



Executive Board Meeting Minutes

Mission: The mission of MeOTA is to promote to profession of Occupational Therapy and support all Occupational Therapy Practitioners in the state of Maine.

Vision: MeOTA is to promote the profession of Occupational Therapy and support all Occupational Therapy practitioners in the State of Maine.

Date: May 16, 2017

Roll Call:

President

President Elect-Vacant

Interim President Elect- Jessica Bolduc

Past President

Secretary- Christina Cole

Treasurer-Mary Beth Patnaude

Regional Representatives

Southern Maine- Liz Crampsey

Aroostook County

Western Maine

Eastern Maine

Central Maine

Student Representatives

USM- Melinda Blais and Kelsey Covert

UNE-On fieldwork

Husson- Laura Barnett

KVCC Kim Scheimreif

Committee Chairs

Membership- Denise Condon

Bylaws, policies and procedures chair–Kim Davis

PR- Britteny Poulin and Nichole Clark

Communities of Practice

Children and Youth- Liz Crampsey

Acute Care- Jessica Bolduc

Driving and Community mobility

Mental Health

Wellbeing for the older adult

RA Rep- Jane Erickson
Legislation- Carrie Beals
Consultant- Amie Marzen

Motion: To approve the minutes (Christina) Seconded (Mary Beth)
March Meeting Minutes Approved

Reporting of Officers:

Treasurer

- I. Funds from conference around 3,825 with expenses around 1,700
- II. Paid 3 of the 4 installments for the 1,700 lobbyist fee
- III. Next upcoming cost is 5,000 for website
- IV. Membership income for April was 765

Membership

- I. Biggest issues are: return on investment, cost and location of meetings/conferences
- II. Ideas to share with conference committee
- III. Sharing legislative issues to membership on a quarterly basis
- IV. Year to date- 34 new members, 53 renewed members, 50 have expired that have not renewed
- V. Renewal information continues to be inconsistently shared via the website
- VI. For conference, all non-members who paid the cost of conference (12 people) were made members for attending conference as the price was included for an annual membership
- VII. Logging onto the website continues to be a barrier
- VIII. Current membership: 212

Public Relations

- I. OT month- email press releases were sent to town newspapers. The forecaster printed a blurb. OT practice noted that Our Jessica Bolduc was in the Bangor daily news
- II. Email Jessica with any ideas
- III. Upcoming Events
 - a. Habitat for Humanity- June 3rd
 - b. Backpack Awareness day at L.L. Bean Freeport- August 12 or 19th- TBD
 - c. Brittany and Nicole to become the Co-chairs for the PR chair as of July 1st. To be the first group to go through the transition checklist.
 - d. The future: The board involvement in volunteer activities, new volunteer opportunities and gaining new members to participate

Regional Representative

- I. Aroostook County
 - a. Social event occurred. Maternity leave at the end of the month
- II. Southern Maine
 - a. Membership data is going to drive ongoing functions

Student Representatives

- I. USM
 - a. Nothing to report at this time
- II. UNE
 - a. Nothing to report at this time

- III. Husson
 - a. Nothing to report at this time

Conference Committee

- I. Meeting tomorrow night

Legislation

- I. Federal affairs- New legislation, American Health Care Act, has passed through the house. Senate level is expected to either not pass the bill, or rewrite the bill completely
- II. Role of OT in telehealth for June 7th, Carrie Beals to represent
- III. Round table at conference, suggestion was made to have the Communities of Practices to identify a legislative liaison to communication through Carrie Beals to convey to lobbyist
- IV. Seeking guidance when there is a call to action, how to convey information accurately and timely
 - a. When there is a call to action, required approval

Bylaws, Policies and Procedures

- I. 45 votes at conference to pass the new By Laws
- II. To have bylaws posted on the website. Secretary to be passed along final document to be passed forward to AOTA

Communities of Practices

- I. Children and Youth
 - a. Meeting in May
 - b. Looking for how to engage the occupational profile in OT practice
 - c. Roundtable discussion at MeOTA helped increase membership and to foster conference ideas
- II. Wellbeing for the older adult
 - a. May 30th- doing a virtual meeting
 - b. Wanting more participants and increase participation
 - c. To plan next meeting after this meeting
- III. Acute
 - a. Current membership of 87
 - b. Decided to do quarterly meetings- April 2017
 - c. Blog created on the CoP page of the website
 - d. Seeking new facilitator
- IV. Driving and community mobility
 - a.
- V. Mental Health
 - a.

Reports and Special Committees

- I. Succession planning subcommittee
 - a. Created a checklist to assist along with job description to orient new person assuming the position
 - b. Will have 6 months to transition rolls

Agenda Topic

- I. June Retreat- June 10th at Foreriver office buildings 9-2 for MeOTA Board Members
 - a. CoPs
 - b. Membership
 - c. Conference and incorporation into MeOTA board meetings/communication
 - d. Website
 - e. Treasurer to website
 - f. Calendar updating
 - g. Review of mission and vision
 - h. Mentorship
 - i. Terms of commitment

- II. Review of terms of MeOTA commitment
 - a. Final to be reviewed at retreat

- III. Fall Conference dates
 - a. October 28th

Motion (Carrie) seconded by (Denise): Charges the executive board to identify a MeOTA member at the Community of Practices to have a representative to bring legislative issues to Carrie Beals. Approved

Motion (Denise) seconded (Melinda and students et al): That the legislative chair can contact the president to decide if she is able to send out a call to action and will contact the treasurer if there is a financial implication until further discussion at the June 2017 retreat. Approved