

## MeOTA Executive Board Minutes 3/10/16

I. Opening Exercise: Statement of our mission: “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

Present (in person): Tracey Falla, Jesse Michaud, Denise Condon, Dawn Fischer, Liz Crampsey, Brooke Servant, Heather Timins, Jane Erikson, Abby Fournier, Carrie Beals

Present (via GoToMeeting): Amie Marzen, Ashley Lajoie, Karie Ann Davis, Emily Moores, Ashley Lajoie

Welcome New Regional Reps and Student Representatives!

### III. Reading and Approval of Minutes: Approved

### IV. Reports of Officers, Boards, and Standing (permanently established) Committees

#### a. Treasurer

- 1099 Forms being sent out to contracted employees.
- Checking Account Balance of \$10,800. As of 3/19 Tracey to be added onto the checking account. Meeting with Patrick Lawlor from Ameriprise Financial scheduled for end of month to review investments (roughly 15,000).
- Accountant/taxes... Austin Associates in Auburn. Non-profits that do not make \$50,000 per year do NOT need to file full taxes. Will meet with a new accountant to establish a working relationship and contract to cover any additional needs.
- Maine State non-profit status application is in process.
- Budget to be emailed out soon for approval.
- Insurances are under review to ensure we have correct coverage.
- COP meetings: MH and Acute Care no budget, Pediatrics requesting a budget. We need to think about what the budget would be for ALL groups. Please forward ideas/numbers regarding what a budget line should be to Jesse.

#### b. Membership

Need to get rid of people on the website database who have not been members over 2 years. This will clean up the online system. The “inactive” members and “convention attendees” will be exported into a separate file for future reference. Current active membership is at 331 with 3 pending memberships. This is much improved since last year. Denise and Amie are working on outreach to expired memberships, and improving automated emails.

### V. Reports of Special (committees appointed to exist only until they have completed a specified task) Committees (announced only if such committees are prepared or instructed to report)

a. Conference (report given at beginning of meeting)

Conference Update: Topic is “Cognition and Function”

4/30 at LAC. Need proposals! Carolyn Baum is the keynote speaker. This is an excellent draw for attendees! Call for proposals ends 4/18. Please recruit members/coworkers to submit a proposal to present.

In need of Roundtable presenters on the following topics:

- Assessment
- Research
- Intervention

Sponsorships available at Bronze, Silver, Gold levels. If you know of a sponsor/vendor, please let Tiffany Kennison know.

For more information in regards to volunteers/etc: contact Sarah Grinder ([thegrinders@gmail.com](mailto:thegrinders@gmail.com)) or Dawn Fischer([dcf@maine.rr.com](mailto:dcf@maine.rr.com))

Mailing: Needs to go out by April 1st at the latest. The mailing will be a conference brochure ONLY, decision was made to do a survey electronically.

VI. Special Orders (announced only if there are special orders): None at this time

VII. Unfinished Business and General Orders (matters previously introduced which have come over from the preceding meeting)

Tim Reidman’s letter	Needs Clarification, letter regarding Sensory Integration/Autism and legislation... Is there MeOTA support? Important to get to the bottom of what the intent of the letter is.	Tracey to follow up with Gabby, then speak with Tim in regards to what he is looking for from the board at this point.
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Agenda Topic	Discussion	Action
Survey w/ Conference mailing	<ul style="list-style-type: none"> <li>● No mailing to occur. Will do an electronic survey.</li> <li>● We do have a survey already developed from last year. Can be found here: <a href="https://www.surveymonkey.com/s/WGFTQ36">https://www.surveymonkey.com/s/WGFTQ36</a></li> </ul>	Carrie to contact the board to inquire about purchasing an email list.
1. MeOTA mixer at AOTA. Anyone want to	<ul style="list-style-type: none"> <li>● To be done informally; likely Friday or Saturday night.</li> </ul>	Tracey to discuss with Christina

help Christina W/ this?	Organize a meeting location, no apps to be purchased but will advertise via facebook where attendees can meet up.	
2. Paint Night	Determined this is not financially feasible at the moment. Suggestion made to organize a post-conference social hour in celebration of OT month.	
3. Lanyards?	Waiting on a quote	Gabby waiting on a quote
4. MeOTA spreadsheet	Google Doc is great!	All EB members to log in and update information accordingly
5. Dropbox	<u>Maineotassociation@gmail.com</u> password: Meota1234	Please log in and upload any pertinent MeOTA materials to the appropriate folder for archiving documents.
6. Telehealth	Telehealth is a “hot topic” at the Federal level. No current state legislation pending at this time. However, it is important to get a sense from members if this is being discussed in their practice areas. If so, it may be worthwhile to pursue/lobby regarding telehealth benefits.	All regional reps/members are encouraged to communicate with Carrie in regards to telehealth initiatives that are currently happening
7. Devereaux Project	Presidents and terms least past 10 years? President: Tracey Falla: 16-present Gabby Petrucci: 13-15 Caroline Beals: 2010-2013 Alan Dunn 2009- Diane Sauter Davis Jim Marc Aurele Lisa Clark  Names of AOTA RAs and terms least last 10 years?	Jane contacting past presidents to confirm dates. Denise to be in touch with “contributions to OT” to have them write a brief synopsis of contributions to Maine OT.

	<p>RA: Jane Erickson Jim Marc Aurele Kim Davis</p> <p>Persons most important to advancement of OT in state and brief description of contributions? (4000 words or less) Lisa Clark (llclarkotr@gmail.com) Jane OBrien (jobrien@une.edu) Judy Kimball (jkimball@une.edu) Roxie Black (roxie.black@maine.edu) Regi Robnett (rrobnett@une.edu) Diane Sauter Davis dsauter@kvcc.me.edu) Kate Loukas (kloukas@une.edu) Kathy Adams (kadamsot@maine.rr.com) Ann O’Sullivan (aosullivan@smaaa.org)</p>	
8. Board “retreat”	<i>June 11<sup>th</sup>: 9-3PM. Save the date! To be held in the Portland area, lunch provided.</i>	
9. Next Board meeting?	May 11 <sup>th</sup> : 6-8PM Portland UNE campus and via GoToMeeting	

AOTA “Stanley Cup Awards” ?

- 1) **Membership growth over past 12 months**
- 2) **Health Care Reform/Advocacy**
- 3) **Website**
- 4) **Social Media**
- 5) **Leadership Development**
- 6) **Resource utilization**
- 7) **Capitol Event**
- 8) **CE and/or Annual Conference**
- 9) **Thinking outside the box**
- 10) **New Initiative**
- 11) **Student involvement**

- 12) Value added membership initiatives
- 13) Challenge faced over past 12 months
- 14) Creative management
- 15) Transition planning

*Please return completed forms via email to Peggy @ plnnelson@aol.com by 3/31/16*

*Highlighted areas are areas that we are considering submitting a nomination for.*

VIII. New Business (matters initiated in the present meeting)

IX. Good of the Order I. Announcements II. Program (if a program or a speaker is planned for the meeting\*)

X. Adjourn