



The Potomac Art Therapy Association

P.O. Box 1459, Washington, DC 20013
 PHONE: 202-333-8244 E-mail: info@potomacata.org

Board Meeting
Saturday, February 19, 2011
Conference Call
 10:00am – 12:00pm EST

Item	Supplemental Information/Discussion	Action
CALL TO ORDER	Amy T. called the meeting to order at 10::05 AM EST Kimberly 2nd	
Roll Call	<p>Members Present: Deborah Bunkley, Amy Tatsumi, Kate Martin, Kim Ottinger -Hills, Philip Pradier</p> <p>Not in Attendance: Crista Lynn Kostenko, Rachel Schreibman, Heidi Bardot, Beth Tutt, Kimberly Hanrahan-Havern Rebecca Wilkinson</p>	
Call to Order- Motion #32.2011	Amy- motion, Kimberly O- 2nd	

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<p>Agenda</p>	<ol style="list-style-type: none"> 1. Call to Order 2. Update of the CEU/NBCC application status. (Deborah will update for Rebecca) 3. Review PATA Budget. (Deborah will update on progress) 4. Discussion of Scholarship position and available funding for scholarships in 2011. 5. PATA members will volunteer for the PATA committees, which include: website membership, 2011 programming and 2011 conference promotional giveaways. 6. Discussion of phone tree for membership drive. 7. Deborah/Rachel will report on the status of the Newsletter. Discussion of how to generate more content for newsletter and who will be responsible for assembling the content. 8. Kimberly O. and Kimberly H. will report on potential government relations projects. 9. Student Reps will give an update from the GWU student art therapy organization about the students' interest in helping with PATA gift bags for 2011 conference. 10. Membership - since our local chapters are all in such close proximity to each other, should we offer a discount rate to any members of MATA or VATA that also want to join PATA. 9. Call to Adjourn 	
<p>APPROVAL OF AGENDA & MINUTES</p>		
<p>Motion # 33.2011:</p>	<p>Approval of Agenda : Kim -1st, Amy O -2nd</p>	
<p>Motion # 34.2011:</p>	<p>Approval of December 4 2010 Minutes: Kim- 1st, Amy- 2nd</p>	
<p>EXECUTIVE BOARD</p>		

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REPORTS		
<p align="center">President Deborah Bunkley</p>	<p>Deborah- present</p> <p>Reported on NBCC and Budget – see individual sections for notes.</p>	
<p align="center">President-Elect Kimberly Ottinger-Hills</p>	<p>Kimberly appointed to this position December 2010</p>	
<p align="center">Secretary Kate Martin</p>	<p>Kate- present</p>	
<p align="center">Treasurer Philip Pradier</p>	<p>Philip- present</p> <p>In our account we have \$3, 724.20. that incl. \$1400 from membership. On the \$1400 from membership versus 2100 from membership- so we need to start sending out reminders. Crista can do that.</p> <p>(Amy) Not all of our board members have renewed their PATA membership yet.</p> <p>Touch base with supervisors- to set good examples of membership</p> <p>Draft of the budget- get a proposed budget for events.</p> <p>Recurring cost:</p> <p>Mailbox fee and postage cost- around \$90 a year – we are paid for this year</p> <p>Phone/internet service- \$15 a month</p> <p>Web costs-</p> <p>Non profit cost to Harvard Business services- we are paid for this year</p> <p>Annual report- we need to get the annual report from AATA.</p>	<p>1. Deb will send final proposed 2011 budget this week to the board which will include recurring costs</p>

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<p>Delegate & Alternate Delegate Amy Tatsumi & Rebecca Wilkinson</p>	<p>Rebecca- not present Amy-present</p> <p>Deborah reporting for Rebecca- NBCC application sent end January, Waiting for response from NBCC. Will hopefully be approved by end March.</p>	
<p>Governmental Affairs Kimberly Ottinger-Hills Kimberly Hanrahan-Havern</p>	<p>Kimberly O.Hills.-present Kimberly H. Havern- not present</p> <p>Title protection is the next step rather than licensure. Kim expressed that it would be helpful to have someone with experience in this area to help with this. Perhaps Kim H.H. can focus on government rather than ethics. Suggestion - while continuing to do research of needs, put any major push on hold till after the AATA conference.</p>	<p>1. Kim O.H. and Kim H.H. will talk to each other about potential government relations issues.</p>
<p>Membership Crista Lynn Kostenko</p>	<p>Crista not present</p> <p>Membership phone drive- call the AATA members in the area to encourage them to sign up for PATA. (Amy)- I think we should make one list and call the entire list of AATA members. With two rounds would help the board complete the task. We received about half the membership (65-70% of members renewed). But we saw some new names, which is positive. (Deb)- Crista was approached by VATA b/c there were VATA members who wanted to be members of PATA. Could VATA members have a discount for signing up for PATA? The board felt that there should not be a discount b/c the fee is already really low. We can talk about the members benefit list to support reason to pay PATA fee.</p>	<p>1. Deb will let Crista know that we don't want to offer the discount.</p>

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	(Kim O.H)- we should include questions about who is interested in helping out with conferences committees or joining board when we call the potential members. Do the same thing we did before when calling (board positions, committees, etc.)	
Programs and Multicultural Need to recruit for this position		
Research	Position put on hold at Feb 20, 2010 meeting	
Scholarship Heidi Bardot	<p>Not present. No report</p> <p>PATA currently has \$75 in award money for memberships, which was donated by Elva. Originally planned for three \$25 memberships. Each student membership is \$10.</p> <p>The board suggested that the student reps- Beth, Kate and Shelly could each be awarded a membership and then the remaining funds could go towards awarding memberships to students nominated by Kate and Beth.</p>	<p>1. Deborah has appointment with Heidi this afternoon to speak about the scholarship position.</p> <p>2. Deborah will touch base with Crista and Elva with membership funds & find a response to essay request</p>
Public Information Position Vacant		
Jobs/Referrals Position Vacant		
Ethics Kimberly Hanrahan-Havern	Kimberly present: No report	
Publications	Rachel- not present She wants to purchase banners for the newsletter. (Phillip)- suggested that the board pay for these banner fees, rather than have others pay for it and then get reimbursed.	Check with Rachel to see if she submitted invoice for banners

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Rachel Schreibman	Amy/Deborah – advised that members have not seemed to mind getting reimbursed in the past. Makes it go faster.	
Student Representatives Kate Martin Beth M. Tutt	1. Kate- present The 1 st year PATA reps have not been in contact with Beth or Kate and have not attended any meetings. The board would like to know the status of 2. Beth- not present	1. Kate will resend Deborah the emails of 1 st yr. PATA reps. 2. Kate will touch base with 1 st yr. PATA reps about interest in position.
COMMITTEE REPORTS		
Web Subcommittee	Amy reported on the website status: Huyen was waiting for feedback from the board, but is now ready to move forward on the site. Rachel is helping out with the site creation. For right now the board agrees that there is no need for additional committee members. When the site is completed PATA will need volunteers to learn how to train members and those interested in running the website how to use the hosting program.	1. Amy will find out what the server hosting fee is and if there are other fees associated with the website for the budget.

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Nominating Subcommittee	No report	
2011 Conference	<p>Programming committee: - Kim will head the committee for organizing the conference gift bags. The board is looking for other volunteers to join this committee.</p> <p>PATA will have a table and we need to come up with something to represent PATA.</p> <p>Possible gift bag ideas: Suggestion to contact Studio Downstairs and Create Arts Center to see if they can help make stamps to supplement what Tracey's Kids is doing -We could contact Cathy Goucher in Baltimore who runs a studio similar to the Studio Downstairs. Perhaps PATA could partner with an art therapy org./studio group. PATA members would be encouraged to work with the groups to create things.</p> <p>-The board agreed that PATA would include a piece of give-away art in each AATA gift bag -included with the art there should be an info card about PATA and the orgs. That helped create the work.</p>	<ol style="list-style-type: none"> 1. Kate will talk to Tracy about the magnets. 2. Kate will mail a magnet created at Tracy's Kids to Kim O.H. to use as a sample. 3. Deb and Kim will talk to Studio Downstairs/Create
NEW BUSINESS		

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PATA Communications																						
PATA committees	<p>Kim O.H. agreed to head the 2011 conference gift bag planning committee. More volunteers are welcomed to join this committee.</p> <p>Amy reported that for right now she is fine heading the website committee on her own.</p> <p>Kelly volunteered for programming committee. Need others</p> <p>All board members need to volunteer to be on one committee.</p>																					
Newsletter	<p>Rachel did a great job on the newsletter. Some minor changes were suggested for the formatting to improve readability. Some areas of the newsletter could possibly be condensed to make it more accessible to the readership.</p>																					
2011 PATA Board Meeting Calendar	<p>Meetings held 3rd Saturday of every month from 10-noon via either face to face or conference call</p> <p>For phone meetings: Dial-in Number: (605) 475-4800 Participant Access Code: 993539#</p> <table border="0" data-bbox="443 1024 1535 1393"> <tr> <td>March 19th</td> <td>Teaism</td> </tr> <tr> <td>April 16th</td> <td>Date may be changed to April 9th and include member programming/event</td> </tr> <tr> <td>May 21th</td> <td>TBD</td> </tr> <tr> <td>June 18^h</td> <td>Conference call</td> </tr> <tr> <td>July 16th</td> <td>TBD</td> </tr> <tr> <td>August 20th</td> <td>Conference call</td> </tr> <tr> <td>September 17th</td> <td>Possible member programming/event</td> </tr> <tr> <td>October 15th</td> <td>Conference call</td> </tr> <tr> <td>November 19th</td> <td>Possible member programming/event</td> </tr> <tr> <td>December 17th</td> <td>Conference call</td> </tr> </table>	March 19 th	Teaism	April 16 th	Date may be changed to April 9 th and include member programming/event	May 21 th	TBD	June 18 ^h	Conference call	July 16 th	TBD	August 20 th	Conference call	September 17 th	Possible member programming/event	October 15 th	Conference call	November 19 th	Possible member programming/event	December 17 th	Conference call	<p>Hosting meetings at Teaism, DC ~Alternate with Conference calls as needed ~Open board meetings with activities to draw members</p>
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Next Meeting	<p>March 19th, at Teatism, Penn Quarter, Washington D.C.</p> <p>Agenda:</p> <ol style="list-style-type: none"> 1. Report on Scholarship Committee and donated student scholarship 2. Kim O.H. and Kim H.H. will report on potential government relations topics 3. Update on PATA gift for conference 4. Discussion of membership phone call tree 5. Presentation of the final budget 	
MOTION TO ADJOURN		
Motion # 35.2011: Adjournment	Amy- motion, Kimberly O.H. 2nd	Motion Carried 11:20