

# MEOTA Board Meeting



## October 2020 Minutes

**DATE:** October 21 6pm VIRTUAL ONLY \*\*Zoom\*\*

Time: Oct 21, 2020 06:00 PM Eastern Time (US and Canada)

	EST Time.	Responsible Party
<p><b>1. Welcome &amp; Roll Call</b>  <u>President</u>- Jessica Bolduc P  <u>Vice President</u>- Kim Davis P  <u>Secretary</u>- Melissa Plourde A  <u>Treasurer</u>-Christina Cole P  <u>Regional Representatives</u>              Central Maine- Kelly Pruett P              Northern Maine- Sandy Larsen P              Southern Maine- Katie Brooks P  <u>Student Representatives</u>              Husson- Christian Musto P, Tyler Chastney A              KVCC- Michelle Pinkham A              UNE- Kelsey Hughes P              USM- Lisa Legare A, Caitie Kelly A            Committee Chairs              Bylaws, Policies and Procedures chair- Kim Davis P              Continuing Education chair- Christina Dickinson P              Legislative Chair- Ryan Gallant A              Committee: Jillian O'Brien A              Membership- vacant              Public Relations- Nichole Clark Ex              Nominations and Recognition – Allison Delloso P              Committee: Moriah Grant A            Special Interest Sections              Adult Rehabilitation – Katie Lageaux A              Children and Youth- Tracey Falla A              Productive Aging – Polly Kennison A            RA Rep- Carrie Beal A            Other:</p>	5mins	Jessica <u>*Quorum is 5 of 9</u>
<p><b>2. Approved Minutes</b>  <b>Motion to approve the minutes for September 2020</b>  <b>First:</b> Kim D   <b>Seconded:</b> Christina C</p>	3-5 mins	Jessica Submitted for website
<p><b>3. Review of Mission</b>            Read by: Kim and Christina D</p>	3 mins	
<p><b>4. Question or Discussion of Reports</b>            -All year end reports due – see below</p>	5 mins	Jessica

<p><b>5. Old Business</b></p> <p>a. Appointments- Available online          -Continued openings for the following:              SIS Chair              Membership Chair          -Elections for 2021, slate due by Nov 6<sup>th</sup> (will send out another recruitment email)              President Elect              Secretary              Treasurer          -New Openings for 2021: (please submit via nominations forms on website)              Continuing Education Chair              Nomination Chair              Central Rep              North Rep</p> <p>b. Bylaws Review          led by Kim; Task group: Jessica, Katie B          Final Draft of Bylaws review          -will need a membership vote for final adoptions, voting opens at Conference, final doc with voting link to be sent out ASAP          -SOP/job descriptions will be voted by the board at the November meeting along with review of succession   checklist, documents of each will be sent out with the November Agenda (if not sooner)</p> <p>c. Scope of Practice/licensure Review          led by Jessica; task group: Kim, Katie and Christina C          Draft of new scope of practice review, to be sent to membership for comment period after conference          -will present suggestions to Licensure Board in December          -will also inquire about licensure compact          -will inquire about board voting practices for licensure board</p>		Jessica
<p><b>6. New Business</b></p> <p>a. Fall Conference: Nov 7<sup>th</sup> Virtual          registration open, content will be available to attendee through 2020 as all sessions will be recorded.          -student scholarship fundraiser is virtual 5K, registration open SEE WEBSITE</p> <p>b. Financial affairs          -Lobbyist agreed to \$5,500 for fee this year          -current balance 14k</p> <p>c. Awards          -call for nominations, thus far: 1 for OT Advocate          -will present President's award and Service Award</p> <p>d. Slate          -two for secretary thus far</p>	60 mins	Board

<p>e. Hill Day at State House: -save the date: Wed March 3<sup>rd</sup> from 8-12 in Hall of Flags</p> <p>f. Budget Review for 2021 -Approved draft, will send final budget for view with November agenda</p> <p>g. Strategic Plan Year End Review -Reviewed, will share highlights with membership at business meeting, see attached.</p>		
<p><b>9. Final Items</b></p> <p><b>a. actions to be taken</b></p> <p><b>b. next meeting date/location- see next column</b></p> <p><b>c. close meeting 740pm</b></p>	<p>5 mins</p>	<p>See above column for actions items</p> <p>Next Meeting <b>November 18, 6pm</b></p> <p><b>Reports due:</b> Public relations, Nomination and recognition, Bylaws, Student reps, SIS chairs, regional reps</p>

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 2<sup>nd</sup> 2019

KVCC mtg: March 23 2018, Oct 4, 2019

Husson mtg: Oct 28, 2019



## 2020 YEARLY STATUS REPORT

To: MeOTA  
 From: Jessica Bolduc  
 Subject: President

### ACTIVITIES COMPLETED IN THE PAST YEAR

- Completed Deliverables:
- Attended DHHS Mainecare Rate meeting Oct 7<sup>th</sup>, will attend rate setting meeting in November
  - Fall Conference Planning
    - Attended 4 ASAP calls for conference brainstorming/resource sharing
  - Call for appointments available/advertised on website with Nominations Chair
  - Call for awards with nominations chair
  - Virtual 5K student scholarship drive planning
  - COVID19 website resource page developed and maintained
  - Strategic Plan review/update completed with ad hoc group
  - Bylaws Review/updated completed with ad hoc group
  - Attended AOTA licensure compact calls
  - Strategic Plan completed for 2020, updates for 2021 started
  - Budget completed for 2020, draft for 2021 started
  - Meota Retreat February 29th
  - Membership drive planning (post cards designed/mailed)
  - website updates ongoing
  - Legislative updates on website, planned Hill day for March 3<sup>rd</sup> 2021
  - Attended Maine Licensure Board meeting Sept 2020, will attend in Dec.

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Recruitment for Appointments ongoing	➤ Email membership	➤ Ongoing
➤ 2021 conference planning ongoing	➤ Advertise, determine virtual vs in person	➤ Ongoing
➤ Legislative Advocacy	➤ ongoing	➤ ongoing March 3 <sup>rd</sup> Hill Day ➤ Maine Care Meeting in Nov.
➤ Maine Licensure Board	➤ Attend board meeting	➤ Call December 18 <sup>th</sup>
➤ Recruitment for President-Elect	➤ Email membership	➤ Ongoing

### ACTIVITIES TO BE STARTED WITHIN THE NEXT YEAR

- Conference Planning
- Licensure Compact work with the licensure board

- Updating OT Licensure Laws

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

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## 2020 YEARLY STATUS REPORT

To: MeOTA

From: Kim Davis

Subject: Vice President & BPPC

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Paint and Cupcake held at Husson with students and local practitioners to raise money for both the Husson SOTA and the MEOTA scholarship fund. 230.00 raised with 115.00 forwarded to MEOTA.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ .		
LONG TERM PROJECTS		
➤ Assist President in activities as needed. Review and Revise SOP and Bylaws, Policies and Procedures as needed.		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



## 2020 YEARLY STATUS REPORT

To: MeOTA  
 From: Katie Brooks  
 Subject: Southern Rep

ACTIVITIES COMPLETED IN THE PAST YEAR
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Completed Deliverables:

Completed survey of Southern Region constituents to assess needs and ways to increase engagement - March 2020

Started monthly-bimonthly region specific email updates to personally connect with constituents, answer questions as they arose, etc - ongoing

Participated in Spring virtual conference on productive aging - April 2020

Participated in adhoc committee focused on MeOTA s bylaws and SOPs - ongoing

Participated in adhoc committee focused on Maine state licensure requirements and rewrite of our scope of practice - ongoing

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> <li>• Planning a Zoom social hour for Southern Region</li> </ul>	<ul style="list-style-type: none"> <li>• Pick a date, send out zoom link invite</li> </ul>	<ul style="list-style-type: none"> <li>• November 15</li> </ul>
<ul style="list-style-type: none"> <li>• Contributing to Fall conference (will be absent for actual event, so working out if I can help other region reps to prepare something)</li> </ul>	<ul style="list-style-type: none"> <li>• Get more info as to what format Region Reps contribution will take</li> </ul>	<ul style="list-style-type: none"> <li>• October 20</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

ACTIVITIES TO BE STARTED WITHIN THE NEW YEAR
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<ul style="list-style-type: none"> <li>• Reaching out to businesses to drum up more memberships</li> </ul>
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LONG TERM PROJECTS
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<ul style="list-style-type: none"> <li>• Adhoc committee work</li> </ul>
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ISSUES FOR IMMEDIATE ATTENTION
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<ul style="list-style-type: none"> <li>•</li> </ul>
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## 2020 YEAR END STATUS REPORT

To: MeOTA

From: Allison Dellosso

Subject: Nominations and Recognitions  
Committee

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: Hub Articles for Winter and Summer, Student Scholarships selected in Spring 2020		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Fall Election	<ul style="list-style-type: none"> <li>➤ Call for nominations to be placed in MeOTA Minute</li> <li>➤ Awaiting for additional submissions</li> </ul>	➤ Ballot ready by November, voting to take place in the fall
➤ OT of the Year Award	<ul style="list-style-type: none"> <li>➤ Call for nominations to be placed in MeOTA Minute</li> <li>➤ Awaiting for additional submissions</li> </ul>	➤ Fall Conference
ACTIVITIES TO BE STARTED WITHIN THE NEXT YEAR		
➤ 2021 Student Scholarships, OT of the Year Award		
LONG TERM PROJECTS		
➤ None currently		
ISSUES FOR IMMEDIATE ATTENTION		
➤ Committee Member Moriah- Have been unable to contact after numerous months and attempts to contact. Request removal from committee.		





## 2020 YEARLY STATUS REPORT

To: MeOTA

From: Kelsey Hughes, University of New  
England

Subject: Year End Report

### ACTIVITIES COMPLETED IN THE PAST YEAR

#### Completed Deliverables:

- L.L Bean Backpack Awareness Event: August 10<sup>th</sup>, 2019
- 11<sup>th</sup> annual Kat-Walk & Karo-5k Event: September 14<sup>th</sup>, 2019
- Buddy Walk: September 22<sup>nd</sup>, 2019
- AOTA Hill Day: September 2019
- Dempsey Challenge Cycling Event: September 29, 2019
- Partners for World Health Volunteering Day: October 5, 2019
- What Were You Wearing Campaign: October 12-24, 2019
- Dress Down Day: October 31, 2019
- Green Dot Program: Fall Semester
- Tabling: September 25, 2019 and October 31, 2019
- MeOTA Conference: November 9<sup>th</sup>, 2019
- Distribution Expo: October 25-26, November 1-2 and 9-10, 2019
- Health Fair for Correction Officers at Cumberland Jail: November 1, 6 and 14, 2019
- Dip Fundraiser: January 21, 2020
- Dress Down Day: February 2, 2020
- AOTA Raffle: February 27, 2020
- Partners for World Health Volunteer Day: February 29, 2020
- Tabling: February 6, 2020, March 7, 2020
- Southern Maine Autism Conference: March 7, 2020
- L.E.A.D Conference: March 7, 2020
- AOTA 2020 Conference: March 26 and 29, 2020
- Zoom Webinar, Baypath University: April 14, 16 and 21, 2020
- Q&A Panel for Incoming MSOT 2022 Class: May 2020
- Zoom Seminar on Chronic Pain and COVID-19: April 7, 2020
- MeOTA Spring 2020 Workshop: April 25, 2020
- OT Month Social Media Post: April 2020
- Mentoring Program: July 9- August 30, 2020
- Help from Within: Interprofessional Wellness Peer Educators: September 9 and 10, 2020
- AOTA Hill Day 2020: September 14-18, 2020
- COTAD Ignite Series: October 8, 2020
- Donating Blood
- Fundraising

- UNESOTA General Board Meetings

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> <li>➤ Deering High School Mentor Group</li> <li>➤ Maine Access Immigrant Network (MAIN) Family and Client Support</li> <li>➤ Mask Making for Vulnerable Communities</li> <li>➤ Milestone Recovery Homeless &amp; Detox Support</li> <li>➤ AOTA/NBCOT Student Conclave</li> <li>➤ Annual MeOTA Conference</li> </ul>	<ul style="list-style-type: none"> <li>➤ Continue Meeting Weekly</li> <li>➤ Weekly Tutoring and activities for kids, continuing activity</li> <li>➤ Continue making masks</li> <li>➤ Continuing Activity</li> <li>➤ See how many people are going to sign up, figure out costs</li> <li>➤ Make a sign up sheet, determine times</li> </ul>	<ul style="list-style-type: none"> <li>➤ End of the semester</li> <li>➤ November 4-6, 2020</li> <li>➤ November 7, 2020</li> </ul>

ACTIVITIES TO BE STARTED WITHIN THE NEW YEAR

- Tabling Events
- Social Events over Zoom
- OT/PT Gala?
- Fundraising
- UNESOTA Member Meetings

LONG TERM PROJECTS

- UNESOTA General Board Meetings

ISSUES FOR IMMEDIATE ATTENTION

- None



## 2020 YEARLY STATUS REPORT

To: MeOTA

From: Christina Dickinson

Subject: Continuing Ed Chair

ACTIVITIES COMPLETED IN THE PAST YEAR		
<p>Completed Deliverables: Completed submission to our HUB regarding virtual continuing education opportunities and caregiver support resources in the face of Covid-19. Reviewed conference submissions for course/posters</p>		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Assist with conference planning and execution.	➤	➤ November 7, 2020
➤ Writing a contribution for our MeOTA minute.	➤ Assist to edit the MeOTA minute	➤ November 2020
➤ Continue to monitor local & virtual CEU providers for CE opportunities.	➤	➤ Continuous
ACTIVITIES TO BE STARTED WITHIN THE NEW YEAR		
➤ Follow the proposed changes to OT laws/rules, especially the ones pertaining to CE requirements.		
LONG TERM PROJECTS		
➤ Learning how and what steps to take in order to mandate CEU requirements for maintaining OT licensure in state of Maine. More to follow after MeOTA President attends December meeting.		
ISSUES FOR IMMEDIATE ATTENTION		
<ul style="list-style-type: none"> <li>➤ Support conference planning &amp; execution in any way I can!</li> <li>➤ Learn &amp; implement strategies and mechanisms for thriving, practicing OT and staying positive during Covid-19!</li> </ul>		



## 2020 YEARLY STATUS REPORT

To: MeOTA

From: Kelly Pruett, OTR/L

Subject: Central Regional Rep

ACTIVITIES COMPLETED IN THE PAST YEAR		
<p>Completed Deliverables: Attended board member retreat at NERH February, attended Spring SIS virtual CEU event and planning, updated central membership list, sent monthly emails to members following board meetings, attended all monthly meetings virtually with C-19 adaptations, contributed to The Hub newsletter, initiated central resource list</p>		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Planning for conference lunch and learn	➤ Establish platform, event itinerary	➤ 11/1/2020
➤ Planning for virtual 5K event fundraiser	➤ Pick day for outdoor event in Augusta for central members	➤ 11/1/2020
➤ MeOTA minute article	➤ Pick topic	➤ 11/1/2020
➤ Complete Central reg rep paperwork for renewal 2021	➤ Complete paperwork on website	➤ 11/1/2020
ACTIVITIES TO BE STARTED WITHIN THE NEW YEAR		
➤ Social event, social communication online, resources for stress mang/support for as direct caregivers		
LONG TERM PROJECTS		
➤ Grow and complete central resource list, increase membership		
ISSUES FOR IMMEDIATE ATTENTION		
➤ Conference prep for virtual event on 11/7/2020		



## 2020 YEARLY STATUS REPORT

To: MeOTA

From: Tyler Chastney & Christian Musto

Subject: <Husson Student Reps>

ACTIVITIES COMPLETED IN THE PAST YEAR		
<ul style="list-style-type: none"> <li>➤ Completed Deliverables:</li> <li>➤ 50/50 raffle at Husson Basketball games FA '19 &amp; SP '20</li> <li>➤ Paint and Cupcake night as fundraising for SOTA and MEOTA FA '19</li> <li>➤ Gear and Gift Card Raffle FA'19 &amp; SP '20</li> <li>➤ Chipotle fundraiser FA '19</li> <li>➤ Governor's fundraiser FA '19</li> <li>➤ Accepted Students Day volunteer representative SP '20</li> <li>➤ Volunteered at Husson Open house FA '19 &amp; SP '20</li> <li>➤ Babysitting for Staff Holiday Party FA '19</li> <li>➤ Continue managing/organizing SOTA budget: reallocate funds from previous fundraisers for AOTA conference to Student Conclave, MeOTA conference attendance. SP '20</li> <li>➤ Backpack Awareness Flyer distributed vis HU Wellness Wednesday on Facebook and HU student newsletter. FA '20</li> <li>➤ SOTA Elections - select offices filled FA '20</li> <li>➤ Student Conclave funded for select members, registered 10/16/20.</li> </ul>		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> <li>➤ Assign Vacant SOTA office positions: ASD, MeOTA reps; fundraising position; clothing liaison position.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Poll interest in positions and/or assign them.</li> </ul>	<ul style="list-style-type: none"> <li>➤ November 6th 2020</li> </ul>
<ul style="list-style-type: none"> <li>➤ Fund and register members for MeOTA virtual fall conference.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Confirm polled member interest and register student group.</li> </ul>	<ul style="list-style-type: none"> <li>➤ November 2020 (11/7 Conference Date)</li> </ul>
<ul style="list-style-type: none"> <li>➤ Reallocate remaining funds from conference fundraising to appropriate use.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wait for response from Alpha One; Confirm fund allocation and/or continue searching for options.</li> </ul>	<ul style="list-style-type: none"> <li>➤ November 2020</li> </ul>
ACTIVITIES TO BE STARTED WITHIN THE NEW YEAR		
<ul style="list-style-type: none"> <li>➤ AOTA conference fundraising.</li> </ul>		

- Continue exploring virtual and COVID friendly in person events and fundraising opportunities for the development of Husson OT students.

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 is involved in each year to encourage consistency.

ISSUES FOR IMMEDIATE ATTENTION

- Fill vacant SOTA positions.



## 2020 YEARLY STATUS REPORT

To: MeOTA

From: PR **Nichole Clark**

Subject: Yearly status report

ACTIVITIES COMPLETED IN THE PAST YEAR		
Completed Deliverables: Virtual Dempsey Challenge, PWH		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Setting up PWH volunteer dates	➤ find contact now that Kelsey is on leave and set up times	➤ 10/22
➤ Meota virtual 5k, 10k, and 15k	➤ meeting with Jessica and Amie again	➤ Before Nov 1st
➤ Habitat?	➤ Still trying to get a contact with habitat. Not sure if anyone is doing it still due to COVID.	➤ ?
ACTIVITIES TO BE STARTED WITHIN THE NEW YEAR		
➤ Dempsey Challenge, Backpack awareness, Special surfers, PWH, habitat		
LONG TERM PROJECTS		
➤ PWH, Habitat,		
ISSUES FOR IMMEDIATE ATTENTION		
➤ Unable to reach anyone at Habitat for awhile now. New contact? Any ideas for volunteering with COVID? PWH, what size group would be ok?		

