

MEOTA Board Meeting



Minutes

DATE: November 20, 2019

MeOTA Meeting

Wed, Nov 20, 2019 600 PM - 800 PM EST

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	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> Central Maine- Kelly Pruett P*</p> <p> Northern Maine- Sandy Larsen P*</p> <p> Southern Maine- Tim Reidman A</p> <p><u>Student Representatives</u></p> <p> Husson-</p> <p> Kylee Carter, Shannon Avery, Christian P*</p> <p> KVCC- Michelle Pinkham -A</p> <p> UNE- Gabriella Timuscuk - P*</p> <p> USM- Lisa Legare EX, Caitie Kelly EX</p> <p><u>Committee Chairs</u></p> <p> Bylaws, Policies and Procedures chair- Kim Davis P*</p> <p> Continuing Education chair- Christina Dickinson EX</p> <p> Legislative Chair- Sharon Hartl -P*</p> <p> Committee: Jillian O'Brien EX, Ryan Gallant EX</p> <p> Membership- Tim Cyr -Ex</p> <p> Public Relations- Britteny Poulin A, Nichole Clark A</p> <p> Nominations and Recognition – Allison Delloso P</p> <p>Special Interest Sections</p>	5mins	Jessica <u>*Quorum is 5 of 9</u>

<p>Adult Rehabilitation – Katie Lageaux A, Kaity Walsh A Children and Youth- Tracey Falla A Productive Aging – Regi Robnett A, Polly Kenison A RA Rep- Carrie Beal A</p>		
<p>2. Approved Minutes Motion to approve the minutes for Oct 2019 First: Kim Davis Seconded: Allison Dellosso</p>	3-5 mins	Melissa Submitted for website
<p>3. Review of Mission Read by: Gabriella T.</p>	3 mins	
<p>4. Question or Discussion of Reports - see attached below a. V/P Bylaws b. Secretary c. Regional Reps. d. SIS Chairs -none submitted e. Student Reps.</p> <ul style="list-style-type: none"> ● There were no questions, comments, or discussion 	5 mins	Jessica
<p>5. Old Business</p> <p>a. Appointments 2019- Available online -Reviewed openings for the following: SIS Chair -New appointments for 2020: Membership Legislative Public Relations South Regional Rep</p> <ul style="list-style-type: none"> ● Jessica reviewed the current open positions, as well as those who have stated they would like to remain in the position. ● Jessica briefly reviewed the process for applying for a position. Adding something to the HUB might be one way of encouraging members to apply. With the majority of our membership in the southern area of the state, a regional rep in this region is essential. <p>b. Scope of Practice/licensure Review Committee</p> <ul style="list-style-type: none"> ● OT licensure meeting was scheduled for Nov 15th and it was cancelled ● Jessica plans to attend and encouraged others to attend as well, next meeting March 20th <p>c. Fall Conference income: \$8431; expense: \$2700; profit \$5700! members:</p> <ul style="list-style-type: none"> ● 297 members to date! We are so close to the resolution of meeting a 300 membership number. 	10 mins30	Jessica

<ul style="list-style-type: none"> ● Feedback (environment): distance was too far; sound was an issue; temperature control ● Feedback (content): a series of topics were recommended, as well as the desire for speakers from other professions and from other states ● Will share more specifics at a later date <p>d. Winter social</p> <ul style="list-style-type: none"> ● This is scheduled for 12/2 Foreside Tavern @ 5p.m. Let Jessica know if you plan to attend so she can update the reservation as needed ● Husson- Paint and Cupcake night for members date Dec 2nd at Husson, contact Kim to RSVP. Bangor area members have been invited 		
<p>6. New Business</p> <p>a. Final vote Budget and strategic plan for 2020 – see attachments below</p> <ul style="list-style-type: none"> ● Jessica reviewed the “big ticket” budget areas ● The question was asked if we should try and spend money for a postcard mailing for membership drive and how much it might cost. ● Budget was approved with unanimous vote. <ul style="list-style-type: none"> ● In terms of the strategic plan, Jessica briefly reviewed the short term goals specific to each category <ul style="list-style-type: none"> ○ MEMBERSHIP ○ VOLUNTEER LEADERSHIP ○ FINANCE ○ LEGISLATIVE ADVOCACY ○ CONTINUING EDUCATION ○ GOVERNANCE ● Sharon made the point that breaking down the short-term goals by quarter versus year may better articulate what we are seeking to do in the short-term for volunteer leadership, dates updated ● Strategic plan was approved with unanimous vote <p>b. RA Motion Update</p> <p>-Motion:</p> <p>+To ask RA to mandate Doctorate as entry level (defeated 55/13).</p> <ul style="list-style-type: none"> ● Carrie casted an opposition vote for ME <p>c. CDS Updates</p> <ul style="list-style-type: none"> ● One proposal was submitted. ->The advisory committee asked for clarification-> The next meeting is the first week of December and Jillian O’Brien will attend as part of the task force. 	60 mins	Board

<p>d. Membership Drive for 2020 Brainstorm</p> <ul style="list-style-type: none"> ● Jessica presented a sample of a postcard that has been created. In terms of cost, an estimate between \$500-\$900 (sent to all ME licensed practitioners) ● Feedback was provided by the group regarding changes to the sample postcard, as well as ways of using it as a tool to have more face to face discussions. ● Jessica will send feedback to Amie for edits to the mock up of the postcard for further review ● Win-Back email, contact those who have lapsed with a special discount code to try to recapture past members, needs more discussion <p>e. Conference/workshop brainstorming</p> <ul style="list-style-type: none"> ● Discussion regarding planning ½ day or full day workshops with 1-2 key speakers vs full day conference ● Could leverage the SIS group to find speakers and make the workshops SIS specific? ● Try to sponsor or co-host events that are already happening with other organizations? ● Collaborate with APTA or SLP organization for workshop collaboration? ● Asked all volunteers to search the web for events that happening and get contact info so we can work on getting plans together for 2020. ● Potential for fall conference at UNE in fall 2020 pending cost and availability, should know in 1-2 weeks. <p>f. Meetings for 2020: Continue with 3rd Wednesdays at Mercy Hospital Foreriver for in person meeting. Happy for others to offer to host if there is technology available Jan 15, Feb 19, Mar 18, April 15, May 20, June 17, Sept 16, Oct 21, Nov 18, Dec, 16</p>		
<p>9. Final Items</p> <p>a. actions to be taken</p> <p>b. next meeting date/location- see next column</p> <p>c. close meeting pm</p>	<p>5 mins</p>	<p>See above column for actions items</p> <p>Happy Holidays!</p> <p>January 15th No reports due</p>

Submitted by:

Role call:
 P for present; * for those joining by phone
 A for absent, EX for excused

USM visit: Oct 4 2018 2019 TBD
 UNE visit: April 5 2018, May 2nd 2019
 KVCC mtg: March 23 2018, Oct 4, 2019
 Husson mtg: Oct 28, 2019



2019 MONTHLY STATUS REPORT

To: MeOTA
 From: Kim Davis
 Subject: Vice President & BPPC

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Planned a Paint and Cupcake to be held at Husson with students and local practitioners to raise money for both the Husson SOTA and the MEOTA scholarship fund. Students have placed flyers and they are beginning to take reservations. Attended the Presidents meeting to support engagement in state associations.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Paint and Cupcake	<input type="checkbox"/> Order Supplies	<input type="checkbox"/> November 22
<input type="checkbox"/> Hold event	<input type="checkbox"/>	<input type="checkbox"/> December 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> Do we want another MEOTA Minute to go out for November/December? If so I would be happy to write. Topics – PDPM update, outcomes of the RA meeting, the winter social and the paint and cupcake event (notice if in November or pictures if in December), an Evidence update on something I could find.		
LONG TERM PROJECTS		
<input type="checkbox"/> Review and Revise SOP and Bylaws, Policies and Procedures as needed.		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/>		



<November 2019 Secretary STATUS REPORT

To: MeOTA
 From: Melissa Plourde
 Subject: MeOTA Secretary

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: <ul style="list-style-type: none"> • Monthly Meeting Notes • Updated email account information sent to those in new roles 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Updating spreadsheet with board/committee information	<input type="checkbox"/> Identifying and updating any information that has changed since conference	<input type="checkbox"/> 12/01/2019
<input type="checkbox"/> Organizing 2019 files	<input type="checkbox"/>	<input type="checkbox"/> 01/2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> Begin gathering information for next edition of the HUB		
LONG TERM PROJECTS		
<input type="checkbox"/> Next HUB report		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/>		



November 2019 MONTHLY STATUS REPORT

To: MeOTA

From: Central Me Regional Rep

Subject: Fall Report

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: Attended Fall Conference, Networking with current/ future members for member recruitment, updated Central ME email contact list, met with Northern ME rep		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<input type="checkbox"/> Central ME resource list	<input type="checkbox"/> Obtain name of practice, contact person, area of OT practice	<input type="checkbox"/> On-going
<input type="checkbox"/> Social/ Educational Event	<input type="checkbox"/> Choose topic/ location, gain interest from regional members	<input type="checkbox"/> By 6/2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
<input type="checkbox"/> E-mail to central members for work location/ area of practice (for resource list database)		
<input type="checkbox"/> E-mail communication with 2 other reg reps to stay connected		
LONG TERM PROJECTS		
<input type="checkbox"/> Role duties for RR outlined for future member		
ISSUES FOR IMMEDIATE ATTENTION		
<input type="checkbox"/> n/a		

To: MeOTA

From: Kylee Carter and Shannon Avery

Subject: <Husson Student Reps>

ACTIVITIES COMPLETED IN THE PAST MONTH

Completed Deliverables: SOTA leadership roles elections; began transition of leadership roles, volunteered at Pumpkins In The Park

ACTIVITIES IN PROCESS

NEXT ACTION

DUE DATE

planning of Paint and Cupcake night as fundraising for SOTA and MEOTA student scholarship fund and social participation opportunity for students and practitioners in Bangor area

collect payments from people planning to attend

11/22/19

continue discussing fundraising opportunities for SOTA

Hold SOTA meeting

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

continue fundraising for SOTA

LONG TERM PROJECT

- Reorganization of SOTA club in order to increase the 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

∅ Fundraising through bottle drive and other similar activities



MONTHLY STATUS REPORT

November 2019

To: Maine Occupational Therapy Association (MeOTA)
From: Gabriella Timuscuk- University of New England
Subject: PR Monthly Status Report; November 2019

ACTIVITIES COMPLETED IN THE PAST MONTH

- 11th Annual Kat-Walk & Karo-5k Event → Brain Aneurysm Awareness: September 14, 2019

Students and professor walked

- Buddy Walk Event → Maine Down Syndrome Network: September 22, 2019

Helped with set up, ran sensory tent, and walked

- AOTA Hill Day: September

Advocated and promoted Occupational Therapy

- Dempsey Challenge Cycling Event → September 29, 2019

Helped at EMT tent

- Partners for World Health Volunteering Day: October 5, 2019

Evaluated, cleaned, and boxed nebulizer kits for distribution

- What Were You Wearing Campaign: October 12-24, 2019

Student-survivor art installation to dispel rape culture myths

Sponsored a story

- Fundraising for UNESOTA

Polo Shirt Order- \$20/shirt: October 29, 2019

- Hill Day Lunch and Learn: October 29, 2019

Educated students and faculty on AOTA Hill Day 2019 and how to get involved in AOTA Hill Day 2020

- Dress Down Day

Halloween Costume Dress Up: October 31, 2019.

Bring in 3 non-perishable food items or \$3 to wear costume

Donations went to immigrants in Portland

- Tabling

Suicide Awareness Tabling: September 25, 2019

Adaptive Equipment Tabling: October 31, 2019

- General Board Meetings

September 17, 2019

October 28, 2019

- MeOTA Conference: November 9, 2019

- Distribution Expo: October 25-26, 2019 November 1-2, 2019, and November 9-10, 2019

Organized and boxed clothing, home goods, and supplies for immigrants in Portland

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> • OT/PT Gala → Fundraiser for UNESOTA 	<ul style="list-style-type: none"> • Gala committee meets once a week in preparation for the event <p>Event Location Menu Theme Raffles/ Baskets</p>	<ul style="list-style-type: none"> • Spring Semester (April)
<ul style="list-style-type: none"> • Social Media → Facebook Page, Instagram 	<ul style="list-style-type: none"> • Post upcoming events, and current events that are happening both on campus and in the community revolving around occupational therapy. 	<ul style="list-style-type: none"> • Continuous
<ul style="list-style-type: none"> • Fundraiser → Apparel: Quarter-zip pullover fleece 	<ul style="list-style-type: none"> • Researching more <p>Brand (L.L. Bean or 4imprint) Color (Black, Grey, Navy) Price- \$50-\$60</p>	<ul style="list-style-type: none"> • Fall Semester
<ul style="list-style-type: none"> • Green Dot → Prevention of violence on campus 	<ul style="list-style-type: none"> • Alyssa: Email/ contact Green Dot Coordinator 	<ul style="list-style-type: none"> • Fall Semester
<ul style="list-style-type: none"> • Health Fair → For Correction Officers at the Cumberland County Jail 	<ul style="list-style-type: none"> • Create programs <p>Stress Management- make your own heating pad, meditation/ progressive relaxation. Nutrition- Blood pressure screening, make your own trail mix, education, resources and recipes. Exercise- posture analysis, stretching and yoga, managing low back pain</p>	<ul style="list-style-type: none"> • November 1, 2019 10:30-12:00pm • November 6, 2019 10:30-12:00am 4:30-6:00pm • November 14, 2019 4:00-5:30am 4:30-6:00pm
<ul style="list-style-type: none"> • Haiti Mission 	<ul style="list-style-type: none"> • Support financially and technically to provide more rehab care and integrate more disabled people into society. <p>T-shirt sale Go Fund Me Social Media (Facebook, Instagram, twitter) to increase awareness Partnering with FONHARE</p>	<ul style="list-style-type: none"> • Continuous

<ul style="list-style-type: none"> Down Syndrome Conference 	<ul style="list-style-type: none"> Volunteer Sign-up sheet <p>Morning and afternoon shifts</p>	<ul style="list-style-type: none"> November
<ul style="list-style-type: none"> Adaptive Ski → The Horizons Ski Program at Sugarloaf provides a skiing school for individuals with autism 	<ul style="list-style-type: none"> Register to sign up Attend training session 	<ul style="list-style-type: none"> Training: December 7-8, 2019 Continuous
<ul style="list-style-type: none"> Tabling Events → Positive mental health: stress management 	<ul style="list-style-type: none"> Program register event Volunteers Sign up 	<ul style="list-style-type: none"> November 25, 2019
<ul style="list-style-type: none"> UNEMSOT Class of 2021 Social Event → Friendsgiving 	<ul style="list-style-type: none"> Program register event Sign up for item to bring 	<ul style="list-style-type: none"> November 26, 2019
<ul style="list-style-type: none"> Maine Narrow Gauge → Volunteer for The Polo Express 	<ul style="list-style-type: none"> Sign up for the event <p>Chief Elf Chief Elf Chief Captain Box Office and Ticket Helper Santa's Helper No Preference</p>	<ul style="list-style-type: none"> November 16- December 23, 2019

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

<ul style="list-style-type: none"> Fundraising for UNESOTA <p>Apparel</p> <ul style="list-style-type: none"> Tabling Events → informational table events held for students to help promote and fundraise for a specific cause <p>Toys for Tots Ugly Sweater Day Make cards to send to Veterans</p>
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LONG TERM PROJECTS

<ul style="list-style-type: none"> OT/PT Gala Fundraising for UNESOTA Tabling Events General Board Meetings

ISSUES FOR IMMEDIATE ATTENTION

<ul style="list-style-type: none"> Not Applicable
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NOVEMBER STATUS REPORT

To: MeOTA Executive Board
 From: USM Student Representatives
 Caitie Kelly and Lisa Legare
 Subject: November Status Report

ACTIVITIES COMPLETED IN THE PAST MONTH
Completed Deliverables: <ul style="list-style-type: none"> • Volunteered/Attended MeOTA Fall Conference (November 9, 2019)

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> • Discuss upcoming volunteering options with MeOTA including, but not limited to, Partners for World Health • Discuss succession planning for incoming USM student representatives 	<ul style="list-style-type: none"> • Ask USM students about a date for PWH Orientation • Discuss student involvement at next meeting 	<ul style="list-style-type: none"> • Next PWH volunteering date?

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH
<ul style="list-style-type: none"> • Schedule new volunteer orientation for first timers with Partners for World Health

LONG TERM PROJECTS
<ul style="list-style-type: none"> • Organize/collaborate with MeOTA regarding upcoming volunteering opportunities

ISSUES FOR IMMEDIATE ATTENTION
<ul style="list-style-type: none"> • Encourage student involvement in MeOTA • Schedule date for MeOTA Presidential visit to USM to discuss opportunities for student involvement.

*Wild Apricot: Prepaid until 6/2020-

*GoDaddy paid through 2023



Strategic Plan 2020

MeOTA Vision

MeOTA will be a thriving network of members, volunteers, leaders and advocates for OT service delivery in the State of Maine.

MeOTA Mission

The **Mission** of MeOTA is to promote the profession of Occupational Therapy and support all Occupational Therapy practitioners in the State of Maine

MEMBERSHIP

LONG TERM GOAL:

SHORT TERM GOAL	RESPONSIBILITY	TARGET DATE	FISCAL IMPLICATION	RESULTS
1. Conduct membership drive for recruitment/retention	Membership Chair, Communication Consultant, Board	April 2020	Raffle give away	
2. Engage all “corners” of Maine OTs via our Regional Reps and SIS	Regional Reps, SIS Chairs, Board	December 2020	Budget line available	
3. Increase practitioner membership category by 20%	Membership Chair, Communication Consultant, Board	December 2020	Budget line available	

VOLUNTEER LEADERSHIP

SHORT TERM GOAL	RESPONSIBILITY	TARGET DATE	FISCAL IMPLICATION	RESULTS
1. Fill open positions on the volunteer board: SIS Chair Membership Legislative Public Relations South Regional Rep	Board, All	April 2020	n/a	
2. Grow positions into committees: Membership Legislation Public Relations Regional Reps Continuing Education	Board, All	December 2020	n/a	
3. Review succession planning process and update as needed	Board, All	December 2020	n/a	

FINANCE

SHORT TERM GOAL	RESPONSIBILITY	TARGET DATE	FISCAL IMPLICATION	RESULTS

1. Ensure conferences are financially positive in overall cost	Continuing Education Chair Board	April/Oct 2010	Revenue must outweigh cost	
2. Ensure supplemental income from career center postings or the like	Communication consultant	December 2020	+	
3. Ensure tax filing/state filings are completed on time year via CPA	Treasurer Board	January 2020	CPA budget line	
4. Ensure annual review of association insurance binders for cost comparison	Treasurer Board	June 2020	Insurance budget line	
5. Annual review of membership due fee schedule to ensure financial stability	Board Membership chair	December 2020	+	

LEGISLATIVE ADVOCACY

SHORT TERM GOAL	RESPONSIBILITY	TARGET DATE	FISCAL IMPLICATION	RESULTS
1. Organize and attend Meet & Greet/Hill Day 2020	Legislative Chair Board	January 2020	Budget line	
2. Create and maintain legislative tracking tool that is member friendly for legislative committee to manage	Legislative Chair Board	Session 2020	n/a	

3. Increase web traffic to MeOTA Website under legislation for members to access legislative tracking and be able to send letters to legislators	Legislative Chair, Board, Communication Consultant	December 2020	Budget line for Comm. Consultant fee	
4. Grow Legislative Committee	Legislative Chair, Board,	Session 2020	n/a	

CONTINUING EDUCATION

SHORT TERM GOAL	RESPONSIBILITY	TARGET DATE	FISCAL IMPLICATION	RESULTS
1. Continue offering biannual conferences and/or explore workshop model	Continuing Education Chair Board	December 2020	Budget line conferences	
2. Collaborate with SLP/PT associations for collaboration for workshop?	Continuing Education Chair Board	December 2020	TBD	
3. Collaborate with NH/MA/VT Association for collaboration for conference?	Continuing Education Chair Board	December 2020	TBD	
4. Create Ad-Hoc to investigate licensure CE requirements reinstatement for Maine	President, Continuing Education Chair Board	December 2020	n/a	

5. Have communication consultant develop consistent communication/steady relationships with vendors to increase their presence at conference	Communication consultant, Continuing Ed Chair, Board	December 2020	+	
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GOVERNANCE

SHORT TERM GOAL	RESPONSIBILITY	TARGET DATE	FISCAL IMPLICATION	RESULTS
1. Create Ad-Hoc group to review and make recommendations for OT Scope of practice and rules/regulations for Maine	President, Board	December 2020	TBD	
2. Annual review of bylaws for any updates needed, hold membership vote as needed	Bylaws Chair	December 2020	n/a	
3. Annual review of SOP for any updates needed, hold board vote as needed	Bylaws Chair Board	December 2020	n/a	

Maine Occupational Therapists- we need you!

WE ARE STRONGER TOGETHER!

Join the Maine professional organization that
advocates for **YOU** and your profession!



SAVE THE DATE
XYZ DATE, 2020
XYZ LOCATION
XYZ City



MaineOT.org

**There's never been a better time
to be a MeOTA member! Join today!**

CHECK OUT THESE GREAT MEMBER BENEFITS

- * Develop professional growth and a sense of community
- * Networking opportunities
- * Opportunities to give back to your community with your peers
- * Access to leaders and experts locally & nationally
- * Voting opportunities
- * Access information at your fingertips
- * Up to date website with:
 - Member only access webpages
 - Community calendar
 - Digital quarterly newsletter
 - Advocacy and legislation
- * Safe guard your profession
- * Support lobbyist and advocacy efforts
- * Job opportunities



MaineOT.org