

MEOTA Board Meeting



Minutes

DATE: Sept 19, 2018

Location: Mercy Foreriver Hospital, 2nd floor HOSPITAL Building, Portland, ME

New Meeting

Wed, Sep 19, 2018 6:00 PM - 8:00 PM EDT

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/369179101>

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 369-179-101

	EST Time.	Responsible Party
<p>1. Welcome & Roll Call</p> <p>President- Jessica Bolduc P Past President- Tracey Falla P Secretary- Christina Cole P Treasurer-Mary Beth Patnaude P* Regional Representatives Southern Maine- Tim Reidman P* Aroostook County Danielle Cropley A Western Maine Mary Anderson A Eastern Maine Karie Davis A Central Maine Meredith Cohen A Midcoast VACANT Student Representatives USM- Eileen Ulmer P*, Jaime Willard A UNE- Leanne Quakenbush P*, Katherine Nook Frost P Husson- Katy Trow,P Cori Allen A KVCC- Olivia Fenderson A Committee Chairs Membership- Tim Cyr P* Bylaws, policies and procedures chair- Kim Davis A PR- Britteny Poulin P*, Nichole Clark A Nominations and Recognition – Gabby Petruccelli A Website -Denise Condon A Legislative Chair- Sharon Hartl P Communities of Practice Children and Youth- Rotating Acute Care- Jessica Bolduc/open Driving and Community mobility – Heather Shields P Mental Health - open</p>	5mins	Jessica

<p>Wellbeing for the older adult- Anna Guest P, Tammy Bickmore A, Leah Kramer A RA Rep- Jane Erickson P Other:</p>		
<p>2. Approval of the Minutes Motion to approve the minutes for June 2018 First: Christina Seconded: Tracey</p>	3-5 mins	Submitted for website
<p>3. Question or Discussion of Reports (see attached)</p> <p>a. President</p> <p>b. Treasurer</p> <ul style="list-style-type: none"> • Current Balance of 13,000\$ <p>c. Membership</p> <ul style="list-style-type: none"> • September one has greater than 1,400\$ in membership dues, 800\$ in vendor fees • Up to 380 active members! <p>d. Legislation</p> <ul style="list-style-type: none"> • April 10th will be Hill Day at the Hall of Flags at the Augusta State House (Catering must be done by their services) <p>e. PR</p> <ul style="list-style-type: none"> • Dempsey Challenge is happening, Email blast to go out to membership <p>f. Bylaws</p> <p>g. Nominations/Awards -not submitted</p>	5-10 mins	Jessica
<p>4. Review of Mission</p>	5 mins	
<p>5. Old Business</p> <p>a. Fall conference- Nov 3rd</p> <ul style="list-style-type: none"> • KVCC on Western Ave • Planning underway, registration to be created soon • Brochure to be finalized • Volunteers are organizing vendors • Volunteers organizing item drive for homeless shelter • Awaiting to get cost from Amy for flights and time to determine hotel stay • Keynote gift purchased • Working to secure acapella group for opening welcome! • Starting to explore catering options <ul style="list-style-type: none"> ○ Seeking options between KVCC catering and other sources • Brochure on website • Signup for KVCC sensory room experience • UNE SOTA seeking fundraising opportunity/table at conference <ul style="list-style-type: none"> ○ If so, all schools will be given option • Will ask MeOTA positions if they wish to add content to conference folders <p>MeOTA Open Positions</p> <ul style="list-style-type: none"> • Open positions will be advertised 	10 mins	Jessica

<ul style="list-style-type: none"> ○ November 1st ballots must be out and vote through December 15th <ul style="list-style-type: none"> ▪ Will email membership next week ○ Continuing education chair- Appointment ○ Nominations and recognition- Appointment ○ Website coordinator-Appointment (Question need) ○ Western Rep- Appointment ○ Midcoast rep- Appointment ○ Chair to the SIS- Appointment ○ Secretary- Membership vote ○ Treasurer-Membership vote ○ President Elect- Membership vote ● RA position is open for election- Deadline to submit is by October 11th <ul style="list-style-type: none"> ○ Must be an AOTA and MeOTA member and 2 years work experience 		
<p>6. New Business</p> <p>a. SIS groups – how to help them flourish!</p> <ul style="list-style-type: none"> ● Each group has varied approach ● Peds- what works best for you? <ul style="list-style-type: none"> ○ Rotating forums and topics ○ Rotating locations ○ Leveraging different mediums to share due to sprawl of the practitioners in the state ● Focus on the leveraging of sharing information <ul style="list-style-type: none"> ○ Newsletter ○ MeOTA SIS Facebook pages ○ Attempt to return to blog on MeOTA.org ○ Want to engage membership further ● SIS expectations <ul style="list-style-type: none"> ○ SIS Facebook page per community for members- will all start with ‘MeOTA SIS...’ ○ Link every SIS Facebook post as a tease to the MeOTA Facebook page ○ 2 time per year Hub submission ○ 2 time per year membership email facilitated by chair for summary of all SIS’ ○ Round table at conference for SIS groups ○ Submit further ideas to President <p>b. Membership Drive</p> <ul style="list-style-type: none"> ○ How do we want to proceed? ○ Resend out membership flyer to Maine OT licensure, highlight recent events such as dessert with the AOTA present, free membership for a year ○ Passive marketing via conference brochure ○ Offer membership rate for conference and wave late reg/at the door rate if they sign up at conference ○ General member benefit email- consider joining or renewing 	60 mins	board

<ul style="list-style-type: none"> ○ After Oct 20th, email non-members for the benefit available for signing up at conference <p>Budget requests are due</p> <ul style="list-style-type: none"> ● Submit for requests by October 15th <p>c. other items?</p> <ul style="list-style-type: none"> ○ Dunkin donut potential fund raiser 		
<p>7. Final Items</p> <ul style="list-style-type: none"> a. actions to be taken b. next meeting date/location c. close meeting 	5 mins	<p>See above column for actions items</p> <p>Oct 17 from 6-8 PM, Mercy MOB 2nd floor Conf. Room</p> <p>Reports due:</p> <p>Student Rep, CoP reps and Regional Reps</p>

Submitted by: Christina Cole

Role call:
P for present; * for those joining by phone
A for absent, EX for excused

USM visit: Oct 4
UNE visit: April 5 -2018
KVCC mtg: March 23-2018
Husson mtg: fall 2018



September 2018 MONTHLY STATUS REPORT

To: MeOTA
From: Jessica Bolduc
Subject: President

ACTIVITIES COMPLETED IN THE PAST MONTH		
<p>Completed Deliverables:</p> <ul style="list-style-type: none"> -Kick off to Fall Conference Planning -Launched new website! 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Fall Conference Planning -KVCC, keynote Amy Lamb 	<ul style="list-style-type: none"> ➤ Monitor Registration ➤ Determine Catering 	<ul style="list-style-type: none"> ➤ Nov 3rd
<ul style="list-style-type: none"> ➤ President at SOTA meetings 	<ul style="list-style-type: none"> ➤ USM ➤ Husson 	<ul style="list-style-type: none"> ➤ Oct 4th ➤ Fall 2018
<ul style="list-style-type: none"> ➤ ASAP/RA work group 	<ul style="list-style-type: none"> ➤ Preliminary planning 	<ul style="list-style-type: none"> ➤ Fall 2018
<ul style="list-style-type: none"> ➤ Plan Hill Day with Legislative Rep/Lobbyist 	<ul style="list-style-type: none"> ➤ Obtain date from Lobbyist 	<ul style="list-style-type: none"> ➤ TBD

➤	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Cont Fall Conference Planning		
LONG TERM PROJECTS		
➤ CoP Ad hoc meeting		
➤ Regional Rep ad hoc meeting		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



Monthly STATUS REPORT

To: MEOTA Board

From: Mary Beth Patnaude

Subject: September 2018 Treasurer Report

ACTIVITIES COMPLETED IN THE PAST TWO MONTHS
<p>Completed Deliverables:</p> <ul style="list-style-type: none"> ➤ Paid all invoices for through 9/5/18 ➤ Checking account balance as of 9/5/18 is \$5394 ***as of 9/7 balance = \$7814.69 ➤ Contacted Ameriprise agent to have \$5000 transferred from investments to checking account, in order to have the liquidity to cover expenses that will be incurred for fall conference. ➤ Completed annual compliance for state of Maine.

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Work with conference committee to provided reimbursement for expenses related to fall conference.		11/3/18

<ul style="list-style-type: none"> ➤ Will begin to gather budget requests for the 2019 budget. 	<ul style="list-style-type: none"> ➤ I request that committee chairs begin to think about 2019 budget requests. Please provide all budget requests to me by 10/31/18, so that I can prepare the 2019 budget. 	10/31/18
<ul style="list-style-type: none"> ➤ Will begin organizing records to prepare for transfer to new treasurer as of 1/1/19. 		1/1/19

Respectfully Submitted:
Mary Beth Patnaude, MS,OTR/L
Treasurer



September 2018 MONTHLY STATUS REPORT

To: MeOTA
From: Tim Cyr, Membership
Subject: September Report

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: 395 members, 22 new members- last 7 days, 26 in the last 30 days		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Planning Membership Station at conference to help members renew or for new members to set up membership. 	<ul style="list-style-type: none"> ➤ Prepare membership applications 	<ul style="list-style-type: none"> ➤ 11/3/2018
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤
<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<ul style="list-style-type: none"> ➤ Preparation for Fall Conference- Membership Station 		
LONG TERM PROJECTS		

➤ n/a

ISSUES FOR IMMEDIATE ATTENTION

➤ Only one of the Winners for the Lunch with AOTA President has responded. Multiple emails have been sent. Nancy Macrae has confirmed and will attend.



September 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Kim Davis

Subject: BPPC

ACTIVITIES COMPLETED IN THE PAST MONTH

Completed Deliverables:

Updated the SOP for Special Interest Section Facilitator and Chair to the Special Interest Sections. Sent to AA for posting on the website. Updated the 2018 Roster in preparation for elections.

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ None	➤	➤
➤	➤	➤
➤	➤	➤

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

➤ None

LONG TERM PROJECTS

- Review and Revise SOP and Bylaws, Policies and Procedures as needed.

ISSUES FOR IMMEDIATE ATTENTION

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