Southwestern Region of the American Music Therapy Association

Board of Directors
Summer Meeting Board Book
July 27, 2019
Dallas, TX
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<td>Board Orientation</td>
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<td>SWAMTA purpose and goals</td>
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<td>10:00 am – 10:15 am</td>
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<td>10:15 am – 11:00 am</td>
<td>Finances and Treasurer’s Report</td>
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<td>Projected budget for 2019-2019</td>
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<td>Financial Assets Storage Options</td>
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<td>12:00 pm – 12:45 pm</td>
<td>LUNCH BREAK and SWAMTA BOD Photo</td>
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<td>12:45 pm – 2:00 pm</td>
<td>Officer Reports, continued</td>
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<td>Mary Alton/Tony Milland-Santiago</td>
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<td>(Houston 2019 Conference Planning)</td>
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<td>Jonathan Silbert</td>
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<td>Marcus Hughes</td>
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<td>Sarah Lynn Rossi</td>
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<td>The Quarter Note</td>
<td>Veronica Butler</td>
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<td>Rachel Gan</td>
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<td>Regional Communication Strategies</td>
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<td>Time</td>
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<td>Presenter</td>
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<tr>
<td>3:45 – 4:30 pm</td>
<td>New Business</td>
<td>Carolyn Moore</td>
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<tr>
<td>4:30 pm</td>
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March 24, 2019
Electronic Communications via “Zoom” video conferencing call.
7:00pm – 7:48PM CST

MOTION: Resolve, that SWAMTA give away one professional and one student registration for the 2020 SWAMTA Regional Conference at the SWAMTA 2019 Regional Conference in Georgetown, Texas, as an incentive for attending the exhibit spectacular event. Author, Mary Altom. The motion carried.

Alix Brickley, Treasurer, facilitated discussion regarding financial decisions, such as how to process payments for sponsorships and for conference registration with the least amount of credit card fees.

Discussion occurred on the topic of verification of membership at the time of conference registration. Carolyn Moore, President Elect, shared that Great Lakes Midwestern Region reported that Cindy Smith (AMTA staff member) provides them an updated membership list weekly and free of charge during their conference season.

President Elect, Carolyn Moore, recommended adding up to $3000 for the membership scholarship budget line in 2020 (this would fund 15 members at 80% scholarship). This topic was tabled to be voted on at the Summer Board Meeting.

Discussion occurred regarding conference financials. Amy Rogers, Outgoing Treasurer, expressed her optimism about breaking even. Mary Altom reported that extending the deadline for registration reduced the room attrition significantly.

Amy Rogers reported that the tax prep fee was over $900 this year, and that the fees continue to increase each year.

With the except of the motion related to a giveaway at conference, all other motions were tabled for future board meetings.
I. ROLL CALL
President Christine Neugebauer called the meeting to order at 4:46 PM CST.

The following members of the SWAMTA Board of Directors were in attendance: Christine Neugebauer (President), Carolyn Moore (President-Elect), June Pulliam (Immediate Past President), Diane Powell (Vice-President), Mary Altom (Vice-President Elect), Mary Laurence (Assembly of Delegates Representative), KaLee French (Regional Student President), Alix Brickley (Treasurer), Amy Rogers (Outgoing Treasurer), Edward Kahler (Parliamentarian), Suzanne Heppel (Government Relations), Jennifer Townsend (Continuing Education Chair), Marcus Hughes (SAAB Representative), Christina Stock (Webmaster), Veronica Butler (Publicity), and Karen Sholander (Quarter Note Editor).

Esther Craven (Secretary) attended virtually through Facetime. Rachel Gan attended on behalf of Christina Stock (Webmaster). Sarah Rossi (Incoming Quarter Note Editor) attended via phone.

II. APPROVAL OF AGENDA AND MINUTES
MOTION: Resolve, to approve the agenda for the Spring 2019 Board of Directors meeting. Author, Christine Neugebauer. The motion carried.

MOTION: Resolve, to approve the minutes from the November 2018 Board of Directors meeting as presented. Author, Christine Neugebauer. The motion carried.

III. TREASURER’S REPORT
Building on information shared during an interim board of directors meeting held over a video conferencing call, Treasurer Alix Brickley clarified that the total amounts on the financial report are correct, and clarified an editorial issue with formatting in the Board Book.

President Christine Neugebauer brought up the motion that occurred in November regarding contributing $100 toward the an AMTA fund, founded in honor of outgoing Executive Director, Andy Farbman, and requested the status of the transfer of these funds.

IV. PRESIDENT’S REPORT
President Christine Neugebauer thanked the board for their service, and provided thank you gifts.

V. CONFERENCE UPDATE
Diane Powell, Vice-President, reported that numbers at the current conference were close to a previous conference in Lubbock but lower than the previous conference in Fort Worth. Powell predicts that these lower numbers for the “big city year” are due to national conference occurring in Dallas, and also conference having occurred near Austin recently. Neugebauer thanked Powell for her work on the conference. Discussion occurred regarding how the membership has adjusted to having the phone app for the conference program rather than printed programs. President Christine Neugebauer reported that making this change from printed to phone app programs has saved the region about $1500 dollars.

VI. PRESIDENT-ELECT
President-Elect Carolyn Moore reported that Tiffany Laur and the membership committee are ready to move forward with a membership scholarship, pending confirmation from the Treasurer of the amount of funds that are available. Moore reiterated the practice of the New England Region, in which they use a Google Form to receive submissions, and provide up to 80% of the cost of AMTA membership in exchange for, “paying it forward”. Moore mentioned that this information would be confidential with the exception of the 990 form. Moore intends to announce this new membership scholarship at the upcoming business meeting.
It was reported that the region increased membership by 96 members from end of 2017 to end of 2018. One delegate was gained on the Assembly. President Christine Neugebauer commended the membership task force and Carolyn Moore’s work. It was recognized that having national conference in Dallas may also have benefitted the membership numbers.

Diane Powell, Vice-President, and Mary Altom, Vice-President Elect, reported that they went to Houston last week to explore potential sites for the 2020 conference hotel and conference presentations. Conference chairs will be meeting with Diane Powell to explore options for holding events at Houston Methodist, rather than at a hotel. Mary Altom highlighted the member’s flexibility with the new program app, and indicated that having a multi-site conference would be possible with appropriate communication and education.

Christine Neugebauer, President, requested that the membership be made aware that for the 2021 conference, the members can “pitch” to have regional conference occur in their city, and to be conference chair.

VII. WEBMASTER
MOTION: To appointment Rachel Gan as webmaster apprentice for the rest of the year to learn the role of Webmaster from Christina Stock, and to transition into the role of Webmaster when she becomes a professional. Author, Carolyn Moore.

The motion carried.

MOTION: To appointment Jonathan Silbert as Continuing Education Chair at the end of Jennifer Townsend’s term. Author, Carolyn Moore.

Townsend shared that Silbert has been training on Webinar Jam, and that he also volunteered his time this year to assist Townsend on the committee with the Google Docs. The motion was tabled for the summer board meeting.

The bylaws changes were reviewed, mostly regarding the change of the word, “RRV” (which refers to the regional newsletter), to the title, “Quarter Note”.

Rachel Gan explained the concept of “Canva”, and provided the Webmasters report. She reported that they are currently working on obtaining Google Drive for business for SWAMTA so that each board member can have a swamta.org email.

VIII. PRESENTATION OF THE SLATE OF NOMINEES
Past President, June Pulliam, presented the nomination slate to the board. The nomination slate would be updated again before and during the next SWAMTA business meeting, and so is not documented here.

Carolyn Moore shared that she may not be able to serve on the Assembly of Delegates since she also serves with CBMT, and that it would be a conflict of interest. Discussion occurred on this topic.

IX. OLD BUSINESS & NEW BUSINESS
Past President, June Pulliam, shared that no lifetime achievement award will be given this year.

Suzanne Heppel expressed the need SWAMTA to plan to provide legislative funds, as expenses related to this have increased significantly this year. The discussion of this line item in the budget will be tabled until the Summer Board Meeting. President Christine Neugebauer also emphasized the need for an increase in revenue to support membership scholarships, legislative costs, and disaster funds.

Discussion occurred on how to develop a task force/committee or role to investigate possibilities of roles for fundraisers, as well as investment options. Rogers shared that we technically have a financial advisory committee, but that they are rarely used. Discussion occurred need to create best-practices and guidelines in place for accepting sponsorships, to be sure that they align with our mission.

President Christine Neugebauer clarified that the committee reports are inside of the Board Book, which is posted on the SWAMTA website. Carolyn Dobson brought up the need for the emails on the SWAMTA website to be hyperlinked to actual emails.
Lee Grossman was given opportunity to speak. He expressed appreciation of the SWAMTA conference, describing it as an, “Exhilarating day,” thoroughly enjoying the “on the hill” training and lobbying experience, and getting to spend time with music therapists and music therapy students.

**X: ADJOURNMENT**
MOTION: Resolve, to adjourn at 5:59 PM CST. Author, Christine Neugebauer. The motion carried.
BOARD REPORTS
Action Items:
- Pending approval of Membership Scholarship budget line item, discuss plans for this new initiative, including processes for information dissemination, timelines, application, selection, and other pertinent information.
- Discuss process for filling open committee positions (Membership and International Relations) and recruiting member volunteers for other service activities.
- Discuss conference diversity, equity, and inclusion initiative and brainstorm ways to solicit members to submit quality proposals related to these topics (Kamica King)
- Discussion of comprehensive communication strategy using all possible outlets (website, social media, email)

President Role:
SWAMTA Bylaws Article IV, Section 5: “Section 5. The President will a) preside at meetings of the Region; b) call and preside at meetings of the Board of Directors; c) appoint, with approval of the Board of Directors, Regional officers, Chairpersons of standing committees, Regional representatives to AMTA committees and Boards, and members of the Regional Financial Advisory and Historical Committee; d) attend Regional Presidents’ meetings at National Conferences; e) maintain communication with and serve as liaison between the Region and AMTA; f) approve all requests for reimbursement or advancement of funds, g) submit annual reports to the membership at the Regional and National Conferences, h) maintain a monthly log of business conducted for two (2) years for information and study by the President-Elect, i) hold ex officio membership on all committees, and j) perform other duties as required. A vacancy in the office of President will be filled by the President-Elect. In the event that the office of President-Elect is also vacant, the vacancy in the Presidency will be filled by the Immediate Past President.

President-Elect Role:
SWAMTA Bylaws Article IV, Section 6: “The President-Elect will a) assist the President as requested; b) prepare to take over the responsibilities of the Presidency by studying the duties of the President through quarterly conferences with the President and review of the President’s log; c) assume all duties of the President in case of resignation or absence of the President; d) serve as membership chairperson and compile a Regional membership directory in the spring of even numbered years; e) study the Bylaws and related literature for the purpose of proposing revisions to these documents where such revisions are necessary to keep the documents current and responsive to the purposes and goals of the Region; f) submit reports to the membership or Board of Directors upon request of the President; g) serve as representative to the Assembly of Delegates; h) assume responsibility for mailing election ballots to the membership within 14 days following the Regional Conference during odd numbered years and selecting one other member of the region not running for office to assist with counting ballots; and i) perform any other duties as may be assigned by the President or the Board of Directors. A vacancy in the office of President-Elect occurring prior to or at the first Regional conference in the term will be filled by a specially called election of the membership. Should the vacancy occur after the first Regional conference of the term, the office will remain vacant until the next regular election at which time the membership elects both a President and a President-Elect.”

President Recognition:
As I transition into the role of President, I am so thankful for our past board members’ service and dedication to our region, and our new board members’ excitement and willingness to serve in their new roles. I am especially thankful for Christine Neugebauer’s mentorship, guidance, and sense of humor (©) during her tenure as president. I have grown personally and professionally as a SWAMTA board member, and look forward to the continued opportunity to serve the region.

I also want to extend a sincere thank you to everyone who made the 2019 SWAMTA regional conference in Georgetown, TX such a spectacular learning and networking event! From the local committee who carefully and professionally handled any and all details, to the professional and student volunteers to served, to the Texas State Task Force who helped us connect with our legislators and advocate for state recognition of the MT-BC credential while reminding us that they’re “doing being things in Texas” – the conference was a success because of all of you!
Elections:

This year, we used the Qualtrics survey platform to create, disseminate, and host our regional elections. The ballet was distributed to all members with membership as of March 31, as well as any members who joined after that who emailed me proof of membership. After the ballot was initially sent, a follow-up reminder email was sent two weeks later to individuals who had started (but not finished) the ballot, or who had not started the ballot. In all, the ballot was sent to 149 eligible professional members (81 finished ballots were returned) and 71 students (14 finished ballots were returned). In all, 95 members voted in the election. For the region’s records, I will upload to G suite the survey distribution and final calculations. Given the relatively low response rate, I recommend that the board take additional steps to ensure better voter turn-out, such as sending reminder emails PRIOR to the ballots being sent telling members to look for an email from the election platform.

Many thanks to all who ran for a position and all who voted!

Membership Updates:

2nd quarter 2019 membership report: Based on the AMTA membership report dated June 30, 2019:

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<td>253</td>
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Comparisons of 2nd quarter 2019 membership to 2nd quarter 2018:
- Total decrease of 46 members (-22 professional; -22 student)

Filling Vacant Committee Positions and Soliciting Volunteers for Service:
- We have regional vacancies on the following AMTA committees: International Relations and Membership. I will create and ask Veronica to disseminate a “Willingness to Serve” Google Form where members can complete a form to indicate their willingness to serve in these positions. As a board, we can review members’ applications and make a decision together in the next month or so.

Respectfully Submitted,

Carolyn Moore, PhD, MT-BC
SWAMTA President
Tiffany Laur, MA, LPC, MT-BC
SWAMTA President
ACTION ITEMS: None

*SWAMTA Bylaws Article IV, Section 5: “The Immediate Past President will a) assist the President as requested providing continuity in the administration of the Region, b) chair the Nominating Committee c) preside in the absence of the President and President Elect d) succeed the Presidency in the case of disability or resignation of the President and President Elect...”*

I look forward to serving in this new role and will support the initiatives of the President and SWAMTA Board.

**Disaster Response**

The immediate past-president and one regional member, currently, Tania Cordobes, serve together on the AMTA disaster task force. I would like to have some discussion regarding the specific responsibilities of what is expected and to alleviate much of this responsibility from the SWAMTA president. Developing a specific communication flow outlining the process of disaster response in our region will also be helpful so that different board members are not overlapping roles and resources.

*Note:* I recommend a bylaw change to include representation on the AMTA Disaster Response committee to the list of responsibilities of the immediate past president.

**Mary Toombs Rudenberg Lifetime Achievement Award**

I plan to compile a list of past winners and seek out nominations for the upcoming 2020 conference in Houston.

**Nominating Committee**

This will be tabled until the regional conference board meeting in 2020 as the election cycle was just completed.

**Other**

I will not be attending the AMTA national conference in November which will require an alternate in my absence. I apologize for the inconvenience this may have on scheduling attendance to assembly delegates meetings.

Respectfully Submitted,

Christine Neugebauer, MS, MT-BC, LPC
SWAMTA Immediate Past President, 2019-2021
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Meeting
Vice President
Mary Altom, MT-BC
Vice President Elect
Antonio “Tony” Millard Santiago
7.7.19

Action Items:

MOTION: Resolve, that SWAMTA spend $190 to purchase a half-page ad in the 2019 AMTA Conference Program (deadline 9/6/19). Author, Mary Altom

MOTION: Resolve, that SWAMTA spend $100 to sponsor (Bronze) the 2019 AMTA Conference Legislative Advocacy Breakfast (deadline 9/13/19). Author, Mary Altom

MOTION: Resolve, that SWAMTA spend no more than $425 for the 2019 Conference App to supplement the PDF conference program. Author, Mary Altom.

MOTION: Resolve, that registration fees for the 2020 SWAMTA Regional Conference remains the same as those in 2019. See table below.

Duties:

Section 8. The Vice President will: a.) serve as program chairperson for the Annual Regional Conference and i.) perform all duties and responsibilities as outlined in the Conference Planning Book, ii) appoint a local ad hoc committee to carry out conference preparation and assist the committee as needed, iii) maintain the master Conference Planning Book, updating in accordance with the guidelines outline in the book, iv.) on behalf of the Region, assume responsibility for and sign the contract with the hotel in accordance with the guidelines outlined in the Conference Planning Book, b.) fulfill other duties as assigned by the President or the Board of Directors; c.) submit reports to the membership or Board of Directors upon request of the President; and d.) preside at meetings in the absence of the President, President-Elect, and Immediate Past President. A vacancy in the office of the Vice President will be filled by the Vice-President-Elect.

Discussions Items:

2020 Regional Conference:

The 2020 SWAMTA Regional Conference will be held March 26-28th, 2020 at the Hilton Houston Plaza/Medical Center at 6633 Travis St, Houston, TX 77030. Jennifer Townsend and Kate Harrison are the local co-chairs.

The theme for conference is Collaboration is Key. In the spirit of collaboration, opening session will be at MD Anderson Hospital and closing session will be at Texas Children’s Hospital. Extra planning is happening to ensure that attendees experience smooth transitions to the various locations.

Highlights from the hotel contract include:
- $8000 F&B minimum
- 230 night room block. (only financially responsible for 70% of 230)
- Room Rate of $149 regardless of room type. +$10 for triple/quad occupancy
- Includes breakfast for 2 each morning
- Complimentary Wi-Fi in the sleeping rooms AND meeting space
- Self Parking is $15 per day (Valet available for $25 per day)
- Use of hotel monitors and HDMI cables in session rooms for no additional charge.
- Room reservation cutoff of 3/6 (1 have asked for 3/13).
2020 Regional Conference Registration Rates & Deadlines:
Rates for the 2019 conference in Georgetown are listed below. These were increased for the 2019 conference. Unless there are other considerations, it follows that we do not raise rates again this year. We are in good shape in terms of the cost of the hotel. If any changes were to be made, we could remove one-day registration to simplify the registration options/process.

<table>
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<tr>
<th></th>
<th>Early bird 11/12/18-2/2/19</th>
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<th>One Day</th>
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Looking at the calendar, it seems logical that dates for early bird registration be 12/2 - 2/2. This is 3 weeks later than last year but national conference is also occurring later (11/21-11/24) and Thanksgiving is the following week. The alternative would be to open registration prior to national conference.

Regular registration dates would be 2/3-3/6. After that would be on-site registration only.

Prospectus:
We are working with Veronica (publicity/program ads), Alix (treasurer) and Jenn/Kate (local co-chairs) to update this year’s prospectus.

We would like to consider the “soft” (and published) deadline for all advertising, exhibiting, and sponsorship to be February 3rd. Last year was Feb 1st but the 1st falls on a Saturday in 2020.

Exhibits:
In 2019 exhibitors paid $60 for the first table and $20 per additional table. The hotel has been asked about additional exhibit setup costs. Exhibit setup was not mentioned in the contract we received. By the summer meeting we should be better able to recommend changes to exhibit registration fees (if any).

2021 Regional Conference Site:
On the most recent conference evaluation form, we asked attendees to recommend preferred locations for conference. While there was no clear majority, several locations were mentioned multiple times in addition to the usual hubs of DFW/Austin/Houston. They are listed here for the board’s consideration (in no particular order):
- Texas: Waco, Denton, El Paso, Galveston
- Oklahoma: Tulsa or OKC
- New Mexico: Santa Fe, Albuquerque (one person said Roswell because they love aliens…)

We could also propose a joint regional conference if we were to select one of the further cities (Tulsa with MWR or New Mexico with MWR or WR).

Finally, we were contacted by a group of MTs interested in bringing a regional conference to the Rio Grande Valley. The inquiry was received in April 2019 so we would need to reach back out to confirm continued interest if the board would like to consider this location either for 2021 or 2022.

Diversity in Conference Sessions
SWMATA President Carolyn Moore asked to evaluate the number of session proposals received and how many of those sessions/accepted sessions covered topics related to diversity. I am waiting for previous VP Diane Powell to share the total proposal numbers and should have those numbers by the actual meeting on July 27th.

Here are the sessions related to diversity topics that occurred over the past 3 years based on the conference program.

Georgetown 2019
Concurrent Session: Embracing Neurodiversity
Concurrent Session: Multiculturalism in a Rural Community Music Therapy Clinic
CMTE: Diversity, Equity, and Inclusion

*Lubbock 2018*
Concurrent Session: Bilingual Music Therapy with Spanish-Speaking Clients: Perspectives Across Settings and Cultures

*Fort Worth 2017*
Concurrent Session: An Interactive Overview of the AMTA’s Diversity and Multiculturalism Committee

Respectfully Submitted,

Mary Altom, MT-BC
Vice President

Antonio “Tony” Millard Santiago, MT-BC
Vice President Elect
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Regional Conference Report
Treasurer: Alix Brickley, MM, MT-BC
July 7, 2019

Action Items:

- $10,000 previously held in Certificate for Deposit
  - The financial advisory committee has explored several options for what to do with these funds once the CD matures. The board will need to approve one of these options.
- Wild Apricot is updating their site and will charge an additional 20% fee for anyone who does not use their payment system. As we currently utilize Paypal, we would be subject to that fee.
  - The financial advisory committee has explored whether continuing to use Paypal, transitioning to Wild Apricot, or utilizing another system entirely would be best for our region. The board will need to approve the option that we move forward with.
- We do not currently offer fundraising outside of our regional conference. Several ideas have been brought forward in expanding the opportunities for fundraising so that we can support our membership even more; however, participating in these types of fundraising activities would require additional bookkeeping and receipt creation. As such, this treasurer would recommend moving forward with such fundraising opportunities if an additional (non-Treasurer) person were willing to volunteer to assist with completing the fundraising bookkeeping requirements.
- Attached is a proposed budget for 2019-2020. Each item should be reviewed by the board and edited at this meeting to reflect as close to expected costs as possible.
  - Proposed updates to the budget include: changing the previously titled “Student Special Project” to “Membership Scholarships/Support; creating a new budget line-item for “New Internship Site Scholarship;” changing the previously titled “Piano” in conference expenses to “Gift Baskets.”
  - Proposed budget amount changes include: increasing the amount budgeted for Regional Cost Sharing for AMTA Projects from $800 to $1200; increasing Legislative Expenses from $3,000 to $3,500; increasing AMTA Donation/Ad from $250 to $300; increasing Website from $850 to $1000; decreasing Piano (Gift Baskets) from $500 to $200. decreasing Programs from $2,000 to $1,500; increasing project Membership from AMTA income from $3,500 to $4,000; increasing projected advertising income from $500 to $750.

Officer’s Report:

- The Treasurer will: a) pay all bills authorized by the President and/or Board of Directors; b) keep an itemized account of all receipts and disbursements, to be published annually in the Regional Newsletter; c) provide regular financial reports to the Board of Directors; d) present a written financial report to the membership at the Annual Regional Conference; e) chair the Regional Financial Advisory Committee; and submit financial records for audit upon request of the Board of Directors.
- Attached is the current financial report. The current checking balance is $16,775.46. The current savings balance is $35,345.42 for a total of $52,120.88 cash available assets. Our certificate of deposit is $10,165.73 and matures November 30 of 2019.
- The SWAMTA Students account has a balance of $2,760.11.

Respectfully Submitted,

Alix Brickley, MM, MT-BC
Treasurer
## Southwestern Region of AMTA
### Budget and Financial Report 2018-2019
#### July 1, 2018-June 30, 2019

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<td><strong>$47,170.56</strong></td>
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## INCOME

### Regular Operating Income

| Source                          | Budget 2018-2019 | Actual  
|---------------------------------|-------------------|---------
| Membership from AMTA           | 3,500.00          | 4,336.88|
| Advertising                     | 500.00            | 760.00  |
| Interest                        | 250.00            | 84.64   |
| Symposium-Connect               | 6,000.00          |         |
| Other                           | 1,000.00          |         |
| **Total Regular Operating Income** | **$10,250.00**    | **6,181.52** |

### Continuing Education

| Source                          | Budget 2018-2019 | Actual  
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### Conference Income

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### Total Income

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2018-2019 Beginning balance      18,573.83
+Beginning Balance savings 27,750.39

**$46,324.22**

Certificate of Deposit          $10,000.00

### Income

| Source                          | Budget 2018-2019 | Actual  
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- Expenses YTD                  47,170.56
- Amount in Savings             35,345.42
Amount in Checking              $16,775.46

**Total Cash Assets**          **$52,120.88**
# Southwestern Region of AMTA
## Proposed Budget 2019-2020

### EXPENSES

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Action Items:
- No action items at this time.

Officers:
ARTICLE VII. Assembly of Delegates

Section 1. Primary and alternate delegates to the AMTA Assembly of Delegates will be elected by the Region in the spring of odd-numbered years. The number of delegates for the Region will be established by the AMTA Board of Directors. The President and President-Elect shall serve as two of the Region’s delegates to the AMTA Assembly of delegates.

Section 2. The Regional delegates’ term of office will be two (2) years coinciding with the term of the AMTA National officers.

Section 3. The Regional delegates elected to the AMTA Assembly of Delegates will attend all Assembly meetings and represent the concerns of the Region. Any delegate who cannot attend a National Conference or Assembly meeting will inform the President, who will then secure an alternate by contacting alternate Assembly delegates as they appear on the rank order list maintained by the Secretary. If vacancies remain once the President has contacted all elected alternate Assembly delegates, delegates pro-tem may be appointed by the President, with the approval of the Board of Directors.

Section 4. The elected Assembly delegates shall elect one (1) delegate, who is not a Regional Officer, to represent them on the Regional Board of Director

Section 5. Delegates will serve two (2) year terms and may be re-elected.

Committee Representatives:
- Nothing new to report

Additional Information:
- The Assembly is composed of professional members elected by and from the regional organizations within the Association. The number of delegates in the Assembly is in proportion to the number of national professional members in the respective regions. Each region has a minimum of two delegates. The exact number of delegates from each region is established by the Board of Directors for each election year prior to the regional meetings. The size of the Assembly is established by the Board of Directors within a numerical range of 60 to 70 delegates. This election year SWAMTA was given 6 delegate positions. The delegates elected are shown below.
  - Christine Neugebauer, Past Presidents for SWAMTA
  - Carolyn Moore, President for SWAMTA
  - Jennifer Townsend MMT, MT-BC Assembly Delegate Representative for SWAMTA

  Jennifer Townsend, MMT, MT-BC, is the Manager for Creative Arts Therapy at Houston Methodist. In this capacity, she has overseen the growth of music therapy and addition of art and drama therapy across the system of Houston Methodist hospitals, led research initiatives in music therapy and music medicine, and provides clinical supervision to the Houston Methodist creative arts therapy team of nine. She has published articles on technology in music therapy, music therapy in epilepsy treatment, music therapy in NICU, brain responses to familiar and non-familiar
Nikki Belshe MT-BC
Nikki Belshe, MT-BC, is the founder and Clinical Director of Heart and Harmony Music Therapy in Fort Worth, TX. She graduated Summa Cum Laude with a Bachelor’s Degree in Music Therapy from Sam Houston State University in 2008 and is currently pursuing a Master of Nonprofit Leadership and Management degree at Arizona State University. She is currently President of the Board for the nonprofit Fort Worth Music Therapy Fund, founded in 2019 to increase access to music therapy in northwest Texas by providing financial assistance to clients and interns. Nikki started a university affiliated internship program in 2012 and has helped supervise 16 interns so far! She’s passionate about teaching clinically and loves working with students, interns, and new professionals. Nikki also cares deeply about professional sustainability and is invested in not only creating a healthy work environment for her own group of therapists, but empowering other therapists throughout the region to be aware of healthy, ethical, sustainable professional practices so that they can thrive. Nikki cares about a whole slew of things including private practice ethics; racial, gender, and disability equity; reimbursement, funding, and accessibility of music therapy; birth equity and Music Therapy Assisted Childbirth; and her beautiful children and rambunctious dogs.

Kevin Bock MT-BC
As a young professional, I am honored to have the opportunity to serve as one of the delegates to the national assembly for the region where I completed my education and clinical training. I currently work as a contractor with a music therapy private practice specializing in mental health in the Dallas metroplex. When I’m not working with clients, I spend my time teaching private lessons in viola, songwriting, and studying foreign languages. I look forward to working alongside the other delegates to address the needs of music therapists in the Southwestern region and across the country.

Marcus Hughes MM, MT-BC
Marcus Hughes currently works as a visiting assistant professor of music therapy at Sam Houston State University. He joined SHSU as an adjunct instructor of music therapy in the Fall of 2017, following serving two years as a graduate assistant. Marcus completed both his B.M. and M.M. in music therapy from SHSU in 2013 and 2017 respectively. He has experience working in private practice as well as supervising music therapy practicum students in a variety of clinical settings. As an involved member of his profession, Marcus has served as an alternate to the assembly of delegates for the past two terms. In addition to that, he currently serves as the advisor to the Southwestern Region of the American Music Therapy Association for Students. Marcus is very passionate about serving SWAMTA as well as promoting the voices of all its members within important issues and discussions happening in the field of music therapy.

Alternates:
- Ed Kahler
- Carolyn Dobson
- Mary Lawrence
- Michelle Kennemer
- Gabrielle Banzon
- Morgan Celeste Wood
- Berenice Chavez
- Kathleen Brown
- Jennie-Victoria Turner
- Madelynn Webbe

Respectfully Submitted,

Jennifer Townsend MMT, MT-BC
Assembly Delegate Representative SWAMTA
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Meeting
Statia Sokol, President
7/7/2019

Action Items:
• None

Officers:
• SWAMTAS Bylaws Article V, Section 7: The duties of the President shall be:
  A. Preside over all meetings of SWAMTAS
  B. Represent SWAMTAS on the Board of Directors of the Southwestern Region of AMTA
  C. Maintain communication with the representatives of each local club affiliated with SWAMTAS
  D. Attend the AMTA National Conference and the Southwestern Regional Conference
  E. Appoint committees as needed
  F. Represent SWAMTAS on the Student Affairs Advisory Board
  G. The term of office shall be one year.
  H. Responsible for writing reports of the region’s activities for national and regional conferences as well as all other executive meetings.
  I. Prepare President-Elect for the duties of the President, and inform President-Elect of all AMTAS executive and SAAB business.
• Elected new board; had first meeting on 5/9/2019
  o Statia Sokol, President
  o Alison Esparza, President-Elect
  o Devan Elliott, Secretary
  o Mikayla Fulwider, Treasurer
  o Lea Hobbie, Parliamentarian

Committee Representatives:
• Communication with schools: master officer group chat, GroupMe with all members (ongoing)
• Beginning process to effectively use YouTube channel: allowing the students and professionals of the region to submit their own videos that can be used as a resource opportunity
• Designing merchandise for sale at conference(s): Tshirts, decals, guitar picks

Respectfully Submitted,
Statia Sokol
SWAMTAS President
Government Relations

The Texas task force is examining what they would like to continue, strengthen, and change up following a disappointing end to the legislative session. Texans for the Arts would like to stay up to date on the goals of the task force in order to continue incorporating them on their agenda. The Texas Cultural Trust has reached out to Task Force members about including business numbers and information of providing services in the creative arts in healthcare.

Jenn Townsend is heading a group to task with Rep Miller, music therapists, and the SOAR program for veterans. John Head will be attending a Greater Houston Veteran's Round table with Rep Miller's office on July 31st. Rep Miller wants to work with John and other music therapists in the area to develop a referral process that would detail referral criteria and contact info for creative arts therapists, starting with Houston and then going statewide. Rep Miller is also interested in children and youth in the foster program in Texas. Specifically looking to reduce instants of maladaptive or criminal behavior. We have connected him with Tania Cordobes for this area of work. Rep Miller is interested in attending one of the monthly Creative Arts Therapies in the Texas Medical Center meeting and learning more about music therapy for medical care. We are working to get this scheduled along with tours of the hospitals that employ MT in the med center. He already has the SWAMTA 2020 dates blocked in his calendar!

The regional board needs to consider the many facets of the government relations/advocacy budget in the coming year. The budget barely covers the costs recent years that have included legislative luncheons, printing, and other expenses related to advocating for the profession. The government relations/advocacy budget “umbrella” can overlap with conference, continuing education, and publicity. It has become apparent that the Board needs to consider allotting an increase in funds for reimbursement for travel when providing testimony, printing of regional specific materials, and small more intimate legislative functions in more local areas.

Proposed budget for Government Relations/Advocacy: $5000
$500 – for reimbursement of travel when members give testimony in Austin
$1500 – Arts Advocacy (2 members)
$500-1000 – for future planning
$1500 – per mini-region to host more localized advocacy events closer to home districts (DFW, Houston, Austin/San Antonio)

Respectfully submitted,
Suzanne E. Heppel, LPMT-BC, CBIS
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Meeting
Continuing Education Committee
Jonathan Silbert, M.M, MT-BC, NMT Fellow

Action Items:
I. Setting price for web based CMTEs. Currently, CMTEs are offered to AMTA members and non-members with conference registration at $65.00 ($85.00) for 3hr and $75.00 ($95.00) for 5hr CMTEs. I’d like to motion to discuss setting a fixed price of $45.00 for members, $50.00 for non-members.

Officers:
I. The director of the Continuing Education Committee will a) promote, coordinate, and evaluate the development of the association's continuing education initiatives and offerings b) assist the course presenters throughout the region, including the development and presentation of courses c) assist in the delivery of continuing education offerings through a variety of techniques and delivery mechanisms; to establish, maintain and promote a comprehensive curriculum of continuing education offerings and d) ensure that these opportunities adhere to the guidelines established by the Certification Board for Music Therapists

Committee Representatives:
I. Possibility of free CMTE: Ongoing. NMT training as next year’s institute for SWAMTA 2020: Ongoing. Implementation of WebinarJam and Web Based CMTEs: Ongoing. Additional Information regarding each of these topics will be discussed at Board Directors Meeting.

II. There will be new representatives on the Continuing Education Committee
Morgan Wood-Texas Representative
Jaynie Hakeem- New Mexico Representative
Jennifer Voss-Oklahoma Representative, potentially looking for new representative. Current Oklahoma representative helping to determine possible replacement for CEC Committee.

Respectfully Submitted,
Jonathan Silbert, M.M
MT-BC, NMT Fellow
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Meeting
Student Affairs Advisory Board Report
Marcus Hughes, MM, MT-BC, LMT
06-26-19

Action Items: None

Position Description- ARTICLE VIII, Section 5:

“The Student Affairs Advisory Board Representative and a qualified alternate will be appointed by the President of SWAMTA. The Student Affairs Advisory Board Representative shall serve as the Regional Representative to the Student Advisory Board of AMTA; attend Regional Board of Directors meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Board of Directors advised of all regional and national student activities; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; and coordinate and administrate the SWAMTA Internship Scholarship, and any other student scholarships/awards initiated by SWAMTA or SWAMTAS.”

New SWAMTAS Officers
- SWAMTAS students elected a new officer board for the 2019-2020 term. Last year’s student board did a really wonderful job, and raised the bar of expectations, and the new board is already off to a great start. They look like a really strong group and based off what I have heard from them so far, I know they will do an excellent job.

Application Reviewers and Passages Coaches
- The main point moving forward that I will be focusing on leading into the fall will be to start updating my list of names of people who might be interested in serving as either 1) an applicant reviewer for passages applications 2) an applicant reviewer for the SWAMTA internship scholarship or 3) as a coach to one of the passages presenters for the next regional conference. If anyone has recommendations for names, please send them to studentadvisor@swamta.org

Respectfully Submitted,
Marcus Hughes, MM, MT-BC, LMT
Student Affairs Advisory Board, SWAMTAS Advisor
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Meeting 2019
Editor, The Quarter Note
Sarah Lynn Rossi, MM, MT-BC
7/27/19

Action Items: None

Officers:
- Section 12. The Editor will:
  o a) edit and supervise the publication of the Regional newsletter;
  o b) chair the Editorial Committee for the Regional newsletter; and
  o c) submit reports to the membership or Board of Directors upon request of the President.

Committee Representatives:
- New Editor:
  o After having received guidance and mentorship from Karen Scholander, MT-BC for the past 2 years, Sarah Lynn Rossi, MM, MT-BC will be taking over the duties as the editor of The Quarter Note.
- Additional Information:
  o MT Shootouts Bulletin Board:
    - The Quarter Note Editor will continuously be seeking out a photo & short description or the accomplishments/praises of music therapists within our region to highlight their wonderful work within the region.

Respectfully Submitted,

Sarah Lynn Rossi, MM, MT-BC
SWAMTA, Editor The Quarter Note
Social Media Accounts
Please be sure to follow us on all our social media sites as we often post news, updates and information on each platform. Please remember to “share”, “like”, “retweet” (whichever is applicable) Facebook and Twitter posts by the region this is the best free way for us to boost our post visibility! This also helps our social media footprint which can help with future sponsors.

If you come across a news article about a SWAMTA music therapist, student, any events you and your staff are doing or any other news you would like to share please forward it to me (along with date to be posted by) so that I can post it on the pages.

For any of our social media sites use the #SWAMTAStrong #SWAMTA #weareswamta hashtags

Finally, we want to also celebrate YOU, if have any news about yourself, family or accomplishments please send them to me so we can help celebrate and support you.

Social media stats as of 6/19:
Facebook: 952 “likes”
Twitter: 1017 followers
Instagram: 553

Conference Advertising
In total, we had 14 ads totaling $760.00 with conference advertisements this year. We had 4 half size ads and 10 full size ads

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We continue to use Google Drive to share folders for local committee members. We switched to an online platform so ads can now be in color and we also only have 2 options Full size or half size. Please feel free to contact me at any time with feedback or questions.

Respectfully submitted,
Veronica Butler
Veronicalb.mtbc@gmail.com
Website – no report received
COMMITTEE REPORTS
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Meeting
Name of Office/Committee: APAC
Melissa E. Heffner, MM, MT-BC
July 7, 2019

Action Items:
None

Officers:
N/A

Committee Representatives:
1. Review application materials for new baccalaureate/equivalency programs and graduate programs in a timely manner and make recommendations regarding approval to the AMTA Board of Directors.
   - 3 new programs have been approved, 4 are in process
2. Determine year of review for AMTA approved academic programs reapplying for AMTA approval based on scheduled reviews by NASM for accreditation/affirmation, and for any exceptions determine the year of review by AMTA.
   - Nothing new to report
3. Review application materials for AMTA approved baccalaureate/equivalency programs and graduate programs reapplying for AMTA approval according to the Standards for Education and Clinical Training, 2000, and make recommendations regarding approval to the AMTA Board of Directors.
   - 2 schools have been reapproved, 1 is in process
   - Each committee member is expected to review 2-3 reapproval applications this year
4. In the case of any deferrals of AMTA approval for academic programs or any adverse decisions regarding approval, follow the AMTA procedures for the review of such deferrals and/or adverse decisions.
   - Nothing new to report
5. Provide consultation services as needed to academic programs in regard to AMTA approval.
   - Ongoing
   - A newsletter from APAC will be sent out in October not only to program directors but to all music therapy faculty
6. Coordinate committee activities with other committees and the Education and Training Advisory Board as needed.
   - Nothing new to report
7. Coordinate committee activities for AMTA approval review with NASM accreditation/affirmation as needed, and monitor NASM accreditation/affirmation status of all AMTA approved music therapy programs.
   - Ongoing
8. Review policies and procedures for academic program approval and make recommendations to appropriate Association bodies for any new policies or procedures, including standards and professional competencies for music therapy education and clinical training.
   - Ongoing
   - We are currently working on clarifying language and definitions regarding faculty supervision of university students
Contact information for this representative has changed. Please take note:
Della Molloy-Daugherty, Ph.D., MT-BC

drdella.mtbc@gmail.com (new email address for all internship related correspondence)

I am relocating to Denton and taking a new position, so the old Ascension email address is invalid.

The AIAC Representative is available to all Internship Directors, Site Supervisors, and interns in our region.

PLEASE: NRI training sites **need** to send their intern’s information: name, email address, school attended, and start/end dates, to the AIAC Representative. The AIAC Representative is tasked with tracking NRI activity for the region, to be reported to AMTA.

NRI training sites need to have the student complete a site evaluation at the end of their internship, and then send that to the AIAC Representative to file.

All parties involved (Internship Directors, Site Supervisors, and students) need to be provided the AIAC Representative’s contact information in case help is needed during a student’s internship. This should be provided in the intern’s orientation packet, as well as on the application.

As the AIAC Representative, I remain available to this region for questions, thoughts, and concerns regarding the National Roster Internship process.

Respectfully Submitted,
Della Molloy-Daugherty, Ph.D., MT-BC
July 5, 2019
Clinical Practice Networking – no report received
Diversity, Equity & Inclusion Committee

We have been approved by the board to develop several items for the organization related to resource databases, and are making recommendations to regional vice presidents and the national vice president to ensure a given percentage of CMTE and concurrent sessions contain information related to cultural and/or diversity training.

**Task 2B:** Study other organizations that already have successful resource databases in order to determine and to recommend the best method for pooling, disseminating, monitoring, and updating content.

This year, we will be working on the following:

- Create an AMTA Website Toolkit
  - This could include diversity, equity, and inclusion initiatives, information about the Diversity and Multiculturalism Committee, and easily accessible Toolkits or Fact Sheets for cultural humility and ethical practice.
- Create a Search toolbar that would lead to easy access to the work of the DMC Committee
  - This could include photos and bios of committee members, a single email address for communication with the DMC (i.e. diversity@amta.org).
- Update or expand AMTA’s Nondiscrimination and Equal Opportunity Policy
  - This could be updated to include a “Values Statement” or “Our Commitment to Diversity” statement.
- Create position statements, these statements could be accessible to public/nonmembers, on current, relevant issues such as Black Lives Matter, Orlando, gun violence, opposition to homophobic and transphobic laws, racial justice and action, etc.
- Create “Cultural Responsibility Guidelines” identifying AMTA’s commitment to cultural awareness and knowledge of self, practice, training, supervision, research and advocacy/organizational change. This could also include a bibliography and resource list.
- Create a FAQs section on culturally sensitive practice.
- Add networking/affinity group section for diversity and equity.
- Highlight conference sessions related to multiculturalism by including links to conference sessions on multiculturalism/diversity/equity/inclusion.

**Task 2E:** Work with conference committees to (1) ensure a given percentage of CMTE and concurrent sessions contain information related to cultural and/or diversity training; (2) make recommendations for pre-conference or CMTE courses; (3) regularly offer a panel regarding multiculturalism and diversity in MT; and/or (4) create a series of roundtable discussions at regional and national conferences regarding specific diversity topics.

(1)

- For regional conferences, we suggest:
  - CMTE sessions: one or more
  - Poster sessions: one or more
  - Concurrent sessions: 15% or more of sessions.
- For national conferences, we suggest:
  - CMTE sessions: five or more
  - Poster sessions: three or more
  - Concurrent sessions: 10% or more.
- The committee will also gather a list of terms and definitions including but not limited to: cultural humility, cultural bias, cultural competency, cultural identity, cultural sensitivity, diversity, intersectionality, multiculturalism, privilege, oppression, and social justice.
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Summer Board Meeting
Historian Report
Eric Gumm, MA, MT-BC
7/8/19

Action Item(s): Nothing new to report

Tasks:

Additional information: Future ideas for the column, The Historian’s Corner, are welcome. However, the historian proposes to reduce the frequency of entries from quarterly, to one to two entries per year, based on ideas, inquires or inspiration. If there is an event or topic having to do with the history of this region that an individual(s) would like for the historian to research, please contact the historian with details.

Respectfully Submitted,

Eric Gumm, MA, MT-BC
Historian
Committee Representatives:

- To facilitate awareness of international opportunities and events by AMTA members, and the inclusion of international perspectives of music therapy in AMTA.
  --nothing new to report

- To assist the President of AMTA with matters concerning the World Federation of Music Therapy (WFMT), such as facilitating communication and the distribution of information as well as suggesting the names of appropriate AMTA members who might fill WFMT council membership positions.
  --nothing new to report

- To assist international students.
  --nothing new to report

- To collaborate with the AMTA Vice President (conference chair) to identify a local group or performer who would make a musical presentation representing a diverse ethnic music tradition and provide a workshop experience in the basic techniques of that musical genre.
  --nothing new to report

- To facilitate awareness of music therapy among disciplines, organization and professionals in other countries.
  --nothing new to report

Additional Information:

1. The committee will have the first half of Global Perspective session with oral presentations on cultural humility. For the second half of GP session, the committee will try the panel discussion on Ethics of International Service-Learning Program, including sustainability.

2. Yue Wu will be the new representative for the IRC from the Great Lakes Region.

Respectfully Submitted,

Yu-Ling Chen, PhD., MT-BC
REPORT:

There has been no business transacted by this committee at since the Dallas national conference.

Submitted by:
Kathleen Coleman, MMT, MT-BC
Committee Tasks:
1. To interpret the music therapy profession to other professionals, disciplines, and organizations in the United States
   Update: Development of fact sheets is ongoing (see additional information below)

2. To interpret attitudes and opinions of these groups toward the music therapy profession and its services
   Update: Nothing new to report

3. To identify, encourage, maintain, and make recommendations regarding relationships between AMTA and other professional organizations
   Update: Nothing new to report

Additional Information: The co-chairs of the Interprofessional Collaborative Resources Committee (ICRC) have distributed a survey of interprofessional education to every music therapy program director in the United States. The co-chairs are requesting assistance with survey completion and ask that if any program directors did not receive the survey to contact the co-chairs via email. The ICRC has submitted the first revised fact sheet to the AMTA national office for formatting. The committee requested that the fact sheet be reviewed by a member of the child/adolescent behavioral health community, as well as the Diversity Committee, before publication. The committee continues to seek assistance from AMTA members to identify professionals who hold dual certification in music therapy and another field. Individuals who are willing to be added to a list of dual-certified professionals should contact their regional representative.

Respectfully submitted,

Amanda Sehr, MS, MA, LPC, MT-BC
Interprofessional Collaborative Resources Committee Representative
SWAMTA
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Regional Meeting
Membership Committee
Tiffany Laur, MA, LPC, MT-BC
July 6, 2019

Action Items: None

Tasks:

• To conduct annual membership drives at the national and regional levels (minimum of two per year) — The implementation of the “Check-in Challenge” on social media has been successful. Each region’s membership representatives have been highlighted. The Southwest region member, Berenice Chavez was highlighted in May, and Mary Lawrence will be highlighted in October.

• There were approximately 390 people in our region that are listed as non-members. I kicked off the annual calling drive at the SWAMTA conference in March utilizing the “Check In Challenge” theme. I set up a membership table at conference with information about the benefits of membership. I created sign-up sheet recruiting volunteers to “check in” with non-member music therapists in our region and a Google Sheet to share non-member contact info for volunteers to utilize. I made copies of Membership Briefing booklet and other informative handouts provided by Angie Elkins. I also created a scavenger hunt to look for names that fit a criteria listed on the scavenger hunt from the list of non-members shared via Google Sheet. I had twelve volunteers sign up to help make calls with the instructions to log their name and notes by non-members they called. Many volunteers commented that they liked the idea of “checking in” with colleagues asking how AMTA can support them. They indicated it felt like it would make the phone conversation easier to approach the subject of membership. I purchased customized guitar picks and pencils from Oriental Trading that said, “SWAMTA Check-in Challenge” to use as incentive in soliciting volunteers. During the SWAMTA Business Meeting, I announced the membership drive and made a plea for volunteers reminding them that making calls can count toward service hours for CMTEs. I also announced the incentive of $50 credit toward next year’s membership for making 50 calls approved by Angie though no volunteer has taken advantage of this opportunity this year.

• To encourage and coordinate membership drives with AMTAS — AMTAS Membership Chair is also participating in #MembershipMondays #CheckInChallenge finding students to be highlighted on social media platforms.

• To promote the value of membership in publications, inside and outside of the profession — The membership committee has highlighted an AMTA member each Monday on social media platforms using above mentioned hashtags. As part of each post, the highlighted members share what is most valued about membership.

• To update reports of committee action on the Members Only Section of the AMTA website — The membership committee has compiled a Membership Assistance Options document for the Membership section of the AMTA website that describes what each region offers in the way of financial assistance. It can be found here: https://www.musictherapy.org/about/membership_support_options/

• Additional Information:

A new SWAMTA Membership Representative will need to be appointed as I move into my new role with the board.

Respectfully Submitted,

Tiffany Laur, MA, LPC, MT-BC
Southwestern Region Membership Representative
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Annual Meeting
Professional Advocacy Committee
Rebecca McCoy, LPMT, MT-BC
7/2/19

Action Items: None

Committee Representatives:
- To educate membership regarding the evaluation of appropriate and inappropriate representations of music therapy. Nothing new to report.
- To disseminate committee information to membership via conferences, newsletters, publications and the AMTA members only and regional websites. Nothing new to report.
- To assist and monitor member’s responses to advocacy issues, by monitoring and responding to misrepresentation of music therapy. Nothing new to report.
- To compile a resource file of responses. Nothing new to report.
- To update the Music Therapy Self-Assessment Guide as warranted by changes in the Standards of Clinical Practice. Nothing new to report.
- To update reports of committee action on the Members Only section of the AMTA website. Nothing new to report.

Respectfully Submitted,

Rebecca McCoy, LPMT, MT-BC
Professional Advocacy Committee Representative
SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION
Reimbursement Committee
Kate Harrison, MT-BC
2019 Summer Board Book

- **Goal:** To increase access to music therapy services by increasing the percentage of music therapy services receiving reimbursement.

**Tasks:**

1. Respond to questions from members within respective regions regarding payment options for music therapy services in various healthcare and education settings and report reimbursement challenges and successes to committee co-chairs.
   - *Many Committee representatives provide assistance to members in navigating reimbursement options for a variety of clinical settings and with various third-party payers. Committee members continue to monitor, respond, and re-direct questions posted through social media to available AMTA resources. In response to state-specific reimbursement questions, national office staff continues to work with the State Recognition National Team to develop resources that align diagnostic codes, procedure codes, music therapy interventions, and related evidence.*

2. Increase music therapists’ basic knowledge of the process of reimbursement and financing for music therapy services.
   - *Efforts to educate members about reimbursement are completed through state and regional presentations and meetings. National Office staff continues to update website reimbursement information for clinician, student, and general public access.*

3. Implement action plan to complete long-term goals of the reimbursement strategic priority.
   - *New online reimbursement resources have been created for member use. Topics are designed to assist members understand important details regarding the reimbursement process. Recent additions include:*
     - HIPPA compliance update for providers
     - CPT® Codes 2019
     - CPT® Code Modifiers
     - Incident-to Billing
     - National Provider Identifier
     - Reimbursement Source Overview

*Reimbursement survey developed in cooperation with state recognition team was recently conducted by Kimberly Sena Moore and Laurie Peebles as part of a research study at the University of Miami. Survey data are being reviewed with plans for publication submission.*

- **Current Funding Sources:**
  - CLASS and YES Waiver Programs in Texas, Private Insurance in all states (MT is out of network), and Medicaid Managed Care Program Texas Star Kids through United Healthcare at this time pays for 10 sessions per program year.
  - Always seek out grants and other funding sources in your community as you never know where a family can access funding, especially if there are no music therapy exclusions.
  - Please keep Kate Harrison, Reimbursement Committee Rep, posted on both successes and obstacles as we need to continue our reimbursement efforts and consolidate this data throughout our entire state to submit to legislators as we move towards our study bill and ultimately state recognition.

- **University Outreach:**
  - In 2019, the reimbursement committee will conduct outreach to academic programs in each region to offer live or virtual trainings to help educate music therapy students about the reimbursement process. **Local committee awaiting details from national office on this task although we have done this in the past with SHSU.**
• **Questions:** Please continue to reach out to me at my contact information below if you have specific questions regarding reimbursement:
  - Kate Harrison
  - Email: [kate@harrisoncentermt.com](mailto:kate@harrisoncentermt.com), Phone: 832-481-3871

Respectfully Submitted,
Kate Harrison, MT-BC
Reimbursement Committee Representative
Research Committee: 2019 Mid-Year Board Meeting Report

Period of time this report covers: November 2018 to May 2019

Committee Chair and Members
Annie Heiderscheit (Great Lakes)
Andrea Cevesco-Trotter (Southeastern)
Cindy Colwell (Midwestern) – Committee Chair
Eric Waldon (Western)
Nicki Cohen (Southwestern)
Joy Allen (New England)
Gene Ann Behrens (Mid-Atlantic)
To be determined by AMTAS (Student Representative)

Main objectives for the Research Committee

Goals:
1. To encourage and promote research of all types of research methodology in music therapy.
2. To take complete responsibility for the research sessions at national conference.
3. To develop and implement a variety of ongoing educational opportunities and supportive mechanisms to assist novice and experienced researchers/clinicians to develop research projects and programs.

Tasks:
1. Investigate specific ways to educate the profession regarding current music therapy research.
2. Identify those areas of practice lacking supportive research documentation.
3. Serve as an adjunct committee to the conference program committee in organizing research presentations at the annual nation conference and to appoint one research committee member to serve on the concurrent sessions selection committee.
4. To develop and implement a variety of ongoing educational opportunities and supportive mechanisms to assist novice and experienced researchers/clinicians to develop research projects and programs.

1. Recommendations and actions for the Board of Directors to consider—motions and/or bullet points

Summary of Recent Accomplishments and Current Activities

Selection of Research Committee presents……..(Concurrent Sessions for 2019)

Title: Submitting a Manuscript to Music Therapy Journals: A Conversation with the Editors-in-Chief
Format: Presentation, 75 min session
Presenters: Blythe LaGasse & Laura Beer
Session Description (50 words, program):
The idea of conceiving a research project can be intimidating for beginning researchers. This session is designed to showcase a model for beginning your first research project and successively narrowing a number of initial interests into a realistic yet intriguing research project.

Title: The Content, Layout, and Technology of Creating Stand-out Posters and Presentations
Format: Panel format, 75 min panel session
Panelists: Gene Ann Behrens and Nicki Cohen
Session Description (50 words, program):
We often need to create posters or presentations to highlight research studies, promote music therapy, or organize class material or workshops. Learn how to use PowerPoint and various design tricks to create large scale posters and visually engaging presentations. Bring your laptop with PowerPoint to the session.

Title: Access please! Searching for research articles when working outside of academia
Format: Presentation, 75 min session
Presenters: Joy Allen, Andrea McGraw Hunt & Heather Wagner
Session Description (50 words, program):
Research literature is essential – whether we are producing research or consuming research to inform our practice. Yet, music therapists run into access barriers when not affiliated with a university or research facility. This session is designed to provide clinician’s with practical tips to access and search research databases.

Title: Research Agenda Development as a Navigational Tool Supporting the Tenure Process
Format: Presentation, 75 min session
Presenters: Jennifer Fiore, Deb Layman, Carol Olszewski, Cindy Colwell
Session Description (50 words, program):
Navigating the tenure process can be challenging while balancing teaching, research, and service. Developing a research agenda as a doctoral student to carry out during the tenure and promotion process brings successes and challenges. Effectively communicating the research agenda as part of the tenure process will also be discussed.

Sponsored CMTE
Title: Case Study Research Design
Abstract: Carrying out research studies as a clinician is a daunting task. Most clinicians are not given the time, financial support, or materials needed to carry out a randomized control trial. However, clinicians often have interesting case material or have developed innovative methods of addressing client needs. This CMTE will demonstrate ways in which clinicians can conduct research using case study research designs.
Presenters: Annie Heiderscheit, Kathy Murphy, & Nancy Jackson

AMTA 2019 Concurrent Session Selection Committee
Annie Heiderscheidt appointed from the Research Committee to serve on this Committee

Clinician-based Research Grant
- three committee members served on this committee
- grant awarded to: Erin Fox
  Research Project Title: Music Therapy Assessment of Imminently Dying Hospice Patients: A Grounded Theory Analysis of Clinical Practice

Website Revisions
Various suggestions for the Research tab of the AMTA website were suggested and sent to AMTA for consideration and implemented as able via Barb Else. Barb reported that some changes were made, others not able to be completed at this time. Discussion will continue.

List of Activities in Progress and Upcoming Events/Discussions

Research Poster Session
- Call for research posters went to AMTA February 2019
- SurveyMonkey platform opened March 1st, 2019
- Research committee members have been chosen as the review committee
- Submission due June 10, 2019
- Notification of acceptance/decline will be sent July 31, 2019
- Posters will be displayed all day Saturday, November 23rd with the oral session at 11 and the traditional ‘manned’ poster/author discussion opportunities for 2 hrs Saturday afternoon.

In progress items:
- Initial discussion for Concurrent Sessions for 2020 (and sponsored CMTE)
- Revision to Clinician-based Research Grant (inclusion of statement about required dissemination)
- Expansion of offerings at Regional Conferences to engage student and clinician researchers
Action Items: To revise the language of the Standards.

Officers:
- N/A

Committee Representatives:
- To review and revise the AMTA Standards of Clinical Practice document and recommend revisions to reflect applicability to current practice (on-going task).

At National Conference, the committee learned that it is not recommended that the current Standards document duplicate language from any CBMT document; as a result, our previously suggested revisions to re-organize the document have been put on hold.

- To review other organizations (music therapy and related fields) organize their Standards Documents, and whether or not they are “house” in professional or credentialing organizations.

The committee is reviewed materials and have summarized for the AMTA Board. We are patiently waiting for The Board’s charge for our next task.

- The Board has charged the AMTA Standards of Clinical Practice to review and consider refining the AMTA definition of music therapy, using the 3rd edition of Defining Music Therapy, other sources in collaboration with the Government Relations staff.

The committee has been working on the new draft of the Standards; we plan to work on this task once we complete the revisions to the Standards.

- To ensure that the AMTA Standards of Clinical Practice reflect the highest quality of treatment and services in music therapy (on-going task).

The committee is continuing to review and monitor any revisions made in our organizations’ documents to ensure the AMTA Standards of Clinical Practice are up-to-date.

- To inform AMTA members of the work of this committee via regional and national publications, conferences, and the Members Only section of the AMTA website (on-going task).

Communication with members is on-going.

Respectfully Submitted,

Gabrielle Banzon, MA, MT-BC
Standards of Clinical Practice Committee
**SOUTHWESTERN REGION of the AMERICAN MUSIC THERAPY ASSOCIATION**

Summer Meeting
Technology Committee
Alison Etter, MM, MT-BC
July 2019

**Action Items:** None

**Tasks:**

- Develop lists of specialists to contact in each of the regions regarding the current uses of technology in clinical music therapy practice:
  - Ongoing
- Explore connections with technology vendors and suppliers with the aim of increasing member awareness and identifying potential technology vendors for regional and annual national conferences;
  - Ongoing
- Develop or solicit a proposal for a concurrent session on clinical or related technology for the AMTA Annual National conference and submit it to the Conference Program Committee;
  - Ongoing
- Identify high priority topics for a potential Technology CMTE or Institute at the AMTA Annual National Conference.
  - We continue to identify topics for the AMTA TechStop video tutorials.
  - We continued our discussion regarding collaboration with the Ethics committee on matters such as social media presence and HIPPA compliant technology.
  - We are in the process of creating a survey to send to members that will help us identify technology needs.
  - We are waiting to hear back from the board about streaming services and Terms of Use.
- Develop and collect informational videos on clinical or related technology to disseminate through both public and private member-only forums.
  - The committee discussed the current state of the TechStop, it's benefit to the membership and the importance of the committee task. With that, the committee refocused the upload schedule and content, and discussed the importance of our social media presence to reach the membership. Such changes will be in effect following this year's conference.
  - The AMTA Technology Committee continues to upload TechStop videos to the member toolkit on the AMTA website.

**Additional Information:** The AMTA Technology Committee will meet a national conference in November 2019.

Respectfully Submitted,

Alison Etter, MM, MT-BC
Southwestern Region of the American Music Therapy Association  
AMTA Conference Report  
Workforce Development and Retention  
Grant Howarth, MT-BC  
06/15/2019

**Action items:** None

**Goal 1: To increase awareness of music therapy as a career choice**

**Task 1 - Prospective music therapy student tracks (at conference):**

The committee is continuing to support “prospective music therapy student” tracks at regional and national conference(s) to encourage people interested in the field to come learn about music therapy and its potential as a career choice. We are also looking at ways to put this through FB live as well as finding a way to diversify our recruitment efforts. We sent AMTA approved informational letters to all junior colleges within 60 mi of AMTA approved music therapy programs.

**Goal 2: To explore the potential of developing a retention plan**

**Task 1 – Investigate current workforce retention plans and strategies for other related professions (rehabilitative therapies and creative arts therapies)**

The committee is still requesting removal of this task as it was given minimal resources and information.

**Task 2 – Research the last five year trends in the Music therapy Profession and ascertain if there are any common identifiers and trends related to the retention of professionals in the AMTA organization and the professional workforce. Consider AMTA and CBMT documents.**

The committee is awaiting a response from CBMT with answers to additional questions on the exit surveys given to people not retaining certification on why they are not recertifying. The committee also requested collaboration with research committee to help with this and is waiting for a response.

**Task 3 – Through surveys or other available data, conduct workforce research to identify the number of board certified music therapists who are currently employed full time or part time, seeking employment, working outside of clinical practice, or not currently working outside of the home. Identify whether or not music therapists are looking for more work in the field.**

The committee is working to develop a survey to better determine succinct and official retention issues faced by music therapists. We will use this information to plan concurrent sessions at conferences while working with AMTA to determine their vision of the sessions.

**Goal 3: To create channels for communication with the AMTA Membership regarding topics of workforce development and retention**

**Task 2 – To update reports of committee action on the Members Only Section of the AMTA Website**

The committee has requested information of the person responsible for updating the website so reports can be sent in for publication. We will continue to update with more consistency.

Respectfully submitted,

Grant Howarth, MT-BC  
Workforce Development and Retention Committee SWAMTA Representative
### SWAMTA Board of Directors (* indicates voting member)

<table>
<thead>
<tr>
<th>President*</th>
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<th>Treasurer</th>
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<th><strong>Secretary</strong>*</th>
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<th>Statia Sokol</th>
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**Appointed Committee Representatives**

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<td>Workforce Development &amp; Retention</td>
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Assembly of Delegates Roster

Assembly Delegates 2019-2020
Carolyn Moore
Tiffany Laur
Jennifer Townsend
APPENDIX

SOUTHWESTERN REGION of the
AMERICAN MUSIC THERAPY ASSOCIATION BYLAWS
(Revised – Approved March 30, 2019)
ARTICLE I. Name and Composition

Section 1. The name of the organization shall be the Southwestern Region, American Music Therapy Association, Inc., herein after referred to as the Region or SWAMTA.

Section 2. The Region exists as an auxiliary organization within the structure of the American Music Therapy Association, Inc., herein after referred to as the AMTA or the National.

Section 3. The Region will conduct its programs and activities in a nondiscriminatory manner with equal opportunity being given to all, regardless of race, religion, gender identity, sex, sexual orientation, disability, age, veteran status, ethnicity, national origin, or socioeconomic status.

Section 4. This document does not supersede the bylaws adopted by the AMTA.

ARTICLE II. Purpose and Goals

Section 1. The purpose of the Region is consistent with that of AMTA: To advance music therapy and to increase access to quality music therapy services (AMTA Bylaws, Art II, Sec. 1).

Section 2. The goals of the Region shall be:
   a. to provide professional development opportunities for music therapists
   b. to participate in the operation of the AMTA through representation on committees and the Assembly of Delegates
   c. to further an awareness and acceptance of music therapy as a viable health profession through job development, public relations activities and local and state legislative action
   d. to promote communication among members through Regional publications

ARTICLE III. Membership

Section 1. Membership categories in the Region shall correspond to those approved by the AMTA. Regional members of SWAMTA shall include those members of AMTA who are residents of New Mexico, Oklahoma or Texas.

Section 2. Professional membership will provide the privilege of participation in the activities of the Region, the right to vote, the right to hold office, and the right to receive the newsletter and other communications of the Region.

Section 3. Associate membership will provide the right to participate in meetings of the Region and to receive the newsletter and other communications of the Region. Associate membership does not include the right to vote or hold office.

Section 4. Student membership shall provide the right to participate in meetings and programs of the Region, the right to receive newsletters and other communications of the Region, and the right to a 1/3 vote.

Section 5. Retired professional membership shall provide the same rights and privileges as those for Professional membership. This membership status will be available as long as the member remains eligible by meeting the standards for this category established by AMTA.

Section 6. Inactive membership will provide the privileges of participation in the activities of the Region and the right to receive selected publications, but not the right to vote or hold office.

Section 7. Regional Honorary Life membership may be conferred upon any person living within the boundaries of the Region and shall recognize distinguished service in the field of music therapy. This membership is conferred by the approval of the Board of Directors.
Regional Honorary Life members who qualify for professional membership shall have all rights and privileges of such membership without the payment of Regional annual dues. Regional Honorary Life membership may be conferred upon a maximum of two (2) persons in any one membership year.

Section 8. Membership classes in AMTA not listed herein shall be accorded the right to participate in Regional activities, and receive selected publications.

Section 9. The membership year will coincide with that of the AMTA. The fiscal year shall be determined by the Regional Board of Directors.

Section 10. Dues for all membership categories will be established annually by the AMTA Board of Directors, with the approval of the AMTA Assembly of Delegates (AMTA Bylaws, Art III, Sec. 4).

Section 11. Rights and privileges of membership will be restricted to those who are in good financial standing with the Region.

ARTICLE IV. Officers

Section 1. The officers of the Region will be elective and appointive.

Section 2. The elective officers of the Region will be President, President-Elect, Immediate Past President, Vice-President, Vice-President-Elect, and Secretary. The President-Elect is elected to serve two (2) years as President-Elect, two (2) years as President and two (2) years as Immediate Past President. The Vice-President Elect is elected to serve two (2) years as Vice-President-Elect and two (2) years as Vice-President. Elected officers shall assume their office on June 1 of odd numbered years and will continue in office for two (2) years, ending on May 31, or until the next election, unless otherwise stated.

Section 3. The appointive officers of the Region will be Treasurer, Editor, Website Administrator, Publicity Coordinator, and Parliamentarian. They will serve for a term of two (2) years, or until the next election, at the pleasure of the President and the Board of Directors. These officers may be held over from the tenure of one President to the next but must be reappointed by the incoming President and approved by the incoming Board of Directors.

Section 4. No elective officer will succeed himself or herself in office, but may be reelected to that office after an intervening period of no fewer than four (4) years.

Section 5. The President will a) preside at meetings of the Region; b) call and preside at meetings of the Board of Directors; c) appoint, with approval of the Board of Directors, Regional officers, Chairpersons of standing committees, Regional representatives to AMTA committees and Boards, and members of the Regional Financial Advisory and Historical Committee; d) attend Regional Presidents’ meetings at National Conferences; e) maintain communication with and serve as liaison between the Region and AMTA; f) approve all requests for reimbursement or advancement of funds, g) submit annual reports to the membership at the Regional and National Conferences, h) maintain a monthly log of business conducted for two (2) years for information and study by the President-Elect, i) hold ex officio membership on all committees, and j) perform other duties as required. A vacancy in the office of President will be filled by the President-Elect. In the event that the office of President-Elect is also vacant, the vacancy in the Presidency will be filled by the Immediate Past President.

Section 6. The President-Elect will a) assist the President as requested; b) prepare to take over the responsibilities of the Presidency by studying the duties of the President through quarterly conferences with the President and review of the President’s log; c) assume all duties of the President in case of resignation or absence of the President; d) serve as
membership chairperson and compile a Regional membership directory in the spring of even numbered years; e) study the Bylaws and related literature for the purpose of proposing revisions to these documents where such revisions are necessary to keep the documents current and responsive to the purposes and goals of the Region; f) submit reports to the membership or Board of Directors upon request of the President; g) serve as representative to the Assembly of Delegates; h) assume responsibility for sending election ballots to the membership within 14 days following the Regional Conference during odd numbered years and selecting one other member of the region not running for office to assist with counting ballots; and i) perform any other duties as may be assigned by the President or the Board of Directors. A vacancy in the office of President-Elect occurring prior to or at the first Regional conference in the term will be filled by a specially called election of the membership. Should the vacancy occur after the first Regional conference of the term, the office will remain vacant until the next regular election at which time the membership elects both a President and a President-Elect.

Section 7. The Immediate Past President will a) assist the President as requested providing continuity in the administration of the Region, b) chair the Nominating Committee c) preside in the absence of the President and President Elect d) succeed the Presidency in the case of disability or resignation of the President and President Elect. A vacancy in this office will be filled by presidential appointment with approval of the Board of Directors. Priority consideration will be given to former Presidents.

Section 8. The Vice President will: a.) serve as program chairperson for the Annual Regional Conference and i.) perform all duties and responsibilities as outlined in the Conference Planning Book, ii) appoint a local ad hoc committee to carry out conference preparation and assist the committee as needed, iii.) maintain the master Conference Planning Book, updating in accordance with the guidelines outline in the book, iv.) on behalf of the Region, assume responsibility for and sign the contract with the hotel in accordance with the guidelines outlined in the Conference Planning Book, b.) fulfill other duties as assigned by the President or the Board of Directors; c.) submit reports to the membership or Board of Directors upon request of the President; and d.) preside at meetings in the absence of the President, President-Elect, and Immediate Past President. A vacancy in the office of the Vice-President will be filled by the Vice-President-Elect.

Section 9. The Vice President-Elect will assist the Vice President as requested, study the duties of the Vice President in anticipation of assuming the responsibilities of the Vice Presidency, and assume all duties of the Vice President in case of resignation, disability, or absence of the Vice President. A vacancy in the office of the Vice President Elect that occurs prior to or at the time of the first annual conference in the term is filled by a special election of the membership through the election process described in the Bylaws. A vacancy in the office of the Vice President-Elect that occurs after the time of the first regional conference will remain vacant until the next regular election.

Section 10. The Secretary will: a) record the minutes of all business meetings of the Region and the Board of Directors; b) send copies of the minutes to all Board of Directors members within 30 days of each meeting; c) publish minutes in draft-summary-of-motions format in subsequent issues of the regional newsletter, and d) maintain a rank order listing of Alternate Delegates to the AMTA Assembly of Delegates. A vacancy
in the office of the Secretary will be filled by Presidential appointment and approved by the Board of Directors.

Section 11. The Treasurer will: a) pay all bills authorized by the President and/or Board of Directors; b) keep an itemized account of all receipts and disbursements, to be published annually in the Regional Newsletter; c) provide regular financial reports to the Board of Directors; d) present a written financial report to the membership at the Annual Regional Conference; e) chair the Regional Financial Advisory Committee; and submit financial records for audit upon request of the Board of Directors.

Section 12. The Editor will: a) edit and supervise the publication of the Regional newsletter; b) chair the Editorial Committee for the Regional newsletter; and c) submit reports to the membership or Board of Directors upon request of the President.

Section 13. The Website Administrator will: a) Supervise and maintain the website for the region; b) Receive, edit and post submissions to the website from regional members and board members; c) Submit reports to the membership and Board of Directors upon the request of the President; d) Be responsible for the online registration of the regional conference.

Section 14. The Publicity Coordinator will: a) Establish and maintain social media networking on behalf of the region; b) Establish and maintain contact with companies, universities and organizations who may have an interest in advertising within regional publications and on the website; c) Communicate with the Website Administrator and Editor for the regional conference as needed to establish advertising opportunities.

Section 15. The Parliamentarian will: a) maintain updated knowledge of Robert’s Rules of Order, the Regional Bylaws and related literature; and b) serve as Parliamentarian for all Board of Directors and Regional business meetings to assure that all parliamentary procedures are observed.

Section 16. Should a vacancy occur in an elective position, other than President or President-Elect, a special election will be held at the next annual Regional Business meeting through the election process described in the Bylaws. The President with the Approval of the Board of Directors will fill vacancies in appointive positions. When necessary the President may appoint an officer pro tem until an election can be held.

Section 17. Retiring elective and appointive officers shall deliver to their successors, or other appropriate persons, all records, books, papers or other property belonging to the Region within ten (10) days after vacating office.

Section 18. The elective and appointive officers of the Region are professional members in good financial standing with the AMTA.

ARTICLE V. Meetings

Section 1. The annual meeting of the Region will be held in the spring during the Annual Regional Conference; the location and date shall be determined by the Board of Directors.

Section 2. A meeting of the Region may be called at the National Conference at the discretion of the Regional Board of Directors.

Section 3. Special meetings of the Region will be called by the President if requested by two-thirds (2/3) of the members of the Board of Directors or upon receipt of a petition signed by a quorum of Regional voting members.

Section 4. Any one or more members may participate in a Board or committee meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participants are to state their name and be acknowledged by the president prior to speaking and the secretary or designated participant shall
take notes including roll call. Motions made during the meeting shall be submitted via email or other method of written communication. Participation in a meeting pursuant to this bylaw will constitute being present at such meeting.

Section 5. A minimum of three (3) meetings of the Board of Directors shall be held annually (including meetings held during Regional or National conferences or by conference calls).

Section 6. A quorum of the Board of Directors plus 5% of Professional membership of the region will constitute a quorum for Regional business meetings.

ARTICLE VI. The Board of Directors
Section 1. The Board of Directors shall consist of eight (8) voting members: President, President-Elect, Vice-President, Vice President-Elect, Immediate Past-President, Secretary, Regional Student President, and one (1) Delegate elected by the Regional Delegates to the AMTA Assembly of Delegates. The Treasurer, Editor, Website Administrator, Publicity Coordinator, Parliamentarian, Government Relations Chairperson, Continuing Education Chairperson, and Student Affairs Advisory Board Chairperson will be ex officio members with no voting privileges.

Section 2. The Board of Directors will determine the long-range goals and objectives for the Region, transact its general business, prepare an annual budget to be presented at the Annual Regional Conference, and control the expenditure of regional funds.

Section 3. A quorum shall consist of two-thirds (2/3) of the Board of Directors, which shall include at least two-thirds (2/3) of its voting members.

ARTICLE VII. Assembly of Delegates
Section 1. Primary and alternate delegates to the AMTA Assembly of Delegates will be elected by the Region in the spring of odd-numbered years. The number of delegates for the Region will be established by the AMTA Board of Directors. The President and President-Elect shall serve as two of the Region’s delegates to the AMTA Assembly of delegates.

Section 2. The Regional delegates’ term of office will be two (2) years coinciding with the term of the AMTA National officers.

Section 3. The Regional delegates elected to the AMTA Assembly of Delegates will attend all Assembly meetings and represent the concerns of the Region. Any delegate who cannot attend a National Conference or Assembly meeting will inform the President, who will then secure an alternate by contacting alternate Assembly delegates as they appear on the rank order list maintained by the Secretary. If vacancies remain once the President has contacted all elected alternate Assembly delegates, delegates pro-tem may be appointed by the President, with the approval of the Board of Directors.

Section 4. The elected Assembly delegates shall elect one (1) delegate, who is not a Regional Officer, to represent them on the Regional Board of Directors.

Section 5. Delegates will serve two (2) year terms and may be re-elected.

ARTICLE VIII. Committees
Section 1. A representative to each AMTA standing committee, the AMTA Judicial Review Board, and to the AMTA Student Affairs Advisory Board shall be appointed by the President with the approval of the Board of Directors. These representatives will: (a) attend all National meetings of their respective committees; (b) perform designed functions within
the committee; (c) present a report to the membership at Regional meetings. If for some reason they are unable to fulfill their duties, they will notify the President within ample time for an alternate to be appointed.

Section 2. There will be four (4) Regional Standing Committees: Government Relations, Employee and Public Relations, Affiliate Relations, and Continuing Education. The Regional representative to the same named AMTA committee will serve as chairperson for these Regional committees. When possible the committee will consist of at least one representative from each state in the Region.

a) The Government Relations Chairperson will serve as liaison between the Regional Board of Directors and the National and the other Regional Government Relations Committees. The duties will include but no be limited to i) serving as ex officio member of the Board of Directors, ii) submitting reports upon request of the President, iii) attending National meetings, iv) performing any duties assigned by the President, the Board of Directors, and/or the National Committee Chairperson.

b) The Employment and Public Relations Chairperson will serve as liaison between the Regional Board of Directors and the National and the other Regional Employment/Public Relations Committees. The duties will include but not be limited to i) submitting reports upon request of the President, ii) attending National meetings, and iii) performing any duties assigned by the President, the Board of Directors, and/or the National Committee Chairperson.

c) The Affiliate Relations Chairperson will serve as liaison between the Regional Board of Directors and the National and the other Regional Affiliate Relations Committees. The duties will include but not be limited to i) submitting reports upon request of the President, ii) attending National meetings, and iii) performing any duties assigned by the President, the Board of Directors, and/or the National Committee Chairperson.

d) The Continuing Education Chairperson will administer the Continuing Education Program for the Region. The duties of this position will include, but not be limited to: i) selection and approval of providers of Continuing Education Courses in the Region; ii) maintenance of ongoing records of completion of courses; iii) submission of reports upon request of the President; and iv) performance of any duties assigned by the President and/or the Board of Directors.

Section 3. The President, with the approval of the Regional Board of Directors, may appoint ad hoc Committees to perform specific duties as authorized. Duties of four such ad hoc committees are as follows:

a) The Financial Advisory Committee will: i) assist the Board of Directors in fiscal planning by providing a projected budget for the fiscal year and ii) make arrangements for audit of financial records, as directed by the Board of Directors.

b) The Membership Committee, chaired by the President-Elect, will: i) keep an accurate listing of all members and their membership status; ii) calculate and inform the President when a quorum has been met at all regional business meetings; iii) develop programs to maintain and promote membership in the Region; and iv) compile and send a membership directory to all members in the spring of even numbered years.
c) The Historical Committee will make recommendations for maintaining the collection and preserving all documents for the Regional Archives housed at Texas Women’s University.

d) The Bylaws Revision Committee will convene as needed to review and make proposed amendments. The President-Elect will chair this committee.

Section 4. The Vice President in accordance with the Conference Planning Book will appoint the members of a Local ad hoc Regional Conference Committee annually. The committee will plan the logistics for the conference using the Conference Planning Notebook and Budget Guidelines supplied by the Vice President. The local committee chairs will receive a 50% reduced registration fee for that conference.

Section 5. The Student Affairs Advisory Board Representative and a qualified alternate will be appointed by the President of SWAMTA. The Student Affairs Advisory Board Representative shall serve as the Regional Representative to the Student Advisory Board of AMTA; attend Regional Board of Directors meetings; serve as a conduit for student problems and concerns, referring to appropriate committees and officers; keep the Regional Board of Directors advised of all regional and national student activities; establish and/or maintain a handbook outlining job responsibilities; submit a written report at the annual regional conference; and coordinate and administrate the SWAMTA Internship Scholarship, and any other student scholarships/awards initiated by SWAMTA or SWAMTAS.

Section 6. Each Committee Chairperson will: a) submit budget proposals for the upcoming fiscal year to the Financial Advisory Committee at least one (1) month prior to the Annual Regional Conference; b) submit a written report of activities and plans for that committee; and c) surrender all records relating to their offices within ten (10) days after vacating office.

ARTICLE IX. Nominations and Elections

Section 1. Regular elections will be held in the spring of odd numbered years.

Section 2. In a regular election, a Nominating Committee chaired by the Immediate Past President, along with at least one representative from each state in the Region, when possible, with the approval of the Board of Directors, will present the Board of Directors with a slate of two (2) names for each elective office or Assembly Delegate position becoming vacant in any election year. In the event of a Nominating Committee Member accepting nomination for office, that member should recuse self from the committee and a new Committee Member shall be selected.

Section 3. The proposed slate of candidates will be presented to the general membership at the first general business meeting of the annual Regional meeting prior to the election. Additional nominations may be made from the floor at that meeting.

Section 4. Within 14 days following the Regional Conference during odd-numbered years, ballots will be sent to the voting members of the Region (via U.S. mail, electronic mail, or electronic survey), and returned by the listed date, which is 30 days from the date the ballot is sent. Ballots will contain an option for write-in candidates for each elective position.

Section 5. A simple majority of the votes is necessary for election to office. Positions on the AMTA Assembly of Delegates and their alternates will be filled by rank ordering of
votes until the required number of positions is filled. A rank order of Alternate Delegates will be maintained by the Regional Secretary.

Section 6. In a special election, a nominating committee appointed by the President with the approval of the Board of Directors presents the Board of Directors with a slate of names for each seat on the Board of Directors becoming vacant at the time of any special election. The Board of Directors must approve the slate of names by majority vote prior to submitting ballots to the membership. Ballots are to be mailed to all current professional members, to be returned by the date indicated on the ballot, which will be 31 days from the date the ballot is sent. Ballots contain space for write-in candidates for each elected office. Candidates elected into vacant positions serve the remainder of the term and can be nominated to run again for the next term.

ARTICLE X. Regional Publicity

Section 1. The Regional Publicity committee will coordinate the public affairs, including yet not limited to the publication, website, social media, and solicitation for advertisements, of the region. It shall be chaired by the Editor and consist of a representative from each state in the region, when such representation is possible, the Website Administrator, and the Publicity Coordinator.

Section 2. The name of the official Regional Publication shall be The Quarter Note.

Section 3. The Editor, who will also edit and supervise the publication of The Quarter Note, will be appointed by the President, with the approval of the Board of Directors, and shall have complete autonomy over editorial policy and content within guidelines approved by the Board of Directors. The Editor will be responsible for a) submitting a budget proposal to the Financial Advisory Committee; b) obtaining and managing funds related to the publication; and c) publication and dissemination of the newsletter.

Section 4. The Quarter Note will be published three (3) times per year on the website and released via email in February, June, and October. A link to the publication will also be posted on SWAMTA social media sites.

Section 5. The Website Administrator will be appointed by the President with the approval of the Board of Directors, and shall have complete autonomy over editorial policy and content of the website within guidelines approved by the Board of Directors. The Website Administrator will be responsible for a) submitting a budget proposal to the Financial Advisory Committee; b) obtaining and managing funds related to the website; c) receive submissions from the membership, edit submissions when necessary and post submissions to the website.

Section 6. The Publicity Coordinator will be appointed by the president with the approval of the Board of Directors, and shall have complete autonomy over communication and interaction with social networking sites on behalf of the region within guidelines approved by the Board of Directors. The Publicity Coordinator will be responsible for a) submitting a budget proposal to the Financial Advisory Committee; b) obtaining and managing funds related to the publicity; and c) maintaining communication with the treasurer and local publicity representative for the regional conference each year.

ARTICLE XI. Parliamentary Authority

The current edition of Robert’s Rules of Order, Newly Revised, will be the authority for all questions of Parliamentary procedure not covered by these Bylaws.
ARTICLE XII. Amendments
Section 1. These Bylaws may be amended at any general membership business meeting held at the Annual Regional Conference by a two-thirds (2/3) affirmative vote of the members present, with students receiving 1/3 vote. The proposed amendments must be submitted either electronically or in writing to that membership at least twenty-four (24) hours prior to the meeting. All approved bylaw amendments will take place immediately unless a proviso is presented as a motion and approved.

Section 2. The Bylaws may be amended by a U.S. mail, electronic mail, or electronic survey vote solicited from the total membership of the Region, the amendments having been submitted to that membership in writing at least four (4) weeks before the vote is due, as necessary for changing, adopting, or repealing an amendment, with students receiving one-third (1/3) vote. All approved bylaw amendments will take place immediately unless a proviso is presented as a motion and approved.

ARTICLE XIII. Recall of Officers and Delegates
Section 1. Any elective officer of the Regional Board of Directors may be recalled by vote of the body. Such a recall vote will act to remove the individual as a member of the SWAMTA Board of Directors and as an officer.

Section 2. A recall election is held when a quorum of members and a quorum of Board members petitions in writing to the President of the Region for such a recall. Should the recall election involve the office of the President, the written petition should be directed to the President-Elect.

ARTICLE XIII. Dissolution
Upon the dissolution of the organization, SWAMTA, the assets of the organization will revert to the AMTA National Office