



Washington Association for Play Therapy
Board Meeting Minutes
August 12th, 2018, 7:00-8:00pm

Present Members: Jill Forsberg (President), Andrea Kunwald (President-Elect), Annie Merriman (Past-President), Denise Bower (Treasurer), Krissy Perry (Secretary), Cary Hamilton (Director of Social Media), Jennifer Daffon (Membership Director), Kade Hodges (Eastern Washington Committee Chair), Priya Raghav (Western WA Networking Committee Director), Daisy Vergara (Western WA Networking Committee Director), Heather Schilling (Western WA Committee Chair), Lisa Brawn (Newsletter Committee), Kim Butler (Conference Chair Director), Cary Beaulieu Graduate Student Representative – City University)

Absent Members: Nayeli Aranda (Eastern WA Networking Committee Director), Alisha Bachman (Graduate Student Representative – Antioch University), Lourdes Gonzalez (Graduate Student Representative)

Minutes prepared by Krissy Perry, MEd, LMHC, RPT-S, WAAPT Secretary

I. Fall Conference

- I. We are competing with WAAMFT's Fall Conference, it's their bigger 2 day weekend, and Orgeon's APT conference is that weekend. So we need to get the word out more.
- II. Cary just reposted on social media and requested others to repost.
- III. Jill reported only 6 people registered currently.
- IV. Annie will put together a one page flyer to send out.
- V. Board members attending: Jill, Lisa, Annie, Cade, Nayeli.

II. Spring Conference

I. Venues

- i. Andrea contacted Bastyr University & Seattle U, both were either booked and/or it was their last week before their Spring Break.
- ii. Andrea contacted Hotel 116, which is in Bellevue, Friday is \$1200 for each room and Saturday is \$2400. They could also give us a room rate of \$138 per room. Also, the combined room rental of \$4800.00 will be waived with a minimum of \$6000.00 spent on banquet food for the duration of the two day event. If \$6000.00 is not met in banquet food room rental will be pro-rated based on dollar amount spent on banquet food.
- iii. Kim contacted Saint Martin's University, the rental fee is \$145/hour (145x 9= \$1305) weekdays and \$205/hour (205x 9 = \$1845) on weekends and their caterers can put together custom menus.
- iv. Andrea is still communicating with SPU. Here is what they told her: *"Our conference center would work for your March 2019 event again this year. The price will be the same as 2018--\$1,000 per day. I can't hold the space until 6 months out from the event date, so please reach out on or after September 22nd, and if it's free then I will hold it and start working on the contract."*
- v. Andrea has also contacted the event center in Lynnwood, but haven't heard anything yet.

- vi. Jill proposed using SPU as our venue again, with providing food both days. Cary, Lisa, and Daisy all seconded. None opposed. Motion passed.

1. Include on registration to contact us for more information for disabilities.

II. Presenters

- i. Kade and Andrea are working on a presentation Regarding Counseling LGBTQ clients.
- ii. Andrea asked Shanna Donhauser if she could present on Attachment and she agreed. She has a private practice in Seattle called Happy Nest <https://www.happynesttherapy.com/> and attachment is her specialty.
- iii. Andrea also contacted Dr. Lawrence Cohen, Playful Parenting, but unfortunately he is unable to do it for free. However, he could be the presenter for 2020. Estimate for future fees is \$2500 for presenting plus fees for traveling.
- iv. Andrea will reach out to Becky Rudd regarding an Ethics training, as well as APT Supervisory hours.

III. Proposals

- i. Krissy will add to the website, and Lisa will add to the Newsletters.
- ii. Areas interested in are Ethics, Supervision, consultation group for hours.
- iii. Proposal deadline will be December 31st.
- iv. Proposal committee: Cary, Denise, Krissy, Heather.

III. Work Committees

I. Policies and Procedures

- i. Andrea, Denise and Heather on transitioning responsibilities to new board members and what they need to know. Here is what we have:
- ii. **How does that information get to that person (instead of "just look in Box.com")**. We agreed that predecessor and successor should meet in person in order to hand over the position. We suggest that the spring conference would be an appropriate time for those meetings. During these meeting a hard copy of the policies, procedures, and job description will be handed over and discussed.
- iii. **Key positions where there is access to sensitive information (financial transactions, communication to have from APT, data entry, etc) is "just look in Box" enough, should there be a sit down meeting within 1 month of the new person taking over?** We agreed that during the meeting between old and new board member, the new board member should sign forms that addresses confidentiality, conflict of interest, and perhaps, new passwords could be handed out.
- iv. **Should there be an official transition period (like with the President) where specific tasks are addressed in person or via skype/facetime/zoom, etc?** We agreed that a face to face meeting is best and that the old board member should be available for one month as a transition period after the initial face to face meeting over a media platform. Also, the whole board should at least meet once with all members present.
- v. **Would a one-pager for all incoming office holders with a description of the position, basic tasks, key dates, key passwords be helpful?** We agreed, a welcome to the board package or one-pager would be beneficial.
- vi. **Would it be helpful for each position to have their own folder in Box vs things scattered (can work with Ann Merriman on this, she's chairing the "let's reorganize Box Committee).** We agreed that a folder for each position would make

it easier to navigate Box. However, information in those folders should be in line for an audit, only containing pertinent information.

- vii. **Are the policies and procedures in Box (they are not labeled as such) sufficient in location (can work with Ann on this), description and ease of use? If not how can we make it more explicit and easy to use? What information is missing? We agreed Box needs to be organized better.**

II. Box

- i. Daisy and Annie took on this responsibility. They are creating Google Doc files with proposals on how to rearrange. They will send this out when ready.

III. Technology

- i. Cary mentioned that all social media can now be linked through Instagram, so no longer need Hootsuite.
- ii. Jill proposes that we switch everything over to Wild Apricot, G Suite, and Square. Cary seconded. None opposed. Motion Passed.
- iii. Cary reminded us to get a BAA from G Suite.

IV. Gold Branch Updates

I. Outreach

- i. Priya promoted play therapy at the Indian Festival in Bellevue, July 28-29th.
- ii. Annie, Cade, and Nayeli at statewide WISE symposium about incorporating play therapy, July 13 and 14th.

II. Trainings

- i. Atlantic Street and Compass.

V. Networking Meetings

- I. Nothing was planned over the summer, Daisy and Priya will coordinate a regular line-up.
- II. Priya suggested out having a monthly meetup, either consult or meet up or networking.
- III. Heather volunteered to co-ordinate in the South Sound area.
- IV. Discussion will be moved over to the FB Group.

VI. Newsletter & Communications

- I. Jill, Krissy, and Priya will look into transferring old newsletters to PDFs to update on the website.
- II. Ideas: Fall and Spring Conference, call for proposals

VII. APT Conference

- I. Jill, Cary, Cade, Lisa are all attending.

VIII. Next meeting: October 14th at 7:00pm via Skype