

## The Pennsylvania Chapter of The American Massage Therapy Association presents:

### The Bowenwork Technique by: Kevin Minney

The Bowenwork Technique: the Light Touch Technique that Helps the Body Remember How to heal.

**Bowenwork** is an exciting pain relief and injury recovery modality that is changing the face of healthcare. Imagine the benefits of actively working with the client's innate healing capacity, partnering with the immensely powerful agent that keeps us healthy and renewed. Bowenwork refocuses the body on recovery in the affected areas. Bringing the wisdom of the body to bear on a problem, gives the therapist an array of knowledge and understanding of necessary healing processes unavailable even to the most well-educated and experienced practitioner.

The secret to accessing and facilitating this healing response is three-fold: First, the basic concept of treatment comes from the Osteopathic premise that the "host" is seen as the originator of healing response and normalization, rather than any outside agent, medicine or manual therapy. These external factors are seen to only facilitate healing and recovery, not initiate it. The second issue that provides such great response is the focused minimalism of the technique. Therapy often has a "more is better, no pain, no gain" focus. The high level of stimulus associated with these intense inputs overwhelm the inputs of the body, making it have to "recover from the therapy" before it can begin its primary healing. Thirdly, Bowenwork uses timed pauses in the application of the work to allow for integration and deeper response in the body. This means greater results but it also allows the Bowenworker to work on multiple clients simultaneously, with 2-4 clients undergoing treatment at the same time being a generally accepted norm. Bowenwork gives the therapists many more conditions to address, creates the opportunity to **work smarter while partnering with the body's innate healing response** and can vastly enlarge their client base and income at the same time greatly reducing therapist effort.

Bowenwork is a pain relief and injury recovery modality that provides accelerated healing results while greatly reducing therapist effort.

This 2-day course offers the foundation protocols for the entire body. Seventy percent of musculo-skeletal issues can be addressed with these protocols. Lower back and extremities, Mid and Upper back, Intrascapular areas, Cervical Spine sequences are all presented.

This course will be eighty percent hands-on, and participants will leave with powerful pain relief and recovery protocols they can use immediately. Participants will be given printed handouts covering all the material. ■

**Costs:** Members \$275 • Non Members \$300  
**12 Contact Hours – NCBTMB Provider**  
**When:** Saturday, July 15 & Sunday, July 16, 2006  
**Where:** Crowne Plaza Harrisburg  
23 South Second Street Harrisburg, PA  
**Phone** (717) 234-5021 **Fax** (717) 234-6797  
**www.crowneplazaharrisburg.com**  
**Early Registration before July 7, '06 Receives \$25 Discount!**



Register using this form or the form on the Chapter website WWW.AMTA.ORG. Directions and details to this awesome workshop including accommodations are on this page and will also be available at the above website.

NAME \_\_\_\_\_ AMTA# \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

E-MAIL \_\_\_\_\_

Please make checks payable to the AMTA PA CHAPTER and mail to Fe Tubio, 4023 Watters Lane, Gibsonsia PA 15044. **Money and reservations must be in by July 7, 2006.** Any questions or concerns, please call Gina Washlaski, PA Chapter Education Chairperson @ 724-258-0661 or E-Mail @ gina.washlaski@verizon.net.

#### DIRECTIONS TO:

**From (East) Philadelphia area:** Take the PA Turnpike I-76 West to Exit 247 (Harrisburg East). Follow I-283 North to I-83 South to Exit 43 (Second Street). Follow Second Street to the third traffic light. Hotel is at the intersection of Second & Chestnut Streets on the right side.

**From Harrisburg area:** Take Airport Drive to I-283 North to I-83 South to Exit 43 (Second Street). Follow Second Street to the Third traffic light. Hotel is at the intersection of Second & Chestnut Streets on the right side.

**From (West) Pittsburgh:** Take the PA turnpike I-76 East to Exit 242 (Harrisburg West Shore). Follow I-83 North to Exit 43 (Second Street). Follow Second Street to the third traffic light. Hotel is at the intersection of Second & Chestnut Streets on the right side.

**From I-81 (North/South):** Take Exit 66 (Front Street South). Follow Front Street South approximately six miles to Chestnut Street and turn left onto Chestnut Street. Go one block to Second Street and turn left onto Second Street. Hotel is at the intersection of Second & Chestnut Streets on the right side.

**Available Lodging:** Crowne Plaza Harrisburg • 23 South Second Street • Harrisburg, PA  
Phone: (717) 234-5021 • www.crowneplazaharrisburg.com

#### A CALL TO ACTION

"I could not let this opportunity pass without making a passionate plea that we are in need of volunteers for various positions in the Chapter. Please think about contributing your gifts and your time to share with us."

Opportunities are available in the Board and Committee levels.

On July 16th, 2006 at the Annual Membership Meeting to be held in Harrisburg, an election will be held for the following Board positions: President, 2nd Vice President, Treasurer and District Representative for Central Unit.

Application and information for these positions are found in the center page of the newsletter. You will also find the "Chapter Volunteer Information Form"

for those who are interested in other areas. Please complete the form and mail it to us.

The success of this chapter depends upon the gifts and time shared by dedicated volunteers.

~ By Nancy Parambo

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## The Balanced Body

The Balanced Body is published by the Pennsylvania Chapter of the American Massage Therapy Association and distributed as benefit of membership. The Newsletter is published three times per year in **February, June and October.**

### ADVERTISING RATES

#### Classified

Up to 20 words:	\$12
Over 20 words:	\$.30/word
<b>Business ad:</b>	member/non-member \$40
<b>1/4 page ad:</b>	member/non-member \$90
<b>1/2 page ad:</b>	member/non-member \$135
<b>Full page:</b>	member/non-member \$220

Please send 2 paper copies of ads with your check. If possible, send ads by email. PDFs must be high resolution.

### ARTICLES, LETTERS TO THE EDITOR, PHOTOS AND OTHER CONTRIBUTIONS:

Articles, letters and similar submissions should be limited to 1100 words (approximately 1.5 pages), and be free of tabs, indents and other formatting. If possible, submissions should be sent by email, floppy disks or CD. If attached to email, files should be in MS Word, or can be copied onto the actual email. Your address and phone number must be included. **Photos should be high-contrast 35 mm prints or 300 dpi digital.**

**NEXT DEADLINE: Thursday, August 31st, 2006. Please note submissions of articles and advertisements will not be accepted after the deadline date. Please submit any contributions for the next newsletter to:**

**Gina Washlaski**  
120 Orange Street  
Monongahela, PA 15063  
(724)-258-0661  
[www.Gina.Washlaski@verizon.net](mailto:www.Gina.Washlaski@verizon.net)

The PA Chapter reserves the right to edit material where appropriate for space and clarification, and to accept or reject materials including advertising, we assume no responsibility for errors and omissions. The beliefs and opinions contained in this publication do not necessarily reflect those of the staff, officers or of the AMTA-PA Chapter. This newsletter follows the advertising and editorial guidelines of the Massage Therapy Journal.

### AMTA-PA BALANCED BODY STAFF

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## President's Message

by Nancy M. Porambo, MS, NCTMB

**“Your life will be no better than the plans you make and the action you take. You are the architect and builder of your own life, fortune, and destiny.”**

~Alfred A. Montapert

Inspiration, it is the foundation from which we build our lives. It is the very essence that helps us to move forward. Inspiration enables us to make change where change is needed and it provides us with a greater understanding of our purpose.

I have been privileged to work with an incredibly diverse group of professionals while serving as a volunteer for our profession. I have found that each individual has the unique ability to contribute in a very special way and to leave an imprint as a reflection of his or her effort. There energy is the ebb and flow that gives rhythm to the motion of our chapter as it pursues it's purpose to promote the profession of massage therapy.

When I reflect on the tremendous growth that I have experienced through my tenure with the PA AMTA, I recognize that each person brings with them a special gift that enriches the organization. We are all unique, diverse and gifted and the manner

by which we share those attributes is admirable. It is in the sharing of those gifts that provides us with

personal growth of which the rewards extend deep within our organization.

WE are the “architects, the builders of our lives.” Our volunteer members of the PA Chapter of AMTA, are the architects that are setting the stones that will add to our past successes and pave the way for better things to come for the massage therapy profession. It is with this thought in mind that I would like to join our National Association and extend my sincere “thanks for all you do” to the volunteer members of this Chapter. You truly possess the gifts of inspiration!

I could not let this opportunity pass without making a passionate plea that we are in need of volunteers for various positions in the Chapter. Please think about contributing your gifts and your time to share with us. ■

Nancy M. Porambo, President  
AMTA, PA Chapter



## AMTA HARRISBURG '06 ITINERARY: JULY 14, 15 & 16TH

THE BOWENWORK TECHNIQUE With KEVIN MINNEY ¥ 12 HRS.TOTAL (12CE)

### FRIDAY, JULY 14

Board Meeting Dinner @ Crowne Plaza Hotel Harrisburg	6-pm — 7pm
Board Meeting in Hotel Boardroom	Beginning @ 7pm

### SATURDAY, JULY 15

Registration for Education Workshop	8am — 9am
Education Workshop Begins	9am — 12 Noon
Vendors (shopping)	9am — 7pm
Lunch	12Noon — 1:30pm
Education Workshop Resumes	1:30pm — 6pm
Dinner & AMTA Activities	7pm - ?

### SUNDAY, JULY 16

AMTA Chapter Meeting & Brunch (free to attendees)	9am — 12Noon
Vendors (shopping)	9am — 5pm
Education Workshop Resumes	12Noon — 4:30pm

# Legislative Update

by Nancy Parambo

We are continuing to work with Rep. Gannon and his staff regarding the massage therapy licensure bill, HB 1643. The bill is still in the Professional Licensure Committee. We have been told that some changes need to be made to the bill due to suggestions from members of the Committee. At present, the Board of Directors is working with the lobbyist to review concerns that exist in the current language. It also appears we will be heading into a second public hearing this summer. We need our members who support licensure to contact our Government Relations Chair, Scott Dugan at [www.mgchnds1@aol.com](mailto:www.mgchnds1@aol.com) and join us to move this bill forward!

## MERT is Now EMRI (Emergency Massage Response Int.) Group

by Gina Washlaski • [www.Gina.Washlaski@verizon.net](http://www.Gina.Washlaski@verizon.net)

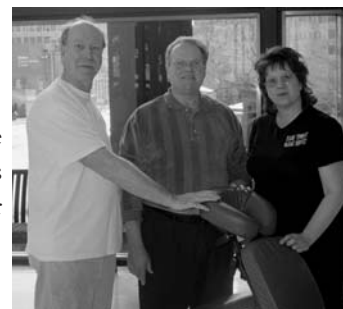
The AMTA Massage Emergency Response Team (MERT) for the Pa Chapter has been discontinued. The emergency responders and caregivers are being handled by Emergency Response Massage International (ERMI). Please contact them directly if you are interested at [www.ermassage.org](http://www.ermassage.org). The organization has no affiliation with AMTA PA chapter.

## The Race to Any Place 2006

by John O'Neil, AMTA member

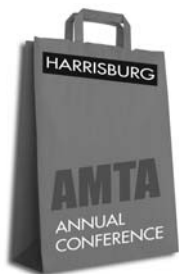
On February 25th the Race to Any Pace a stationary bike marathon was hold in the upper lobby of the USSX TOWER in Pittsburgh Pa. The Race benefits the Leukemia & Lymphoma Society. Three members of Western PA. Chapter of the American Massage Therapy Association donated their skills and gave over 40 chair manages to riders and guest. From left to right John O'Neill, Jack Smith, and Diane Tempest.

The Race raised over \$80,000 for Leukemia & Lymphoma Society.



## Vendors Wanted!

by Kelly Givens



Vendors are wanted for the Annual Harrisburg Conference (July 14-16th, 2006) at the Crown Plaza Hotel. Please contact Bobbi Thompson at [www.imhawk03@verizon.net](mailto:www.imhawk03@verizon.net) for more information or call (717) 865-3653.

**Here are a current list of vendors who are joining us so far:**

- Uniquely Yours Jewelry
- Diane Griffin - Jewelry
- Market America
- Aviana
- Aromatherapy - Bob Nagle
- Got Your Back Massage Supplies
- Alternative Creations
- Nancy Miller

Offering 8 ft. Tables / \$10 each • First Come, First Served! • Request Donations for Door Prizes

## Sports Massage Update: What's Happening in Sports in PA this Season?

by Andrea Collier

Get ready Eastern Pennsylvania; it's coming your way! What is? Why it's the Fifth Annual Rails to Trails, GREENWAY SOJOURN, coming to town or trails near you this July! Cyclists from all over will descend upon the Pocono's July 22 to begin their 6 day, 200mile trek through the most beautiful state in the Union for a most memorable time as they put their bodies through the ordeals of life on this trail. Yes, we need to be there to help them recuperate each evening so that they can to on with the next day's challenge.

Last year, AMTA-PA created the largest sports team ever in Pennsylvania providing our sports massage services to the thousands of seniors who participated in the National Senior Olympics and the Greenway Sojourn in the West. Most of these were from the western part of PA with a few hardy and wonderful colleagues from the east. This year we call to service the talented and willing therapists of the east to provide the caring and professional service that has been provided for the last two years.

To qualify as a member of the Sports Team, a therapist must be current with first aid and CPR, have at least 8 hours in sports massage training/experience, and be willing to follow guidelines set forth by the AMTA. A dress code is one such guideline, and for events such as this, it is expected. Black, navy or khaki slacks

or shorts that are no shorter than 4 inches above the knee, a collared polo-type shirt of solid color, comfortable supportive shoes, such as athletic shoes (no open toed shoes permitted), with socks or hosiery. Hats with visors are recommended for events outside. All apparel should not have any obscene or vulgar pictures or lettering. Professionalism is the key.

For this event, Greenway sojourn, please contact Andrea collier, the events director, to become part of the AMTA team. The Unit leaders and Eastern District Rep will organize each day's crew of a minimum 4-5 therapists for each campsite.

The trek begins I the Pocono's at Hickory Run on July 22, and winds down to White Haven, 23- Maunk Chunk Lake Park; 24- Rafting time in Lehigh Valley and biking ends in Jim Thorpe 25- Tamaqua, Reading to Berks County Heritage Center in Valley Forge 26- Reading to Pottstown; 27- Perkiomen Trail at Green Lake; 28-Valley Forge to Morris Arboretum in Chestnut Hill, Philly. These are the listings I was last given and could be subject to change.

Come and have fun and meet these awesome "bikers," especially with this practically in your backyard, so you won't have to go trekking. ■

# Cancer and Massage: Intake Questions for Clients

by Tracy Walton

I am often asked the question, What is different about massage for people with cancer and massage for people without it? In other words, what does work with this special population look like?

The short answer is: massage should be modified to the signs, symptoms and complications of cancer. This is usually quite straightforward. Also massage must be adjusted to the effects of cancer treatment. This is more involved, as cancer treatment takes many forms.

That's the short answer, the basics. It doesn't describe the range of people with cancer, those whose cancer was years ago, the variety of responses to treatment, nor the range of appropriate massage techniques for each. But it does provide a framework from which to start. The best way to illustrate how oncology massage, as it's beginning to be known, can be different from other massage treatment is to list a few common intake questions for a client with cancer.

Before listing some of these key questions, I want to acknowledge that not all massage therapists are comfortable with lengthy intake interviews. Most of us want to finish and get to the part that feels most comfortable to us: the hands-on session. Some MTs find long lists of questions overwhelming, especially if uncertain of what to do with the answers. And space limits a complete list of questions here. The rest are found in the growing literature about massage and cancer. But with solid training in the intake process and a good cheat sheet, the questions become second nature, and the interview can take just a few minutes.

The questions themselves help us learn much about the client. An intake is one way the client tells us their story, and in the case of cancer treatment, it's often a compelling story. It's a journey we get to join them on, in some small but meaningful ways. As touch providers, we are in the wonderful position of giving them care, acceptance, and relief from isolation. Along with symptom relief help with pain, anxiety, poor sleep, fatigue, and nausea these things can be powerful beyond measure. The intake interview is the way in the road to helping the person in front of us.

The first question, Where is the cancer in your body? leads the therapist to clear contraindications. By asking where? we ask the type of tissue, the depth of it and the anatomical region of the body. Identifying the location of tumors is important to good massage design. If the cancer is a solid tumor, superficial enough to be pressed by the therapist's hands, the MT should be gentle with pressure in the area. If the tumor is deep, say, within a lung or liver, the therapist's movement of the tissues is less likely to press on it.

This question, Where is it? includes any metastasis, or cancer spread. If the cancer began in the prostate gland and has spread to the liver, or began in the breast and spread to

the bone, all of these areas present at the very least a pressure and joint movement contraindication. Specifically, cancer that affects the integrity of bone can lead to pathologic fracture, when unusually low stress on the bone causes fracture. This information is vital. Massage therapists need to know where these areas are so that they do not injure the bone, either with the pressure of their hands or by moving the joints. The risk of pathologic fracture varies from bone that is only slightly more prone than usual to fracture, to extremely fragile bone that breaks under the stress of daily living such as lifting household objects or fastening a belt at the waist. For bone metastasis the MT needs to establish, with the client and the client's doctor, what the risk of fracture is and where the body is most vulnerable.

## “What is different about massage for people with cancer and massage for people without it?”

Another logical question is, What kind of treatments have you had, and how do they affect you? Discussion about treatment and effects usually amounts to most of the intake, including the effects of surgery, radiation, chemotherapy, biological therapies or a bone marrow transplant. Often more than one of these interventions have been tried, or are being used in quick succession. Conventional cancer medicine is strong medicine, with strong effects on the body. Ironically, most massage therapy contraindications are due to the cancer treatment rather than the cancer itself. A sample of contraindications includes less pressure if the client's blood is clotting poorly, even rhythms and slower speeds for a client's nausea, or shorter sessions for someone who is fatigued or feverish.

There are several other questions for the intake, including the client's activity and energy level, whether there are any medical restrictions on their activities, and their blood counts. The activity and energy level tells us how demanding the massage can be a slightly more vigorous massage for someone who is active, a very gentle one for someone who is tired and sedentary. If there are medical restrictions on activity, we know that someone on their healthcare team is concerned about the demand that it places on their body. We probe about the type of demand and adjust the massage in kind.

If they tell us which blood counts are low, it tells us if their bodies are struggling to fight infection (low white blood cells), clot the blood (low platelets), or deliver oxygen to the tissues (low red blood cells or anemia). Without having to memorize normal cell count numbers,

we can still establish whether we need to modify massage in terms of pressure, demand on the body, and infection control.

We also ask them about their medications (many of them taken to control metastasis, increase blood counts, or prevent recurrence of the cancer). We modify massage therapy to the effects of these medications. Some medications cause pain that we may address with massage or energy work. Others cause constipation that we may help ease. Others increase the risk of thrombosis or blood clots, requiring us to communicate with their physician about the likelihood of this before we use any pressure on their legs or anywhere clots are likely to form.

In my experience doing and supervising massage for cancer patients, intake interviews take extra time at first. After a few such interviews, massage therapists figure out how to handle major issues more quickly but thoroughly. They know which issues they can think through on their own, which issues require more information from the client, and which ones require input from the client's physician. Massage therapists tell me that the second time they see someone with pancreatic cancer, or on a certain chemotherapy protocol, or with low platelets, they can already feel their own familiarity and comfort increasing from the first time.

Finally, massage therapists tell me again and again how powerfully they connect with their client in the interview. Each question we ask gives us information needed for the massage session. But each question also tells us something important about what it is like to be the client on the journey. ■

Tracy Walton, LMT, MS is the 2003 AMTA Teacher of the Year. She consults to hospitals, writes, and teaches “Caring for Clients with Cancer,” a course offered nationally for professional massage therapists. Back home, she works with the Beth Israel-Deaconess Hospital in Boston, researching the role of massage therapy for people with metastatic cancer.

Literature in the field on massage and cancer is expanding—her website, [www.tracywalton.com](http://www.tracywalton.com), includes a current bibliography on cancer and massage, including books, articles and research.

**All information provided by the author is the opinion or conclusion of the author and solely the author, and the AMTA is providing through this venue, a forum for discussion and the pursuit of enlightenment.**



# AMTA — Pennsylvania Chapter: Standing Rules

October 28, 1995 • Major Revision: July 20, 2003: revised July 25, 2004

## Section I: Membership Fee

A. Pennsylvania Chapter membership fee for all membership classification will be twenty (\$20) dollars per year; except that member with inactive membership classification shall be exempt from such fee.

## Section II: Pennsylvania Chapter Officers

1. The elected Chapter officer shall be a President, First Vice President, Second Vice President, Third Vice President, Eastern District Representative, Central District Representative, Western District Representative, Secretary, and Treasurer.

### 2. Qualifications

#### 1-Other Qualifications:

a. President-Candidates for the position of President must have served as a Chapter officer or committee chair for at least one of the preceding three years.

b. Treasurer must be able to be bonded.

4. The Chapter officers shall be elected for the following terms:

1. Commencing in 1989 the Eastern District Representatives shall be elected at that time and every third year thereafter for a term of three years or until their successor is elected.

2. Commencing in 1990, the Central District Representative, shall be elected at that time and every third year thereafter for a term of three years or until their successor is elected.

3. Commencing in 1991, the Western District Representative, shall be elected at that time and every third year thereafter for a term of three years or until a successor is elected.

### 5. Duties

#### 1.Chapter President

The Chapter President is the chief executive officer and chief administrative officer of the Chapter and shall be responsible for the following:

(a) Preside at and prepare the agenda for all meetings of the Chapter and chapter Board of Directors.

(b) Shall assign appointed officers and Committee Chairs with the approval of the Chapter Board of Directors.

(c) Approve appointment by the Committee Chairpersons of standing and special committee members. This shall not include the Nominating Committee.

(d) Be an ex-officio member of all committees, with the exception of the Nominating Committee.

(e) Assign projects to appropriate committees and may reassign or transfer such projects if, in the Chapter President's judgment, such a transfer is desirable.

(f) Supervise all affairs of the Chapter in accordance with policy adopted by the Chapter Board of Directors.

(g) Select and supervise general staff members as may be authorized by the Chapter Board of Directors.

(h) In cooperation with the Treasurer:

i. Have signature registered with the bank servicing the Chapter and with any other financial institutions serving as a depository for Chapter funds.

ii. When appropriate, appoint call special meetings of committees or group of members for special projects, with the approval of the Chapter Board of Directors.

#### 1. Chapter Vice Presidents

Each elected Chapter Vice President shall be responsible for the following:

(b) In the absence of the Chapter President, preside in their respective order as Chapter President pro-tem, except when such presiding Officer has received permission of the Chapter Board of Directors or Assembly to assign the chair to another person in the handling of special matters.

(c) Serve as supervisors of standing committees.

(d) Assume assignments as directed by the Chapter President and /or the Board of Directors.

(e) Oversee Chapter Standing Committees or Special Committees as delegated by the Chapter President.

#### 3.Chapter Secretary shall:

(a) Remit Chapter minutes to the National Office.

(b) Forward to the National Office a list of names and addresses of Chapter Officers for the files of the National Association.

(c) Any other duties as assigned by the Chapter Board of Director.

#### 4.Chapter Treasurer shall:

(a) Complete the proposed budget and forward it to the National Office

(b) Complete the Chapter Income Statement and Balance sheet and forward to the National Office by May 31 of each year.

(c) Make a complete financial report of the Chapter, including presentation of a proposed budget for the upcoming years (prepared by the Chapter's Board of Directors or Finance Committee), to its members for approval at the Chapter annual Meeting.

#### (d) Bonding

(a) The Chapter Secretary shall be responsible for acquiring a bond for the chapter Treasurer.

(ii) The amount of the bond shall be determined annually by the Chapter Board of Directors on the basis of twice the total amount of funds to be handled by the offices.

(iii) All bond premiums are to be paid from the Chapter Treasury.

(iv) The signature card for the Chapter bond shall bear the signatures of the Chapter President and the Chapter Treasurer.

(f) Maintain additional Chapter Board Liability Insurance, General Liability for Board, Chapter Employees Dishonesty Insurance, and any other types of insurance recommended by the Chapter Board of Directors or National Office.

(g) Send Benevolence Contributions to the AMTA Foundations or other appropriate charity based on these parameters \$30 upon the death of a member or members immediate family/significant other, and \$20 for other appropriate events as determined by the Benevolence Chair.

(h) Any other duties assigned by the Chapter Board of Directors.

#### 5. District Representatives (Eastern, Central, Western)

(a) Shall be the liaison between the membership living in their district and the Chapter Board.

(b) Shall be responsible for locating and arranging the location for any Chapter meetings and events happening within their district.

(c) Any other duties as assigned by the Chapter Board of Directors.

**(d) Supervise the unit officers and the ongoing business of the units.**

#### Section III: Pennsylvania Chapter Board of Directors

##### B. Composition

1. Elected members of the Chapter Board of Directors shall include the President, (3) Chapter Vice Presidents, Eastern District Representative, Central District Representative, Western District Representative, Secretary, and Treasurer. The Chapter may decide, using the procedures for amending the Chapter Board of Directors to add position to the Chapter Board of Directors.

**2. Any positions, as listed in Section III A. I, that are appointed rather than elected shall have a voice, but shall not be voting members of the Chapter Board of Directors.** 3. An individual may hold only one elected position on the Chapter Board of Directors; however, Chapter Officer may also hold office as a Delegate or on a Unit level.

##### C. Reimbursement

1. Chapter Board Members attending Chapter and board meetings are entitled to be reimbursed for the following:

a. Travel reimbursement at the rate reflecting current IRS standards per mile to and from meetings.

b. Travel reimbursement for tolls paid in travel to and from meetings.

c. Hotel room at the meeting sites based on the single room rate.

At events where Chapter is directly paying for the room, the individual is responsible for any room charge or cancellations fees paid by the Chapter due to negligence in providing adequate notice of cancellation.

d. Meals, not to exceed \$50 a day.

e. Participation at Chapter sponsored educational events with no tuition charged.

2. Pennsylvania Chapter Past Presidents are entitled to participate in Chapter sponsored educational events with no tuition charged.

3. Current National Officers are entitled to participate in Chapter sponsored educational events with no tuition charged.

4. Chapter President or their assigned representative shall be sent to the national convention and shall be reimbursed for the following expenses:

Travel to convention based on excursion or lowest possible air fare or automobile at level acceptable as a paying the convention hotel double room rate for the days the President is required to be at the convention or the actual amount paid, whichever is lower; Registration Fee, based on the early registration price.

**5. Chapter President or their assigned representative shall attend the National Board of Directors meetings as approved by the Chapter Board of Directors with the chapter paying hotel, airfare and \$50 per diem.**

**6. The Chapter President shall receive a stipend of \$75.00 per month to cover cell phone charges.**

#### Section IV: Chapter Board of Directors Meeting

1. The Chapter Board of Directors shall meet minimum of three (3) times a year.

##### 2. Chapter Board of Directors Attendance Policy

a. Board members are required to attend all chapter board meetings and participate in all board conference call. In extenuating circumstances, the board member may miss one board meeting and two teleconference call per year.

b. Board members missing more than the allotted meetings will receive call from the Chapter President asking for accountability and /or commitment. In the case of excessive absences on the part of the Chapter President, the Chapter First Vice President will call the Chapter President asking for accountability and/or commitment.

c. Non-compliance of required duties as described by policy and procedure will result in benefits being forfeited for future educations.

#### Section V: Chapter Elections

##### A. Nomination Procedures:

1. At any meeting of the Board of Directors preceding the Chapter Annual Meeting, a Nominating Committee consisting of three (3) or more members shall be elected by the Chapter Board of Directors.

2. The Nominating Committee shall read its report at the Chapter Annual Meeting. After its report is accepted, nominations shall be made from the floor and appropriate resumes shall be submitted.

##### B. Elections

1. Direct Election Voice Count shall apply to positions for which only one nomination received.

(a) The rules establishing a quorum in Section 8 apply.

##### 2. Mail Ballots

(a) Mail ballot elections shall be held for any positions for which more than one nomination is received.

(b) Mail ballot shall be conducted in accordance with the National Bylaws and the AMTA Policy.

#### Section VI: Committees

##### A. Standing Committees

1. Standing Committees: Public Relations, Newsletter, Government Relations, Education, Finance, Standing Rules, Ronald McDonald House, Membership, Sports Massage Team, Awards, Benevolence.

2. All committees will be active and have at least one face-to-face meeting per year.

3. For attendance at the one required meeting committee member and chair will be reimbursed as indicated in Section IV B. I. a, b, c, d. For any additional committee meetings, scheduled reimbursements must be approved in advance by the Chapter President or Chapter Board of Directors.

4. All committees will have three or more members.

##### B. Reimbursement

1. Chapter Education Committee attending Chapter meetings when education is offered are entitled to be reimbursed for the following:

a. Travel reimbursements at the rate reflecting current IRS standards per mile to and from meetings.

b. Travel reimbursements for tolls paid in travel to and from meetings.

c. Hotel room at the meeting site based on the single room rate.

d. Meals, not to exceed \$50 a day.

e. Participation at Chapter sponsored educational events with no tuition or fees charged.

**Non-compliance of required duties as described by policy and procedure will result in benefits being forfeited for future educations.**

f. Chapter Education Committee chair or their assigned representative shall be sent to the national convention at the same rate of reimbursement as the delegate rate.

##### C. Education

1. Standing Committee chairs are entitled to attend one Chapter sponsored educational event a year with no tuition required, if that Standing Committee chair attends the corresponding state board meeting. The educational event attended needs to be during the term of the committee chair's appointment and is not transferable.

#### Section VII: Official Chapter Publications

A. The official publication of the Pennsylvania Chapter is the Balanced Body newsletter.

#### Section VIII: Delegates to the House of Delegates

##### A. Term Limits

1. None

##### B. Responsibilities

1. To study material and otherwise prepare for the House of Delegates meeting.

2. Shall attend and participate in all meetings of the House of Delegates.

3. Report back to the chapter membership.

**4. File a written report based on their experience as a delegate to the chapter president prior to reimbursement for expenses.**

##### C. Reimbursement

1. Delegates shall be reimbursed for the following expenses: Travel to convention, based on excursion or lowest possible air fare or automobile at level acceptable as a business expense deduction by the IRS; Hotel, based on paying half of the convention double room rate for the days the delegate is required to be at the convention or the actual amount paid, whichever is lower; Registration Fee, based on the early registration price.

#### Section IX: Units

##### A. Formation of New Units

1. A local Unit of the Pennsylvania Chapter may be formed and maintained in any area where five (5) or more active members reside.

2. Local Units shall be governed by these standing rules and shall become part of, and responsible to, the Chapter as provided for in the National Bylaws and Policies.

3. Application for a Unit Charter or change:

a. In order to form a new Unit, divide an existing Unit, or change Unit boundaries, a Letter of Application shall be submitted to the Chapter board of Directors.

The Letter of Application must be signed by five (5) Chapter members in good standing who will be members of the proposed Unit.

b. The Letter of Application for the Unit shall outline the suggested boundaries for the new Unit.

4. The full name of each Unit shall be American Massage Therapy Association—Pennsylvania Chapter, \_\_\_\_\_ Unit.

5. Members of any new Unit shall transfer their membership and may not belong to more than one Unit.

6. The Chapter Board of Directors shall be responsible to establish Units and Unit boundaries and shall notify the National Office. The Chapter Secretary—Treasurer shall maintain a list of zip codes indicating which zip codes are included in each Unit.

##### B. Unit Standing Rules

1. A local Unit must function in accordance with the National Bylaws and Policies and Chapter Standing Rules.

2. A Unit may not enter into any legal contracts.

3. All Unit concerns and requests to the National AMTA organization shall be made through the Pennsylvania Chapter.

##### C. Unit Meetings

1. The local Unit shall hold meetings at least twice per year for the mutual benefit of its members and to discuss business pertaining to the profession of massage therapy.

2. The time and place of such meetings shall be determined by a majority vote of the members present.

3. Units shall send notices and copies of minutes of all Unit meetings to the Chapter President and area District Representatives in order to improve communication and public relations.

##### D. Official Listing of Unit Officers:

1. A complete list of Unit officers shall be printed in the first Balanced Body newsletter published after the Unit elections.

##### E. Unit Officers and Elections

1. Unit Officers shall be Chair, Vice Chair, and Secretary.

##### 2. Qualifications

a. All Unit Officers shall be professional members, resides within the Unit area during their term of office, and be able to take on the responsibilities and time demands of the office.

b. In addition to the qualifications in section XII.E.2. The Unit Chair must have served as a chair of a Standing Committee on a Chapter or Unit Level or must have held a Unit or Chapter officer prior to election.

c. The Chapter Board of Directors may approve an exception to Rule XII.G.2.a.

##### 3. Unit Elections

a. Unit Elections shall be held prior to Chapter Elections

b. Within ten (10) days after the election, the Unit Secretary shall notify the Chapter Secretary as to the new officers elected.

c. Voting shall be by written secret ballot except when there is only one candidate, at which time the election may be by voice vote.

##### 4. Term of Office

a. All Unit Officers shall be elected to serve a term of two (2) years or until his/her successor is elected.

b. Unit Officers shall not serve more than two (2) consecutive terms in that office.

c. Unit Officers may be immediately elected to another office or may be elected to a formerly held office after a lapse of two (2) years.

##### 5. Duties of Unit Officers

###### a. Chair:

i. Shall preside at all meetings of the Unit and shall call meeting to order at the designated time.

ii. Shall be an ex-officio member of all Unit committees.

iii. Shall supervise the affairs of the Unit.

###### b. Vice Chair:

i. Shall, in the absence of the Chair, preside as Chair Pro-tem.

ii. Shall succeed to the office of Chair for the unexpired term, in the event of a vacancy in that office.

iii. Shall assume any assignment as directed by the Chair.

###### c. Secretary:

i. Shall keep written records of all proceedings of the Unit meetings and submit to Chapter secretary and area district rep.

ii. disbursements, and report it on a regular basis at Unit meetings.

iii. Shall keep accurate records of Unit membership and meeting attendance.

##### 6.Chapter Education-

Once per year each Unit officer is entitled to attend a Chapter sponsored educational event with no tuition required, if that unit officer attends the corresponding chapter meeting. a. This event must be attended during the period of their elected term

b. Non-compliance of required duties as described by policy and procedure will result in benefits being forfeited for future educations

4. Unit Education- Each unit officer is entitled to attend the unit educational event offered by the unit which they serve with no tuition required, if the officer attends the corresponding unit meeting. This event must be attended during the period of their elected term and is not transferable.

5. A Unit officer may hold another position in the Chapter and if that position comes with a tuition-free chapter education event, they are also entitled to that educational event providing they attend the corresponding chapter meeting.

##### 6. Unit Expenses

A. Unit expenses shall be submitted to or paid by the Chapter Treasurer.

B. Units will have a set operating budget per year to be used for room rental, mailings, and food.

C. Expenses that would require Chapter Board approval would include any expenses not specifically mentioned above or that would exceed the budgeted limits.

##### 7. Unit Termination-

The Unit shall dissolve if:

A. No meetings have been held for one year.

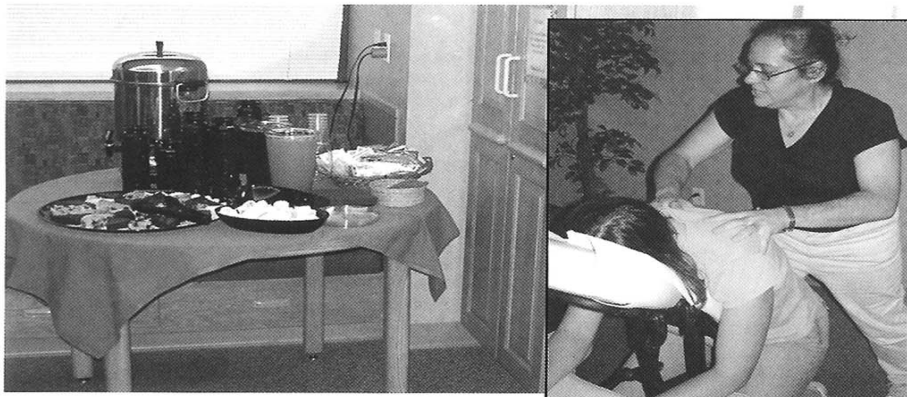
B. The Unit does not have a full compliment of officers.

C. No elections of officers has occurred for one year.

D. The Unit notifies the Chapter Board of Directors in writing of their dissolution.

## Penn State Children's Hospital Afternoon Tea

A Collaborative Effort in Reducing Stress for Parents of Hospitalized Children



*A lovely array of teas, scones, and other refreshments await parents and relatives of seriously ill or injured children at Ronald McDonald's Family Room at Penn State Children's Hospital.*

*AMTA Massage Therapist, Lori Duttera, helps to relieve stress for a RMHC Family Room guest during one of the afternoon teas sponsored by RMHC, AMTA, Penn State Children's Hospital Family Consultant Program and Parent-to-Parent.*

Afternoon Teas are held on the first Friday of each month from 4:30-5:30 p.m. in the Ronald McDonald Family Room at Penn State Children's Hospital. The tea service is collaboration of RMHC of Central PA, the Family Consultant Program at Penn State Children's Hospital, Volunteers from the American Massage Therapy Association, and Parent to Parent of South Central PA. Parents and relatives of pediatric patients reap the benefits of this relaxing and refreshing event. The families enjoy finger sandwiches, dessert bars, scones, fresh fruit, and assorted hot and cold teas, while soft instrumental music fills the air.

A very important part of this stress reducing experience is coordinated by Camille Baughman, LMT and Central District Representative of the American Massage Therapy Association. Camille not only recruits the professional volunteers, but donates her time as well. She has been known to provide massages for 2 ½ hours, without a break. Many thanks to Camille and the other massage therapists who so graciously comfort families during times of tremendous stress.

## Advantages of Continuing Education

By Gina Washlaski

### How Does AMTA's Continuing Education benefit you?

Whether you've just graduated or have been practicing for years, it's important to keep your skills sharp. Amta's continuing education is a great way to enhance your [professional credibility, meet other massage therapists & improve your skills for yourself and your clients.

Massage Therapy is achieving widespread recognition as a valuable means to enhance a healthy lifestyle, with more people than every integrating massage therapy into their health and fitness routine. Continuing education plays a major role in shaping our Massage Therapy profession. 89% of massage therapist's take

continuing education training so they can maintain and improve their skills through advanced accredited training programs in various massage modalities. Pennsylvania AMTA currently provides continuing education training a minimum of three times per year, held in various locations throughout Pennsylvania.

We strongly recommend and encourage all massage therapists to participate in our future educational workshop classes and support massage therapy as an important contribution towards wellness by enhancing your abilities and knowledge today. We look forward in assisting you to register for our awesome upcoming educational workshops in 2006. Please come join us. Hope to see you there! ■

## MEMBER'S CORNER'S

### Member Profile: Joy Gottus-Wisner

Joy Gottus-Wisner has been a professional massage therapist for the past 26 years and a member of AMTA for 20 years. Her private massage practice has grown from one client a week to enough clients to support a family of four. Since her second marriage she has been reducing her practice to a more comfortable number of appointments to make her life more balanced. She has found that giving massage has been the most rewarding profession she has ever done.

Prior to developing her massage practice, she was employed by the corporation world and did many of the usual jobs, typing, filing, secretarial, office manage and finally sales. All of these jobs did prepare her for establishing a private practice and she has been very grateful for all the experiences along the way.

Joy as two children to her first husband and her daughter also does massage part-time. Her son mostly enjoys receiving massage from either his Mom or his Sister. Joy enjoys a very happy and busy life with her new husband Bob. They travel and like to entertain, spend time with family, got out with friends and meet new people along the way. They are both very active in their church as Stephen Ministers.

As a member of AMTA for 20 years, she has been very active. She was Western District Director 1987, 1990, 1997; Chairperson for Western PA Unit in 1992; a delegate to the House of Delegates in 1989, 1990, 2001, 2002, and 2003. A trained member of MERT from 2002-2004. She was on the nominating committee for the State chapter and later for W.PA unit; the first Chairperson of Awards Committee 2001-2002; and Chairperson for the Education Committee 2002-2004. She organized the original phone tree for the Western PA. Unit several years ago and a member of PaLC/PaBTA phone tree.

She has seen many changes within AMTA over the years and many of those changes have been for the good of everyone. Her concern now is the pending PA licensing bill and is very doubtful of its need and would rather see AMTA find a more creative way to credential massage therapist. She believes that having the state governments involved in our business will do to us what has happened to the medical profession. Someone else will be in charge of what we can do, where we can do it and to whom. She would rather see our professional organization, who understands what massage is all about, be in charge of establishing and overseeing the credentials that would give us professional standing in the community. ■

# Welcome Our New Members Who Have Joined the PA Chapter JANUARY 2006 TO APRIL, 2006!

by Fe Tubio

## New Professional Members

Nicole Albright-Kurk Osceola Mills  
Deborah T. Alexander Philadelphia  
Robin L. Allen Philadelphia  
Louise Brunstetter Dallastown  
Catherine R. Buck Philadelphia  
Lauren S. Demko Bath  
MaryAnne Evans Rices Landing  
Harold W. Feilner York  
Maureen A. Fitzgerald Harrisburg  
Leah Green Erie  
Peter C. Hayes Bushkill  
Catherine Howell Waymart  
Debra Kennedy Pequea  
Jeannine A. Kiger Holbrook  
Sarah Krajnik Erie  
Jamie Mimna York  
Lydia Moody Carbondale  
Carol Page-Potter Marietta  
Paula Harriett H. Peeler Wilkes Barre  
Tammi Reid Hawley  
Susan C. Rentzel Wrightsville  
Jennifer Robertson Greencastle  
Maryann Russell Perryopolis  
David A. Scarselletti Walnutport  
Stuart S. Serio Fleetwood  
Brenda E. Stoner Dallastown  
Angel Lee Tankred Richlantown  
Debra Thomas Conshohocken  
Rachel Tomaloff Oxford  
Megan Wood Fairchance  
Diane Yamilkowski Conyngham  
Nancy Zerfuss Tamaqua

## New Student Members

Miguel Acevedo Allentown  
Sheree Ampacher Landisville  
Katherine L. Anderson Philadelphia  
Joyce Andy Strabane  
Alissa Armer Lititz  
Candace Babe Ridley Park  
Diane R. Barbin Pittsburgh  
Bernadette L. Barron Langhorne  
Rebecca K. Bearoff Collegeville  
Sandra J. Beckett Hunker  
Kia G. Bivings Philadelphia  
Nicole A. Blain Carlisle  
Shawna Bloom Pequea  
Kristin Bollinger Spring Grove  
Mary Brennan Clarks Summit  
Michelle Brown York  
Yvonne D. Brown Kiett Philadelphia  
Theresa Bryk Allentown  
Jennifer Bums Vandling  
Cynthia A. Calkins McKees Rocks  
Diane Capone New Kensington  
Rebecca Cardillo Quakertown  
Gabrielle Carlin Clifton Heights  
Cintha V. Chaves-Fallas Quakertown  
Cynthia Cialone Van Voorhis  
Christine Clark Greenville  
Jason Coffman Philadelphia  
Tara Cooper Marysville  
Lori A. Coyle Washington  
Patrick Coyne Bethel Park  
Teri M. Crum Honesdale  
Megan E. Cunningham Allentown  
Lisa A. Curry Ford City  
Tracy Ann Cutter Douglassville  
Vincent D'Auria Stroudsburg  
Brittany Daniels New Brighton  
Sarah Daniels Forest City  
Lynn M. Daniels Honesdale

Sara R. Daum Pittsburgh  
Alesia Davis Hatfield  
Kimberly Deihl Carlisle  
John A. DeLellis Morrisville  
Susan DiMaio Drexel Hill  
Lois A. Dwyer Waterford  
Rebecca J. Eby East Earl  
Karen Egolf Landisburg  
Elizabeth L. Ehrgood Moscow  
Robert P. Eich Pittsburgh  
Alicia Eldridge Sellersville  
Malena L. Faust Sunbury  
Gina Fedele Horsham  
Lisa Fernandez Waymart  
Melissa Fette Cresco  
Carol J. Fisher Holtwood  
Staci L. Fisher Barto  
Michael D. Fleming Bristol  
Megan Fullem Honesdale  
Shawn H. Garrison Philadelphia  
Kristen Gebhardt Slatington  
David Geist Macungie  
Eileen Gill Philadelphia  
Tiffany Goldberg Tobyhanna  
Kristen Gray Pittsburgh  
Kim Griffith Pittsburgh  
Tammaarra Griggs Philadelphia  
Jena M. Gustafson Erie  
Justin Haas Allentown  
Brianne Haugh York Haven  
Loriann Hedrick Moscow  
Michael Hendri Lansdale  
Jackie Hendricks Clinton  
Christopher Henty Newtown  
Jason Hess Souderton  
Amy Hoezee Harrisburg  
Angela Hoffa Scranton  
Sherry L. Hoffman Blue Bell  
Lisa J. Holzman Honesdale  
Paulette M. Hoover Lancaster  
Susan L. Hughes Pottstown  
Lisa Hughes Erie  
Chauncey Johnston Pulaski  
Aleta Kane Lebanon  
Pamela Kennedy East Greenville  
Sjanna M. King (Harris) Norristown  
Paulette A. Kochkodin Minersville  
Kelly Koller Erie  
Lori Krah Bethel Park  
Tara M. Lampel Mechanicsburg  
Mallori Layden Sharon Hill  
Holly L. Leaman Lancaster  
Maria Lepore Exton  
Joe Lichty Langhorne  
Melissa Lindenmuth Walnutport  
Lisa Lisko Scranton  
Jennifer Lofgren Cresco  
Frank Lutes Doylestown  
Laura M. Lynn Norristown  
Kelly A. Machuca Bethlehem  
Debra Marbaker Mansfield  
Crystal March Pittsburgh  
Crystal Marshall Scotrun  
Heidi K. Martin Lancaster  
Killeen Martinez Pittsburgh  
Kelly McAndrew Vandling  
Rod McGrath Wyomissing  
Anne McKenna Effort  
Danielle Medei Palmerton  
Jessica A. Meily Lititz  
Karen L. Messenger New Cumberland  
Courtney E. Mitchell Lititz  
Minnie Mize Springboro

Shannon Mollica Pittsburgh  
Shakira Morgan Bensalem  
Michelle Moyer Telford  
Steven Mulhern Philadelphia  
Cynthia Mullikin Doylestown  
Lorene Myers Richlandtown  
Cara Nelson Ardmore  
Catherine Niccolai Bethel Park  
Anthony D. Nichol Laurys Station  
Madiya Nieves Philadelphia  
John O'Connell York Haven  
Alissa L. Ober Lititz  
Rebecca L. Odgers Johnstown  
John O'Neill Monroeville  
Shirley Paganuzzi Newtown Square  
Danielle Pannhurst Long Pond  
Susan Panus Pittsburgh  
Rhonda Parson Crucible  
Dixie Perrine Natrona Heights  
Eileen Pillar Hawley  
Michele A. Powl Elizabethtown  
Nicole Puckett Baden  
Bradford J. Putt Philadelphia  
Robert F. Radewonuk Phoenixville  
Deborah A. Ramsey Philadelphia  
Violeta Razgaitis Bryn Mawr  
Jennie L. Reed Waymart  
Heather Reed Creekside  
Dawn Reese Philadelphia  
Daniel Reinhard Allentown  
Jocelyn A. Rittenhouse Smock  
Shauna Runk York  
Diane Rupert Pittsburgh  
Clyde H. Rush Stroudsburg  
Nadine Sansone Erie  
Cindy Santee Abington  
Kathi Saul Collegeville  
Ginni Schafer Easton  
Judy Scharrel New Philadelphia  
Melissa Lynn Scott Latrobe  
Kelly Scott Export  
Christina Szczepkowski Reading  
Leo Semkiw Ambridge  
Alison Sharpe Allentown  
Charity Shenk Akron  
Cindy Sherrill Bethel Park  
Christine Shiffer Scranton  
Jennifer Smith-Findley Sewickley  
Robert Steskal Philadelphia  
Melinda Stevenson New Brighton  
Karen Stewart Pittsburgh  
Kerstan Stewart Philadelphia  
Lisa N. Straub Stockertown  
Susan R. Tabaj Connellsville  
Laura K. Taylor Dillsburg  
D. Matthew Taylor Philadelphia  
Danielle Thomas Georgetown  
Amber Jade Trunfio Stroudsburg  
Barbara Vicente Collegeville  
Louise Walker Bethlehem  
Kimberly M. Walker Carlisle  
Marc P. Washington Philadelphia  
Vera Wenner Newtown Square  
Brooke Werner Clarks Summit  
Avri E. Wert Lancaster  
Cynthia A. Wetzel New Castle  
John Whalen Connellsville  
Patrick James White Fairview  
Diane Williams Elkins Park  
Jolene Witmer Dalmatia  
Catherine E. Wonders Pittsburgh  
Constance Fenity Zukowski Zelienople  
Brian Zulkoski Wilkes Barre

# AMTA PA Chapter Officers

## BOARD OF DIRECTORS

### PRESIDENT

Nancy M. Porambo  
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Jim Thorpe, PA 18229  
570-325-9477 w/fx  
tchtpst@verizon.net

### FIRST VICE PRESIDENT (OPEN)

### SECOND VICE PRESIDENT

Gina Washlaski  
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gina.Washlaski@verizon.net (home)

### THIRD VICE PRESIDENT

Fe Tubio  
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724-449-9275 H  
724-933-6130 W  
tubio@thesafety.net

### SECRETARY

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### TREASURER (OPEN)

### EASTERN DISTRICT REPRESENTATIVE

Vicki Hicks  
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### CENTRAL DISTRICT REPRESENTATIVE

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### WESTERN DISTRICT REPRESENTATIVE

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### COMMITTEE CHAIRS

#### AWARDS

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#### GOVERNMENT RELATIONS

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610-948-1488  
Mgchnds1@aol.com

#### MEMBERSHIP (OPEN)

#### STANDING RULES/POLICIES and PROCEDURES

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Pittsburgh, PA 15235  
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## UNIT OFFICERS

### WESTERN UNIT OFFICERS CHAIR

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724-727-3142  
deacon@kiski.net

### VICE CHAIR

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412-480-0725  
Fax: 412-937-4701

### SECRETARY (Western)

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### ERIE NORTHWEST CHAIR

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### VICE CHAIR

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### SECRETARY

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### EASTERN UNIT (PUPCA) CHAIR

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### VICE CHAIR

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### SOUTH CENTRAL CHAIR

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djstuff@innernet.net

### VICE CHAIR

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### LEHIGH VALLEY CHAIR

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### VICE CHAIR

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### SECRETARY

Kimberly Santos  
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Easton, PA 18042  
610-438-1500  
themessage4u@rcn.com

**Please complete the forms on the next two pages for your interest in any Board positions coming up for election (President, 2nd Vice President, Treasurer, and District Representative for Eastern District ) or if you would like to volunteer for Committee chair or Committee member.**

# AMTA-PA Job Descriptions

## AMTA-PA CHAPTER JOB DESCRIPTION—PRESIDENT

1. Preside at, prepare the agenda for and maintain the orderly and expedient conduct of business at chapter meetings and board meetings.
2. Attend regional meetings and national meetings of the association and national board meetings.
3. Identify and cultivate and recruit future chapter leaders.
4. Appoint standing committee, subcommittee, and special committee chairs (with the exception of executive and nominating committees) with the approval of the chapter board.
5. Monitor the activities of all chapter committees through the vice presidents in charge of those committees.
6. Serve as ex-officio (non-voting) member of all chapter committees.
7. Approve appointment of committee member made by committee chairs.
8. Assign project of appropriate committees and transfer projects based on workload, special expertise or other reasons in keeping with the best interests of the chapter.
9. Supervise the affairs of the chapter according to policy set by the chapter board.
10. Appoint representatives to special projects authorized by the chapter board.
11. In cooperation with the secretary and treasurer:
  - a. Conduct the regular day-to-day business affairs of the chapter
  - b. Have signature registered with the bank(s) servicing the chapter and with any other financial institutions serving as a depository of funds.
12. Call special meetings of the chapter board as needed with seven days notice in writing or three days notice by telephone. (Note: these meetings can be teleconferenced in the interest of time and convenience).
13. Review all document and records produced by the chapter.
14. Represent the chapter (or appoint a representative) at the Chapter Presidents Council and National House of Delegates.
15. Facilitate conflict resolutions through consultation with other officers, national volunteers or national staff.
16. Maintain lines of communication with the national board and the national office.
17. Share pertinent information with other chapter officers.
18. Be available to receive direct feedback from members for input to the chapter board and to communicate, in an informed manner, information regarding actions of the chapter board.
19. Direct and refer members to appropriate volunteer and staff contacts as needed.
20. Maintain communication with chapter membership through regular reports at chapter meetings and chapter board meetings.
21. Ensure chapter operation is consistent with the AMTA Strategic Plan.
22. Fulfill the fiduciary, due diligence and other responsibilities of chapter board members as described in the bylaws.
23. Maintain orderly records of issues and actions taken during the term and supply the incoming pertinent with those records to ensure a smooth transition.

### ELIGIBILITY

Candidate must have served as a member of the chapter board or chair of a committee or subcommittee (or held such position in another chapter) for a minimum of one year with the three years prior to candidacy.

### RELATIONSHIPS

As the chief elected chapter officer, the president potentially has contact with any member within the chapter and any member of the national board or other national volunteers. In particular, the president's primary working relationships will be within the chapter board, other chapter presidents, and the chapter relation's staff at the national office.

### AUTHORITY

The authority of the chapter president is conferred by the chapter membership through election highest ranking individual authority in the state.

### ACCOUNTABILITY

The president is accountable to the membership by virtue of election and to the chapter board and the membership through reporting activities.

### TIME COMMITMENT

The time commitment is estimated at 15 or more hours per week.

## AMTA-PA JOB DESCRIPTION—CHAPTER VICE PRESIDENT

1. Serve as member of the chapter board
2. In the absence of incapacity of the chapter president, the 1st, 2nd, or 3rd vice president, in that order, shall act in the place of the president.
3. Accept responsibilities delegated by the president.
4. Attend chapter board, chapter membership and any chapter committee meetings for which the vice president has responsibility and, whenever possible, regional and national meeting of the association.
5. Identify, cultivate and recruit future chapter leaders.
6. Make recommendations to the president for committee appointments.
7. Direct and refer member to appropriate volunteer and staff contacts as needed.
8. Be available to receive direct feedback from members for input to the chapter board and to communicate, in an informed manner, information

regarding actions of the chapter board.

9. Oversee committees as assigned by the chapter president and report to chapter board on committee's progress.
10. Maintain communication with chapter membership through regular reports via chapter newsletter, and reports at chapter meetings and chapter board meetings.
11. Oversee assigned committee work and meetings in absence of committee chair.
12. Ensure chapter operations are consistent with the AMTA Strategic Plan.
13. Fulfill the fiduciary, due diligence and other responsibilities of chapter board members as described in the by-laws.
14. Maintain records of issues and action taken during the term and supply the incoming vice president with those records to ensure a smooth transition.
15. Attend leadership training.

### AUTHORITY

The authority of vice president is conferred by the chapter membership through election and as specified in the by laws.

### ACCOUNTABILITY

The vice presidents are accountable to the membership by virtue of election and to the chapter board through reporting activities.

### TIME COMMITMENT

The time commitment is estimated to 10 or more hours per week.

## AMTA-PA CHAPTER JOB DESCRIPTION—TREASURER

Serve as a member of the chapter board of directors.

Act in the place of the president in the absence or incapacity of the president, 1st, 2nd, and 3rd vice presidents, and secretary. Accept responsibilities delegated by the president.

In cooperation with the president and secretary:

Conduct the day-to-day business of the chapter

Have signature registered with the bank servicing the chapter and with any other financial institutions serving as a depository of funds.

Hold responsibility for chapter finances and keep and accurate record of all income and disbursements.

In collaboration with the chapter president and board members, prepare the annual chapter budget for presentation to the board and the membership for approval, for inclusion in the chapter's permanent record and for submission to the national office.

Present reports of saving, checking, and investment account balances to the chapter board and the general membership.

Provide information to the board regarding budgetary restrictions and alert the board when projects, programs, or units are in danger of going over budget.

Keep the board current about any changes of investment potential or problems with investment, if applicable.

Propose cost cutting measure and budget increases based on knowledge of financial matters.

Reimburse members; in accordance with chapter standing rule or chapter policy, for approved expenditures made on behalf of the chapter.

Review chapter expenditures and financial status on a regular basis to ensure overall fiscal responsibility.

Submit the chapter's financial records for an annual review by an independent auditor or an audit review committee appointed by the president in sufficient time for result to be presented at the chapter's annual meeting.

Prepare an annual chapter balance sheet and income/expense statement for presentation to the board and the general membership, inclusion in the chapter permanent record, and submission to the national office.

Identify, cultivate, and recruit future chapter leaders.

Make recommendation to the president for committee appointments.

Direct and refer members to appropriate volunteer and staff contacts as needed.

Be available to receive direct feedback from members for input to the chapter board and to communicate in an informed manner the information regarding actions of the chapter board.

Serve on financial committee.

Maintain communication with chapter membership through regular reports (including written reports to be included in the chapter's permanent record) of the financial status of the chapter.

Ensure chapter operations are consistent with the AMTA Strategic Plan.

Fulfill the fiduciary, due diligence and other responsibilities of chapter board members as described in the by laws.

Maintain orderly financial records and an outline of the procedures required to fulfill the treasurer's responsibility and supply the incoming treasurer with those records to ensure a smooth transition.

Attend leadership training.

### AUTHORITY

The authority of the treasurer is conferred by the chapter membership through election and as specified in the by laws.

### ACCOUNTABILITY

The treasurer is accountable to the membership by virtue of election and to the chapter board and the membership through reporting.

### TIME COMMITMENT

The time commitment if estimated at 15 or more hours per week.

## AMTA-PA JOB DESCRIPTION—DISTRICT REPRESENTATIVE

1. Serve as a member of the chapter board of directors and attend meetings.
2. Accept responsibilities delegated by the president.
3. Identify, cultivate, and recruit future chapter leaders.
4. Make recommendations to the president for committee appointments.
5. Oversee all unites within your district and provide support in constructing unit budgets.
6. Direct and refer members to appropriate volunteer and staff contracts as needed.
7. Be available to receive direct feedback from members for input to the chapter board and to communicate in an informed manner the information regarding actions of the board.
8. Ensure chapter operations are consistent with the AMTA Strategic Plan.
9. Fulfill the fiduciary, due diligence, and other responsibilities of chapter board members and membership through reporting activities.
10. Locate, select and secure meeting or event places with board approval then negotiate, contract and arrange locations according to written procedures.
11. Oversee the updating of unit information to secretary, newsletter, and Webmaster.
12. Attend leadership training.

### AUTHORITY

The authority of the district representative is conferred by the chapter membership through election and is specified in the by laws.

### ACCOUNTABILITY

The district representatives are accountable to the membership by virtue of elections and to the chapter board and membership through reporting activities.

### TIME COMMITMENT

The time commitment is estimated at 5-10 hours per week.

## AMTA-PA CHAPTER JOB DESCRIPTION — COMMITTEE CHAIRPERSON

1. Supervise and facilitate the work of committee members. All standing committees will have at least three members.
2. Ensure that the committee adequately researches and deliberates the issues before it.
3. Be available to receive feedback from the member for input to committee deliberations and to communicate in an informed manner the information regarding the actions of the committee.
4. Preside over meetings of the committee.
5. Prepare and deliver all required reporters to the vice president overseeing the committee for presentation to the chapter board.
6. Operate within the by laws, policies, programs, and Strategic Plan of the AMTA and the chapter standing rules.
7. Treat proprietary and other confidential information in a responsible manner.
8. Prepare and submit proposals of the committee to the chapter board.
9. Prepare and deliver appropriate information for the budgetary process.
10. Responsibly manage allocated funds per AMTA policy staying with the budgeted amount.
11. Attend all meetings and training (including leadership training) as authorized.
12. Act as the representative for the committee.
13. Prepare and provide reports for supervising vice president and chapter board on all committee activity.
14. Monthly review website information and make updates for Webmaster.
15. Provide a roster of all committee members contact information to supervising vice president, secretary, and Webmaster.
16. Attend state, and committee meetings, especially the annual business meeting and leadership training.

### AUTHORITY

The committee chair will function as prescribed by the chapter board, and has no general authority to act on behalf of the AMTA or the chapter.

### ACCOUNTABILITY

The committee chair is accountable to the chapter board by virtue of appointment and reports to the designated supervising vice president.

### TIME COMMITMENT

An ideal average is 5 hours per week. However, this will vary by quantity and type of projects underway.

### TERM OF OFFICE

As outlined in national by laws, appointed positions will be for a term of one (1) year or until a successor is appointed. Prior to reappointment, the incumbent will present a report of the year's activity for review by the chapter board.

# CANDIDATE RESUME

NAME \_\_\_\_\_

CANDIDATE for the position of \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

AMTA MEMBERSHIP # \_\_\_\_\_ INCEPTION DATE \_\_\_\_\_

Check highest education level completed ( ) High School ( ) Jr. College ( ) Bachelor ( ) Graduate

List AMTA Chapter and National offices held (include dates)

\_\_\_\_\_  
\_\_\_\_\_

List your qualifications for the office you are seeking:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your reasons and objectives for seeking this office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any relevant community for professional experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? ( ) Yes ( ) No

If so, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you able to commit the appropriate time for the performance of your duties? ( ) Yes ( ) No

Your signature indicates, that if elected, you are committed to serve for the entire term.

Candidates signature \_\_\_\_\_ Date \_\_\_\_\_

Nominated by \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form to any of the following nominating committee:

Georgia Simpson  
51 High Rock Rd. North  
Hanover, PA 17331  
www.Simpson717@suscom.net

Robert Jantz  
3600 Laketon Road  
Pittsburgh, PA 15235  
www.pghschmass.com

Camille Baughman  
218 York Road  
Carlisle, PA 17013  
www.camfire@comcast.net

# American Massage Therapy Association Pennsylvania Chapter

## Chapter Volunteer Information Form

### Personal Data

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

(Home) \_\_\_\_\_ Best time to contact \_\_\_\_\_ Work \_\_\_\_\_ Best time to be contact \_\_\_\_\_

I am interested in working in the following areas

- Ambassadors: to help maintain chapter contact with membership through phone calls and/or greeting at state or regional events.
- Awards: to help identify chapter members that deserve recognition for contributing to AMTA and/or the profession.
- Education: to assist in planning educational activities at the state and/or local level.
- Entertainment: to assist in planning "fun" activities at the Chapter Conferences and/or other non-educational events throughout the year.
- Law & Legislation: to assist in legislative activities of the chapter to promote the profession of massage therapy.
- Membership: to assist with membership outreach and retention programs as well as the creation of new initiatives in recruitment personnel.
- Newsletter: to assist with publication of quarterly newsletter by writing articles, preparing overviews for the chapter events and/or designing layouts.
- Sports Massage Team: to assist with planning and/or volunteering at sports events.
- Public Relations: to help with the chapter's efforts to create a positive awareness of massage therapy, AMTA and the AMTA chapter members.
- Rotunda Massage: opportunity to help educate legislators and State employees about the benefits of massage therapy.
- Ronald McDonald Home: to help provide support to family members of seriously ill children who are receiving treatment in nearby hospital.

### Wherever Most Needed

- I can work on an ongoing project  I prefer a 1-time project ( may last more than one day)  I can be available for 1-day task
- I am available for projects  Mon  Tues  Wed  Thurs  Fri  Sat  Sun
- I prefer  early AM  mornings  after noon  evenings
- I can travel to the vicinity of \_\_\_\_\_  Yes  No I would prefer from my home/office  Yes  No

### Skills & Talent Assessment

- I can  Make phone calls  Stuff, stamp & mail  Visit massage therapy school in my area and promote AMTA membership
- I can  Help with survey and research projects either using the  internet or  telephone
- I have special interest in:  Organizing events  Designing forms, flyers  Internet/web page  Advertising/marketing
- Legislation issues  Other \_\_\_\_\_

Please attach a copy of your resume if possible.

**Send form to: AMTA-PA Chapter**  
**4023 Watters Lane**  
**Gibsonia, PA 15044**

## Unit News

### LEHIGH VALLEY UNIT

The NEPA Unit has been consolidated with the Lehigh Valley Unit. The Spring Meeting will be announced soon. Please contact Joanne Mengel at [www.M32en@EPIX.net](mailto:www.M32en@EPIX.net) or call (610)588-0031 for additional information.

### PHILADELPHIA UNIT

We, as the PUPCA board members strongly encourage all therapists in our area to attend the next AMTA PUPCA unit Meeting. The stronger we build this organization the more we will all benefit in our wonderful profession as Massage Therapists. It's always great to be around with other Therapists at these meetings. The support, encouragement, connections and knowledge received from your fellow Therapist are priceless and very much worth the investment of setting aside 3 to 4 hours of your time to attend an AMTA local chapter meeting

Look for more information about the fall meeting which will be posted on the website and email loop. We also encourage any feedback and ideas that any member may have for any future meetings. Let's all work together and help build Massage Therapy to the level it deserves to be. We now have a new email loop. To sign-up please go to [www.pupca.homestead.com](http://www.pupca.homestead.com). It only takes a few seconds to sign-up. This email loop is designed to help our members reach out to others. The email loop can be used to network, post a job, or just ask questions.

### SOUTHWESTERN UNIT

The Southwestern Unit is currently planning CPR training/recertification as part

of the Fall meeting. Plans have not been finalized as of this publication.

### ELECTION OF NEW OFFICERS!!!!

Please consider volunteering for one of the Unit positions of Chair, Vice Chair or Secretary. All positions are up for re-election in the Spring of 2007. All current officers have held their positions for 3 years. You may recall that in the Spring of 2005, when the current officers were re-elected, the terms of office were changed to 2 years.

The Unit Chair is responsible for planning the meetings; the Vice Chair oversees the Ronald McDonald House volunteers; and the Secretary is responsible for mailing out the meeting reminder cards and submitting the minutes to the Chapter Secretary for retention.

REMEMBER: YOU GET ONE FREE CHAPTER EDUCATION WHEN YOU HOLD A VOLUNTEER POSITION!!!!!!

### SOUTH CENTRAL UNIT (HARRISBURG AREA)

Thirty-two people attended the Spring South Central PA AMTA meeting on April 22, 2006 at Pennsylvania Myotherapy Institute in Hanover, PA. At the meeting, Debra Gist was elected chair and Brenda Morrison-Bowser was elected co-chair. Kelly Givens, Central Representative swore in the new officers. Kim & Ron Stahl ended a one-year term as chair and co-chair. Peggy Williams is serving a two-year term as secretary.

Wilhelmina Banks, M.Ed, NCTMB, also director of the PA Myotherapy Institute, presented the 6 hour CEU class, "Greater Effectiveness in Massage Therapy." Jodi Phillips, also a teacher at the school, assisted.

Willi emphasized positional release techniques, lengthening myofascial releases and client centeredness in her lecture and demonstration.

### AMTA-PA NORTHWESTERN UNIT (ERIE AREA)

On April 29th, 2006, the Northwestern Unit held their Spring Meeting and education at the Great Lakes Institute of Massage Therapy on Peach Street in Erie, PA. This meeting was well attended by ATMA members & students. There were quite a bit of very interesting dialogue of a variety of issues facing Pennsylvania Massage Therapists that were heard, as well as a lot of opinions voiced. Their education focused on Reflexology. Each participant received a more enlightened insight into reflexology that utilized different modalities including visual, audio, aroma, paraffin & Epson salt soaking. This very relaxing approach proved to be a very enjoyable educational experience. The Northwestern's fall Unite meeting will be held October 8, 2006 at the Great lakes Institute of Massage Therapy in Erie.

### WESTERN DISTRICT UNIT (PITTSBURGH AREA)

The Western District Unit's spring meeting was held on April 1, 2006 at the beautiful new location of the Pittsburgh School of Massage Therapy on Laketon Road in Penn Hills, PA. Those in attendance commented on how impressed they were with Bob Jantz's new facility. The members & students focused on updates on legislative issues, volunteerism & many other issues that are facing us today. We are still in the planning phase of setting up our next Fall '06 meeting. More details to follow.

### Inspiration Corner

#### AMTA-PA

*"Behold what beauty pokes through the ground  
Greens and colors spring forth and abound  
We worked so hard weeding, planting and working this ground  
Now with every ache to my massage therapist that I am bound."*

By Andrea Collier

## Awards Chair Resigns ~ Janet Dreher

I have been the Awards Chair for the last three years, but have decided to resign after this year's award presentations. It has been a rewarding experience and a great way to get acquainted with the Pennsylvania Chapter Board, as well as members in our National office. As Awards Chair, you learn how many different opportunities there are to volunteer by reading all the award nomination forms. You get opportunities to network with your peers from other states when you attend CVOP...Chapter Volunteer Orientation Program ... in Illinois.

Responsibilities include getting the award information out to our members via written articles in The Balanced Body or via e-mail. After receipt of nominations, you send forms via e-mail to the nominees for their completion. Working within the approved budget, you pick the actual awards to be given to the recipients, and you choose the appropriate inspirational

quotes to be engraved on the individual awards. You must attend the summer meeting, historically held in Harrisburg each July, to present the awards to the recipients. If the recipient does not attend the meeting, you are responsible for making sure it is delivered to them either via mail or another responsible member.

If you have never volunteered for a Chapter position, the Awards Chair position is an easy way to transition from "doing nothing" to "doing something." Your busiest times are January... getting the information out to members; April or May... after the nomination deadline when you choose your awards; and July when you distribute the awards and write an article for The Balanced Body.

All award information is received from the National Office, and I have information from prior years for your reference.

Please give consideration to volunteering for this *rewarding* position!!!

# Keep 'em Coming Back

by Veronica Haberkost

Often times we focus our marketing energy and money on attracting new clients. We expect our established clients to keep coming back ... just because. Our clients like to feel that they are special ... cared for and valued.

**Here are just a few tips to keep your clients aware that you are thinking of them.**

1. Have a coupon book printed out for your existing clients that offers them something special each month. This will give them incentive to make an appointment at least once a month with you. You can make the coupons fun and interesting – In July offer a “Cool Breezes” peppermint massage or a “Citrus Slash” orange/grapefruit massage and offer the aromatherapy free with any massage. Or, in February, offer your clients a coupon for a free Long Stem Rose to be redeemed at your local florist with any Gift Certificate Purchase. Make arrangements for the florist to bill you at the end of the month.

2. Send out surveys randomly to your clients (include a return self-addressed and stamped envelope) and have them return it anonymously. The surveys can check for things like: are their expectations being met; could they get a satisfactory appointment

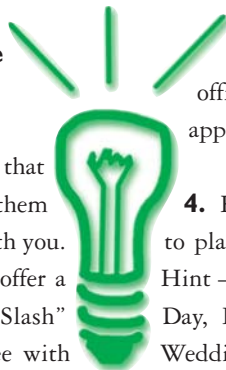
time; were there phone calls returned in a timely manner; was the environment comfortable; etc. Their input matters.

3. Offer your newer clients a “Re-book coupon” good for the next six months. This will entitle them to a \$ amount off their next massage if they book it before they leave your office. This will encourage them to make regular massage appointments a priority.

4. Have “Big Hint” flyers available for them take with them to place around the home or office. The flyer might say” Big Hint – I would love a massage for (circle one) Birthday, Mother’s Day, Father’s Day, Valentine’s Day, Anniversary, Graduation, Wedding, or Just Because” “Receive 15% off Gift Certificates when you mention you got a Big Hint!

5. Send out birthday postcards letting your clients know you are thinking about them. Offer them \$5 off a massage session during their birthday month as your present to them.

These are just a few ways to say “I appreciate you” to your clients. **Be creative and have fun thinking about new ways to DELIGHT your clients....and they’ll be back!** ■



# National Convention and Education in Atlanta, GA • October 11-14, 2006

## A Reminder to All

by Fe Tubio

*Quench your thirst for knowledge at AMTA’s 2006 National Convention in Atlanta, Georgia. This year’s convention has a prestigious array of top-notch presenters so you can earn up to 19 continuing education (CE) hours, to help you grow and expand your knowledge and skills. It promises to be an intense personal and professional experience with first-rate speakers, unsurpassed networking and an ever-expanding Exhibits Marketplace.*

### Education

#### Keynote Address

Cary Bayer, founder of Bayer Communications, has coached hundreds of people to transform limiting patterns into ever-expanding freedom. He has lead a variety of seminars on topics such as prosperity, success, creativity, meditation, relationships, communication and stress management.

He’s appeared on countless TV and radio shows, and authored nearly two dozen publications, including Coaching for a Year of Living Consciously; Breakthrough Coaching for Massage Therapists; Zen Teachings of Superheroes: Book 1, Gods in Tights; and The Zen Teachings of Superheroes: Book 2, The Fortress of Solitude is Within You.

Currently on faculty at the New Wave University in Miami, Cary has written about business and marketing topics for such publications as Advertising Age, Adweek and Madison Avenue Magazine

### ABC’s of Meeting with Physicians

Want to increase the number of your treatments? Getting physician referrals isn’t brain surgery – it’s easy, when you know what to expect. David relays a wealth of knowledge in his entertaining and user-

friendly style, along with his experiences from countless doctor’s meetings. Topics include: scheduling strategies, critical Do’s and Don’ts, answers to trick questions, how to ask for referrals, educate doctors and much more.

David Kent is an international presenter, product innovator, published writer and a top name in the medical massage industry. He makes learning fun with his high-energy, user-friendly style, and he’s become a favorite instructor at international, national and state conventions. ■

**Join us for these discussions and MORE at the Georgia Conventions or log onto [www.amtamassage.org](http://www.amtamassage.org) for more information!**