



## Washington Association for Play Therapy

### Business Meeting Minutes

February 7, 2021, 7:00-8:00pm

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**Members in attendance:** Jordan Klekamp (President), Daisy Vergara (President-elect), Sarah Moran (Secretary), Carrie Pipkin (Treasurer), Heather Schilling (Newsletter), Christa Adams (Conference Chair), Jill Forsberg (W. WA Networking Director), Kade Sharp (E. WA Representative), Mary Southerland (Graduate Student Rep), Fondra Magee (E. WA Networking Director-Spokane), Tasha Perkins (Membership Director), Carly Beaulieu (W. WA Representative)

**Absent Members:** Cary Hamilton (Social Media Director)

*Notes taken by Sarah Moran, WAAPT Secretary*

#### Executive Team Updates:

- President: APT provider status (approved!), speaker contracts, documentation list
- Treasurer: PayPal, Wave, Insurance Payments, Working on Productive Budgets (for Conference year-end review)
- Secretary: Box to Drive, Working on Outlook

#### Play Therapy Week:

- How will we celebrate?
- Send CH a picture of self holding the Play Therapy week photo
- Quotes for Social Media-- send to CH in document form and she can create

#### Board 2021-2022:

- Call for nominations
  - DV has agreed to help reach out for nominations (typically done by past president)
  - All one-year positions must re-submit for board role.
  - When to send out? DV can create email this week, send to JK to review, then it will get sent out via constant contact. First week of March deal for turnaround, then reach out to everyone individually and have members vote (week of 3/6) and announce at Spring Conference.
- Vote for nominations

#### Spring Conference 2021:

- Schedule has been determined by Practical/Theoretical and confirmed with sent out contracts. Friday Morning: Jeanette Borunda & Rita Grayson, Friday Afternoon: Becky Rudd & Priya Raghav & Blake Adams. Saturday- Meyleen Velasquez
- Venue: Need to upgrade our Zoom account
- SM makes a motion to upgrade the zoom account to host 2 simultaneous meetings. CA seconds, all in favor none opposed.
- Continuing education: Submit for pre-approval and/or marketing with APT, NASW, and NBCC
- Marketing
  - Flyer -- CH will work on the flyers this week and post to social media
  - Website-- needs to be more clear on language about WAAPT approved providers, how to ask for a refund, etc.
  - Email blast-- conference email save the date, HS will work on creating the email to send out. Send it out by next weekend.
  - Social media-- all can share on social media, JK will share to other groups, try to fill up these workshops!
  - APT site
- Registration: When will it open? #1 pre-register the board. ASAP-- as soon as all parts are in we launch it. Deadline next week unless we can get it together sooner. Registration closes 3/21 Sunday before the conference.
  - How do we set it up to register for the specific conference workshops (similar to APT) \*\*JK and SM have to work on this for the website
  - Because this is a virtual conference we are accepting virtual payment -- no groups paying through check. Payment must be made at time of registration.
  - Limited to 40 participants.
  - \*\*On both flyer and website: Due to limited capacity, payment is due at time of registration.
- Board Meeting on Saturday: limit to 10-15 minutes on lunch hour (12:45pm)
- Every hour there will be a break
- Task Assignments
  - Speaker Documentation: Jordan and Daisy
  - CE Pre-Approval: Jordan and Daisy
  - Creating Post-Tests and Evals: Christa
  - Day-Of Workshop Roles:

Set agenda/monitor breaks

Announce speaker

Moderate video, moderate chat

Technical support

Email and phone support -- Sarah across the board

Creating Sign in/video & chat check- Kade

- **Rita** -Carrie (announce speaker/set agenda/monitor breaks), Christa (Chat monitor), Kristina (Video monitor), Daisy (Tech support), Sarah, Jill, Fondra
- **Jeanette** -Jordan (announce speaker/set agenda/monitor breaks), Heather (Chat monitor), Kade (Video monitor), Carly (Tech support), Mary, Tasha, Cary
- **Becky**- Heather (announce speaker/set agenda/monitor breaks), Fondra (Chat monitor), Tasha (Video monitor), Christa (Tech support), Kristina, Sarah, Carly
- **Priya and Blake**- Jill (announce speaker/set agenda/monitor breaks), Mary (Video monitor), Daisy (Chat monitor), Cary (Tech support), Kade, Jordan, Carrie
- **Meyleen**- All board members (14) registering for this workshop. Follow-up next meeting for assignments for Saturday keynote
- Sending Post-Tests and Evals: Christa
- Confirming CE Eligibility: Jordan/Daisy/Christa
- Sending CE Certificates: Jordan/Daisy/Christa
- CE Approval Follow Up: Daisy

**Networking Events:**

- February

**Next Meeting:** March 7, 2021