

MEOTA Board Meeting



Minutes

DATE: April 17, 2019

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

Meota Meeting

Wed, Apr 17, 2019 600 PM - 800 PM EDT

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

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	EST Time.	Responsible Party
1. Welcome & Roll Call <u>President</u> - Jessica Bolduc P <u>Vice President</u> - Kim Davis P* <u>Secretary</u> - Melissa Plourde Ex <u>Treasurer</u> -Christina Cole P* <u>Regional Representatives</u> Central Maine- Kelly Pruett P* Northern Maine- vacant Southern Maine- Tim Reidman P* <u>Student Representatives</u> Husson- Kylee Carter P*, Shannon Avery P* KVCC- Mackenzi Masselli P* UNE- Katherine Frost P USM- Lisa Lagare A, Caitie Kelly A <u>Committee Chairs</u> Bylaws, Policies and Procedures chair- Kim Davis P* Continuing Education chair- Christina Dickinson P Legislative Chair- Sharon Hartl Ex Committee: Jillian O'Brien A, Ryan Gallant A Membership- Tim Cyr P Public Relations- Britteny Poulin P*, Nichole Clark P* Nominations and Recognition – VACANT <u>Special Interest Sections</u> Children and Youth- Tracey Falla Ex & Denise Condon A Driving and Community mobility – Heather Shields A Wellbeing for the older adult- Anna Guest Ex, Leah Kramer	5mins	Jessica <u>Quorum is 5 of 9</u>

<p>Acute Care- open Mental Health - open RA Rep- Jane Erickson A Other:</p>		
<p>2. Approved Minutes Motion to approve the minutes for March 2019 First: Kim Davis Seconded: Christina Cole Motion to approve the minutes for Retreat 2019 st: Christina Dickinson Seconded: Tim Cyr</p>	3-5 mins	Jessica Submitted for website
<p>3. Question or Discussion of Reports- see attached below</p> <p>a. President Spring and fall conference Strategic plan Recruitment and appointment of open positions Now have a legislative committee!</p> <p>b. Legislation Seeking strategies for sharing information regarding bills and other legislation that is being followed Legislation is now on website in table form Most states are only sharing at conference, however the call to action could be delayed Hill day last Wednesday -Next year will have hand outs on what bills are being followed, coffee only vs. pastries -Question to do twice per year vs. once</p> <p>c. Treasurer Taxes are filed 1099 completed</p> <p>d. Membership Membership survey for conference Gift basket assembled Membership drive for conference Items at printers for conference folders Working on automatic welcome letter</p> <p>e. Cont. Education Spring conference planning Fall conference planning</p>	5 mins	Jessica
<p>4. Review of Mission</p> <ul style="list-style-type: none"> ● Read by Katherine Nook 	3 mins	
<p>5. Old Business</p> <p>a. Appointments 2019 -Still have openings for the following: Nomination and Recognition SIS Chair Northern Maine Regional Rep SIS Acute Care chair SIS Mental health chair Any committees can be formed based on interest</p>	10 mins	Jessica

<p>-Students could hold positions; excluding chair positions</p> <p>b. Awards:</p> <ul style="list-style-type: none"> ● Vote/Approval for OT Practitioner & Advocate <ul style="list-style-type: none"> ○ Mary Wade- OT of the year ● Vote/Approval for Student Scholarships <ul style="list-style-type: none"> ○ Awardees to be contacted tonight (3 Students) <p>c. Spring Conference Planning Underway</p> <ul style="list-style-type: none"> ● Final rooms setup/session rooms ● Final food prep ● Volunteers for setup on Friday and Day of ● Things are moving forward well ● New MeOTA swag items ● Will set up Venmo ● Requesting presence at Round table discussion if not going to alternate session ● Seeking volunteers Friday night, 3pm <p>d. Thank you Kim for MeOTA Minute Next Minute will be due in the fall, plugging Fall conference</p> <p>e. Completed Hill Day April 10th, 2019- STATE HOUSE</p>		Jessica
<p>6. New Business</p> <p>a. Work on Strategic Plan for 2019 -streamlined to represent MeOTA's plan for 2019 and action items to focus our actions ****Please provide feedback, it will be emailed tonight</p> <p>b. Scope of Practice/licensure Review Committee Discussion Seeking ad hoc committees to look at rules, regulations and scope of practice Seeking an ad hoc to create a relationship with licensure board for state of Maine</p> <p>c. Special Interest Section Work Saved for next month</p>	45 mins	Board
<p>7. Final Items</p> <p>a. actions to be taken</p> <p>b. next meeting date/location- see next column</p> <p>c. close meeting 812pm</p> <p>see you at conference!</p>	5 mins	<p>See above column for actions items</p> <p>May 15th 6-8pm Mercy Hospital Building 2nd floor</p> <p>Next Reports due: VP/Bylaws, Public Relations, Regional Reps, Student Rep, SIS reps</p>

Submitted by: Christina Cole

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, May 2nd 2019
 KVCC mtg: March 23 2018
 Husson mtg: N/A



April 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/Planned Hill Day with Legislative Chair -Lead March Retreat		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Board vote	<input type="checkbox"/> April 17 th
<input type="checkbox"/> Recruitment for Appointments ongoing	<input type="checkbox"/> Email membership	<input type="checkbox"/> Ongoing
<input type="checkbox"/> Work with Spring Conference Committee for continuing planning	<input type="checkbox"/> Set up conf call	<input type="checkbox"/> April
<input type="checkbox"/> Brainstorm Keynote speakers for Fall conference and set location	<input type="checkbox"/> Look at proposals with Cont Ed Chair	<input type="checkbox"/> April 27 th
<input type="checkbox"/> Legislative Advocacy	<input type="checkbox"/> ongoing	<input type="checkbox"/> Current session
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> Fall Conference Planning		
LONG TERM PROJECTS		
<input type="checkbox"/> SIS Ad hoc meeting <input type="checkbox"/> Regional Rep ad hoc meeting <input type="checkbox"/> Membership recruitment/retainment <input type="checkbox"/> Scope of Practice Ad Hoc review		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/>		



<April> 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Christina Dickinson

Subject: Continuing Education

ACTIVITIES COMPLETED IN THE PAST MONTH

- Completed Deliverables: USM space confirmed for Spring Conference, Panera has us on their catering calendar for 4/27 (they will accommodate dietary needs & need final head count for order by 4/20/19), conf. brochure was updated by committee team, call for papers & session/poster topics/presenters solicited & organized by Jess.

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Continue to solicit vendors with help from MeOTA conf. team	➤ Re-send email contacting vendors	➤ Completed 3/31/19
➤ Bios for presenters in the works	➤ Reach out to presenters/co-presenters without bios	➤ 4/14/19
➤ Working with Jess to monitor conf. registration & continuing to plan with conf. Team	➤ Assign rooms for sessions depending on reg #s, visit USM space with Jess to plan layout/flow of posters/courses/lunch/welcome/CEU certificates, identify volunteer team	➤ 4/21/19

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

- Looking ahead to Fall Conf. Location & keynote speaker discovery

LONG TERM PROJECTS

- Organize a place on the website for monitoring local CEU opportunities for MeOTA members to use as a resource.

ISSUES FOR IMMEDIATE ATTENTION

- All things Spring Conf: confirming volunteer team & responsibilities, confirming AV tech for 4/27 (730-1030a requested) & building time extended to 5p close 4/27 with USM, prepping handouts/folders for attendees, gather ideas/activities for our conf. theme. I still need help accessing the drop box files where the conf. handouts are located & also help with CEU tracking process.



April 2019 MONTHLY STATUS REPORT

To: MeOTA

From: Sharon Hartl

Subject: Legislative Chair

ACTIVITIES COMPLETED IN THE PAST MONTH

- Completed Deliverables:
 - Ongoing monitoring of current legislation.
 - Hill Day April 10, 2019

ACTIVITIES IN PROCESS

- Develop process for review of current legislation as well as a method of sharing with MeOTA members that is easy to access and comprehend.

NEXT ACTION

- Identify responsibilities within the committee with new members.

DUE DATE

- May 2019

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

- Update MeOTA website with current status of Priority Legislation

LONG TERM PROJECTS

- Explore the development of a resource list for OTs in the various sectors of practice who would be willing to be called upon for public comment if needed for specific legislation. This would assist us in being able to provide a prompt response.

ISSUES FOR IMMEDIATE ATTENTION



<April> 2019 MONTHLY STATUS REPORT

To: MeOTA

From: Christina Cole
Subject: Treasurer

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Tax items prepared for 2018 taxes MMG insurance paid-online payment created Debit card active Awaiting invoice from Lobbyist		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Finalizing address change for United insurance (MMG), affinipay and Ameriprize	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Paypal for payment of consultant	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/>		
LONG TERM PROJECTS		
<input type="checkbox"/>		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/> Contact accountant for taxes		



April 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. Raffle basket is pretty set to go. Will need MeOTA item from Jessica.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Gift Basket drawing for 2019 membership	<input type="checkbox"/> Get MeOTA Item from Jessica to complete basket	<input type="checkbox"/> April 27, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> Membership Survey- Obtain from Amie- prepare for use at Spring Conference.		
LONG TERM PROJECTS		
<input type="checkbox"/> Plan possible fall Nonprofit Night- Central Maine Restaurant- more planning with Amie Marzen to occur.		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/> Final preparations for raffle basket - Prepare of Spring Conference Membership Table, follow-up with Jessica on banner to be used.		