Cook, Debbie Kilty, Joanne Lozy, Kim Medeiros, Angela Perry-Place, Kenji Omori, Michelle Souza, Jen Wilkiki

MEMBERS ABSENT: Pat Bachus, Alda Corderio, Ellie Field, Frank Rapone, Cassie Rawcliffe, Suzanne Wilcox

MEETING SCRIBE: Debbie Kilty

Meeting called to order by Michaelae at 7:15

Michaelae thanks all for being here and thank you to Joanne for providing such a great meal as always.

Michaelae talks about upcoming general member/election meeting. States that Deb K will be running for president, Kim M will be running for Secretary and Jennifer Wilkiki will be running for board member. This is the last official board meeting with Michaelae Colizza as president.

Call for new business: No new business, but Michelle Souza & Kim Cook have Old Business information.

Both added to Old Business on agenda.

Approval of minutes from 1/3/18 board meeting; Kenji motions to approve minutes, Deb K seconds the motion, Michaelae calls for any discussion or corrections, hearing none calls for vote of approval of minutes, all in favor; minutes approved.

Accounting of Actions from Board Meeting:

ACTION: Deb K sent email out to all google group members during meeting notifying of change of date for the Advance. **Result: Done**

Joanne: Advance will be on April 8th starting at 10:00 am and will take place at Kettle Pond Wild Life Refuge in Charlestown, RI **Amendment:** At a later date, the date of the Advance was changed to April 15, 2018 beginning at 10:30am.

ACTION: Jennifer will email the group to ask for ideas as to where meet and greets may be able to take place without a fee for the space. **Result: Jennifer didn't send out email, she was thinking on her own, Michaelae sent idea of Healthtrax.**

Michelle Souza's idea: Brookdale Sakonnet Bay in Tiverton has free room for use. All the Brookdale's may have free rooms to use there seems to be 6 of them around the state: Brookdale South Bay in South Kingstown; Brookdale Greenwich Bay in East Greenwich; Brookdale West Bay in Warwick; Brookdale Pocasset Bay in Johnston and Brookdale Centre of New England in Coventry.

ACTION: Kenji to contact National accounting department to request that photo copies of checks be sent to him as they are cut from our checking account for tracking purposes. **Result:** Not done.

NEW ACTION: Kenji to send email tonight to national accounting office to request photo copies of checks as they are cut to be able to have an up-to-date accurate accounting of the chapter checking account.

Financial Administrators Report: Kenji referred this to Michaela, Michaela received update from Mark Tyle earlier in the day regarding chapter finances:

Convention revenue \$38,615.63

Convention expenses \$44,847.62

Shortfall on convention \$6,231.99

As of Friday, Feb 2, 2018 the chapter has in its' bank account \$17,999.77.

The outstanding hotel bill was \$20,102.34 and has been paid by the National office. The plan from the national office is to transfer \$10,000 to the chapter to provide reasonable resources for paying any remaining chapter expenses.

Proposed next steps from national:

National would like to know if there any outstanding chapter financial commitments that national is unaware of through the regular contract workflow.

National would like us to put together a list of the estimated expenses and revenues planned for fiscal '18-'19 and when they would be realized.

The chapter needs to put together a calendar for the national office.

National will create a cash flow projection for the chapter for the year to help us manage and support what we are doing in the chapter.

And they want to create a reasonable repayment schedule for the money that is being advanced to the chapter to continue to provide education and other programs to our members.

Michelle Souza asks if this information is going to be given at the general meeting with the budget information that is usually given out each year. Michaela states that there was a change last year and that the chapter financial administrator no longer has to present the line by line budget to the membership, only has to report that a budget was finalized and approved by the board and report the two final numbers of revenue projection and expense projection for the upcoming year. Michaela states what will be said at the upcoming meeting is how important it is when the chapter holds an activity or educational event that they are for our members and our members benefits, that they are asked for by our members and if they do not participate that it financially hurts us as a chapter.

ACTION: Everyone to email to Michaela, within the next 2 weeks, any timelines for estimated expenses for their committees for this fiscal year 2018-2019 so that she can get a calendar to the national office of projected incomes and expenses.

Michelle Souza comments that this would be a helpful thing to have anyway to help with finances. Joanne states that there is a similar timeline in the "presidents" handbook that was passed on to Michaela by Joanne. Deb K is in possession of this right now because of the policy & procedure project which will be discussed later in the agenda.

President's report: NYC bus trip refund request, one person accidentally paid twice, this is being processed by national. Kim M. refund is being processed for expenses incurred in attending CVOP at the national convention last September. Information for new incoming president, whomever that may be, one of the first responsibilities will be to be part of a phone in meeting with the national board of directors the first Saturday in March.

Stipends: Policy and Procedures of chapters regarding stipends was sent out to all by Deb K prior to this meeting. Michael's correspondence with Mark at national, his response was if the chapter doesn't have it, you can't spend it. But in our stipend policy we have 3 options, take payment by check, take an education voucher to be used at an upcoming chapter event, or decline stipend all together. At this point with the chapter budget we are at 2 choices, education voucher or decline.

Joanne states that our stipends were supposed to be to offset any expenses that were incurred during the year, so that if the stipend is unavailable this year, then expenses should be submitted to the financial admin for reimbursement. Michael agrees.

Those present are asked to hand in a written request to the financial admin as to how they would like to take their stipend. Those not present were emailed and asked to their request to the financial admin, with a cc to the president within a weeks' time.

Regina Cobb – Insurance information: Regina could not be in attendance (will join by phone at 9:00), Deb K was asked to relay the information for this agenda item. Regina, Karlo Berger and Victoria Moutihar have been attending different meetings within the state regarding the ongoing opioid crisis in RI. Victoria was approached by a representative from the AG's office, information was received regarding a bill will be put to the General Assembly next week, Wednesday, February 14, 2018 to require that individual or group health-insurance plans in the state provide coverage for PT, OT, Massage Therapy, and the healing art of acupuncture and oriental medicine by licensed therapists to those evidence-based, non-opioid treatment for pain, and medically necessary treatments for patients with substance-use disorders. To take effect on January 1, 2019. This information has been sent directly to AMTA national, ABMP, Pt's, physicians, behavioral health teams, psychiatrist and other healthcare professionals. Michael has been informed that Charlotte Grill at AMTA national government relations has been sent this information.

Michelle Souza asked if there was a way to get updates on what's happening in the state government with legislation. Senator Elaine J Morgan puts out a newsletter, Elaine for Senate, that contains information of what is happening in the general assembly weekly.

To sign up to receive this newsletter email: elaineforsenate@aol.com She also has a Facebook page. Senator Elaine J Morgan.

Once there is a bill number you can also sign up for "bill tracker.com" on the Attorney General's site. With bill tracker you have to have a bill number to enter to get updates on that bill.

Karlo Berger is very involved with getting this information. Karlo will be given 15 minutes during the general member meeting to address the members present with this information. A table will also be set up for Karlo to distribute information and answer any questions members may have.

2018 General Member meeting finalize plans: Task list sign up sheet is sent around the table once again to be sure that all tasks and/or committee tables are spoken for. Deb K goes over

agenda for the meeting. Start time for the meeting is kept at 8:30 registration and meeting start time is 9:00. All board and committee members should arrive by 7:30-8:00 depending on how much set up time they need for their respective tables/tasks.

Membership, Crisis Massage, Education, Sports & Government Relations committees will deliver committee reports and the final committee report will be government relations and they will introduce Karlo Berger for his talk regarding the information above in the minutes.

Added in a report for the current AOD delegate (Kim M) to tell the membership on how the role of the delegate position has changed.

In that the Assembly of Delegates has become more of a think tank, after the explanation of the new role of the delegate is given to the members, the members present will be asked if they have any ideas that could be brought forward to the Assembly of Delegates by the current and newly elected delegates, please write them on the index cards that have been placed on the tables and they will be collected by the delegates before the end of the meeting.

Sample questions: How can our profession serve us better? How can AMTA serve you better?

Michaele asked if the information on the change to the role of delegate is within the constant contact message, Deb K states yes, Michaele asks if that information can be highlighted more when the final constant contact message is sent out to the membership.

Agenda for the general meeting is hammered out and set.

Swag bag stuffing is set for Wednesday, February 21st at 7:00 at Joanne's house.

ACTION: Deb K to highlight the information regarding the change to the delegate role that is within the constant contact message for the general meeting to be sent out to the membership on February 15th.

Deb K mentions that anyone who plans on running for a position needs to log into their amta account and sign the code of conduct prior to elections. There will be a laptop at the meeting for anyone nominated from the floor to log in and sign the code of conduct at that time.

New/Old Business: Kim Cook: chapter emails for board and chairpersons. Kim has been working on setting up separate emails within google email accounts. All emails will be set up to automatically forward to the specific board/chairpersons' personal emails. Once the Gmail message is forwarded it will be automatically deleted from the Gmail account so that no emails of potentially sensitive nature will be accessible by the newly elected or appointed person that takes over that email address. National wanted a 2-step verification, Kim had to put in her phone number, then text is received by Kim with a password and then she puts that password in. Kim will have all the passwords to all the Gmail accounts and would have access to all the Gmail accounts therefore necessitating the need to have the emails deleted so that no other person has access to any emails except the person they are intended for. Secretary should also hold passwords for safe keeping. All of the people that are getting a new email address will get an email from google within the next few weeks that will need to be responded to that they will accept the emails from the Gmail account into their personal email accounts.

Committee Reports:

Deb K: policy and procedures project. Deb has been working to get all of the chapter policy and procedures manuals in an electronic format so that they are accessible to anyone that may help out or take over a committee. A file folder has been created in the chapter Constant Contact account and the p & p's are there.

Those still in progress: Membership (waiting to hear back from Jennifer)

Education (waiting to hear back from Alda)

Communications (Twitter (Angela) & Facebook (Kenji))

Crisis Massage

President package

ACTION: Jennifer to look over Membership policy and procedures manual and update if necessary and get it back to Deb K.

ACTION: Alda to look over Education policy and procedures manual and update if necessary and get it back to Deb K.

ACTION: Angela to write short piece on Twitter for communications policy & procedures manual

ACTION: Kenji to write short piece on Facebook for communications policy & procedures manual

Kim Cook: Website: please send any updates needed for website.

Joanne Lozy: Advance: Vote taken with those present on whether or not the group would still like to do a similar activity with creating two food dishes in a team activity as last year. Majority is in favor of doing something similar this year.

President's transition package and goal setting will be large part of meeting.

ACTION: Joanne to send out email to the group asking if there are specific things/suggestions for things to do at the Advance.

Lou Ann Botsford: Sports Massage Team: Boston Marathon, April 16th (Patriots Day, Monday) 4 are signed up to go. Lou Ann will have a sign-up sheet for the MS150, which is a paid event. The paperwork to process payments for therapists will be done prior to the event so that therapists are not waiting too long a period of time for their payments. This has been a problem in the past and the reason why Lou Ann took a year off from this event.

Jennifer Wilkiki: Membership: Marlo Lawrence is no longer going the new member welcome calls and Jennifer would like to have someone new to help with this task. Michelle Souza volunteered to help.

ACTION: Jennifer will contact chapter relations at National and have Michelle Souza added on as membership committee member and to be added to the list that receives the chapter rosters each month from Colleen Leeders.

Angela Perry-Place: Twitter: 297 Followers!

Regina Cobb: Crisis Massage: Team leader meeting, Thursday, February 8, 2018 and training date has been set for March 18, 2018...details to follow. Crisis will have a table with sign up sheet to get new members.

Alda motions to adjourn, Lou Ann 2nds the motion. Meeting adjourned

.

.