

REPORT EADMT BOARD MEETING 05.03.2011

AGENDA

1. TRAVEL ISSUES
2. ROLES AND RESPONSIBILITIES
3. FINANCES : BANK A/C, EXPENSES, REPORT, BUDGET
4. CORRESPONDENCE
5. ADMINISTRATIVE SUPPORT
6. FIRST GENERAL ASSEMBLY OCTOBER 2011 and CONFERENCE 2012
7. WEBSITE : LISTSERVE, CONTACT LIST, COMMUNICATION, LOGO
8. GOALS FOR THE YEAR
9. WORKING GROUPS

1. Travel Issues

Considered travel and accommodation costs for Board Meetings in different venues.

Agreed: To hold next Board meeting on day before GA in Prague to save travel expenses. Board meeting 1: 14/10/11, GA: 15 - 16/10/11, Board meeting 2: 16/10/11 evening.

ACTION:

- a) Nina to research costs for Milan, Riga, Athens or Edinburgh for Board meeting in March 2012
- b) Each Board member to inform Nina what accommodation and meeting costs will be in their country e.g. In Scotland, Susan can accommodate 2 people and hold the meeting in her home for free with 2 further beds being available in nearby hotel at a small cost (to be confirmed).

2. Roles and Responsibilities

Agreed: DRAFT (see Appendix 1). This document to be considered by each Board member and confirmed by email by April 1st 2011.

ACTION: Each Board Member to consider the above Job Descriptions/Roles and Responsibilities and confirm or raise points as necessary. The Roles should be confirmed by April 1st 2011.

3. Finances

The Board discussed opening an EADMT bank account with authorised access by Treasurer and one or two other signatories from the Board.

The Board also discussed the matter of Administrator to support the business of EADMT (see Item 5 in Minutes).

Much discussion took place to consider the budget of EADMT that included looking at the income and expenditure

Agreed:

- i) To open Bank Account for EADMT

- ii) Nina Alkalai, Treasurer of EADMT, is authorised to act as prime signatory of EADMT bank account and to make financial transactions on behalf of EADMT.
- iii) Antonella Monteleone - Secretary and Susan Scarth - President are both authorised to act as secondary signatories for the EADMT account and to make financial transactions in support of Treasurer's actions
- iv) In the event of Treasurer's incapacity, the Secretary and President are authorised to take on the primary financial authority for EADMT bank account
- v) EADMT's Fiscal Year to run from June 1st to May 31st each year. See Section 10 in Rules of Procedure
- vi) To collect Annual Membership fees for 2011/12 by June 1st 2011

ACTION:

- a) Nina, Susan and Antonella to explore Milan based bank account on Monday 7th March
- b) If this is not possible, Nina and Susan to explore possibilities in Athens or UK. Both have copies of passports, the minutes and a covering letter of authorisation
- c) Nina to design annual membership form to invite membership renewal
- d) Antonella to compose letter of reminder of payment and send by mid April
- e) Susan to write letter/report to all Members and other identified persons in the European DMT community with information of EADMT business
- f) Susan to contact Zuzanna Pedzich re: evidence of current Membership Levels of all Members
- g) Antonella to contact Susanne Bender and request she send **original** documents of Registration of Association in Germany, Notary documents, signed minutes etc.

4. Correspondence

Susan shared 2 items of correspondence with the Board:

- Letter of congratulations from Sherry Goodill, President of American Dance Therapy Association ADTA (see Appendix 2)
- Zuzanna Pedzich's email requesting a change of name for email correspondence on European Network website and alerting us to the enquiry regarding Alternate Professional Training routes in Europe that may be similar to those on offer in USA.

5. Administrative Support

According to EADMT Rules & Procedures Section 5.1

“ There is no physical office or paid administrator. All administration will be carried out by the Board.”

The Board considered the issue of paid administrative support. As the budget is very low we considered a fee for a contracted piece of work where required in the future.

It was suggested that Tabata Monico (Antonella's daughter) might be approached to act in such a role when needed.

Tabata has a 1st degree in Cultural Economics and Management of the Arts and a masters degree Management and Innovation in Cultural and Artsitic Organisation. Her current employment is as an Arts Council Officer with a professional artistic organisation in Milan. Much discussion was held concerning the budget of EADMT and further consideration was given to other economic matters.

Agreed:

- i) That Tabata to meet with Susan to discuss possible administrative role in the future.
- ii) Consider possibility that EADMT employ an Administrator for specific piece of work e.g. Assist in developing website or conference management

ACTION:

- a) Susan to email Tabata to arrange a Skype meeting
- b) Tabata will meet with Susan - President via Skype before GA in October.

6. 1st General Assembly and Conference

Agreed: The Board will meet 14/10/11 (1 day prior to GA) for Board Meeting

Identified probable agenda of GA:

- Reports from Board
- Approval of New Members (if any applications received)
- Working Group meetings + Reports from each Working Group
- Agreement of future dates and locations for GA's for next 5 years
- AOB

Identified the need for the GA to move together at different times throughout the 2 days, to celebrate, share in an embodied way and to remain grounded in the work of the GA.

Kristine proposed that we arrange for seminars/talks/workshops by individuals for the 2nd day and invite people from outside the GA membership to attend. Nina pointed out that few people will travel for one day to attend workshops.

Kristine shared her keenness to prepare a Conference in 2011 to go alongside the GA. The Board felt that this was not long enough to prepare adequately and that we should arrange a Conference in 2012.

Agreed: Conference to be held in Latvia in 2012. Kristine to coordinate a team to organise this.

ACTION:

- a) Board to book tickets for Prague 2011 asap
- b) Susan to email Klara regarding inexpensive accommodation for EADMT Board Members in 2011 October
- c) Announcement that new membership applications to be received by April 30th 2011 for consideration in October 2011 GA.
Rules of Procedure, Section 6.6 states
"In order to be approved by the General Assembly the application has to be turned in no later than 6 months before the General Assembly meeting."
- d) Reminder of Annual Membership Renewal fee due by June 1st 2011. Antonella to compose a letter
- e) Kristine to develop conference idea to publicise at GA 2011 and make a Call for Papers, Posters etc.
- f) Susan to email Member Associations proposing Conference to be held in Latvia 2012 and invite each Member to consider when they might host a GA and possible future Conference.

7. Logo, Website, Contact List, Communication, Listserve

Logo: Kristine invited all Members to submit ideas for Logo - no replies have been received. Nina's sister has submitted some ideas for Board's consideration.

Agreed: Each Board member to provide ideas based on:

- i) Design using capital letters in one line: EADMT

- ii) Create movement through letters
- iii) Only abstract movement/figures to be used - no dancers!
- iv) Possible colour scheme to include: blue, grey, green & yellow
- v) Suggestion to use the 'T' to symbolise a tree, canopy of tree, with fruits of tree in picture denoting all Members, possible blossoming of apple tree etc.

ACTION:

- a) Kristine to send guidelines to Delegates for their consideration and to request production of ideas
- b) Board Members to provide 3 ideas each to Kristine
- c) Deadline for ideas to be sent to Kristine is May 1st

Website: Kristine has researched this - she has a website designer who has offered to design for 70€. There will be an additional cost of

- i) Hosting c.7€ per annum and
- ii) Management fee

Kristine has contacted Jana to request that Network Website changes its name and contact details. Awaiting a response.

ACTION:

- a) Kristine to post her contact address on the website
- b) K to arrange a link to an EADMT 'holding page'
- c) K to design content with Goedele and Nahia and utilise content of Network website where applicable.
- d) K to share content with the Board for agreement etc.
- e) K and team will manage website to start with.

Contact List: Kristine has emailed all contacts on her list to invite interest in EADMT. Replies have been received from Slovenia, Israel, Belgium, Portugal. Would like to make contact with Slovakia and Scandinavian countries.

Nina raised issue of Delegates taking responsibility to respond to communications from EADMT.

ACTION:

- a) Susan to send email of Monika DMT in Slovakia to Kristine
- b) Susan to email Oleh in Ukraine to encourage involvement (already Associate Member)
- c) Kristine to follow contacts up again
- d) All Board Members to share their links and contacts with Kristine
- e) Susan, through a Letter of Introduction and News aims to re-awaken commitment to EADMT from Member Associations and their Delegates.

8. Goals for the year for EADMT Board

1. Logo - to present 3 options to GA in October 2011 (Kristine)

2. Website - to be set up and running by first GA (Kristine)

3. Research -

- i) update and record theses of PhD and MA to include on website

- ii) Antonella will identify someone to collate the information that Iris Brauningner is sharing through Listserve
- iii) Antonella/Susan will re-send the call to all Delegates (originally sent in October 2010) for information on research to be added to an Excel sheet (attached)
- iv) Inform Delegates that Helen Payne invites articles from EADMT Members re: their Research to be included in the journal of *Body, Movement and Dance in Psychotherapy*, UK:Frances & Taylor (Antonella)

4. Conference -

- i) Susan to email Helen Payne re: possibility of advertising in Journal for EADMT GA and Conference 2012
- ii) To consider putting on a Conference in 2012/13
- iii) Kristine to discuss possibilities with Goedele & Nahia (Communications Group) and Latvian academic colleagues
- iv) Nina to explore through European programmes the possibility of funding a conference for raising awareness of the professional field.
- v) Antonella & Susan - to consider a Scientific Committee and explore interest
- vi) Kristine to research cost of international conferences in Europe and USA e.g. ADTA Annual Conference, APID events, EcArte, etc.

5. Training Standards - To make an agenda for the issues concerning the development and formulation of a new questionnaire, that will give an exact picture of current graduate training programmes in Members countries that are recognised by national government or national associations.

6. Official recognition - To collate information regarding Certificate of Competencies proposed by the European Commission, the EAP and other groups in Members' countries.

7. Working Groups

Due to difficulties in engaging colleagues in the working groups and in recognition of our own difficulties experienced in communicating prior to our Board meeting we have decided to try an experiment:

The Board will email each other (briefly) once a week and include an email to each working group member too - for one hour maximum:

Kristine - Monday

Susan - Thursday

Antonella - Tuesday

Nina - once a week

Training Standards: Nina reports that she had proposed the formulation of a new questionnaire. The one distributed in 2008 did not produce the accuracy and detail that is needed. Nina would like to gain the information from the existing EADMT15 Members. What is the picture of accreditation of professional training programmes at present - whether recognised by government or national associations? What are the issues that should be in the new questionnaire? Working group has not really responded yet. Nina to send a further letter to propose clarification of terms, e.g. what is 'full time', 'part time', 'internship', 'one hour'. What is the requirement of personal therapy in each country? What is meant by 'self-development'?

8. Any Other Business (AOB)

Budget

ACTION: Nina to prepare a 2011/12 budget to bring to next Board meeting for presentation at Oct 2011 GA.

New Applications for Membership

New applications for EADMT Membership to be sent to the Member Associations and other potential interested Associations. Necessary to advise them that the Board needs applications for Membership six months prior to a GA.

ACTION: Susan to compose email to send with application forms, criteria and Statutes

Listserve

ACTION: Kristine to write to Sabine Koch to thank her for her management of the Listserve so far, and request that she continue this work for European DMT community until further notice.

Appendices

Appendix 1

THE EADMT BOARD JOB DESCRIPTIONS

The Board members are committed to working together to ensure that all communications are accurate, legal and appropriate. Each Board Member is expected to share information received and provided, to ensure accuracy and transparency. The following job descriptions clarify the particularities of each Board Member's role and responsibilities.

The PRESIDENT

1. Holds the vision of professional development of DMT in Europe
2. Coordinates the actions necessary for the development and recognition of the profession in Europe
3. Convenes and chairs Board and General Assembly (GA) meetings
4. Represents the EADMT in all judicial and extrajudicial matters
5. Is professional, social and legal representative of EADMT
6. Checks and signs all EADMT documents, resolutions, minutes of Board and General Assembly (GA) meetings
7. Ensures all documents are formally correct and that relevant information is shared with the EADMT community within a correct time frame
8. Is warrantor of the observance and respect of statutes, rules and procedures
9. Acts as main authority in case of urgency, with strict undertaking to inform the Board of any Chair's Action at the earliest possible opportunity

The TREASURER

1. Maintains accurate financial records of the EADMT income and expenditure
2. Provides regular financial reports to the Board
3. In agreement with the Board, provides an annual budget for identified annual objectives and activities e.g. Board expenses, President's expenses, training and advice, events, website etc.
4. Ensures that all legal matters regarding Association finances are in order
5. Is the first named signatory of the EADMT bank account (and ensures there is one other signature on each financial transaction)
6. Advises EADMT with regard to financial affairs of EADMT
7. Provides annual financial audit and report for the General Assembly
8. Explores possible streams of funding available to professional associations in Europe, and other means of raising income

The SECRETARY

1. Will collate and agree agenda of Board and General Assembly meetings and ensure all Members are in receipt of this
2. Will identify papers required for each meeting and ensure Members have a copy in preparation for the meetings
3. Will record proceedings of Board and General Assembly meetings and will write up minutes for these
4. Will communicate these minutes with Members and agree their accuracy
5. Will send minutes of meetings to Member Delegates
6. Will correspond with other relevant organisations; sending reports to the named contact persons and, in conjunction with the Communications Officer, write reports for the website
7. Will hold all records of minutes, legal documents, general activities and progress of the Association
8. Will ensure the accuracy and compatibility of these documents

The COMMUNICATIONS OFFICER

1. Develops a public presence through the website, Press Releases and other marketing and publicity communications
2. Identifies key organisations and contact details to extend collaborative opportunities, to include European and other countries
3. Explores ways of raising awareness of the field through activities and events
4. Will link with each working group to pull together reports for the website
5. Ensures that the website is the primary means of communication of the EADMT
6. Develops and maintains the public image through ensuring the logo is relevant and used appropriately throughout all communications
7. Maintains the website as an effective tool for communication

Appendix 2

Letter from ADTA



February 20, 2011

Susan Scarth, MA
Chairperson
European Association of Dance/Movement Therapy

Dear Susan,

Greetings. I am writing on the behalf of the American Dance Therapy Association to extend my sincere congratulations to you and the other dance/movement therapists in Europe on the recent establishment of the European Association of Dance/Movement Therapy. What an exciting accomplishment of collaboration, mutual support and vision! The joining together of the various national groups in Europe paves the way for even stronger innovations in research, practice and education in our field. You are providing a great service by taking the leadership of the new entity and I wish you all success with it. If the EADMT would like a free link from the ADTA site to the EADMT's, please let me know and I'll connect you to our webmanager for that.

Looking forward to future correspondence and the ongoing informal synergy between the US and European DMT communities,

Sincerely,

Sherry Goodill

Sherry W. Goodill, Ph.D., BC-DMT, NCC, LPC
President, American Dance Therapy Association