



The Potomac Art Therapy Association

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**Board Meeting
February 13, 2012
Conference Call
7pm-9pm**

Item	Supplemental Information/Discussion	Action
CALL TO ORDER	X called the meeting to order at X AM EST X 1 st , X 2 nd	
Roll Call	<p>Members Present: Kim Ottinger Hills, President Kate Martin, Secretary Rebecca Wilkinson, Alternate Delegate Rachel Schreiberman, Publications/ Newsletter Chair Beth Marie Tutt, Communications chair (blog) Deborah Bunkley, Events chair</p> <p>Members Not in Attendance: Philip Pradier, Treasurer Kimberly Hanrahan-Havern, Ethics Cara Reiner, 2nd yr. student rep. Kathryn Harlow, 2nd yr. student rep Tom- 1st yr. student rep. Suzanne Fortnum, Delegate Crista Kostenko, Membership Jackie Jones Biggs, 1st yr. student rep Stephanie Tyler, 1st yr. student rep.</p> <p>Others In Attendance:</p>	

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<p style="text-align: center;">Agenda</p>	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Approval of Minutes 2. Approval of Agenda 3. Follow up on communication (blog, Facebook, etc.) 4. Update about Feb 25th and symposium 5. Rebecca will report on meeting with Heidi 6. Share info from phone membership drive 7. Elections- review board member positions 8. Discussion of upcoming PATA events 9. Motion to adjourn 	
APPROVAL OF AGENDA		
Motion # 35.2012:	Approval of Agenda. Rebecca motioned to start, Kate second	
Motion # 36.2012:	Approval of Last meeting's minutes: Kate motions, Rebecca seconds	
EXECUTIVE BOARD REPORTS		
<p style="text-align: center;">President Kim O Hill</p>	<p>Kim- present</p> <p>Yahoo list is figured out- we can access the account and we can send stuff from there. We now need to figure out the blog. Beth Tutt will be doing this. Beth needs the login info.</p> <p>A suggestion was made to develop the Facebook page. We can try to transfer the yahoo group contacts into the mail chimp program. A message can be sent to people in the yahoo group to let them know that there will be a transfer.</p> <p>Priorities:</p> <ol style="list-style-type: none"> 1. Linking Blog & website- our website is on wordpress so there is a blog affiliated with it. Perhaps it would make sense to have these linked rather than separate. Beth can look into creating the blog on the wordpress website. Rachel will add a tab or button to link to the blog 	<p>Rebecca will find the login info and email this to Beth.</p> <p>Rachel will also give Beth the password for the wordpress website.</p> <p>Beth will email Gioia to get the login info for the blog.</p> <p>Kim will send out an</p>

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	<p>page.</p> <ol style="list-style-type: none"> 2. Get chimp mail to replace yahoo 3. Figure out what will go through chimp mail and what will go through the blog 4. Students will keep up the Facebook page (they are administrators now). <p>Info to include in blog: Events (PATA and outside of PATA). Newsletter could be replaced by the blog. A lot of members like the newsletter so we need to think about what we want to do.</p>	<p>email to the yahoo group to alert members of the change.</p>
<p>President-Elect Position open</p>		
<p>Secretary Kate Martin</p>	<p>Kate- present</p>	<p>.</p>
<p>Treasurer Philip Pradier</p>	<p>Phillip- not present</p>	
<p>Delegate & Alternate Delegate Suzanne Fortnum Rebecca Wilkinson</p>	<p>Suzanne- not present. Rebecca- present</p> <p>Feb 25th workshop- we are prepared for that. Rebecca requested that all objectives and other content be approved by her before going out to the members. Evite will be changed to reflect the information on the advertisement.</p> <p>Kim will send out information about the symposium following the call next Monday. A decision was made to push the date of the symposium later in the month. The topic is expanding the field of art therapy through research and grant writing, etc. If there is anyone that would be appropriate for this topic email Kim names and topics.</p> <p>Results from PATA/GW events meeting among Kim Ottinger, Heidi Bardot, and Rebecca Wilkinson, February 9, 2012</p>	<p>Kim will let Kate know what needs to be changed on the Evite prior to the event.</p> <p>Deborah will try to get the minutes from 2010 to Kate.</p>

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	<p>PATA commitments:</p> <ul style="list-style-type: none"> • Determine the dates of the symposium by end of February • Dates mostly set for GW events (awaiting promotional material) <ul style="list-style-type: none"> ○ March ○ April • Talk about events for <ul style="list-style-type: none"> ○ May or June (depending on when the symposium is held) ○ October ○ November ○ December • PATA will poll members about events that might interest them. • No events will be planned for <ul style="list-style-type: none"> ○ July because of AATA Conference ○ August (PATA will meet for phone conference call that month) • Come up with strategy to take money at events and process to take in new members <p>GW commitments:</p> <ul style="list-style-type: none"> • Will confirm the dates of orientation in the fall so that PATA rep can come to speak to students. • Will confirm a date in September for the PATA annual meeting that will not conflict with any other GW classes events (Choices would be among September 8, 15, 22, and 29). • GW (Heidi, Adrienne) and PATA (Kim, Deborah, Rebecca) will meet in June to plan events for 2013. The idea is to plan the events for the whole year in advance. 	

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	<ul style="list-style-type: none"> • GW will get promotional material for March and April events to PATA (Kim, Deborah, and Rebecca). Promotional material should meet the following guidelines: (The information below is slightly revised from what Kim sent to Heidi, includes more information about the objectives). <p>PATA NBCC Approved Continuing Education Provider (ACEP) requirements for events</p> <ol style="list-style-type: none"> 1) Contact person (Rebecca Wilkinson, as of January 2012) should review content of proposals. 2) Contact person makes sure proposals meet NBCC criteria--material must be geared toward mental health professionals, especially counselors, and presenter(s) should be qualified to provide the material. 3) Event must have three measurable objectives (see examples from past events). State what the successful learner will know or be able to do at the end of the program. Objectives should identify participants' expected performance as well as the conditions and criteria of acceptable performance. Objectives must be stated in observable and measurable terms as well as be attainable within the time available. A least one identifiable content objective must focus on the mental health professional's use of presented knowledge to aid clients in a professional mental health setting. The objective must be clearly identified in the program or agenda. Programs designed solely to assist the general public with their own personal difficulties and challenges do not qualify for NBCC approval. 4) All promotional material web and print--website, flyers, brochures—should include a statement that says one of the following: <ol style="list-style-type: none"> a) If PATA is the sole sponsor: Potomac Art Therapy Association (PATA) is an NBCC-Approved Continuing Education Provider, Provider #6500, and may offer NBCC-approved clock hours for events that meet NBCC requirements. PATA solely is responsible for all aspects of the program. b) If PATA is co-sponsoring the event: This event is co-sponsored by the Potomac Art Therapy Association (NBCC provider #6500) and <i>Name of other organization(s)</i>. The Potomac Art Therapy Association may award NBCC approved clock hours for events or programs that meet NBCC requirements. The 	

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	<p style="text-align: center;">Potomac Art Therapy Association and <i>Name other organization(s)</i> maintain responsibility for the content of this event.</p> <p>4) All promotional material web and print--website, flyers, brochures— should include the target audience (therapists, counselors, art therapists, mental health practitioners), the fee, cancellation/refund policy, the schedule, and credentials of presenter(s).</p> <p>5) Event must have an evaluation and all attendees should be encouraged to fill out evaluations (Evaluation used should be the generic PATA evaluation modified for the specific event).</p> <p>6) Event must have an attendance sheet.</p> <p>7) Certificate of attendance must be given for the event with the following information:</p> <ol style="list-style-type: none"> a. The name of, and complete contact information for PATA b. The name and date of the event. c. The name of the person to whom the hours are awarded (there can be a blank line where the attendee can fill in their own name). d. The number of clock hours awarded (Only the actual hours of the event may be counted, and should not include any breaks, even if short). e. A signature of the authorized ACEP contact person or designee (Rebecca Wilkinson is the designee for PATA). f. PATA's NBCC ACEP Number 6500. <p>8) Record Keeping--The attendance sheet, a copy of the flyer, and the evaluations should be kept for 5 years.</p> <p>NBCC Requirements: Info from all events need to be kept for 5 years. At the end of the year we will have to submit the information for this renewal process. This folder is kept by Rebecca and can be passed on to Kim. Rebecca and Deborah will work together to get the NBCC status renewed.</p> <p>There are minutes on the website that Kate can access if Deborah can not access the minutes.</p>	

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Governmental Affairs Position open		
Membership Crista Lynn Kostenko	<p>Crista- not present</p> <p>Rebecca talked to some people. Some people are not getting the Evites- and we are address that in combining the listserves, Fecebook, etc. People were interested in ethics and supervision. People were interested in family art therapy. Someone was interested in neuro-biology and art therapy. Gail Edmund offered to do a one hour workshop on family dynamics in the workplace. Susan Eastman offered to do a workshop on domestic violence. Deni Bradshaw was intereted in a professional workshop with Linda Gantt.</p> <p>Deborah will make some calls.</p> <p>Membership phone drive is almost over. We could send out a survey of what people are interested in after the phone drive finishes. Chimp mail does have a service for a survey or we could use survey monkey.</p>	<p>Kim would like people to email her the membership phone drive info and feedback.</p>
Programs and Multicultural Deborah Bunkley	Deborah- present	
Research	Position put on hold	
Scholarship Position open		

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Public Information Position open		
Jobs/Referrals Position open		
Ethics Kimberly Hanrahan- Havern	Kimberly – not present	
Publications Rachel Schreibman Beth Marie Tutt	Rachel – present Beth- present	
Student Representatives Jackie- 1 st yr. Tom- 1 st yr. Steph- 1 st yr. Cara Reiner- 2 nd yr. Kathryn Harlow- 2 nd yr.	Jackie- not present Steph- not present Tom- not present Cara- not present Kathryn- not present	
COMMITTEE REPORTS		
NEW BUSINESS		
PATA Vision for 2012		

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2012 PATA Board Meeting Calendar	*Third Saturday of every month from 10am -12pm	
Next Meeting	<p>Next meeting is Saturday, March 17th at 10am-12pm. At Teatism in Penn Quarter, Washington D.C.</p> <p>*Please bring something green to the next meeting! We plan to incorporate the green objects into a group artwork, which will be created during the March meeting to celebrate St. Patrick's Day.</p> <p>Agenda</p> <ol style="list-style-type: none"> 1. Approval of the Agenda 2. Approval of the Minutes 3. Follow up on communication (blog, Facebook, etc.) 4. Update about symposium 5. Elections- review board member positions 6. Discussion of upcoming PATA events 7. Motion to adjourn <p>For phone meetings: Dial-in Number: (605) 475-4800 Participant Access Code: 993539#</p>	
MOTION TO ADJOURN		
Motion #37.2012: Adjournment	Meeting adjourned by Kim. Rebecca motioned to adjourn the meeting. Kate seconds.	Motion Carried at 9pm