**MEOTA Board Meeting**

**  
Agenda**

**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

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| **1. Welcome & Roll Call** President- Jessica Bolduc  Vice President- Kim Davis  Secretary- Melissa Plourde  Treasurer-Christina Cole  Regional Representatives  Central Maine- Kelly Cowan  Northern Maine- vacant   Southern Maine- Tim Reidman Student Representatives  Husson- Kylee Carter, Shannon Avery  KVCC- Mackenzi Masselli  UNE- Katherine Frost USM- Lisa Lagare, Caitie Kelly  Committee Chairs  Bylaws, Policies and Procedures chair- Kim Davis  Continuing Education chair- Christina Dickinson  Legislative Chair- Sharon Hartl   Committee: Jillian O’Brien, Ryan Gallant Membership- Tim Cyr  Public Relations- Britteny Poulin, Nichole Clark  Nominations and Recognition – VACANT  Special Interest Sections  Children and Youth- Tracey Falla& Denise Condon  Driving and Community mobility – Heather Shields  Wellbeing for the older adult- Anna Guest, Leah Kramer  Acute Care- open   Mental Health - open  RA Rep- Jane Erickson  Other: | 5mins | Jessica  Quorum is 5 of 9 |
| **2. Approved Minutes**  **Motion to approve the minutes for March 2019  First: Seconded:**  **Motion to approve the minutes for Retreat 2019** | 3-5 mins | Melissa  Submitted for website |
| **3. Question or Discussion of Reports- see attached below**  **a. President**  **b. Legislation**  **c. Treasurer**  **d. Membership**  **e. Cont. Education** | 5 mins | Jessica |
| **4. Review of Mission**   * Read by | 3 mins | Jessica |
| **5. Old Business**  a.Appointments 2019  -Still have openings for the following:  Nomination and Recognition  SIS Chair  SIS Acute Care chair   SIS Mental health chair  Any committees can be formed based on interest  -Students could hold positions; excluding chair positions  b. Awards:   * Vote/Approval for OT Practitioner & Advocate * Vote/Approval for Student Scholarships     c. Spring Conference Planning Underway   * Final rooms setup/session rooms * Final food prep * Volunteers for setup on Friday and Day of   d. Thank you Kim for MeOTA Minute  e. Hill Day April 10th, 2019- STATE HOUSE | 10 mins | Jessica    Christina D.  Sharon |
| **6. New Business**  a. Discussion and Final vote to accept Strategic Plan for 2019  b. Scope of Practice/licensure Review Committee Discussion  c. Special Interest Section Work | 45 mins | Board |
| **7. Final Items**  **a. actions to be taken**  **b. next meeting date/location**  **c. close meeting** | 5 mins | See above column for actions items  **May 15th 6-8pm Mercy Hospital MOB 2nd floor**  **Next Reports due:**  **VP/Bylaws, Public Relations, Regional Reps, Student Rep, SIS reps** |

Submitted by:

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

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­­­April 2019 MONTHLY STATUS REPORT

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| 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 |
| * Strategic Planning | | * Board vote | * April 17th |
| * Recruitment for Appointments ongoing | | * Email membership | * Ongoing |
| * Work with Spring Conference Committee for continuing planning | | * Set up conf call | * April |
| * Brainstorm Keynote speakers for Fall conference and set location | | * Look at proposals with Cont Ed Chair | * April 27th |
| * Legislative Advocacy | | * ongoing | * Current session |
| ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH | | | |
| * Fall Conference Planning | | | |
| LONG TERM PROJECTS | | | |
| * SIS Ad hoc meeting * Regional Rep ad hoc meeting * Membership recruitment/retainment * Scope of Practice Ad Hoc review | | | |
| ISSUES FOR IMMEDIATE ATTENTION | | | |
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<April> 2018 MONTHLY STATUS REPORT

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| 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. | | | | | | |  |

### [http://www.meota.org/graphics/logo.png](http://www.meota.org/) April 2019 MONTHLY STATUS REPORT

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| 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 | | NEXT ACTION | DUE DATE | |
| * Develop process for review of current legislation as well as a method of sharing with MeOTA members that is easy to access and comprehend. | | * Identify responsibilities within the committee with new members. | * May 2019 | |
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| 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 | | | | | | | |
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| 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 | |
| * Finalizing address change for United insurance (MMG), affinipay and Ameriprize | |  |  | |
| * Paypal for payment of consultant | |  |  | |
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| ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH | | | | | |
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| LONG TERM PROJECTS | | | | | | |
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| ISSUES FOR IMMEDIATE ATTENTION | | | | | | | |
| * Contact accountant for taxes | | | | | | | |

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| 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 | |
| * Gift Basket drawing for 2019 membership | | * Get MeOTA Item from Jessica to complete basket | * April 27, 2019 | |
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| ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH | | | | | |
| * Membership Survey- Obtain from Amie- prepare for use at Spring Conference. | | | | | |
| LONG TERM PROJECTS | | | | | | |
| * Plan possible fall Nonprofit Night- Central Maine Restaurant- more planning with Amie Marzen to occur. | | | | | | |
| ISSUES FOR IMMEDIATE ATTENTION | | | | | | | |
| * Final preparations for raffle basket - Prepare of Spring Conference Membership Table, follow-up with Jessica on banner to be used. | | | | | | | |