



Executive Board Meeting Minutes

Mission and Vision: Review of AOTA Code of Ethics poster presented for this meeting

Date: 2/14/17

Roll Call: Tracey Falla- President, Carrie Beals- Legislative Chair, Melinda- USM student rep, Kelsey- USM student rep, Christina Cole- Secretary, Jessica Bolduc- PR and CoP Facilitator Acute Care, Liz Crampsey- So Me Co-rep and CoP Facilitator Pediatrics, Mary Beth Patnaude–Treasurer, Gabby Petrucci- Past president, Awards and nominations Chair, Co- conference committee chair, Denise Condon- Membership chair, Amie Marzen- Communications consultant, Kris Winston- Co-spring conference committee chair, Jane Erickson- RA rep for Maine, Sandra Larsen- UNE student Rep, Meredith Cohen- KVCC student rep

Reading and Approval of Meeting minutes: Motion to approve January minutes by Jessica and seconded by Liz- Approved

Report of Officers:

Treasurer:

- I. Treasure report reviewed and discussed
- II. Discussion around the purchase of Quickbooks software rather than pay the monthly online version price that has increased to 15\$ Per month

Membership chair:

- I. Membership survey has 135 responses to date. Two weeks remaining
- II. Another blast will be sent to all OT's in the state of Maine.
- III. Heads of OT programs will be asked to distribute to the students

Communities of Practice (CoP):

- I. Children and Youth CoP
 - a. Next Meeting date: 2/28/2017
- II. Wellbeing for Older Adults CoP
 - a. Happened on 2/8/2017
- III. Acute Care CoP
 - a. Next Meeting date to be determined
- IV. Mental Health CoP
 - a. Next Meeting date: 2/21/2017
- V. Community mobility and driving
 - a. Initial meeting date to be determined

Board members need to consider attending CoP Meetings

PR/ Upcoming volunteer events:

- I. Partners for world health- Feb 18th, March 11th and April 15th

- II. Habitat for humanity- TBD
- III. United Way day of caring- May 2017

Regional Reps:

- I. No reports due this month

Student reps:

- I. Kelsey and Melinda- New students from USM

Conference committee/ Cont Ed:

- I. Seeking to use USM for space and catering
- II. Request for Key note sent out
- III. Vendors- seeking sponsorship. Tiffany Kennison has vendor list
- IV. Emails out/seeking to have presenters from AOTA national conference present
- V. Looking to have a full day with mixer in the evening
- VI. Conference committee meeting date pending
- VII. Treasurer requires a W-9 to be completed for any paid presenter

Legislation Chair: Carrie Beals

- I. Appears that there may be a repeal of the affordable care act
- II. Minimal information at state level. Wording spoke to safety concern for adults in community
- III. To write up information to share with membership

Maine RA Rep- Jane Erikson

- I. Question was posed to see if dry needling would be acceptable for OT practice in the state of Maine

MeOTA Organizational Changes:

- I. Open Positions
- II. Joins/Leaves MeOTA
 - a. Melinda and Kelsey join as USM student reps
 - b. Kim Davis joins as the Bylaws, Policies and Procedures chair
 - c. Former USM student reps replaced

Agenda:

Item	Discussion	Action Required	Action Completion Date
MeOTA Survey	-To send out additional blast for survey link -To request academics send links to students		
Cop budgets	-Request to have a budget line for the Adult and Wellness CoP Motion (Mary Beth): To approve funds already provided to Adult Health and Wellness CoP- Approved -Request to consider adding a budget line for all of the CoP's <ul style="list-style-type: none"> • Acute Care CoP intends to switch to online platform so no budget required 		

	<ul style="list-style-type: none"> • Children and Youth CoP enjoy having available food and submitted budget line • Is there a way that there could be a donation towards the food at a CoP? • Must have a plan to add a budget line for 2018 • Should consider how many participants in the CoP are part of membership • How does the organization provide financial resource for new CoP's that are developed after the budget was approved • Looking to determine where additional funds could be taken from to add financial support to the CoP's <p>Motion(Mary Beth)- To fund the Adult and Wellness CoP an additional \$350 for remainder of year- Not approved</p>		
Job Descriptions and Standard Operating Procedures	Review of current version of edited document to get a more formalized version of the Bylaws, Standard Operating Procedures and Job Descriptions		
Regional Reps and CoP facilitator job description review	-suggest getting OT state information from survey -Suggest further review of Regional rep and CoP facilitator positions		
Spring Conference	-OTS working with legislative rep to host a round table event around 'how to be an advocate' at the spring conference. This is not a political issue, but rather how to understand and be aware of the changes of reform and take action -What type of oversight the board wishes to have? <ul style="list-style-type: none"> • Would be facilitated by Carrie Beals, along with students -Lobbyist representation is a membership benefit -May be able to facilitate questions via the CoP around specific practice areas -RA piece can be presented for how to form a motion through AOTA		
Celebrating Centennial	-Ask membership to offer the 100 reasons they love being an OT -Starting in April- will send out a fact of the month -PR to send out media blast about OT to local newspapers		

Next meeting:

Tuesday March 7th at UNE campus Portland Blewett 239

Carry over items:

- I. Robert's Rules of Order
- II. CoP facilitators should be present at board meetings and assist in solidifying Job description