

MEOTA Board Meeting



Minutes

DATE: February 13th, 2019

Location: Mercy Foreriver Hospital, 2nd floor **MEDICAL OFFICE BUILDING**, Portland, ME

Meeting

Wed, Feb 13, 2019 6:00 PM - 8:00 PM EST

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

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EST Time.

Responsible Party

	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 P*</p> <p><u>Treasurer</u>-Christina Cole P*</p> <p><u>Regional Representatives</u></p> <p>Central Maine- Kelly Cowan P*</p> <p>Eastern Maine- Karie Davis A</p> <p>Northern Maine- Danielle Cropley A</p> <p>Southern Maine- Tim Reidman P*</p> <p>Midcoast- VACANT</p> <p>Western Maine- VACANT</p> <p><u>Student Representatives</u></p> <p>Husson- Kylee Carter P*, Shannon Avery P*</p> <p>KVCC- Mackenzi Masselli A</p> <p>UNE- Katherine Frost P</p> <p>USM- Lisa Lagare P*, Caitie Kelly P</p> <p><u>Committee Chairs</u></p> <p>Bylaws, Policies and Procedures chair- Kim Davis P*</p> <p>Continuing Education chair- Christina Dickinson P*</p> <p>Legislative Chair- Sharon Hartl P*</p> <p>Membership- Tim Cyr Ex</p> <p>Public Relations- Britteny Poulin P*, Nichole Clark P*</p> <p>Nominations and Recognition – VACANT</p> <p><u>Special Interest Sections</u></p> <p>Children and Youth- Tracey Falla P & Denise Condon A</p> <p>Driving and Community mobility – Heather Shields A</p> <p>Wellbeing for the older adult- Anna Guest P*, Leah KrammerP*</p>	5mins	Jessica <u>Quorum is 5 of 9</u>

<p>Acute Care- open Mental Health - open RA Rep- Jane Erickson P* Other: Amie Marzen P*</p>		
<p>2. Approved Minutes Motion to approve the minutes for Jan 2019 First: Tracey Falla Seconded: Caitie Kelly - APPROVED</p>	3-5 mins	Melissa Submitted for website
<p>3. Question or Discussion of Reports a. President- activities in progress:</p> <ul style="list-style-type: none"> ● Recruitment for Appointments ongoing ● Plan Hill Day with Legislative Rep/Lobbyist ● Work with Spring Conference Committee for continuing planning ● Brainstorm Keynote speakers for Fall conference and set location <p>b. Treasurer-</p> <ul style="list-style-type: none"> ● Approx. \$22,000 ● CPA for tax filing ● Orientation continues for Christina, with discussion on changing names on accounts for investment account and insurance policy <p>c. Membership-</p> <ul style="list-style-type: none"> ● 361 members ● Planning a raffle for April conference <p>d. Legislation –</p> <ul style="list-style-type: none"> ● Hill Day conference call this month ● Develop a streamline approach to sharing information by April conference <p>e. Continuing Education -</p> <ul style="list-style-type: none"> ● Spring Conference Planning ● Soliciting vendors ● Working with USM to confirm space, room allocations & logistic details for conference ● List of activities planned for the next month in preparation for conference 	5 mins	Jessica
<p>4. Review of Mission</p> <ul style="list-style-type: none"> ● Read by Caitie 	3 mins	Jessica
<p>5. Old Business</p> <p>a. Appointments 2019 -Still have openings for: Nomination and Recognition Western Rep MidCoast Rep SIS Chair SIS Acute Care chair SIS Mental health chair</p>	10 mins	Jessica

<p>-Students could hold positions; excluding chair positions</p> <p>b. Awards and Scholarships open on the web, available through March 22</p> <ul style="list-style-type: none"> ● No submissions as of 02/13 <p>c. Spring Conference Planning Underway</p> <ul style="list-style-type: none"> ● USM - willing to offer swag for a raffle ● Plan to hire AV support - \$35 an hour ● Student volunteers from USM to help at conference ● Vendors can set up 3-5 pm on the Friday night, Jessica will be available and appreciate additional support if anyone is interested ● 2 areas for posters (divided) or one area (divided time to view) dependent upon numbers of poster ● Panera was well received last year ● MeOTA swag- 2 companies have put in bids ● Volunteers will be needed on the conference day <p>d. Hub is out, plan for a MeOTA Minute Early April -rotating editor? Volunteer?</p> <ul style="list-style-type: none"> ● MeOTA Minute in early April (teasers for conference; retreat; Hill Day event; clinical tidbit) ● Kim Davis volunteers to complete the first MeOTA Minute! Thank You! ● Suggestions welcomed <p>e. MeOTA Retreat March 2nd NERH 8am-1pm for Board</p> <ul style="list-style-type: none"> ● Agenda will be sent out and request for RSVP ● Jessica will look into water and fruit/snacks and lunch will be provided ● Potential drafted agenda Ideas: Regional Reps; Membership Drive; Strategic Plan; SIS Development and Legislation <p>f. Ongoing planning for Hill Day April 10th, 2019- STATE HOUSE</p> <ul style="list-style-type: none"> ● Preliminary conference call this month 		
<p>6. New Business</p> <p>a. Two UNE students working with MeOTA this semester as part of their leadership class; they will help with conference and Hill day. Allison Dillon and Lauren Hallberg</p> <p>b. AOTA vote in: Carrie Beals is new Maine RA, to start in July</p> <ul style="list-style-type: none"> ● Thank you Jane for your leadership in this role for the past 3 years! <p>c. CPA service approved: Integrated Tax Service(\$250-350) vote: First by Christina Cole, second by Tracey Falla , APPROVED – Jessica to follow up</p> <p>d. Guest Speaker Kristen Neville, Manager State Affairs AOTA</p>	<p>20 mins</p> <p>50 mins</p>	<p>Board</p>

<p>-recap state level legislation and its impact locally -strategies for us to use to relay legislative info to our members</p> <ul style="list-style-type: none"> ● Use your lobbyist ● Prioritize and report regularly about 1 to 2 issues with your membership (i.e. expected dates- every other Monday) ● Regular communication and rapport with state representatives ● Advocacy tips on AOTA website ● Reports are overwhelming and suggestions include: 1) potentially have the lobbyist translate during a board meeting, or 2) send a plain language report <p>-Q&A</p>		
<p>7. Final Items</p> <p>a. actions to be taken</p> <p>b. next meeting date/location</p> <p>c. close meeting</p>	<p>5 mins</p>	<p>See above column for actions items</p> <p>March 13th 6-8pm Mercy Hospital MOB 2nd floor</p> <p>Next Reports due: VP/Bylaws, Public Relations, Regional Reps, Student Rep, SIS reps</p>

Submitted by: Melissa Plourde

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

KVCC mtg: March 23 2018

Husson mtg: N/A



February 2019 MONTHLY STATUS REPORT

To: MeOTA
 From: Jessica Bolduc
 Subject: President

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: -Scheduled next 6 months of board meetings -Created yearly calendar for MeOTA on drop box -Scheduled Retreat with Legislative Chair -Oriented Continuing Ed Chair -Supported new role transitions/succession planning/orientation		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Recruitment for Appointments ongoing	➤ Email membership	➤ Fall 2018
➤ Plan Hill Day with Legislative Rep/Lobbyist	➤ Recruit volunteers, plan event	➤ April 10
➤ Work with Spring Conference Committee for continuing planning	➤ Set up conf call	➤ April
➤ Brainstorm Keynote speakers for Fall conference and set location	➤	➤ March
➤ Search for CPA	➤ Awaiting proposal	➤ March
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Hill Day planning ➤ Review CPA proposals		
LONG TERM PROJECTS		
➤ SIS Ad hoc meeting ➤ Regional Rep ad hoc meeting ➤ Membership recruitment/retainment		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



February 2019 MONTHLY STATUS REPORT

To: MeOTA
 From: Treasurer Christina Cole
 Subject: Treasurer Report February 2019

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Awaiting access to Bangor savings bank Converting payment to consultant to paypal Payment made to Consultant 2/19 invoice Spreadsheet added to Dropbox for annual consultant payment tracking against budget The Hub completed for Winter 2019 Bangor Savings Bank total: 22,317		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Orientation continues	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Taxes for 2018 ➤ Continued orientation to finalize transition		
LONG TERM PROJECTS		
➤		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



February 2019 MONTHLY STATUS REPORT

To: MeOTA
 From: Tim Cyr
 Subject: Membership

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Monitoring status of memberships and sending second invoice for membership renewals for those members that have not yet renewed, having received their first invoice.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Gift Basket drawing for 2019 membership	➤ Share idea with executive committee 2/13/2019	➤ March 2019
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Collect items for gift basket. Items collected so far, Panera Gift Card, DoTerra Products		
LONG TERM PROJECTS		
➤		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



Feb 2019 MONTHLY STATUS REPORT

To: MeOTA

From: Christina Dickinson, OTR/L

Subject: Continuing Ed Chair

ACTIVITIES COMPLETED IN THE PAST MONTH			
<ul style="list-style-type: none"> ➤ Completed Deliverables: Letter sent to possible vendors for spring conference (with the help of Tracey!), initiated & have maintained ongoing communication with USM to secure space/adequate classrooms/set-up for 4/27/19 at the Lewiston campus. 			
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE	
<ul style="list-style-type: none"> ➤ Conf. planning: soliciting vendors 	<ul style="list-style-type: none"> ➤ Await responses/registrations & keep RSVP record 	<ul style="list-style-type: none"> ➤ End of March (?) 	
<ul style="list-style-type: none"> ➤ Working with USM to confirm space, room allocations & logistic details for conference 	<ul style="list-style-type: none"> ➤ Confirm with Jodi & Tammy all is in order for 4/27/19, tie up any loose ends with securing the space 	<ul style="list-style-type: none"> ➤ ASAP, Almost 100% sure everything is finalized and the space we need is ours 	
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH			
<ul style="list-style-type: none"> ➤ Contact Panera in March for catering 4/27/19 ➤ Solidify/confirm conf. planning team/task coordinators ➤ Confirm presenters/sessions for spring conf. ➤ Look into system for tracking CEUs & attendance for conf. ➤ Update brochure for spring conf. as courses/presenters are identified ➤ Print out & compile handouts for conf. Attendee folders ➤ Open online registration for conf. attendees on MeOTA site 			
LONG TERM PROJECTS			
<ul style="list-style-type: none"> ➤ Thinking & pre-planning for fall conference ➤ Meeting expectations & fulfilling requirements for this new role in MeOTA 			

ISSUES FOR IMMEDIATE ATTENTION	
<ul style="list-style-type: none">➤ Identify & contact possible keynote speakers➤ Contact possible presenters/course topics for conf.➤ Solidify theme for spring conference➤ Organize committee planning crew/conference task coordinators	