

MEOTA Board Meeting



October 2021 Agenda

DATE: October 20th, 2021 6pm VIRTUAL ONLY **Zoom**

	EST Time.	Responsible Party
<p>1. Welcome & Roll Call <u>President</u>- Jessica Bolduc P <u>President-Elect</u>- Kim Davis P <u>Secretary</u>- Kim Barron-Gooding A <u>Treasurer</u>- Allison Dellosso P <u>Regional Representatives</u> Central Maine- Kelly Pruett P Northern Maine- vacant Southern Maine- Katie Brooks P <u>Student Representatives</u> Husson- Madison Bean P, Abbie Estey P KVCC- vacant UNE- Allie Casciotti P USM- vacant Committee Chairs Bylaws, Policies and Procedures chair- vacant Continuing Education chair- vacant Legislative Chair- Ryan Gallant P Membership- vacant Public Relations- Nichole Clark P Nominations and Recognition – vacant Special Interest Sections Adult Rehabilitation – Christina Dickinson A Children and Youth- Maddie Kelley A Productive Aging – Polly Keniston P, Regi Robnett A RA Rep- Carrie Beal A Other: Amie Marzen</p>	5mins	Jessica *Quorum is 5 of 9
<p>2. Approved Minutes - Motion to approve the minutes for September 2021 1st:Allison 2nd Katie</p>	3-5 mins	Kim B Submitted for website
<p>3. Review of Mission - MEOTA - ABOUT US (maineot.org) Read by: Allie</p>	3 mins	
<p>4. Question or Discussion of Reports – see below A. All Positions send Jessica your year end reports if you have not yet</p>	5 mins	Jessica

<p>5. Old Business</p> <p>a. Appointments- Form available online ELECTIONS AND NOMINATIONS (maineot.org) -Continued openings for the following: SIS Chair Membership Chair Bylaws Chair Nominations and Recognition Chair Continuing Education Chair -New Openings for 2021: Northern Regional Rep -New Openings in 2022: Legislative Chair Public Relations Southern Regional Rep RA Rep (AOTA elections)</p> <p>b. Fall Conference Nov 6, 2021 Keynote Wendy Hildenbrand Call for presenters and call for vendors closed. “Opportunities amid Crisis” Applications for awards open Virtual 5k for student scholarship open (9) Brochure sent out, continue with marketing (18) Year End Reports review Business Meeting on Friday Sponsors 5 so far</p> <p>c. Hub was sent out for Fall 2021</p>		<p>Jessica</p> <p>Jessica</p>
<p>6. New Business/Updates</p> <p>a. Budget review – see below</p> <p>b. Membership Taskforce update -Reminder email sent out for survey -Kim to update us in November</p> <p>c. Fall Conference Prep 45th Anniversary Celebrations -Bingo practice today: Jessica & Kim to run at confernece -trivia practice: Katie to email out suggestions and run at conference; email Katie meotarepsouth@gmail.com with trivia OT questions related to OT -slideshow/video of meota through the years -play list through the decades -Yoga stretch break</p> <p>d. Winter social gatherings? Board only? All? -Winter social? Virtual? Gardens a glow, Prelude, LL Bean Brainstormed: January, Augusta area? Weekend? Board</p>	<p>60 mins</p>	<p>Jessica</p> <p>Kim</p> <p>All</p> <p>Kelly/Katie</p> <p>Nichole</p>

<p>e. Book club proposal called Learning Circle was approved and shared in Hub, to be led by Diane Sauter-Davis: Roll out in January?</p> <p>f. Volunteer for PWH October 23rd 9-12 prmeota@gmail.com CANCELLED for 10/23 New dates: Nov 20th, Dec 18th, Jan 22nd email Nichole to sign up</p>		
<p>9. Final Items</p> <p>a. actions to be taken</p> <p>b. next meeting date/location- see next column</p> <p>c. close meeting 730pm</p>	<p>5 mins</p>	<p>See above column for actions items</p> <p>Next Meeting: November 17th 6pm</p> <p>Plan for board social in January</p>

Submitted by: Jessica Bolduc

Role call:
P for present;
A for absent,
EX for excused
L for Late

USM visit: Oct 4 2018
UNE visit: April 5 2018, May 2nd 2019, June 2021
KVCC mtg: March 23 2018, Oct 4, 2019
Husson mtg: Oct 28, 2019



2021 YEARLY STATUS REPORT

To: MeOTA
 From: Jessica Bolduc
 Subject: President

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: -Fall 2020 Conference feedback -Call for appointments 2021 available/advertised -created COVID19 website resource page and vaccine site distribution -transition assistance for new roles of treasurer and secretary -Spring webinars planned/scheduled/advertised, April 10 th & 17 th completed -Legislative advocacy video made, distributed to the HCIFS committee -Call for appointments available/advertised 2022 -Call for presenters/vendors Fall conf 2021 -Fall 2021 conference planning -Attended AOTA ASAP meetings virtually		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Recruitment for Appointments ongoing	➤ Email membership	➤ End of year
➤ Fall conference planning ongoing 2021	➤ Marketing, complete business meeting prep	➤ Nov 5th
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Supporting the Membership taskforce & Membership Drive ➤ Outline transition process for President-Elect		
LONG TERM PROJECTS		
➤ SIS Ad hoc meeting ➤ Regional Rep ad hoc meeting ➤ Membership recruitment/retainment ➤ College presidential visits (virtual if needed) ➤ Transition to Kim as new President ➤ Fulfill past president role		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



2021 YEARLY STATUS REPORT

To: MeOTA
 From: Kim Davis
 Subject: President Elect

ACTIVITIES COMPLETED IN THE PAST YEAR

Completed Deliverables:
 Video for Hill Day
 Hub Newsletter Submission
 Weekly review of the legislative bills that are in process
 Letter for support for telehealth
 Letter and Testimony for Practice Act Update
 Letters written to my senator and representative
 Membership Task Force and Survey

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Review of data from survey	➤ Hold review meeting	➤ October/November
➤	➤	➤
➤	➤	➤

ACTIVITIES TO BE STARTED IN THE NEW YEAR

- Assume role as President

LONG TERM PROJECTS

- Look at alternative methods for tracking legislative issues that will be of importance to OT
- Improve membership numbers
 - Discount for new grads
 - Buy multiple years at a discounted rate
 - Company membership – special fee for corporations that want to purchase and all employees have access
 - Look at possible tiers of membership access
 - Gold – full access
 - Silver – almost full access – basic access plus SIS’s plus discount for a single event
 - Bronze – basic access – website/hub only – no discounts for events
 - Phone calls or emails to interact with new members as a welcome – personal from the board – each person gets a single month to connect.
 - Phone calls or emails to remind for renewals – same system for new members
 - Look at our value proposition statement and make sure that it is clear
- Membership Seminar Summary

- Need to tap into Millennial and Gen X because if we focus on those born before 64 we will lose membership.



ISSUES FOR IMMEDIATE ATTENTION





2021 YEARLY STATUS REPORT

To: MeOTA
From: Kim Barron Gooding
Subject: Secretary

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: Organization of dropbox, new folders for this year, attendance of retreat, attendance of meetings, work on the HUB		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
➤ New HUB		
LONG TERM PROJECTS		
➤ Continued work to completed activities as needed		
ISSUES FOR IMMEDIATE ATTENTION		
➤ None		



2021 YEARLY STATUS REPORT

To: MeOTA

From: Allison Dellosso

Subject: Treasurer

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: <ul style="list-style-type: none"> ➤ Consultant paid up to date ➤ Insurance and Lobbyist paid up to date ➤ Current Account Balance: 10/8/21: \$17,398.46 ➤ 2022 Budget Draft ➤ Event Insurance Cancelled 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Switching funds from Ameriprize to a local bank	➤ Waiting for reply from Ameriprize	➤ End of year 2021
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
➤		
LONG TERM PROJECTS		
➤		
ISSUES FOR IMMEDIATE ATTENTION		
➤ 2022 Budget Draft		



2021 YEARLY STATUS REPORT

To: MeOTA

From: Ryan Gallant, Legislative Chair

Subject: <Legislative Chair>

ACTIVITIES COMPLETED IN THE PAST YEAR

Completed Deliverables:

- MEOTA worked with Licensing Board and Legislature/Lobbyist to make changes to Practice Act
- MEOTA worked with lobbyist to get Interstate Practice Act passed
- MEOTA worked with lobbyist and legislature to address Medicaid reimbursement. It appears that this will be addressed on 7/1/22 by increasing to 70% of Medicare rate.
- Monitored CDS bills

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
> Monitoring new bills	> Work with lobbyist on monitoring any bills that may have an impact	
> Monitor ability to have a day to advocate at State House	> Work with lobbyist to identify dates/days when this would happen (may not be until 2022 due to Covid)	
>	>	>

ACTIVITIES TO BE STARTED IN THE NEW YEAR

- > Monitor upcoming legislation - potential areas to monitor include telehealth and potential changes to CDS, changes associated with COVID

LONG TERM PROJECTS

ISSUES FOR IMMEDIATE ATTENTION

- > No known at the present time, except monitoring of newly released bills for this legislative session



2021 YEARLY STATUS REPORT

To: MeOTA

From: Allison Casciotti

Subject: UNESOTA student representative

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: promotion of Dempsey Challenge, Partners for World Health Day, Strut Your Stuff, and MeOTA fall conference; Advertise AOTA Hill DAY 2021 through creation of video for social media purposes		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ backpack awareness tabling event preparation	➤ adapt health literacy materials for adults	➤ 10/20/21
➤ continue to advertise for events	➤ promote Partners for World Health; create and post video ad	➤ by 10/15
➤	➤	➤
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
➤		
LONG TERM PROJECTS		
➤ Synthesize and promote pertinent Maine health care news for student body		
➤ Promote MeOTA membership to student body		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



2021 YEARLY STATUS REPORT

To: MeOTA

From: PR MeOTA

Subject: <2021 Yearly status report >

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: <ul style="list-style-type: none"> • Dempsey challenge rest stop • PWH volunteer days • Special surfers attempt- no volunteers 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ PWH for Oct, Nov, Dec, and Jan	➤ Getting volunteers still, communicating with PWH to make sure they hold our spot	➤ Each month before the PWH date if the date has volunteers,
➤ Looking into senior expos	➤	➤
➤ Put informational sections in local newspapers about OT.	➤ Finding local newspapers, that will post for free	➤
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
➤ Special Surfers ➤ Dempsey Challenge ➤ Continue PWH monthly ➤ Maine Senior expos- Booths ➤ Maine Senior Games ➤ Backpack awareness at LL Bean		
LONG TERM PROJECTS		
➤ PWH monthly		
ISSUES FOR IMMEDIATE ATTENTION		
➤ No contact person for Backpack awareness at LL Bean ➤ Need to Find new volunteer opportunities ➤ Walks? MS walk/ March of Dimes?		



2021 YEARLY STATUS REPORT

To: MeOTA
 From: Kelly Pruett
 Subject: Reg Rep Central

ACTIVITIES COMPLETED IN THE PAST YEAR		
<p>Completed Deliverables: As the central Maine regional rep I have attended all monthly meetings (1 absent) and then composed email communication to the central region members highlighting key points. Submitted reg rep monthly status reports for reference during board meetings as scheduled. Attended board member retreat virtual in February with focus on membership and engagement in region. Attended Spring Virtual conference, followed by hosting Virtual Social via Zoom with focus on fun and membership through 'Bring a Friend' theme. Created video and written format education to support OT Compact for use in virtual Hill Day. Facilitated live in person central region social event in July at Bruno's Pizza located in Hallowell with a good turnout. Registered for current Strut Your Stuff student scholarship and have logged 4 miles with baby and stroller.</p>		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Strut your stuff fundraiser virtual	➤ 15K	➤ Oct 31
➤ Fall conference virtual	➤ attend	➤ November
➤	➤	➤
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
➤ Educational, social events coordinating with SIS, membership, monthly region communication		
LONG TERM PROJECTS		
➤		
ISSUES FOR IMMEDIATE ATTENTION		
➤		

10/8/2021



2021 YEARLY STATUS REPORT

To: MeOTA

From: Maddie Kelley

Subject: <role> Children and Youth SIS

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: Presented free webinar opportunities on FB page. Provided links, articles, etc. for relevant tools, tips and resources.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
> Recruited individuals to	> support them	> conference
> present @ Fall conference.	> in presentation	>
>	>	>
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
> More structured "meetings" or trainings for Peds group.		
LONG TERM PROJECTS		
>		
ISSUES FOR IMMEDIATE ATTENTION		
>		

*VR presentation did not pan out.

To: MeOTA

From: Madison Bean & Abbie Estey

Subject: Husson University Student
Representatives

ACTIVITIES COMPLETED IN THE PAST YEAR

Completed Deliverables:

- Puzzle book donation to local nursing homes
- Virtual Paint & Sip fundraiser
- Pen Pal collaboration with local nursing homes & assisted livings
- Creation of a Rock Garden at Sarah's House
- Updating blood pressure cuffs in OT labs for more accurate simulation experiences

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Yellow Tulip Project	➤ Begin to have members sign up for time slots to plant at various locations	➤ October 15th & 22nd
➤ Paint night	➤ Start to brainstorm a painting and what night we would like to do this event	➤ End of October
➤ Fundraising ideas (color run, raffle, restaurant night, paint and sip night, babysitting event)	➤ Begin to narrow down a few we would like to focus on	➤ End of October
➤ Ross Manor Fashion Show for residents	➤ Brainstorm ideas and designate some leaders for the event	➤ End of October

ACTIVITIES TO BE STARTED IN THE NEW YEAR

- Transition of board members to effectively take over in the New Year.
- Continue to brainstorm various fundraising activities.
- Continue to brainstorm community involvement activities.
- Continue collaboration between 5th year students and younger students to help inform of clinical experiences and what to expect to prepare for Fieldwork.

LONG TERM PROJECTS

- Reorganization of the SOTA club in order to increase productivity and effect it will have on the OT class in the surrounding community.
- Improve fundraising and community participation "traditions" that SOTA I involved in each year to encourage consistency.
- Continue to explain our social media presence to gain membership and advocate for the profession.

ISSUES FOR IMMEDIATE ATTENTION

- N/A



2021 YEARLY STATUS REPORT

To: MeOTA

From: Katie Brooks

Subject: Southern Region Rep

ACTIVITIES COMPLETED IN THE PAST YEAR		
<p>Completed Deliverables:</p> <p>Multiple social events (zoom and in person)</p> <p>Work on ad hoc committees for Scope of Practice and SOP updates</p> <p>Communication with businesses in area to drum up membership</p> <p>Posted information during OT month (and after) about MeOTA at MMC (my place of employment)</p> <p>Bi Monthly email updates to Region</p> <p>Contributions to Hill Day video</p> <p>Participation in conferences offered by MeOTA</p> <p>Participation in 5k</p>		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Reaching out to past MeOTA members for pictures/statements for 45th anniversary	➤ Follow up with Lisa Clark	➤ 10/31
➤ Filming my contribution for 45th anniversary/conference as needed	➤	➤ 10/31
➤ October/November email update	➤ Attend board meeting to gather updates	➤ 10/25
ACTIVITIES TO BE STARTED IN THE NEW YEAR		
➤ Reaching out to businesses again for membership drive		
LONG TERM PROJECTS		
➤ Continue to engage with Southern Region along with SIS chairs for more opportunities for networking		
ISSUES FOR IMMEDIATE ATTENTION		
➤ None		

DRAFT, will update and review for November Meeting

MeOTA Proposed Budget 2022 (Draft)														
Income:														
			Membership:	\$8,320 (Based on current numbers)										
			Mobile Deopsits:											
			Store Orders:											
			Conference:	\$2,895 (Based on last year)										
			Total:		\$11,215		Investment Account	\$11,200						
Expense	January	February	March	April	May	June	July	August	September	October	November	December	Total	
Howe, Cahill & Associates (Lobbyist)		\$1,375		\$1,375		\$1,375							\$4,125	
Wild Apricot (Website) Go Daddy (Hosting)						\$2,244							\$2,244	
Amie Marzen (Consultant)	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$385	\$4,620	
Insurance			\$450				\$802						\$1,252	
Misc. Supplies	\$50												\$50	
Public Relations													\$0	
AOTA Travel			\$1,000										\$1,000	
All SIS	\$600												\$600	
Student Scholarships			\$750										\$750	
Conference Expenses			\$1,000							\$3,000			\$4,000	
State Hill Day									\$1,000				\$1,000	
CPA	\$65			\$279									\$344	
Zoom	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$14.99	\$180	
Total													\$20,165	

Current balance: \$18,213.33