

# Executive Board Meeting Minutes

## 1/28/16

I. Opening Exercise: The mission of MeOTA is **to promote the profession of Occupational Therapy and support all Occupational Therapy practitioners in the State of Maine.**

### II. Roll Call

- Attendance in person: Tracey, Abby, Liz, Carrie, Christina, Jess, Jesse, Gabby, Amie
- Attendance via go to meeting: Ashley

### III. Keep membership chair

- Follow up with expiring members
- Consider how to market to new members
- Denise

### IV. Amie, Consultant time

- membership
  - 307 members
  - Reminders are not always going out for membership renewal
  - Budget items continue to be needed
  - Career center continues to produce revenue
- OT Ovations page
  - Where members can post fun things happening in OT in the state
  - Will be another tab on the website
- Letter from the president pending for new and current members
- Creating list of membership benefits
  - Lobbyist
  - Significantly reduced rate CEU's
  - Community volunteer event notification
  - Archival information
  - External conference notification
  - Help students do research data collection
  - Vermont OT conference offering Member rate for their conference
  - Conferences with reduced rate
    - Call for papers will be coming soon
    - April 30<sup>th</sup> for spring conference
  - Among others
- Master email list for board
- MEOTA Minute
  - Created good energy
  - Connects the universities in the state
    - Possibly have them contribute
  - More about content/education vs. notification of events
  - Plot out for year
  - Consider kick off for OT month

### V. Central Maine Rep position filled

- Emily Moores, COTA/L

#### VI. Communities of Practice

- Where do COP's post minutes
- Use MEOTA to advertise COP events

#### V. Set priorities for year:

- membership drive
- fix bylaws
- strategic planning ahead for topics of conference
- Follow up on the last set of priorities for MEOTA and send out to board members
- Membership survey
- In terms of PR- what does MEOTA actually want to do?
  - Offer dates a few months ahead of time
  - May help with a habitat for humanity build in April or volunteer at the restore store
  - August is Back pack awareness day at LL Bean
- MESOTA- planning a 5k
- Look into MEOTA garb
- Lanyards to be looked into
- Need student rep from Husson, KVCC and USM- to be on website and facebook
- Fundraising
- Having socials to meet other practitioners in the area

#### VI. Conference update- April 30<sup>th</sup> at USM

- Dawn and Sara are running the conference committee
- Set priorities
  - More return on investment for MEOTA
- Considering having tracks
- Angela will do registration
- Want to include vendors
- Silent auction was at MAOTA

#### VII. Reports of Special items (committees appointed to exist only until they have completed a specified task)

- Treasurer still balancing books for MEOTA
  - In need of accountant
  - Have two different insurances- Board insurance and event insurance
  - Jesse to send out budget and vote on numbers
  - Lobbyist- has special charges for month of march
  - Affinapay- do we pay
  - Website domain- thought your membership
  - COP- what are their budget lines?
  - Website consultant

#### VIII. Next Meeting: Thursday March 10<sup>th</sup> at 6pm at UNE

#### IX. Adjourn