



**Name of Meeting**

January 2026 Master Trainer Quarterly Update

LOCATION: Zoom

**MEETING MINUTES**

Meeting minutes are compiled from notes taken from the following dates.

Day	Date	Eastern	Central	Mountain	Pacific
Tuesday	January 6	11AM-12PM	10AM-11AM	9AM -10AM	8AM – 9AM
Friday	January 9	2PM-3PM	1PM-2AM	12PM-1PM	11AM-12PM
Thursday	January 22	1 PM-2PM	12PM-1 PM	11AM-12PM	10 AM- 11AM
Wednesday	January 28	3PM – 4PM	2PM-3PM	1PM-2PM	12PM-1PM
Thursday	January 29	1 PM-2PM	12PM-1 PM	11AM-12PM	10 AM- 11AM

**MEETING PURPOSE:** Review of updates to 2026 License to Use

Topic	Discussion	Decision/Action Items
<b>Welcome and Announcements</b>	<ol style="list-style-type: none"> <li><b>MaineHealth is offering Coach Trainings</b> to Licensed Organizations. Please contact <a href="mailto:pfha@mainehealth.org">pfha@mainehealth.org</a> for more information.</li> <li><b>New Digital files for Low Vision Participant Workbook</b> These updates are now online at: <a href="https://www.mainehealth.org/healthy-communities/prevention-and-wellness/fall-prevention-matter-balance/resources-master-trainers">https://www.mainehealth.org/healthy-communities/prevention-and-wellness/fall-prevention-matter-balance/resources-master-trainers</a></li> </ol>	

<p><b>Agenda Review</b></p>	<p><b>Changes to the 2026 License to Use</b></p> <p>There are several changes introduced into the 2026 License to Use the A Matter of Balance Program. These changes will be of interest especially if your organization will be renewing the license this year.</p>	
	<p><b>2. RESTRICTIONS:</b> Licensee shall only use MOB in manner authorized. Licensee shall not:</p> <ul style="list-style-type: none"> <li>a. Sell, distribute, or sublicense MOB or any portion thereof.</li> <li>b. Modify or adapt MOB.</li> <li>c. Translate, reverse engineer, or create any derivative work of MOB.</li> <li>d. Upload copywritten materials to public websites including but not limited to AI (CoPilot, Chat GPT, etc.), YouTube, etc.</li> </ul>	<p>Item d is new this year. Please do not put the copyrighted materials on a public facing website, into any AI program or give the digital files for the copyrighted materials to anyone. Your organization has access to them through the License, but you do not have permission to give them out.</p>
	<p><b>3. CLASSROOM RECORDING &amp; AI USE:</b> The recording of class sessions, whether audio, video or screen capture is strictly prohibited. Closed captioning and AI generated subtitles are permitted to accommodate participant needs.</p>	
	<p><b>4. COPIES OF MATERIALS:</b> Copies of the program materials are to be made only to the extent necessary to conduct program with older adults. Licensee may fulfill all requests from the Freedom of Information Act and must notify MaineHealth when providing copies under this act.</p>	<p>The Freedom of Information Act is a US Federal Law that grants the public the right to access records from any federal agency, promoting transparency and accountability in government.</p>
	<p><b>11. QUALIFICATIONS FOR LICENSURE:</b></p> <p>_____ shall maintain at minimum one certified Master Trainer to implement the program. If Licensee does not have a certified Master Trainer to implement the program, then all MOB programming must stop, and the license will be inactive until such time as a new Master Trainer is certified by MaineHealth.</p>	<p>Having a Master Trainer at the Licensed Organization is essential to program fidelity and getting the outcomes for your program participants. If you leave your job please inform us so we can support</p>

	<p>The Licensee shall provide written notice to MaineHealth of any Master Trainers added to or removed from their License.</p>	<p>your organization in maintain the requirements for licensure.</p>
	<p><b>12. MASTER TRAINER LAY LEADER COACH RATIO:</b> The Licensee shall maintain a ratio of <b>one Master Trainer for every 12 Lay Leader Coaches.</b></p> <p>A single Master Trainer is authorized to train and supervise up to twelve Lay Leader Coaches at any given time. It is the Licensee’s responsibility to ensure that the Master Trainers are trained and assigned in accordance with this ratio, and that this standard is upheld thorough the duration of the license agreement.</p> <p><i>This ratio is a guide for maintaining fidelity. If you supervise more than twelve coaches, please reach out to Kirsten <a href="mailto:Kirsten.dorsey@mainehealth.org">Kirsten.dorsey@mainehealth.org</a></i></p>	<p><b>PLEASE NOTE:</b></p> <p>Not all Master Trainers will have ability to supervise 12 lay leader Coaches. This ratio is provided as a guide for upper limit of number of coaches.</p> <p>Your organization may need more Master Trainers to support fewer than 12 lay leader coaches and that is approved.</p>
	<p><b>13. REQUIRED ANNUAL REPORTING:</b> Each Licensee organization is required to submit an Annual Report to MaineHealth once per calendar year.</p> <ul style="list-style-type: none"> <li>• MaineHealth will issue the Annual Report request to the Licensee in February of each year.</li> <li>• Upon receipt, the Licensee shall have thirty (30) calendar days to complete and return the report to MaineHealth.</li> <li>• Only one (1) Annual Report is required per licensed organization.</li> <li>• The report may be completed and submitted by the Signatory, Master Trainer or another individual formally designated by the Licensee Organization.</li> </ul>	
	<p><b>Resources:</b></p> <p>Rachel: White Paper – Innovations for Aging, <a href="https://yourjuniper.org/cost-savings-through-juniper/">https://yourjuniper.org/cost-savings-through-juniper/</a></p>	

**Questions:**

- 1. For those that did not complete their two required classes within the first year of certification, do they still count even though they will not be doing this at all?**

The ratio is provided as a best practice guide and is specifically aimed at the current active Coaches that you supervise. Any prior coaches that have left their position and are not active under your license do not count in the ratio.

- 2. We have a unique situation here at our agency as there are 2 MOB Master Trainers. Does this mean that both Master Trainers could have twelve coaches under each of us? I currently have seven active coaches under me.**

At your organization, since you have two Master Trainers then you would have the flexibility to have up to 12 Lay Leader coaches each for a total of 24 coaches.

- 3. If another Master Trainer had to move some of her coaches as I have been asked to take on a few, how would I go about doing this?**

Any new coaches that you agree to supervise, that are trained under another Master Trainer, you can add them to your coach's roster, provide them with the annual coach update and any classes that they provide would be under your organization's license agreement. You would be responsible for providing the Participant Workbooks for their classes, the videos, and the Guest Health Professional to visit their class. You should observe them in one of the first classes that they teach for your organization so you can be sure that they deliver the program to your standards.

- 4. Do you allow Master Trainers to observe coach training before leading their first coach training?**

Yes

- 5. What are the requirements to maintain "coach" status?**

Teach two full sessions of AMOB in the first year.  
Attend 2.5-hour annual update each year.

- 6. When will the Annual Report Survey be sent? How long will you take to return the completed survey?**

We anticipate the Survey to go out in February. We would like the survey to be completed and returned within 30 days. The survey should take about 10 minutes to complete.

**7. Has the minimum number of participants per class changed?**

No, 8-12 is the number to maintain fidelity.

**8. How can I reach out to get more information about the coach training by MaineHealth?**

Please email [pfha@mainehealth.org](mailto:pfha@mainehealth.org) and we will help you get your questions answered.

**9. Will we have access to nationwide data and statistics that we are all providing?**

Yes- we will be sharing the data that we collect. We hope to be able to have that to share by Fall of 2026.

**10. Where do we go to find the virtual translation of the seated exercises?**

We are working on those seated exercises for use in the virtual program and will be uploaded to the website as soon as possible.

**11. Can we post “Sandy’s Story” video on our hospital website?**

Yes

**12. Can we ask our participants to bring their own snacks and water?**

Yes

**13. Suggestions for finding funding for A Matter of Balance?**

- I. Level 1 Trauma Centers are required to offer Injury Prevention. We offer grants at our hospital.
- II. Local Moose clubs and Legion clubs are a useful resource.
- III. Fire Departments
- IV. Federal qualified Health Centers
- V. Medicare advantage plans are supportive and donate funds
- VI. Local banks and credit unions for funding

**14. If we enter data into the ACL database, can we use a report generated from there?**

You will need to ask the database manager how to access reports from that database.

**15. We partner with our Council on Aging. COA has always done our reporting. Can we continue since we coordinate classes together?**

Each licensed organization needs to submit a report on the classes offered under their license. If your data will be included in the COA's report, please let us know when you submit your report.

**16. Under our organization, there are several organizations offering AMOB. Do we submit a report for all, or should each organization complete a report?**

All classes offered under your license agreement need to be reported on the Annual Report Survey. If your partner organizations are not licensed to offer the program, then they will not receive the Annual Report Survey.

**17. Can we show AMOB videos for recruitment?**

Do not show the AMOB videos for recruitment purposes. The video is part of the curriculum, and it is not to be used for marketing. You can use the Sandy's Story Video instead for marketing.

**Success stories:**

Sharon: We had a person return two years after taking the class, she had gone from using a walker to walking without one. She still does the AMOB exercises regularly.

Kathy: I always play Pomp and Circumstance as I handout the certificates at the end. Some participants came with a cap and gown to "graduate." Now others wear a cap at the end.

Janine: One of our participants wrote a song about the class

A participant felt so confident after the class, he felt he could go fly-fishing again.

**Next meeting: April 2026**

Day	Date	Eastern	Central	Mountain	Pacific
Wednesday	April 1 <sup>st</sup>	1 PM - 2 PM	12 PM - 1 PM	11 AM - 12 PM	10 AM - 11 AM
Thursday	April 9 <sup>th</sup>	2 PM - 3 PM	1 PM - 2 PM	12 PM - 1 PM	11 AM - 12 PM
Tuesday	April 14 <sup>th</sup>	3 PM - 4 PM	2 PM - 3 PM	1 PM - 2 PM	12 PM - 1 PM
Thursday	April 30 <sup>th</sup>	2 PM - 3 PM	1 PM - 2 PM	12 PM - 1 PM	11 AM - 12 PM

