

## MeOTA Meeting Minutes 12/2/15

**Attendees:** Gabby P., Tracey F., Jess W., Abby F., Liz C., Lauren, Amie, Jesse

Go-To Meeting connected and Tracey instructed

Announcements:

Membership- Membership drives our organization.

Historically we have had a MeOTA membership chair position, responsibilities keep changing due to the changing needs of both the association and the membership. Kim Davis and Gabby P. have discussed the role and commitment required historically for this position. Kim has decided to step down at this time. We thank her for her several years of volunteer leadership and commitment to MeOTA in the many recent years. In the future, Kim would be willing to help out in smaller ways.

This opens the position as well as opens the discussion. Some of the questions that we discussed included: What is our current process for membership? What do we want this role to look like? What would we want in a membership chair? Would it be for recruitment, partner with Amie? Do we open up each file and include the date of renewal? We brainstormed ideas about cleaning up the membership issues, how far does the database go? Auto-reminders through the website seem to be inconsistent. Membership drive, active recruiting, survey for registrants, partnering with Amie. Update paper membership form. Could this list be looked over more frequently (after the clean up occurs). How has rolling membership worked? We struggle with the manpower required to monitor this. Do we have an old school drive of calling membership? We could use student power as well. We are due for a membership drive January/February, membership form needs to be updated, new licensure list

Open positions:

Regional Reps- 6 regions, 3 are covered (southern, mid and eastern) open is Aroostook, Central (Kennebec, Waldo, Piscataquis) and western are open (Androscoggin, Franklin and Oxford).

3 Student Rep positions are open and in the works by each organization.

Nominations Chair: Officers and Awards – Treasurer and Secretary will have one more year in their term, both can run for another term.

President Elect position would be open

Erin and Nick- The Minute newsletter, now info coming out on social media and website. What is the best way to handle this? It was offered 3x/year (on says so on the website, in another place it says 10x/year). Do we want a more topical quarterly info? Would like to keep the newsletter chair, update website to match what we are doing.

Fall conference:

From the feedback forms the general feedback:

Strengths- Loved venue, hotel staff helpful, good food, good speakers, thanks for a Saturday Improvement Suggestions- A/V issues, more vendors

Suggested Topics by members- Cognition, more AOTA heavy hitters, neuro, research, home health, SI information, grant writing, low vision, diversity, dementia, mental health in the schools, alternative therapies, emerging practice areas for OT.

Spring committee is formed Dawn F, Sarah G and Angela, Jesse

Some feedback was provided to conference committee was not taken in from membership.

Could we in the future use our network to our advantage to decrease costs by our contacts and locations that are more affordable. Meals were \$40-50/pp meaning the for the great student turnout, we paid them to come. General topic of fees: \$2100 fees for speakers, \$330 supplies for folders/print etc. (there is a surplus for the fall conference), \$350 accommodations for the 2 speakers, \$1400 postage, food/A/V \$7000- \$11,000. This allowed for a \$2500-2800 profit.

For Spring, plan for just as successful in the future to cut costs (UNE, USM LAC mentioned as options for venues to explore) more communication and collaboration with the board, use of our membership contacts. Spring date to be determined.

AOTF sent out Deveroux archival project: MeOTA was Founded 1976

Incorporated 1990 Membership Categories OT, OTA, Student, and Associate Membership Year October 1 to September 30 News Bulletin The MeOTA Minute 2001 Affiliated State Association of AOTA. I found this information here:

<http://c.ymcdn.com/sites/www.meota.org/resource/resmgr/imported/meotahandboocopyforwebsite.pdf>

It is also on the membership section of the website.

OTA rep position: This was changed in the past so that all board positions are open for any OT/OTA practitioner for any position, if OTA practitioners want to be on MeOTA they are welcomed in any capacity they wish (voting/non voting positions)and if OTA practitioner networking would be helpful also encouraged to form communities of practice.

Budget update, discussed current situation in operating budget, aims for 350 OT practitioner memberships (this would cover the operating budget), still want to encourage student membership.

Request to Amie: Pull info from drop box- and put on website.

Get a PC for the treasurer, Mac will go to Tracey, exploring cheap PC laptop or Windows for Mac. This appears to run \$100-150.

Budget: Gabby, Tracey and Jesse will transition Gabby off of accounts and get Tracey on Discussion about checking account options business account, payroll system, and further protection, but has a minimum balance. Currently personal account that is \$1/month fee, and no minimum requirement. Currently Midcoast Federal credit union account. May explore other options in the future, perhaps the business account to double sign.

January Meeting will be a transition meeting for Gabby --→ Tracey

Upcoming Communities of Practice Meetings

Peds: January 21<sup>st</sup> Salvage BBQ

Acute Care: Feb 23<sup>rd</sup> at Mercy Fore River

MH: January 12<sup>th</sup>

Next Meeting: Thursday January 28<sup>th</sup> (UNE) 6-8

Respectfully submitted,

Liz Crampsey (stand in minute taker)