

MEOTA Board Meeting



Minutes

DATE: June 20, 2018

Location: Mercy Foreriver Hospital, 2nd floor Medical Office Building, Portland, ME

Wed, Jun 20, 2018 6:00 PM - 8:00 PM EDT

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

<https://global.gotomeeting.com/join/535163973>

You can also dial in using your phone.

United States: +1 (872) 240-3311

Access Code: 535-163-973

	EST Time.	Responsible Party
<p>1. Welcome & Roll Call</p> <p>President- Jessica Bolduc P Past President- Tracey Falla P* Secretary- Christina Cole EX Treasurer-Mary Beth Patnaude EX Regional Representatives Southern Maine- Tim Reidman P* Aroostook County Danielle Cropley A Western Maine Mary Anderson A Eastern Maine Karie Davis A Central Maine Meredith Cohen A Midcoast VACANT Student Representatives USM- Eileen Ulmer P*, Jaime Willard P* UNE- Leanne Quakenbush EX Husson- Katy Trow A, Cori Allen A KVCC- Olivia Fenderson A Committee Chairs Membership- Tim Cyr EX Bylaws, policies and procedures chair- Kim Davis P* PR- Brittany Poulin, Nichole Clark EX Nominations and Recognition – Gabby Petruccelli A Website -Denise Condon A Legislative Chair- Sharon Hartl P Special Interest Sections Children and Youth- Rotating Acute Care- Jessica Bolduc/open Driving and Community mobility – Heather Shields A Mental Health - Carol Lambdin P Wellbeing for the older adult- Anna Guest P, Tammy Bickmore A</p>	5mins	Jessica

RA Rep- Jane Erickson P* Other:		
2. Approval of the Minutes Motion to approve the minutes for May 2018 First: Kim Davis Seconded: Carol Lambdin	3-5 mins	Submitted for website
3. Question or Discussion of Reports (see attached) a. PR b. Bylaws c. Nominations/Awards not submitted d. SIS <ul style="list-style-type: none"> • Acute Care- Jessica Bolduc/open – nothing to submit • Children and Youth- Rotating – not submitted • Driving and Community mobility – Heather Shields not submitted • Mental Health Carol Lambdin - nothing to submit (is confirming with AOTA that there is not a conflict of interest with her role with AOTA) • Wellbeing for the older adult- Anna Guest, Tammy Bickmore e. Regional Reps <ul style="list-style-type: none"> • Southern Maine- • Aroostook County not submitted • Western Maine not submitted • Eastern Maine not submitted • Central Maine not submitted • Midcoast VACANT f. Student Reps <ul style="list-style-type: none"> • USM- • UNE- not submitted • Husson- not submitted • KVCC- not submitted 	5-10 mins	Jessica
4. Review of Mission	5 mins	Jessica
5. Old Business a. Fall conference- Nov 3rd Keynote is Amy Lamb! <ul style="list-style-type: none"> • KVCC on Western Ave • Seeking fall conference committee members <ul style="list-style-type: none"> ○ Email coming soon to find volunteers • Voted on Theme: group vote <ul style="list-style-type: none"> ○ A Innovation and the Power of Occupation b. Regional Rep Adhoc Work <ul style="list-style-type: none"> • Trying to create a more solid connection between the regional reps. Use conference as a face to face medium? • Seeking a more solid commitment to the role • Ensure there is a concrete job description • Create Regional Rep only area of the website to promote communication? • Create a community, clinical corner? which will be practitioners that are resources in that region to provide available support 	60 mins	Jessica

<ul style="list-style-type: none"> • Standard Operating Procedure for the Regional Rep Role (see attached) <ul style="list-style-type: none"> ○ Voted to accept SOP; 1st Jessica Bolduc, 2nd Tim Reidman (within quorum) c. SIS Facilitator Standard Operating Procedure (see attached) <ul style="list-style-type: none"> ○ Voted to accept SOP; 1st Jessica Bolduc, 2nd Jaime Willard (within quorum) d. Chair to the SIS Standard Operating Procedure (see attached) <ul style="list-style-type: none"> ○ Voted to accept SOP; 1st Tracey Falla, 2nd Tim Reidman (within quorum) 		
<p>6. New Business</p> <p>a. Website : new domain purchased www.maineot.org -Amie, Jessica and Tim to work on the new website over the summer to create new membership database and conference sign up to start</p> <p>b. HUB submissions due to Christina ASAP</p>	30 mins	board
<p>7. Final Items</p> <p>a. actions to be taken</p> <p>b. next meeting date/location</p> <p>c. close meeting 8:05pm</p>	5 mins	See above column for actions items Sept 19 from 6-8 PM, TBD Reports due: Everyone

Submitted by: Jessica J Bolduc President

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

USM visit: TBD
UNE visit: April 5, June 19
KVCC mtg: March 23
Husson mtg: fall 2018



June 2018 Monthly STATUS REPORT

To: MeOTA

From: Brittney Poulin, Nichole Clark

Subject: PR Co-chair

ACTIVITIES COMPLETED IN THE PAST MONTH

Completed Deliverables:

- March for Babies Team MeOTA Portland May 6th Raised: \$166 , Team MeOTA2 for Lewiston May 19th Raised:
- Brainstormed ideas for volunteering/PR: Special Surfers, Re-Store for Habitat for Humanity
- In touch with PWH to see if they have any openings to volunteer this summer
- Hours Volunteered to date: approximately 58.5

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Partners for World Health ➤ Habitat Re-store ➤ Special Surfers ➤ LL Bean backpack awareness 	<ul style="list-style-type: none"> ➤ Special Surfers ➤ Habitat 	<ul style="list-style-type: none"> ➤ July 2018 ➤ June 2018

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

- Habitat Fall Building project (waiting to here from them to confirm)

LONG TERM PROJECTS

ISSUES FOR IMMEDIATE ATTENTION

- Would a rep or member in Bangor like hold a Backpack Awareness at their store? PR can set it up and then coordinate (PR would not be attending it)



June 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Kimberly A. Davis

Subject: Bylaws Policies and Procedures
Chair

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: <ul style="list-style-type: none"> - Reviewed and provided edits to the SOP for the SIS Facilitator - Reviewed and provided edits to the SOP for the Regional Representative 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ None	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Follow-up with board on approval of the current new SOP for SIS Facilitator and Regional Representative		
LONG TERM PROJECTS		
➤ Add new SOP to the current SOP and publish on MeOTA website		
ISSUES FOR IMMEDIATE ATTENTION		
➤ None		



June 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Anna Guest

Subject: Peds SIS

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: - CoP meeting hosted May 3rd at UNE.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ None	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Meeting with co-Chairs planned for June 13th to plan for 2018 CoP events and topics.		
LONG TERM PROJECTS		
➤		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



June 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Tim Reidman

Subject: Southern Maine Rep.

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: <ol style="list-style-type: none"> 1. Sent out introduction e-mail. 2. Sent out (3rd) e-mail to RR's and no replies. 3. Received updated Southern Maine employers list (Scott McNeil: UNE) and forwarded to Amie & Jessica. 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Gathering suggestions received from intro. e-mail.	➤ Share suggestions with board.	➤ TBD
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Brainstorm ideas for connecting with RR's.		
LONG TERM PROJECTS		
➤ Developing an updated template for RR's job description.		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



JUNE 2018 STATUS REPORT

To: MeOTA Executive Board
 From: USM Student Representatives
 Jaime Willard, Eileen Ulmer
 Subject: June Status Report

ACTIVITIES COMPLETED IN THE PAST MONTH
Completed Deliverables: <ul style="list-style-type: none"> ➤ Completion of Spring Conference and associated duties (April) ➤ Attended SOTA meeting to discuss future plans with other schools (March/April) ➤ Discussed membership with 5 MOT staff or students to determine membership (April)

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤	➤	➤

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH
<ul style="list-style-type: none"> ➤ Give Jessica the contact information of the SOTA president for meeting at USM ➤ See Tammy Bickmore to see if Jessica could come during orientation week to talk about MeOTA ➤ Prepare archive table for fall conference

LONG TERM PROJECTS
<ul style="list-style-type: none"> ➤ Collaborate with MeOTA and SOTA to start historical archive of occupational therapy in the state of Maine.

ISSUES FOR IMMEDIATE ATTENTION
<ul style="list-style-type: none"> ➤