



The Potomac Art Therapy Association

P.O. Box 1459, Washington, DC 2001 E-mail: info@potomacata.org

Board Meeting August 10, 2014, 10am-12pm Arlington, VA

Item	Supplemental Information/Discussion	Action
CALL TO ORDER	Kate called the meeting to order at 10:30 AM EST Gioia 1 st , Sue Ann 2nd	
Roll Call	<p>Members Present: Kate Martin, President Su Ann Hastings, Events Chair Steph Tyler, Communications Chair Gioia Chilton, Scholarships Chair</p> <p>Members Not in Attendance: Ji Young, 1st yr. PATA rep Jane woo, 1st yr PATA rep Crista Kostenko, Membership Chair Deni Brancheau, Ethics Chair Suzanne Fortnum, Alternate Delegate Rebecca Wilkinson, Delegate Kimberly Ottinger, Treasurer</p> <p>Others In Attendance: Nancy Parfitt Hondros</p>	
Agenda	Agenda:	

Call to Order

2. Approval of Agenda

3. Approval of Minutes

4. Board member reports:

- President Kathryn Martin
- President Elect
- Secretary
- Treasurer Kimberly Ottinger
- Delegate /Alternate Rebecca Wilkinson /Suzanne Fortnum
- Government Affairs
- Membership Crista Kostenko
- Programming Sue Ann Hastings
- Ethics Deni Brancheau
- Scholarships Gioia Chilton
- Communications Steph Tyler
- PATA Reps Nina Salzberg, Abby Timberlake, Meagan Oliphant (2nd yrs)
Ji Young and Jane Woo (1st yrs)

5. AATA Conference Chapter Meeting Update

- Huge push to get licensure in each state
- Global Alliance is working towards a new certification to protect Creative Arts Therapists working in hospital settings.
- Encouraged to consider strategic plan throughout year
- Administrative ideas to consider:

- pass amendment to allow students to hold board positions
- Require signed contacts for each board member
- Changing PATA's name (to something that includes Washington DC)

6. PATA's Strategic Plan & Visioning Goals

- Reviewed strategic plan and Visioning outcomes to create updated strategic plan
- Strategy to achieve goals

7. DC Licensure

- Survey
- Nominating a GAC representative
- Apply for a GAC grant to support licensure funding needs (Deadline this fall. Awards given out in Feb 2015)
- Meeting with DC Council member

8. Treasurer

- Finances have been reviewed and everything is now in order
- presentation of budget (Kim)
- Idea: should PATA put some of the money into an investment fund? (Similar to AATA's financial strategy)

9. Membership

- Compiling members' (and non) professional info for website (Steph)
- AATA's mentor program- do we want to participate?
- outreach to GWU students
 - PATA rep at the 1st yr orientation
 - Big sibs little sibs event
 - gift bags for students promoting PATA

10. Communications/website update

- Website- found someone to help us!
- We need: Board member write ups for bio and pics
- Issue with current site, option to change hosts:
 - Weebly host details: Starter plan- \$4/mo. Contract options: 6 months = \$29, 1 year= \$49. 2years= \$79 VS. Current website (jumpline) cost is 1 year= \$71.64
- Social media- strategy: Twitter. Do we want anyone to be able to upload to our twitter?
- Art therapist of the month spotlight (Nick Denson)- Who is next?

11. Scholarships

- Update (Gioia)

12. Government Affairs

- Brainstorming about possible research project (Gioia)

13. NBCC Renewal

- Update (Rebecca & Kim)

14. Events

- **2014 Events:**

- o September Potluck- update, planning, needs?
 - Silent auction to benefit CREATE ??
- Ideas from other chapters (from conference)
 - o Gift bags for incoming students that promote PATA membership
 - o Press releases for events
 - o Raffle a \$50 Dick Blick card at events
 - o Digital video contest about art therapy
 - o Graffiti/wall mural in a museum where people come watch art therapists make art (NY chapter)

	<ul style="list-style-type: none"> ○ Art Therapy Deck of Cards fundraiser (each artists does a different card in the deck) ○ Yoga healing and arts workshop ○ Giving power point presentations about art therapy to high school students ○ Educating academic advisors in our area about the field of art therapy ○ Theme for each year (i.e, “Year of the Heart”) ○ Connecting with the Red cross to become first responders ○ Partnering with art galleries to promote art therapist’s work (Phillips Gallery in DC already does this with IONA). ○ Having an Info table at various conferences (do we want one at the Expressive arts therapy conference in NYC in Nov?) ○ Art Therapy Happy hours ○ Survey of salaries in the DC area (last one was done by AATA in 2009, nationwide) ○ Make magnets and other items to sell at conferences ○ Involvement with marches, runs, etc. <p style="text-align: center;">- 2015 Events:</p> <ul style="list-style-type: none"> ○ Grant writing workshop- update ○ Supervision event in May (when graduating students need mentors) <p>15. Call to Adjourn</p>	
APPROVAL OF AGENDA	Kate motioned to call meeting to order, Sue Ann seconds	
Motion # 74.2014:	Approval of Agenda. Gioia approves, Sue Ann seconds	
Motion # 75.2014:	Approval of Last meeting’s minutes: Gioia approves, Kate seconds	
EXECUTIVE BOARD REPORTS		
President Kathryn Martin	Kate- present	Kate will send this

	<p>PATA's Strategic Plan & Visioning Goals</p> <p>Kate condensed the strategic plan and the Visioning workshop outcomes into one document so that the board could remain focused on the goals we set for ourselves and how to achieve them. Listed are things we are already doing to support our future vision/strategic goals as well as what we could do better. The board did not have time to discuss this document, but they did glance over it and will discuss it further at future board meetings.</p> <p>DC Licensure</p> <ul style="list-style-type: none"> - Survey- in the process of having AATA create a survey for us with our questions on Survey Monkey. Once we receive notice that the survey is done we will send it out. 	<p>document out to the board and bring it future meetings for discussion.</p> <p>Kate is compiling the ATCB and AATA lists of art therapists practicing/living in DC</p> <p>Kate will email licensure committee to set next meeting date</p>
<p>President-Elect Position open</p>		
<p>Secretary Open</p>		
<p>Treasurer Kim Ottinger</p>	<p>Kim- not present</p> <p>Treasurer</p> <ul style="list-style-type: none"> - Finances have been reviewed and everything is now in order - Need to put forth a motion to pay for gift bags for incoming GWU students (approximately 30 bags, total cost is \$150) 	<p>Kate will email the board to put forth a motion to approve spending \$150 of GWU grad student gift bags</p>

<p>Delegate & Alternate Delegate Rebecca Wilkinson Suzanne Fortnum</p>	<p>Rebecca- not present Suzanne- not present</p> <p>AATA Conference Chapter Meeting Update: - Huge push to get licensure in each state</p> <p>AATA is going to create the survey in survey Monkey for PATA to determine interest and need</p> <ul style="list-style-type: none"> - Global Alliance is working towards a new certification to protect Creative Arts Therapists working in hospital settings. - Encouraged to consider strategic plan throughout year <p>Administrative ideas the board considered</p> <ol style="list-style-type: none"> 1- pass amendment to allow students to hold board positions Michigan has success with this strategy. A suggestion was made to contact Michigan for language for modifying bylaws. The board would like to amend the bilaws to include this and is in support of students holding voting board positions. The board will need to vote to approve the change in the bilaws. It was agreed that Kate would make all the amendments in the bilaws and then the members would vote on it at the annual meeting on Sept. 7, 2014 2- Require signed contracts for each board member The board liked the idea of holding board members accountable. There will need to be a motion brought to the board to make this official. The language for the contract will need to be finalized and contracts will need to be approved by the board before we can start using these. 3- Changing PATA's name (to something that includes Washington DC) The board discussed this with support for both sides of the argument (changing and not). 	<p>Kate will reach out to Michigan chapter to get the language for the bilaw that includes students.</p> <p>Kate will review bilaws and update them (general)</p> <p>Kate will send out an email to the board asking them to make motions for:</p> <ol style="list-style-type: none"> 1- students to hold board positions 2- require signed contracts of all board members <p>Following the approval of the motions by the board, Kate will change the bilaw to state that students will be allowed to run for and hold voting board member positions.</p> <p>Kim and Rebecca will follow up on</p>
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	<p>Ultimately the board decided to keep the name as PATA because of the history of the name. A suggestion was made to specify in the description of the org what areas od MD and VA we include.</p> <p>NBCC Renewal</p> <p>Rebecca reported the recent communiqué from NBCC that we had not properly submitted forms (Form B, to be specific) describing upcoming CEC events for this year. If you need my help on that, let me know. If we don't have any lined up, on the other hand, we can always just let them know that. I can't remember what we have lined up....</p> <p>I also wanted to report that I have spoken with the new Continuing Education/ACEP contact person at NBCC (can't remember her name off the top of my head) and she is as pleasant as the previous rep Pam Leary. And that, although they've changed the rules for the way the sponsorship is interpreted, it will not affect us much. Also MATA is looking to get NBCC status as well and they have asked if they can see the paperwork we submitted to NBCC. I think Kim has been in touch with Amanda Bechtel about that.</p>	NBCC stuff
Governmental Affairs	Position open	
<p>Membership Crista Lynn Kostenko</p>	<p>Crista- not present</p> <p>Membership</p> <ul style="list-style-type: none"> - Compiling members' (and non) professional info for website (Steph) <p>Steph has received info from 6 members. Suggestion was made to put an announcement on FB.</p> <p>-AATA's mentor program- do we want to participate?</p> <p>The board discussed this. It is not a supervisory position. Mentors would sign up through</p>	<p>Steph will post something on FB asking for info from art therapists wanting to advertise on the PATA website.</p> <p>Kate will talk to AATA about the mentor program and sign PATA up for this.</p>

	<p>AATA and PATA would have a link to connect mentors. AATA arranges the mentorship contacts. PATA would post list of AATA members. Executive decision to include in our website.</p> <p>- outreach to GWU students</p> <p>- PATA rep at the 1st yr orientation August 25th:</p> <p>Gioia Chilton can attend the orientation.</p> <p>- Big sibs little sibs event August 25th:</p> <p>The board decided that PATA doesn't need to attend the big sib, little sib event</p> <p>- Gift bags for students promoting PATA</p> <p>The board liked the idea of making gift bags to welcome incoming students. Other chapters do this for their students and it has been successful. The board discussed possible gift ideas and decided that they wanted to give out sketch books and mood pencils. The sketch books are about \$3.50 each and the pencils are 24 for \$8.50. The board thought it would be good to include a sticker with info about PATA inside the sketch book. A hand-written gift tag would tie the book & pencil together. Some of the phrases that were discussed as something that could be written on cards or printed on the items we give away:</p> <p><i>PATA welcomes to your new professional community.</i></p> <p><i>LOGO</i></p> <p><i>Mission Statement</i></p> <p><i>Like us on Facebook</i></p> <p><i>Website and email address</i></p> <p><i>We're here to support you on your wonderful journey.</i></p> <p>This is will be a good way to get our name out there to the student immediately. Kate volunteered to host a gift making gathering at her house on August 24th from 10am-11am. Gioia and Steph have agreed to come over to help with this. Other board members are welcome to</p>	<p>Kate will email the board about approving money to be spent on the student gifts</p> <p>Kate will get in touch with GWU to find out how many students are in the incoming class</p> <p>Gioia will print the stickers and buy the gift tags</p> <p>Steph or Kate will email Gioia the PATA logo for use on the stickers</p> <p>Kate will order the sketchbooks from Blick, mood pencils from Oriental Trading and purchase the raffia ribbon.</p> <p>Kate will host the gift assembly gathering at her home August 24th from 10am-11am.</p>
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	<p>help as well.</p> <p>Gioia will buy color printer ink and sticker sheets in order to print off the PATA information that will be stuck to the notebooks. The board agreed to let Gioia know a reasonable price for the color ink that is used and will reimburse her for the cost of the ink, stickers and gift tags.</p> <p>Kate will purchase the sketchbooks, mood pencils and raffia ribbon- PATA will also reimburse for these items.</p> <p>The board discussed Contracts for Board Positions:</p> <p>The question discussed was regarding asking for a written commitment from each board member upon entering a PATA board or chair position. The job description is included in the contract. This addresses the issue of accountability and may help to establish that board members and chairs need to commit to a certain % of meetings attendance. One way to do this may also be to request each board member schedule a presentation of their topic area to the membership at a meeting of their choosing.</p> <p>Suggestion was also made to provide financial incentive for board members (i.e. free workshops? Free dues to board members?)</p> <p>** Need to look at possible revision of bylaws. Student board membership, job descriptions, voting – present at the potluck for vote. Will send out email to vote on student board members plus contracts for executive board members.</p> <p>The board also discussed the possible change of PATA’s name to a name that includes Washington DC. The argument for this change is that people don’t know the meaning of “Potomac”. Some supported changing it to DC ATA or Capitol Area Art Therapy Association? Questions about the viability of changing the name. Some board members were not in support of this.</p>	<p>She will email the board to let them know the plan.</p> <p>Gioia and Kate will let Kim know how much the items they purchased for the students gifts cost. They will provide Kim with recipes for all expenditures related to the gift.</p> <p>Each board member will write up their own job description and board member contract and email it to Kate</p>
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<p style="text-align: center;">Programming Sue Ann Hastings</p>	<p>Sue Ann- present</p> <p>Events</p> <ul style="list-style-type: none"> - 2014 Events: <ul style="list-style-type: none"> o September Potluck- update, planning, needs? <p>We have confirmed with Heidi Bardot at GWU that the potluck will be on Sept 7th from 1-4pm. It will be held in the fishbowl room.</p> <p>CREATE is looking for new ways to fundraise and they approached us to see if they could host a silent auction to benefit CREATE as the potluck. CREATE would provide art work. The board discussed this and felt that we need more time to plan something like this and that if we do have an event like this we should reach out to all art-based non-profits, org and our members about participating. Since this is the case we would also need to discuss how the money would be divided among participants and draft contracts for this type of event.</p> <ul style="list-style-type: none"> - The following are ideas that were presented on the agenda, but the board did not have enough time to discuss all of them in length. Kate will follow up with Sue Ann to see if any of these idea seem feasible: - Ideas from other chapters (from conference) <ul style="list-style-type: none"> o Press releases for events o Raffle a \$50 Dick Blick card at events o Digital video contest about art therapy o Graffiti/wall mural in a museum where people come watch art therapists make art (NY chapter) o Art Therapy Deck of Cards fundraiser (each artists does a different card in the deck) o Yoga healing and arts workshop o Giving power point presentations about art therapy to high school students o Educating academic advisors in our area about the field of art therapy o Theme for each year (i.e, “Year of the Heart”) o Connecting with the Red cross to become first responders 	<p>Kate will get in touch with Deborah at CREATE and let them know what the board decided.</p> <p>Kate and Sue Ann will discuss the events chair position.</p> <p>Kim will email Sue Ann Melissa Walker’s info.</p> <p>Sue Ann will get more info from Heidi about the Fall workshops that GWU wants PATA’s involvement in.</p>

- Partnering with art galleries to promote art therapist's work (Phillips Gallery in DC already does this with IONA).
- Having an Info table at various conferences (do we want one at the Expressive arts therapy conference in NYC in Nov?)
- Art Therapy Happy hours
- Survey of salaries in the DC area (last one was done by AATA in 2009, nationwide)
- Make magnets and other items to sell at conferences
- Involvement with marches, runs, etc.

Upcoming event in the fall:

Sue Ann also shared that GWU has 2 events planned in Oct and November that they would like us to be part of. We need to clarify with GWU about this because we can not approve CEC without being directly involved in the planning process. We also need their presenters to fill out or workshop form if they want PATA to be part of the workshop and provide CECs.

Sue Ann expressed confusion about the role of the Events Chair and the board discussed this. Kate will follow up with Sue Ann to make sure this confusion is resolved.

2015 Events:

Grant writing workshop

Sue Ann provided the board with an update- the workshop is scheduled for around February 2015 and she is in the process of getting the info from the panel presenters. Kate reported that there is someone from CREATE who writes their grants that might be interested in being on the panel. A suggestion was made that we have a short panel presentation and then break out into smaller groups for discussion.

Sue Ann is waiting on Melissa Walker's info in order to reach out to the panelists about the presentation. She will follow up with Kim to get this info.

	<p>Position put on hold</p> <p>Research</p> <p>Brainstorming about possible research project that Gioia would like to conduct with the board and PATA members.</p> <p>Goia is interested in exploring a positive ethics and values as a research project. Participatory action research: a group comes together. Art based research. What are our values? What can we discover about the underlying values of the PAYA membership? Two or three workshops- create art work around the questions. Response work to the values of the art work. Create a publication. Goia needs to commence a literature search. Arts based research can have a new initiative with each creation. Need to review community action research/ IRB questions. Need to create a release for participants. Needs to be worked out: Who would be the participants? What kind of commitment is required? Community based supports decisions by the group to answer any questions. Goia will write up a concept paper on the topic. ?Have a meeting on just this topic? Will send in application form</p>	<p>Gioia will sketch out a little more about this research project and present it to the board at the next meeting.</p>
<p>Scholarship Gioia Chilton</p>	<p>Scholarships</p> <p>- Update (Gioia) Have 2 people in competition in every category. Have sent info to Lena and Mary Ellen. Do we need other readers to help with selection process? Goia will give reasoning to Lena and Mary Ellen for decisions. Goia would like to propose increase of student scholarship amount (\$400) to cover the AATA conference registration. Goia makes a motion to increase student amount to \$400. Motion is tabled for next meeting. Would it be</p>	<p>Gioia will reach out to her committee to see if they can help her make the decision for the professional scholarships.</p>

	sustainable?	
Public Information Position open		
Jobs/Referrals Position open		
Ethics Chair Deni Branchau	Deni- not present	
Communications Chair Steph Tyler	<p>Steph- present</p> <p>Communications/website update</p> <ul style="list-style-type: none"> - Website- found someone to help us! <p>Connected with student bodies for website development. Foreign IT student would love to work (volunteer) on the website.</p> <ul style="list-style-type: none"> - We need: Board member write ups for bio and pics (and chairs) - Issue with current site, option to change hosts: <ul style="list-style-type: none"> - Weebly host details: Starter plan- \$4/mo. Contract options: 6 months = \$29, 1 year= \$49. 2years= \$79 VS. Current website (jumpline) cost is 1 year= \$71.64 <p>** need to vote on change of host change. Weebly got best reviews, very contemporary. Has no maximum storage capacity,</p> <ul style="list-style-type: none"> - Social media- strategy: Twitter. Do we want anyone to be able to upload to our twitter? <p>Steph has created a Twitter account. Need 5 followers: Art Therapy Alliance, American Art Therapy, Goia provided a list of contacts. Kansas Art Therapy has active Tweeter accounts Facebook group v. page. Group cites a specific name (Steph) v. a page would cite PATA page.</p>	<p>Steph and Kate will have a conference call with Anfernee and report to the board about the progress of his work.</p> <p>Steph will start a FB page for PATA and reach out to our members for likes on our page.</p>

	Request board members to update status in Facebook. - Art therapist of the month spotlight (Nick Denson)- Who is next?	
Student Representatives	Not present	
COMMITTEE REPORTS		
NEW BUSINESS		
PATA Vision for 2012		
2014 PATA Board Meeting Calendar	*Usually the third Saturday of every month from 10am -12pm	
Next Meeting	<p>Next meeting is Sept 7th at 1pm-4pm: Annual Member Potluck</p> <p>GWU Art Therapy Program, Alexandria, VA</p> <p>Agenda- TBD</p> <p>For phone meetings: Dial-in Number: (605) 475-4800 Participant Access Code: 993539#</p>	
MOTION TO ADJOURN		
Motion #76.2014: Adjournment	Meeting adjourned by Gioia, Kate seconds motion.	12:30pm

