

MEOTA Board Meeting



April 2020 Agenda

DATE: April 15th 6pm VIRTUAL ONLY

MeOTA Meeting

Wed, Apr 15, 2020 600 PM - 800 PM (EDT)

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	EST Time.	Responsible Party
<p>1. Welcome & Roll Call</p> <p><u>President</u>- Jessica Bolduc P</p> <p><u>Vice President</u>- Kim Davis P</p> <p><u>Secretary</u>- Melissa Plourde A</p> <p><u>Treasurer</u>-Christina Cole P</p> <p><u>Regional Representatives</u></p> <p> Central Maine- Kelly Pruett P</p> <p> Northern Maine- Sandy Larsen A</p> <p> Southern Maine- Katie Brooks P</p> <p><u>Student Representatives</u></p> <p> Husson- Christian Musto, Tyler Chastney P</p> <p> KVCC- Michelle Pinkham P</p> <p> UNE- Gabriella Timuscuk P</p> <p> USM- Lisa Legare P, Caitie Kelly A</p> <p>Committee Chairs</p> <p> Bylaws, Policies and Procedures chair- Kim Davis P</p> <p> Continuing Education chair- Christina Dickinson A</p> <p> Legislative Chair- Sharon Hartl A</p> <p> Committee: Jillian O'Brien A, Ryan Gallant A</p> <p> Membership- vacant</p> <p> Public Relations- Nichole Clark A</p> <p> Nominations and Recognition – Allison Delloso P</p> <p> Committee: Moriah Grant A</p> <p>Special Interest Sections</p> <p> Adult Rehabilitation – Katie Lageaux A</p> <p> Children and Youth- Tracey Falla A</p> <p> Productive Aging – Polly Kenison A</p> <p>RA Rep- Carrie Beal P</p> <p>Other:</p>	5mins	Jessica <u>*Quorum is 5 of 9</u>

<p>2. Approved Minutes Motion to approve the minutes for March 2020 First: Christina C Seconded: Katie B</p>	3-5 mins	Jessica Submitted for website
<p>3. Review of Mission Read by: Katie</p>	3 mins	
<p>4. Question or Discussion of Reports</p> <ul style="list-style-type: none"> a. President b. Treasurer c. Membership -NA d. Legislation – not submitted e. Continuing Education 	5 mins	Jessica
<p>5. Old Business</p> <ul style="list-style-type: none"> a. Appointments- Available online <ul style="list-style-type: none"> -Reviewed openings for the following: <ul style="list-style-type: none"> SIS Chair Membership Chair -Elections for 2021 <ul style="list-style-type: none"> President Elect Secretary Treasurer b. Membership Drive for 2020 update: <ul style="list-style-type: none"> currently have 295-300 members #meOTaSUCCESS – Amie to contact folks to start creating posts to use on Facebook in April to be able to engage MEOTA members to join in as well Raffle at the end of the month of April for any ACTIVE member, spread the word! c. Workshop updates <ul style="list-style-type: none"> -workshops changed to virtual meetings for the April 25th dates, cut costs in half and refunded as needed (some donated to student scholarship), deposits to be refunded 		Jessica
<p>6. New Business</p> <ul style="list-style-type: none"> a. Scholarships, deadline was March 23. There are 7 applicants. Awardees are: <ul style="list-style-type: none"> Emily Griffin (USM), Jessica Pittiglio (USM), and Gabriella Timuscuk (UNE) -Jessica will send out certificates and \$250 checks -winners will be highlighted on facebook during OT Month and in the Hub -need to review/update scoring grid for next year 	60 mins	Board

b. Legislative Updates

-see covid resources here: <https://maineot.org/covid-19>

-waiver info can be found here:

<https://www.cms.gov/files/document/summary-covid-19-emergency-declaration-waivers.pdf>

- still working on liability waivers to be more inclusive, stay tuned
- Jessica to contact MHCA, and the PT and SLP state presidents for support/resources
- Encouragement to touch base with your employer about the policy around working with corona, knowing policy, and understanding what occurs if there is an outbreak
- review CDC recommendations and Governors Executive Orders to know your rights and responsibilities
- OT licenses were extended thru June 30, 2020

c. RA Updates from Carrie Beals

Task group work started this week with 13 motions, Agenda has been posted online; 8 member driven motions, 5 from committees

Carrie on task group 3

3 meetings starting in May via zoom (6, 13, 20th)

Representing Me AOTA feedback via survey

d. Bylaws Review Timeline – see below

check out the bylaws and SOP on the website, under about us; email Kim Davis (meotabylaws@gmail.com) if you are interested in participating in this review of Bylaws and SOP

-Task group: Kim, Jessica, Katie B

e. Scope of Practice/licensure Review Discussion with Guest Speaker – Karen Hefler

-outlined the internal process of review, getting input from membership at large to represent all practice areas for suggested updates.

-historical review of documents, look at current language, draft new language, add definitions, incorporate updated AOTA language as appropriate

-outlined process for collaboration with licensure board

-task group: Jessica, Christina C, Katie B

f. Fall Conference: Nov 7th at UNE

Keynotes: Melissa Tilton, Tom Meuser, ?representative

*will send out call for proposal in June (hopefully we'll know if we can do an in person event, if not, we'll need to get creative). We rely on conference for income and to be able to offer CE

g. PLEASE CHECK MEOTA GMAIL FOR CORRESPONDANCE

in an effort to streamline email contacts, especially as people change roles, info, agenda/minutes will be sent

only to your official meota gmail accounts. If you can't access yours, please let me know.		
9. Final Items a. actions to be taken b. next meeting date/location- see next column c. close meeting 800pm	5 mins	See above column for actions items May 20th Reports due: PR, Nomination and recognition, Bylaws, Student reps, SIS chairs, Regional reps

Submitted by: Jessica J Bolduc

Role call:

P for present; * for those joining by phone

A for absent, EX for excused

USM visit: Oct 4 2018

UNE visit: April 5 2018, May 2nd 2019

KVCC mtg: March 23 2018, Oct 4, 2019

Husson mtg: Oct 28, 2019

Bylaws, Policies and Procedures Review Plan 2020/2021

Call for Task Force – April to May 2020 (board members will meet outside of board meetings but report at meetings)

Review the Bylaws May – August with report at September 2020 meeting

Present to membership for vote as needed in October 2020 (online vote)

Begin the SOP review in September 2020

September 2020 - President, Past President, President Elect

October 2020 – Secretary, Treasurer, AOTA Rep

November 2020 – Membership, Legislative, Bylaws Chairs

January 2021 – Nominations, Continuing Education Chairs

February 2021– Regional Reps, Student Reps, SIS Facilitator

March 2021– Administrative Support Person, Website Manager

Present to board for vote in April 2021



April 2020 MONTHLY STATUS REPORT

To: MeOTA
 From: Jessica Bolduc
 Subject: President

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: -Fall Conference -Call for appointments available/advertised -Meota Social -Attended AOTA licensure compact call -Strategic Plan completed -Budget completed for 2020 -Meota Retreat - Membership drive planning (post card planning) -website updates -Legislative updates, guest speakers		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ COVID resources	➤ Updating website	➤ Ongoing
➤ Recruitment for Appointments ongoing	➤ Email membership	➤ Ongoing
➤ Spring Conference converted to virtual	➤ Set up calls	➤ April 25
➤ Legislative Advocacy	➤ ongoing	➤ as needed during pandemic
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Final fall Conference Planning, attend ASAP calls re: pandemic resources and legislative updates ➤ Bylaws/SOP time table ➤ Scope of Practice and Licensure Ad Hoc review		
LONG TERM PROJECTS		
➤ SIS Ad hoc meeting ➤ Regional Rep ad hoc meeting ➤ Membership recruitment/retainment ➤ College presidential visits (virtual if needed) ➤ Northern Presidential Visit?		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



April 2020 MONTHLY STATUS REPORT

To: MeOTA

From: Treasurer

Subject: Treasurer report April 2020

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: -Consultant paid up to date -Payment 3 of 4 paid to lobbyist (One more payment of 1825.00 due to complete contract) -Payment completed to MGM insurance company- next insurance payments due in June -Current bank account balance: 15171.62		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Annual Taxes	➤ In progress	➤ End of month
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Pending final income numbers for virtual SIS conferences		
LONG TERM PROJECTS		
➤ Switching funds from Ameriprise to a local bank, possibly Bangor savings to match location of current bank account for board		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



April 2020 MONTHLY STATUS REPORT

To: MeOTA

From: Christina Dickinson

Subject: <Continuing Ed>

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Conference planning on hold!		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Post CEU opportunities for MeOTA members on website	➤ Continuing to post virtual/online CEU opportunities as they arise for members to access	➤ Ongoing
➤ Fall Conference planning	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Monitor status of pandemic and work with MeOTA team to discuss & plan Fall Conference options		
LONG TERM PROJECTS		
➤ Mandated CEU for Maine OT licensure		
ISSUES FOR IMMEDIATE ATTENTION		
➤ Stay positive!		