

MEOTA Board Meeting



September 2020 Minutes

DATE: September 16 6pm VIRTUAL ONLY

MeOTA Sept Meeting

Wed, Sep 16, 2020 6PM - 8PM (EDT)

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

<https://global.gotomeeting.com/join/706742709>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 706-742-709

	EST Time.	Responsible Party
<p>1. Welcome & Roll Call</p> <p><u>President</u>- Jessica Bolduc P</p> <p><u>Vice President</u>- Kim Davis P</p> <p><u>Secretary</u>- Melissa Plourde P</p> <p><u>Treasurer</u>-Christina Cole P</p> <p><u>Regional Representatives</u></p> <p style="padding-left: 20px;">Central Maine- Kelly Pruett P</p> <p style="padding-left: 20px;">Northern Maine- Sandy Larsen P</p> <p style="padding-left: 20px;">Southern Maine- Katie Brooks P</p> <p><u>Student Representatives</u></p> <p style="padding-left: 20px;">Husson- Christian Musto, Tyler Chastney P</p> <p style="padding-left: 20px;">KVCC- Michelle Pinkham A</p> <p style="padding-left: 20px;">UNE- Kelsey Hughes P</p> <p style="padding-left: 20px;">USM- Lisa Legare A, Caitie Kelly A</p> <p><u>Committee Chairs</u></p> <p style="padding-left: 20px;">Bylaws, Policies and Procedures chair- Kim Davis P</p> <p style="padding-left: 20px;">Continuing Education chair- Christina Dickinson A</p> <p style="padding-left: 20px;">Legislative Chair- Ryan Gallant A</p> <p style="padding-left: 40px;">Committee: Jillian O'Brien A</p> <p style="padding-left: 20px;">Membership- vacant</p> <p style="padding-left: 20px;">Public Relations- Nichole Clark P</p> <p style="padding-left: 20px;">Nominations and Recognition – Allison Delloso P</p> <p style="padding-left: 40px;">Committee: Moriah Grant A</p> <p><u>Special Interest Sections</u></p> <p style="padding-left: 20px;">Adult Rehabilitation – Katie Lageaux A</p> <p style="padding-left: 20px;">Children and Youth- Tracey Falla P</p> <p style="padding-left: 20px;">Productive Aging – Polly Kennison A</p> <p>RA Rep- Carrie Beal A</p> <p>Other:</p>	5mins	Jessica <u>*Quorum is 5 of 9</u>

<p>2. Approved Minutes *deferred to Sept, no quorum to vote Motion to approve the minutes for May 2020 & June 2020 First: Tracey F Seconded: Kim D</p>	3-5 mins	Jessica Submitted for website
<p>3. Review of Mission Read by: Jessica</p>	3 mins	
<p>4. Question or Discussion of Reports – see attached</p> <ul style="list-style-type: none"> a. Public relations b. Nomination and recognition c. Bylaws d. Student reps e. SIS chairs f. Regional reps 	5 mins	Jessica
<p>5. Old Business</p> <ul style="list-style-type: none"> a. Appointments- Available online https://maineot.org/elections-and-nominations -Continued openings for the following: SIS Chair Membership Chair -Elections for 2021, slate due by Nov 6th President Elect Secretary Treasurer b. Bylaws Review led by Kim; Task group: Jessica, Katie B Final Draft of Bylaws available for review -will need a membership vote for final adoptions -see attachment and send comments to Kim Davis c. Scope of Practice/licensure Review led by Jessica; task group: Kim, Katie and Christina C Draft of new scope of practice available for review, reviewed by AOTA- see comments -attending licensure board meeting on Friday, stay tuned https://www.maine.gov/pfr/professionallicensing/professions/occupational/boardmeetings.html -will send out draft of document prior to our next meeting for review 		Jessica
<p>6. New Business</p> <ul style="list-style-type: none"> a. Legislative Updates -licensure compact needs to be introduced to the legislation. To have the compact in Maine, CE requirement is required. Will need to include this in new scope of practice. Plan to attend licensure board meeting 9/18 to a further discussion 	60 mins	Board

<p>b. Fall Conference: Nov 7th at Virtual, sponsored by UNE Keynotes: Melissa Tilton & Alyson Stover (Tom Meuser backed out) -brainstorming sessions and other events, Amie to assist with virtual planning -hope to have brochure out of end of week</p> <p>c. Financial affairs Due to lack of revenue from spring events and lack of potential revenue from fall conference, MeOTA has dwindling operational budget. Currently have 13k in checking and 15k in investments. We need to have serious plans for increasing membership volume as well as improving revenue from conferences. Otherwise, we'll have to cut costs, such as our lobbyist, to ensure we can remain solvent for other needed expenditures. Currently, we only have funds to run for another 2ish years if revenue does not improve. -biggest upcoming expense is 7K for lobbyist, have asked for a reduction, stay tuned -other fundraisers? Virtual 5K? -band fundraiser via facebook – Katie -digital costume contest for Halloween for scholarship fundraiser?! Track through google form/vote via facebook -bag sales? Craft sales? -local proceed donation? -direct donation link via MeOTA -keep sending ideas!</p> <p>d. Awards -call for nominations, thus far: 0 https://maineot.org/AWARDSANDSCHOLARSHIPS</p> <p>e. Slate -one submission for secretary thus far https://maineot.org/elections-and-nominations</p> <p>f. Student Reps and others: MeOTA is happy to do virtual meet and greets, contact Jessica to setup with your school or workplace</p> <p>g. PR updates: -Dempsey Challenge? -PWH: started taking groups for volunteer work, will obtain dates and more info re: size limit and safety precautions</p>		
<p>9. Final Items a. actions to be taken b. next meeting date/location- see next column c. close meeting 7pm</p>	<p>5 mins</p>	<p>See above column for actions items</p> <p>September October 21 Reports due:</p>

		President, Treasurer, Membership, Legislation, Continuing Education
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Submitted by: Jessica J Bolduc

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, Oct 4, 2019
Husson mtg: Oct 28, 2019



September 2020 MONTHLY STATUS REPORT

To: MeOTA

From: Kim Davis

Subject: Vice President; Bylaws, Policies, Procedures

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Revised Bylaws Policies and Procedures		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Currently in the process of reviewing the SOP.	➤ Meeting for the first 3 positions for possible edits.	➤ September 16
➤ Assisting with review of conference submissions	➤ Submit feedback to Jessica	➤ ASAP
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<ul style="list-style-type: none"> ➤ Submit Bylaws Policies and Procedures to membership for vote. ➤ Continue to edit the SOP for all positons. 		
LONG TERM PROJECTS		
➤ None at this time		
ISSUES FOR IMMEDIATE ATTENTION		
➤ None		



September 2020 MONTHLY STATUS REPORT

To: MeOTA

From: Allison Dellosso

Subject: Nominations and Recognitions
Committee

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Call for nominations and awards placed in Summer Hub.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ OT of the Year Award	➤ Awaiting for nominations, call has been sent out	➤ Fall conference
➤ Fall Election	➤ Awaiting for nominations, call has been sent out	➤ ASAP
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ OT Award/Fall Election- Complete ballot when we have nominations.		
LONG TERM PROJECTS		
➤ None currently		
ISSUES FOR IMMEDIATE ATTENTION		
➤ None currently		



September 2020 MONTHLY STATUS REPORT

To: MeOTA
 From:
 Subject: Adult Rehab SIS

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Maintain Adult Rehab SIS Group		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> • Posting on Facebook group page 	<ul style="list-style-type: none"> • respond to messages and posts 	<ul style="list-style-type: none"> • continuous
<ul style="list-style-type: none"> • Maintaining members 	<ul style="list-style-type: none"> • check active membership 	<ul style="list-style-type: none"> • continuous
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<ul style="list-style-type: none"> • More posting 		
LONG TERM PROJECTS		
<ul style="list-style-type: none"> • create a network of local practitioners 		
ISSUES FOR IMMEDIATE ATTENTION		
<ul style="list-style-type: none"> • N/A 		



September 2020 MONTHLY STATUS REPORT

To: MeOTA

From: Kelly Pruett, OTR/L

Subject: Central Rep

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Email, Facebook communication in preparation for virtual conference		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Virtual conference prep	➤ Discuss in Sept board meeting	➤ On-going
➤ Round table discussion	➤ Discuss in Sept board meeting/ RR email communication	➤ On-going
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Conference prep, round table, on-going region communication		
LONG TERM PROJECTS		
➤ Membership		
ISSUES FOR IMMEDIATE ATTENTION		
➤ n/a		



September **2020 MONTHLY STATUS REPORT**

To: MeOTA

From: Katie Brooks

Subject: <Southern Region Rep>

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: *Work done with SOP, Bylaws review *Work done with Licensure review *Sharing Facebook posts to my contacts regarding nominations and Fall Conference		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Return to monthly region email updates to connect with constituents	➤ Send out in next week	➤ 9/15/20
➤ Developing contact list for businesses in the area that employ OTs to push for membership	➤ Send out my contact template email developed before the summer	➤ 10/1/20
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Reach out to businesses for membership push		
LONG TERM PROJECTS		
➤ Round table discussion for Fall conference		
➤ Get a zoom call/social event together for Southern Constituents		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



MONTHLY STATUS REPORT

September 2020

To:	Maine Occupational Therapy Association (MeOTA)
From:	Kelsey Hughes- University of New England
Subject:	PR Monthly Status Report; September 2020

ACTIVITIES COMPLETED IN THE PAST MONTH

- UNESOTA now has new e-board members from the UNE MSOT class of 2021 to the UNE MSOT class of 2022 representatives.
- New MeOTA representative
 - **From: Gabriella Timuscuk '21**
 - **To: Kelsey Hughes '22**
- E- Board Meetings
 - **September 1, 2020**
 - **September 8, 2020**
- Mentoring Program,
 - **July 9 – August 30**
 - **Mentors of the UNE MSOT class of 2021 met with Mentees of the UNE MSOT class of 2022 when needed to offer support with adjusting to the OT program.**
- Help from Within: Interprofessional Wellness Peer Educators
 - **Graduate students at UNE created wellness programs for their peers to adjust to graduate school during COVID**
- Student Spotlight Series
 - **June 26-August 30**
 - **UNE MSOT Students had their pictures uploaded to UNESOTA's Instagram with a blurb about what OT meant to them.**

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
• Fall Clothing Sale	• Students send in payments to Treasurer	• September 11th

• ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

- AOTA Hill Day
 - **Monday, September 14 – Friday, September 18**

- **Students will meet virtually to meet congressional members to advocate for issues and legislation that directly impact access to OT services, reimbursement, scope of practice, and the OT profession as a whole.**
 - Deering High School Mentor Group
 - **Interprofessional weekly mentor groups for high school students**
 - Cumberland County Jail Virtual Wellness Program
 - **Students will collaborate with an interprofessional team to create wellness videos for inmates**
 - Virtual Lecture on Fieldwork Challenges Related to Racism and Discrimination
 - **Hosted by COTAD**
 - Maine Access Immigrant Network Mentor
 - **Weekly tutoring and activities for kids**
 - Mask Making for Vulnerable Communities
 - **Students will sign up to participate in any part of mask production**
- Ideas through zoom → Trivia nights, craft nights

• **LONG TERM PROJECTS**

Figuring out how to host enough events virtually for UNESOTA members to gain points

• **ISSUES FOR IMMEDIATE ATTENTION**

- Not Applicable

To: MeOTA

From: Christian Musto and Tyler Chastney

Subject: Husson Student Reps

ACTIVITIES COMPLETED IN THE PAST MONTH		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
Managing/organizing SOTA budget.	Reallocate funds from conference fundraising to appropriate use.	October 2020
Backpack Awareness	Complete and deliver backpack awareness flyer to be distributed via student newsletter and HU Wellness Wednesday Facebook post.	September 2020
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
- SOTA election process.		
LONG TERM PROJECT		

- Reorganization of the SOTA club in order to increase productivity and effect it will have on the OT class in the surrounding community.
- Improve fundraising and community participation “traditions” that SOTA is involved in each year to encourage consistency.

ISSUES FOR IMMEDIATE ATTENTION



September 2020 MONTHLY STATUS REPORT

To: MeOTA

From: PR

Subject: Sept 2020

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables:		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Setting up volunteer dates for Sept and Oct at PWH now that they are accepting groups	➤ Pick dates and send to Amie	➤ Sept 18
➤ Virtual Dempsey Challenge- emailed contact	Send out invite	➤ Sept 16
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Volunteer dates for PWH, limiting the group sizes, and setting up virtual dempsey challenge. Look into more virtual or socially distanced volunteer opportunities		
LONG TERM PROJECTS		
➤ Volunteer dates for PWH, Habitat?		
ISSUES FOR IMMEDIATE ATTENTION		
➤ Any volunteer ideas going forward? With COVID its difficult to do most. Is LL bean doing backpack awareness day?		