

# MeOTA Executive Board Agenda for 5/11/16

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 - Gabby Petrucelli unable to attend.

Tracy Falla- President

Carrie Beals- legislative chair

Liz Crampsey- So Me Rep

Hailey Johnston- UNE student

Abby Fournier- UNE Student

Amie Marzen- consultant

Jess Bolduc- PR

Christine Cole- secretary

Ashley LaJoie – Aroost Rep

Jane Erickson AOTA rep

Heather Timins- USM rep

Tiffany Kennison- Western Me Regional Rep

Meredith Cohen- KVCC student rep

Denise Condon- Membership chair

Welcome New Western Regional Rep. Tiffany Kennison and Meredith Cohen  
new KVCC student rep

III. Reading and Approval of Minutes

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

a. Treasurer- Jessie unable to attend

b. Membership- Denise

i. 683 members in online database- true membership is 230/ 120  
are students

1. Some issues around duplication of names

2. 114 members are without expiration dates

3. Carrie requesting license list from state of Maine

ii. Membership dues to process on website- unsure if payment  
issues/ not been processed

iii. Website was not sending renewal reminders to OT's

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

- i. Survey response items- important items considered. 92 people responded and offered input. Results to be shared with conference committee
- b. Upcoming volunteer opportunities
  - i. Day of caring- Thursday May 19<sup>th</sup>
  - ii. Habitat for humanity- June 4<sup>th</sup>
  - iii. Partners for World Health- June 18<sup>th</sup> (sat) and August 27<sup>th</sup> (sat)
  - iv. Backpack Awareness Day- August 20<sup>th</sup> (sat)
- c. Community of Practice
  - i. Acute Care- Wed May 25<sup>th</sup>
  - ii. Pediatrics- Mon May 16<sup>th</sup> 6:30- 8pm

VI. Special Orders (announced only if there are special orders)

None

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

Tim Reidman's letter	Modified version, done	Done
Lanyards	Waiting for Gabby	Will follow up with Gabby
Devereaux Project	Jane, Denise and Tracy compiled	OT's of the state of Maine- will be held virtually for AOTA

Agenda Topic	Discussion	Action	Whom	when
1. Board "retreat"	Agenda priorities: <ul style="list-style-type: none"> <li>● How to store/share files</li> <li>● Review job descriptions/ standard operating procedures</li> <li>● Review bylaws</li> <li>● Finalizing survey</li> <li>● Membership drive</li> <li>● Open positions</li> <li>● Standards for how to proceed with research request, shadowing, request for OT services, ect.</li> </ul>			9-3pm on June 11th

	<ul style="list-style-type: none"><li>● How to use website for members</li><li>● Scholarship/ legacy scholarship- website can be updated to address new scholarship- maybe could be dedicated to a different leader that could present scholarship at conference</li><li>● How do we enable Maine OT's to funnel energy to MEOTA/staggered start positions</li><li>● MEOTA mentors</li><li>● Mixer/Chicago in Maine/meet and greets/interviewing skills</li><li>● Increase volunteer activities/engagement</li><li>● AOTA in Maine in Spring after AOTA occurs</li><li>● Review the timeline for MEOTA- sent calendar for the year. Google calendar, contain info for meeting, send out automatic reminders/meeting information</li><li>● Platform on website to ask OT questions/get mentoring?</li><li>● Other education opportunities</li></ul>			
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2. Next Board meeting after retreat? We meet in summer?	*when *where?			August 17 <sup>th</sup> 6-8 pm. Confirm at retreat
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VIII. New Business (matters initiated in the present meeting)

- a. Backpack awareness- August 20<sup>th</sup>- L.L. Bean
- b. Small events to encourage membership
  - i. Health professions conference by alumni council at UNE
  - ii. UNE/Maine Med conf on the 4<sup>th</sup>
- c. Reciprocity in New England as a member benefit
- d. PT's pay less for Maine state licensure than OT's- do we pursue?

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

X. Adjourn