



The Potomac Art Therapy Association

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Board Meeting
January 19, 2013
10am-12pm
Teaism, DC

Item	Supplemental Information/Discussion	Action
CALL TO ORDER	Rebecca called the meeting to order at 10:13 AM EST Rebecca 1 st , Kate 2nd	
Roll Call	<p>Members Present: Kim Ottinger Hills, President Kate Martin, Secretary Jackie Jones Biggs, 2nd yr. student rep Stephanie Tyler, 2nd yr. student rep. Rebecca Wilkinson, Alternate Delegate Meagan, 1st yr. student rep</p> <p>Members Not in Attendance: Crista Kostenko, Membership Beth Marie Tutt, Communications chair (blog) Nina, student rep Abby, student rep Suzanne Fortnum, Delegate</p> <p>Others In Attendance: Deborah Bunkley Julie Blankenship Raquel Stephenson</p>	

<p style="text-align: center;">Agenda</p>	<p style="text-align: center;">Agenda:</p> <ol style="list-style-type: none"> 1. Call to Order 2. Approval of the Agenda 3. Approval of the Minutes 4. Board member reports 5. Treasurer position update 6. Symposium review 7. NBCC organizing information 8. Communication- website 9. Upcoming events 10. Review Chapter Manual 11. For next meeting- GAC work/ Hill Day preparation 12. Call to Adjourn 	
<p style="text-align: center;">APPROVAL OF AGENDA</p>	<p>Rebecca motioned to call meeting to order, Kate seconds</p>	
<p>Motion # 49.2012:</p>	<p style="text-align: center;">Approval of Agenda. Kate approves, Rebecca seconds</p>	
<p>Motion # 50.2012:</p>	<p style="text-align: center;">Approval of Last meeting's minutes: Kate approves, Rebecca seconds</p>	
<p style="text-align: center;">EXECUTIVE BOARD REPORTS</p>		
<p style="text-align: center;">President Kim O Hill</p>	<p>Kim- present</p> <p>Goals for 2013</p> <ul style="list-style-type: none"> - Put together binder for PATA to streamline transitions between board elections. <ul style="list-style-type: none"> o Especially needed for Treasurer position!!! - Put together guide for symposium to help ease the stress of planning process <ul style="list-style-type: none"> o Does this happen once a year or once every 2 years? - Enlist board members for incoming term 2014-2016 - Put together planner for NBCC information - Set up paypal account for PATA - Get website figured out 	<p>Each board member should write up what they do in their position and how much time it takes. These will be due by the next board meeting.</p>

	<ul style="list-style-type: none"> - Review survey and plan events for 2013 <ul style="list-style-type: none"> o Put dates together by March 1, 2013 o Discuss events for next school year with GWU o Discuss MATA events - Review Maryland and Virginia's pursuing of licensure, decided if PATA to do so - HILL DAY! - MENTAL HEALTH AWARENESS DAY - Anything else anyone wants to add... 	
President-Elect Position open		
Secretary Kate Martin	Kate- present	
Treasurer	<p>Following the 11/4/2012 meeting a change in the treasurer position occurred. This change and the subsequent motions are documented below:</p> <p>Phillip has stepped down from the treasurer position but would like to still remain active on the board. Kim Hills and Kate Martin are now co-signers on the Paypal and Primary checking account accounts and will be managing the treasury position until it can be filled.</p> <p>The current balances in these accounts on 11/17/2012 when the switch was made are: Paypal account ending in 4888 is \$165.77 Primary Checking Account ending in 5570 is \$5221.45</p> <p>The board approved the account change on 11/17/2012 via email discussion and two motions were put forth: (MOTION 47) A motion was made by Rebecca to approve the current balances in the account as of 11/17/2012. This motion was seconded by Suzanne.</p> <p>(MOTION 48) A second motion was made by Rebecca to approve Kim Hills and Kate Martin becoming co-signers on the account. This motion was seconded by Suzanne.</p> <p>Two documents were signed by Kim Hills and Kate Martin to document the account balances and assumption of responsibility.</p>	

<p>Delegate & Alternate Delegate Suzanne Fortnum Rebecca Wilkinson</p>	<p>Rebecca- present Suzanne-not present</p> <p>Symposium- PATA board agrees that every other year is better than every year. Coming up with manual for symposium.</p> <p>NBCC update: The board discussed the events that we do with GWU. We need to think about the level of involvement with GWU's events. We are not supposed to be sponsoring events- it was supposed to be more of a collaboration between the two organizations. We want PATA to be involved with the students. Rebecca will talk to GWU about this issue.</p> <p>The NBCC renewal packet is due in April.</p> <p>Next week there is an Open studio event from 6-8pm at GWU and PATA will promote this through Evite to the members.</p>	<p>Rebecca and Kim need to before the next PATA meeting to come up with a packet about the NBCC events. Will email to choose a date.</p> <p>Kim will give MATA (Amanda) a call regarding the upcoming MATA event.</p>
<p>Governmental Affairs Position open</p>		
<p>Membership Crista Lynn Kostenko</p>	<p>Crista- not present</p> <p>Kate put together a member survey via Survey Monkey. The preliminary results (29 respondents) were shared with the board. Highlights of the survey results include:</p> <ul style="list-style-type: none"> - Members who attended a meeting in 2012 rated various aspects of the meeting between good and very good. - About 80% of members prefer to receive info about PATA events, board meetings, etc. via email. About half surveyed preferred Evite. - About 30% of people were willing to attend meeting every other month- every three to five months. - 55% of people preferred Saturday meetings, 48% of people preferred meeting on Sunday. - Meeting time preferences were: weekdays after 5pm, weekend mornings and afternoons. - Most people preferred meeting in Penn Quarter/Dupont Circle (DC), Arlington/Falls Church (VA), Alexandria/Springfield (VA) -About 50% of people preferred to gather in an art therapy studio space or had no preference. - Slightly more people preferred meeting in person rather than conference call, but were okay with a mix 	

	<p>of in person and conference calls.</p> <p>- The following are recommendations made to the board regarding meetings:</p> <ul style="list-style-type: none"> *alternate meeting dates/times *add meeting info and agenda to the website *include art making at meetings *make meetings metro accessible *include meeting agenda in all of the contact info for the board meetings 	
Programing	<p>Upcoming events:</p> <p>GWU is hosting happy hour events- Friday Jan 25th 6-8pm. There will be another one in April.</p> <p>PATA could hold an event in Feb if the board would like to.</p> <p>The DDS event is in April (cohosted with MATA and PATA)- April 27nd- 28th.</p> <p>Suggestion that board meetings have a “fun” activity part along with the board meeting administrative stuff.</p>	<p>Kate will send out an Evite about the GWU happy hour event in January and the DDS event in April.</p> <p>Kim will forward Kate the email about the happy hour.</p> <p>Rebecca will email Kate the objectives and future happy hour event dates.</p>
Research	Position put on hold	
Scholarship Position open		
Public Information Position open		
Jobs/Referrals Position open		
Ethics Kimberly H.H.	Kimberly H.H.- not present	
		Kim will send an

<p>Publications Beth Marie Tutt</p>	<p>Beth- not present</p> <p>The website really needs improvement. The student reps suggested that one of their students help out with changing the banner of the website in order to improve ascetics of the site. Suggestion to recruit a GWU undergrad computer science student to manage the PATA website.</p> <p>Combo of social media will help while we try to work out the website issues. Kate volunteered to update the info on the PATA site until someone can take on that job.</p> <p>A suggestion was made to send out all of the PATA communications via MailChimp (rather than the yahoo email service) because it helps to keep a larger number of people informed.</p> <p>A recommendation was made to include a sentence in the Evite stating that the board meeting is open to all members and that everyone is encouraged to attend the board meetings.</p>	<p>email to AATA about including a reminder to renew the chapter membership when renewing AATA membership.</p> <p>Kim will continue to explore the AATA website hosting issue.</p> <p>Kim will send an email out to GWU students asking for a volunteer to help improve the website.</p> <p>Student reps will reach out to GWU undergrad computer science majors for help with website.</p> <p>Kim will email Kate the login info for the site so that Kate can update it.</p>
<p>Student Representatives</p> <p>Jackie- 2nd yr. Steph- 2nd yr. Nina-1st Abby-1st Meagan-1st</p>	<p>Jackie- present Steph- present Meagan- present</p> <p>Nina- not present Abby- not present</p>	

COMMITTEE REPORTS		
NEW BUSINESS		
PATA Vision for 2012		
2012 PATA Board Meeting Calendar	*Third Saturday of every month from 10am -12pm	Email the board for possible conference call dates.
Next Meeting	Next meeting is Wed, February 20, 2013 at 7:15pm and will be held as conference call. For phone meetings: Dial-in Number: (605) 475-4800 Participant Access Code: 993539#	
MOTION TO ADJOURN		
Motion #42.2012: Adjournment	Meeting adjourned by 11:56, Kate calls the meeting to an end. Rebecca seconds motion.	