

MEOTA Board Meeting



Minutes

DATE: November 28th, 2018

Location: Mercy Foreriver Hospital, 2nd floor HOSPITAL, Portland, ME

New Meeting

Wed, Nov 28, 2018 6:00 PM - 8:00 PM EST

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

<https://global.gotomeeting.com/join/503140765>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 503-140-765

EST Time.

Responsible Party

<p>1. Welcome & Roll Call President- Jessica Bolduc P Past President- Tracey Falla P Secretary- Christina Cole P* Treasurer-Mary Beth Patnaude EX Regional Representatives Southern Maine- Tim Reidman Aroostook County Danielle Cropley Western Maine Mary Anderson Eastern Maine Karie Davis Central Maine Meredith Cohen Midcoast VACANT Student Representatives USM- Eileen Ulmer P*, Jaime Willard P*; welcome: Lisa Lagare, Caitie Kelly P* UNE- Katherine Frost P Husson- Katy Trow, Cori Allen KVCC- Mackenzi Masselli Committee Chairs Membership- Tim Cyr EX Bylaws, Policies and Procedures chair- Kim Davis P* PR- Britteny Poulin P*, Nichole Clark P* Nominations and Recognition - Gabby Petruccelli Website -Denise Condon Legislative Chair- Sharon Hartl P Communities of Practice Children and Youth- Tracey Falla P Acute Care- open Driving and Community mobility - Heather Shields Mental Health - open Wellbeing for the older adult- Anna Guest P, Leah Krammer P RA Rep- Jane Erickson P* Other: Kaylee Carter P* Future Husson student rep Christina Dickinson P* Melissa Plourde Jamie Comie- SIS chair Kelly Pruett</p>	<p>5mins</p>	<p>Jessica</p>
<p>2. Approval of the Minutes Motion to approve the minutes for Sept 2018 First: Christina Seconded: Tracey Approved!</p>	<p>3-5 mins</p>	<p>Submitted for website</p>
<p>3. Question or Discussion of Reports a. President- Fall conference and elections b. Treasurer - Vote pending for budget. All invoices are paid other than KVCC for catering for fall conference c. Membership -pending d. Legislative -pending</p>	<p>5 mins</p>	<p>Jessica</p>
<p>4. Review of Mission Roles and bylaws are located on our website for review anytime!</p>	<p>5-8 mins</p>	<p>Jessica</p>

<p>5. Old Business</p> <p>a. Budget Review</p> <ul style="list-style-type: none"> - see attached, vote needed • Website and domain names have been paid for several years ahead • Additional funds for State Hill day and Certified Public Accountant are new proposed budget items for 2019 • Forecasting 2019 is to be solvent plus approximately 9,000\$ • Surplus funds would be up for vote for use (use for replacement of investment account, MEOTA merchandise, or lobbyist to encourage CEU requirement for state of Maine) <p>Vote: Approval of 2019</p> <ul style="list-style-type: none"> • Approved by consensus <p>b. Membership Drive ideas/plans</p> <ul style="list-style-type: none"> • Our membership grew 48%! Over 100 new MeOTA members this past year • New website has been very helpful to maintain membership • Emails and social media • Flyer to print out to allow members to offer at work to other OT's • Find a strategy to bring items to the worksite • Direct mailings to employers • Raffle for a free lunch for employers that have MEOTA membership rates greater than 80% • Have a raffle where OT's hold a MeOTA logo and post on facebook to get a free lunch plus a board member as an official thank you <ul style="list-style-type: none"> ○ Flyer ideas <ul style="list-style-type: none"> ▪ Large logo ▪ I am MeOTA ▪ Have it be part of the OT community • Offer discount on swag for membership • Bring back the Meota minute biannually • Standardized SIS facebook groups • Elsmere- networking night for nonprofit night • Hannaford nonprofit scan for MeOTA • Carfit event? We have a coordinator in the state now <p>c. Elections/Appointments 2018</p> <ul style="list-style-type: none"> - ballots due out by Nov 1, voting closes Dec 15th -Appointments open until 12/31/18 <ul style="list-style-type: none"> -applications for SIS Chair -application for Cont Ed Chair <p>Still have openings for:</p> <ul style="list-style-type: none"> Nomination and Recognition Western Rep MidCoast Rep ?Website Coordinator 	<p>30 mins</p>	<p>Jessica, Tim C</p>
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<p>6. New Business</p> <p>a. Regional Rep Work -brainstorm, how to make these positions flourish, help achieve Meota's mission, grow a network</p> <p>7. set dates for Spring and Fall Conf 2019 -brainstorm keynote speakers for fall</p> <ul style="list-style-type: none"> • AOTA is early, allowing MEOTA conference to be early (first week of April) • March 30th (Maine's OT day) vs. April 27th • Venue Portland facility USM, USM LA (limited to 100 participants) or other space. SMCC, Italian Heritage center • Ensure there is space for posters • Seeking spring conference committee members <p>Fall Conference "transitions with aging" November 2nd Vs. October 26th Keynote AOTA President Regi? History of OT in the state of Maine Panel of people?</p> <p>8.2019 Priorities -Dec meeting</p> <ol style="list-style-type: none"> a. Region Rep Development b. SIS development c. Legislative Communication d. Membership Recruitment and Retainment e. nominations/awards/scholarship <p>9. Volunteers: please make sure your membership is up to date</p> <ul style="list-style-type: none"> • Log into website to check your status <p>10. Hub due out in January -outgoing and incoming secretary to work together -solicit items to place in HUB -personal story to share?</p> <p>Reflection of 2018 Business meeting information Conferences Legislative updates New representatives Intro to new board members Recap last year's bills Lobbyist forecast Website! SIS highlights Upcoming PR events Membership drive Spring conf 2019 Scholarships Future planning- save the dates, hill day and big events Practitioner highlights Pediatric clinical information</p> <p>Submission required by January 11th</p>	60 mins	Board
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7. Final Items a. actions to be taken b. next meeting date/location c. close meeting	5 mins	See above column for actions items Dec TBD!
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Submitted by:

Role call:

P for present; * for those joining by phone

A for absent, EX for excused

USM visit: Oct 4

UNE visit: April 5

KVCC mtg: March 23

Husson mtg: N/A



November 2018 MONTHLY STATUS REPORT

To: MeOTA
From: Jessica Bolduc
Subject: President

ACTIVITIES COMPLETED IN THE PAST MONTH

Completed Deliverables:

-Fall Conference

We had 114 paid attendees

Revenue from attendees: \$10,225; Revenue from Vendors: \$1,465

TOTAL: \$11,690 Expenses: \$3,501.65

INCOME: \$8,188.35 WOW!!!!!!

Swag brought in: \$339.60

Silent Auction and donations brought in: \$471

TOTAL towards student scholarship: \$810.60 (we can do 3 in 2019!)

Student 50/50 with Meota donation to enable each school to earn \$25

-Fall Elections/Appointments

Ballot: President Elect = Jessica Bolduc

Secretary = Melissa Plourde, Kelly Pruett

Treasurer = Christina Cole

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
> Elections	> Voting ends 12/15/18	> 12/31
> Recruitment for Appointments ongoing	>	> Fall 2018
> Plan Hill Day with Legislative Rep/ Lobbyist	> Recruit volunteers, plan event	> April 10
> Set the date for Spring Conference		> 11/28/18
> Set the date for Spring Retreat		> 11/28/18
> Brainstorm Keynote speakers for Fall		> 1/16/18

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

> MeOTA Social for December

LONG TERM PROJECTS

- > SIS Ad hoc meeting
- > Regional Rep ad hoc meeting
- > Membership recruitment/retainment

ISSUES FOR IMMEDIATE ATTENTION



Monthly STATUS REPORT

To: MEOTA Board

From: Mary Beth Patnaude

Subject:

November 2018 Treasurer Report

ACTIVITIES COMPLETED IN THE PAST TWO MONTHS
<p>Completed Deliverables:</p> <ul style="list-style-type: none"> ➤ Paid all invoices for through 11/15/18 ➤ Checking account balance as of 9/16/18 is \$22,979.34 ➤ Transferred \$5000 from investments to checking account, in order to have the liquidity to cover expenses that will be incurred for fall conference. ➤ Completed annual compliance for IRS ➤ Paid invoices for conference and provided blank checks to president to pay other conference expenses ➤ Reached out to Christina Cole to make plans to transition records to her.

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Finalize 2019 budget. ➤ Prepare for transfer to new treasurer as of 1/1/19. 		<p>12/18</p> <p>1/1/19</p>

Respectfully Submitted:

Mary Beth Patnaude, MS,OTR/L

Treasurer