

AMTA RI CHAPTER BOARD MEETING

Meeting Location

Care New England

2191 Post Rd, Warwick, RI

Tuesday, May 1, 2018

MINUTES

MEMBERS PRESENT: Deb Kilty, Kimberly Medeiros, Suzanne Wilcox, Cassie Rawcliffe, Dermot Hayes, Victoria Moutahir, Michelle Souza, Regina Cobb, Kimberley Cook, Patricia Bachus, Joanne Lozy, Claudia Botthof, Angela Perry-Place

MEMBERS ABSENT: Kenji Omori, Ellie Field, LouAnn Botsford, Michael Colizza, Alda Cordeiro, Ellie Field, Jennifer Wilkiki

MEETING SCRIBE: Kimberly Medeiros

Meeting called to order by Deb at 7:34pm.

Call for new business: Regina and Michelle would both like to talk about volunteer opportunities

Approval of minutes from 2/7/2018 BOD meeting, 2/25/2018 General Election Meeting, and 4/15/2018 Chapter Advancement Training.

Regina makes correction to date of Advance (4/15/18 instead of 4/8/18). Victoria makes a motion to accept all the minutes as amended. Regina 2nds. All in favor. Minutes approved.

Accounting of actions from 2/7/18 board meeting

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.

Result: Deb is unsure if he has done this. Kim M to check in with Kenji and have him check with National.

Michelle states she sent Kenji a donation check.

Deb will receive 18 month guide/playbook from Chris Voltarel from Advance.

ACTION: Everyone to email to Michael, 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. **Result:** No responses were received. Deb and Michael had a conference call with national accounting and went over budget and timeline and all looks good.

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

ACTION: Alda to look over Education policy and procedures manual and update if necessary and get it back to Deb K. **Result:** Done. Some updates made due to new contracts.

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

Result: Not done.

NEW 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.

Result: Not done.

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

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

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. **Result:** Done

Financial Administrator report:

As of 3/31/2018 \$9960.63 in checking account

\$1279.48 Member dues received in March

\$1137.77 total liabilities/equity (value of storage)

\$2178.40 paid out on 4/16, leaving \$7782.23 in checking account

Michelle asks if we are making payments to National or are we accumulating money first. Deb hasn't received schedule yet but believes we are accumulating for some time.

President's report:

June presidents meeting. Deb would like to know if anyone on the executive board would like to listen to the open session phone call on Sat 6/9 7:30-11:00. Victoria and Regina are unable. Deb will check with Kenji.

- a. National convention. Victoria will be national representative for CVOP and would like to stay for convention. CVOP is free of charge this year. It is being held Mon 8/6 at 8:00am-5:30pm and Tues 8/6/2018, 8:00am-12:00pm. Joanne asks for clarification of what CVOP is for those who don't know. Team building and understanding of the organization. Working together with other chapters. Fun. Regina, Pat, Dermot, and Michelle are also interested in attending. Chapter presidents council meeting, Chapter leadership training, and Assembly of Delegates can all be sat in on. Joanne and Pat explain AOD. Regina is interested in submitting a position statement.

ACTION: Kim M to get paperwork for position statement submission to Regina.

Deb asks for clarification on who is planning to attend what dates of national convention so that she can reserve the proper number of rooms. She has three rooms currently being held. Deb will send link to CVOP registration to those interested.

- b. Position descriptions, policy and procedure manuals: Kim Cook found something from national on the hub and made adjustments. Kim M will send out with minutes.

Deb shows how to get into Constant Contact. Login is: ri amta. Password: massageri. Be careful not to change something. Library tab on top. RI Chapter Policies and Procedures are there. This is a way for everyone to have access to this information.

Michelle asks if we are supposed to create our own “campaigns” on constant contact. Kim C has worked with some people about this. Anything would have to be passed by Deb before being sent. Michelle would like to learn. Easiest to make changes to current templates.

c. Education

Deb spoke with Alda. She will take a sabbatical for 6-10 months. Kim Cook has stepped up to take control of the committee. Alda will work with Kim and send her information. Victoria mentions contacting Benni Vaughn. Carol Osborn is coming to the area so we may be interested in contacting her as well. Kim contacted David Lobenstein and he is interested in coming back to RI. He will begin teaching pre-natal next year. We will look into putting that into the plans for 2019. Kim is looking to put together 3 educational sessions this year. Kim C is looking for venues. Victoria suggests Body Kneads yoga. Maximum \$200 for a day rental. Can comfortably hold 12 tables in one room, 20 in another. Located in Cranston. Victoria will connect Kim with the owner. Deb spoke to Bill Downing at Lincoln Tech and that space is not an option for us. Regina says CCRI does not currently have someone in charge of this information. No food can be brought in. We had planned to have attendees get food on their own. Regina suggests having a food “runner.” Someone who can take an order from attendees and go out to get it. We could potentially offer food if venue cost is lower. Regina mentions the competition for education. Make longer lunch breaks and provide a list of available options nearby. Regina says we used to bring in NCBTMB to general meetings to keep us abreast of changes happening within our profession, particularly specialty exams. In order for someone to get board certification a therapist would need CE or volunteer hours. Could we use this as a way to recruit volunteers. State of RI only requires MBlex certification. Regina’s concern is that if people have educational needs that fall under NCBTMB are we providing those needs. Could we offer classes so that people can move toward the NCBTMB specialties? Michelle mentions that Burn class is June 3rd and 10th in Smithfield. Regina put something in the newsletter regarding this. There are opportunities for research in this area and funding for people who can provide this work to the burn survivor population.

School visits

Ridley Lowell has closed. Lincoln Tech is excited for us to visit. Best during business class. Deb contacted Mike Donovan at National for information to use at school visits. He has not gotten back to Deb. We are also looking at coordinating visits to CT and MA schools. Deb asks Regina for dates to visit CCRI.

National would like to do Chapter Advance Training with chapters every other year. Deb would like to do this outside of our Advance so that items like the goals/intentions can be covered. We will have an October general members meeting this year. We could go over goals/intentions at a general member meeting. This could be difficult to facilitate. If we can keep venue cost low we could hire a facilitator. Could be like a CVOP. Ropes course?

New business

Michelle posted on Facebook an event for the Gloria Gemma event at Goddard Park on June 2, 2018. Regina talks about the Volvo race in Newport (sailing event). They are looking for massage therapists. Deb asks Regina to send information to Michelle.

Kim Cook asks if we want to promote two events on the same date. Special Olympics is being held on the same date as the Gloria Gemma event.

Deb is working with Kenji on our Facebook page confusion. Trying to create one page from two (one is a "page" the other is a "group.")

Nationalcprfoundation.com is offering CPR in an online course. CT is promoting this as an option to their members. Kim Cook will add a link on our website for our members.

Committee reports

Kim C has updated the website. Needs everyone to update their pages.

Angela – if we need anything tweeted send them to her. If it is a picture please explain it and get permission to tag people.

Awards have been written and submitted

GR- upcoming insurance commissions meeting on 5/14. Cassie hopes to attend. Cassie provided information on bills to newsletter. State Department of Health board meeting is Wednesday 5/9. She will meet with Frank on 5/15 regarding Special Olympics.

Library – quite a few people wanted DVDs at our last meeting. No one attended the video showing. We currently offer a monthly viewing. Deb suggests doing this twice a year instead and create a bigger event around it. Regina asked for a flyer for CCRI with dates of video showings. Victoria suggests emailing it. Victoria states it is illegal to keep credit card numbers written down so we need to find another way to secure DVDs. Deb will check with National.

Sports massage – Ask Deb for this

Cassie contacted Massage Envy for collaboration at Special Olympics event.

Membership- Michelle reports that date has been chosen and set up for new member get together. Tuesday, May 8 at Brewed Awakenings in Warwick. Event date should be checked on with board members.

Regina motions meeting to be adjourned. Victoria seconds. Meeting adjourns at 9:26.