**IATA Executive Board Meeting**

Sunday, June 14th 2015, 5:30pm-7:30pm

Location: 4951 w. Medill Ave.
Chicago, IL 60639

**MEETING MINUTES**

 **Attendees:**

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|  | **Executive Board** |  | **Committee Chairs** |
| X | President: Lariza Fenner |  | Archives Chair: Amy Khattar Hahn |
| X | President Elect: Megan Campbell |  | Conference Chair: Julie Ludwick |
| X | Secretary: Liz Gardner |  | Conference Chair-Elect: Danielle Eichner |
| X | Treasurer: Wendy Gilchrist  | X | Communications Chair: Stephanie Clark |
| X | Director/Membership: Briana Colton |  | Ethics Chair: Ryan m. noble |
| X | Director/Marketing: Jessica Mascenic |  | Exhibitions Chair: Laura Clay |
| X | Director/Committee & Comm: Iu-Luen Jeng |  | Government Affairs Chair: Katie Kamholtz |
|  |  |  | Multicultural and Diversity Com. Chair: Kristen McCray |
|  | **Additional Attendees** |  | Nominations Committee Chair: Adrienne Lewis |
|  |  |  | Outreach Co-Chair: Lynne Cote |
|  |  |  | Outreach Co-Chair: Andrea Valasco |
|  |  |  | Program Committee Co-Chair: Annie Arnold |
|  |  |  | Program Committee Co-Chair: Camille Baker |

* Call to order by Liz @ 5:41pm
* Seconded by Briana

**President (Lariza):**

* + Programs update: Annie Arnolds officially resigned. Discussion on appointing new Programs co-chair. Board votes yes to appointing Marni to step in. lu-Luen will assist in this transition. AI: set up a meeting soon with Marni, lu-Luen, Camille, and Lariza to organize remainder of the year.
	+ Kriten McCray officially resigned from role as Multiculteral and Diversity Com. Chair. Lariza will be stepping in with this in the interim.
	+ CEU process for programs- Lariza spoke with Dan and learned the process for CEUs is fairly quick. Once the application and information are turned in- it will only take 3-4 days for approval. AI: Liz will email Lariza and Programs with the CEU application
	+ Barb Fish Master supervision - 2 vs. 3 hrs...and cost differential- discussion on costs of presenters: reviewed past minutes for official votes/ changes. Executive Board voted yes to Barb’s fee of $200.00 for 3 hours.
	+ Reaching members to have the Harriet Wadeson Award Reception- Joanne Ramsayer works at the Mather and is working with Lariza to host the award event. The space will be free. IATA will provide food. AI: Lariza will email the date and final details this week. This will be an intimate event with board members and some professionals in the field
	+ Process Details of reviewing bylaws and budget: Lariza is committed to reviewing bilaws. Discussion on budget maintenance: AI: Treasurer will present budget in next month’s Chapter meeting.
	+ Discussion on our partnerships with the Awakenings Foundation: suggested that we look into making and signing a contract for clarification and security.
	+ The information and password for IATA’s storage unit is now on the Drive for board members

**Secretary (Liz):**

* Approve May Minutes: Liz motioned for approval, seconded by Jess- minutes approved
* Reminder of Chapter delegate for AATA conference meeting: Megan will be the representative.
* AI: Liz will get in touch with conference chair to check progress of Call for Proposals.

**Director of Marketing (Jessica)**

* Membership-only section on the website- what should be included, what should be public?
* Find an Art Therapist search- sorely needs to be updated and also should this be public or members only? AI: Jess will get in touch with Grace Frantilla who is interested in joining the committee and help organize website.
* Update on swag?  Megan discussed conversation with AATA- AATA would like ideas for marketing materials for each chapter- email ideas to Megan. Swag: Bags are approved and in the budget. AI: Jess will start ordering process ASAP.
* Discussion on updating website- updating pictures, take down old members, etc. Idea to put an e-alert or website post to interested members for workshops/ panels/ etc
* Possible opportunity to have local artists pitch ideas for swag materials: Jessica has a friend who started a website where people pitch ideas for marketing and local artists can offer services. Board is interested in helping local artists and learning more about this site.
* AI: Jess is now working on a “cheat- sheet” and flow chart for important changes/ votes that Board members can easily find on the Drive.

**Programs (Camille)**

* Barb Fish Master Supervision: July 18th, 1:00pm-4:00pm, Barb’s fee: $200.00, max of 20 people, at the Awakenings Gallery for $50, Fees: students: $20, members: $30, non members: $40, Eva and Amber will help with CEU collection and organization following the event.
* AI: Lariza will take care of snacks, supplies, CEUs, Barb agreement, and blurb.
* AI: Camille will make flyer and email to Jess.
* AI: Jess will set up link/ registration/ and e-alert.
* AI: Contract and flyer completed by June 19th, Flyer and alerts out by June 20th
* Reminder that Programs involves: partnerships, panels, outreach, member benefits, and workshops
* Heather Randazzo asked IATA to plan a workshop with her as the facilitator, possibly in late August. Heather also knows of a space that can be used at no cost. Discussion on what kinds of questions to ask when professionals offer partnerships, etc. Importance of IATA being thoughtful and deliberate with decisions- don’t rush. AI: Camille will contact Heather to have conversation about possibilities. Reminder to forward all inquiries to Programs and President.
* AI: revise budget spreadsheet to include Barb Fish event and email to President and Lariza in 2 weeks.

**Communications (Stephanie)**

* Discussion on job postings and a way to have them available to members asap: we can post a highlight on FB, also send out a specific e-alert (“job alert”) for the job posting only.

**Membership (Briana)**

* ATCB list: AI: Briana will email the ATCB president to ask what participation they would like to have with IATA
* Student Incentives: This has been done in the past. There is no found documentation and now there are six students who have not had access to member perks. AI: Briana will contact those students through email and offer free membership for the time specified.

•Motion to adjourn by lu-Luen at 7:28pm

Seconded by Briana