

MEOTA Board Meeting



Minutes

DATE: January 16th, 2019

Location: Mercy Foreriver Hospital, 2nd floor conference room, Portland, ME

Meeting

New Meeting

Wed, Jan 16, 2019 6:00 PM - 8:00 PM EST

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

<https://global.gotomeeting.com/join/797576789>

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 797-576-789

	EST Time.	Responsible Party
1. Welcome & Roll Call President- Jessica Bolduc P Vice President- n/a Secretary- Melissa Plourde P Treasurer-Christina Cole P Regional Representatives Southern Maine- Tim Reidman P* Aroostook County- Danielle Cropley A Western Maine- VACANT Eastern Maine- Karie Davis A Central Maine- Kelly Pruett P Midcoast- VACANT Student Representatives Husson- Kylee Carter A; Shannon Avery A KVCC- Mackenzi Masselli A USM- Lisa Lagare P ; Caitie Kelly P UNE- Katherine Frost P Committee Chairs Membership- Tim Cyr P* Bylaws, Policies and Procedures chair- Kim Davis P* Continuing education chair- Christina Dickinson P PR- Britteny Poulin EX, Nichole Clark EX Nominations and Recognition – VACANT Website -n/a Legislative Chair- Sharon Hartl P Communities of Practice Children and Youth- Tracey Falla P Denice Condon A Acute Care- open Driving and Community mobility – Heather Shields A	5mins	Jessica

<p>Mental Health - open Wellbeing for the older adult- Anna Guest EX, Leah Kramer P RA Rep- Jane Erickson P* Other: Eileen Ulmer P*; Amie Marzen P*</p>		
<p>2. Approval of the Minutes Motion to approve the minutes for Nov 2018 First: Tracey Falla Seconded: Christina Cole</p> <ul style="list-style-type: none"> ● Minutes Approved 	3-5 mins	Submitted for website
<p>3. Question or Discussion of Reports</p> <ul style="list-style-type: none"> ● NA this month ● Review of when reports are due, and how the process works for new members of the board ● 02/2019 reports will be: 1)President; 2)Treasurer; 3) Legislative; 4) Membership; 5)Continuing Education 	5 mins	Jessica
<p>4. Review of Mission</p> <ul style="list-style-type: none"> ● Jessica reviewed the MEOTA Mission & Vision 	5-8 mins	Jessica
<p>5. Old Business</p> <p>a. Appointments 2019</p> <ul style="list-style-type: none"> ● Jessica reviewed open positions: <ul style="list-style-type: none"> Nomination and Recognition Western Rep MidCoast Rep SIS Chair SIS Acute Care chair SIS Mental health chair 	10 mins	Jessica
<p>6. New Business</p> <p>2019 Priorities</p> <ul style="list-style-type: none"> ● review of scheduled meeting dates ● 3rd Wednesday of Each Month, 6-8 p.m. (Jan 16, Feb 20*, Mar 20*, Apr 17, May 15) *due to school break, changed to 2/13; 3/13 ● hospital or medical building at Mercy Hospital (location on agenda) ● pdf of monthly calendar of events and deadlines will be sent out as a reference ● retreat March 2nd at NERH for Board Members <p>a. conference planning</p> <ul style="list-style-type: none"> ● Location: proposed <u>USM April 27th -200-250 people</u> ● Catered by Panera ● Christina D will confirm exact seating and date with USM ● Once confirmed will start establishing deadlines with Christina D for vendors; volunteers; presenters etc.. 	60 mins	Board

- Fall conference was discussed and typically is the first weekend in November and brainstorming for:
 - potential venues (ie Husson)
 - theme: Transition with Aging
 - keynote speaker and or panel speakers?

b. Awards -criteria reviewed for all, Amie to post to the web

c. Scholarships- 3 @ \$250.00

- forms to be on-line of forms
- e-mail to program directors
- board members will vote based on rubric scores
- Amie to post to the web

d. Regional Rep Development

- New job description reviewed from last year's retreat included: identify major employers; key resource practitioners in specialized area; mentoring opportunities; identify small events for area if it exists; coordinating with SIS; connecting at conference face to face.
Needs continued work.

e. SIS development

- TBD

f. Legislative Communication

- Jane shared how to vote for ME RA and AOTA
- How do we want to communicate legislative information?
- Members want the information digested
- ? Put updates on the website with quick e-mail out to members to check it out
- Needs further work

g. Membership Recruitment and Retainment

- Will be discussed more next meeting
- April is OT month and conference
- What we do:
 - e-mail sent for renewal
 - We have e-mailed licensed practitioners who are not already members
 - Information in hub
 - Ideas: MEOTA swag

h. Nominations/awards/scholarships

- See above

7. Volunteers:

- please make sure your membership is active

8. Hub due in January

<ul style="list-style-type: none"> ● Christina C. will send this out by the end of January ● 46% growth in Membership is a HIGHLIGHT ● Sharon and Tracey will send info. for HUB ● Hub is twice a year (January; June/July) ● New MEOTA minute: discussion on bringing it back <ul style="list-style-type: none"> ○ End of March (before conference)/ September ○ Input: Regional Rep; Students ○ Topics: Legislation; Save the Date; Jobs; Volunteer opportunities, clinical highlights 		
<p>7. Final Items</p> <p>a. actions to be taken</p> <p>b. next meeting date/location-</p> <p>c. close meeting</p>	5 mins	<p>See above column for actions items</p> <p><u>**2/13 6-8pm Mercy Hospital Medical Building, 2nd Floor</u></p> <p>Reports due: President; Treasurer; Legislative; Membership; Continuing Education</p>

Submitted by: Melissa Plourde

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

KVCC mtg: March 23, 2018

Husson mtg: N/A