

MEOTA Board Meeting



Minutes

DATE: January 17th, 2018

Location: Mercy Foreriver Hospital, Portland, ME

START TIME: 6:00pm EST

CALL INFORMATION

Wed, Jan 17, 2018 6:00 PM - 8:00 PM EST

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

<https://global.gotomeeting.com/join/190854989>

You can also dial in using your phone.

United States: +1 (872) 240-3311

Access Code: 190-854-989

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	EST Time.	Responsible Party
<p>1. Welcome & Roll Call</p> <p>a. welcome new members</p> <p>President- Jessica Bolduc P Past President- Tracey Falla Ex Secretary- Christina Cole* Treasurer-Mary Beth Patnaude* Regional Representatives Southern Maine- Tim Reidman ex 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 * Husson- Katy Trow *, Cori Allen * KVCC- new Committee Chairs Membership- Tim Cyr ex Bylaws, policies and procedures chair- Kim Davis * PR- Britteny Poulin *, Nichole Clark * Nominations and Recognition – Gabby Pettrucelli* Website -Denise Condon ex Legislative Chair- Sharon Hartl P Communities of Practice Children and Youth- Rotating Acute Care- Jessica Bolduc *</p>	5mins	Jessica

<p>Driving and Community mobility – Heather Shields A Mental Health Amy Walsh A Wellbeing for the older adult- Heather Timins A RA Rep- Jane Erickson* Other:</p>		
<p>2. Approval of the Minutes Motion to approve the minutes for Dec 2017 with edits (Sharon) seconded (Christina)</p>	5 mins	
<p>3. Question or Discuss of Reports</p> <p>a. Treasurer:</p> <ul style="list-style-type: none"> • 1/16/18 \$14,751.37 currently in bank • Budget approved for 2018. • MeOTA email passwords should be changed. • 1099 will need to be done by CPA for 2019 <p>b. PR Chairs:</p> <ul style="list-style-type: none"> • Looking to participate for the March for Babies for MeOTA shirts and volunteers. Event on May 6th • Partners for World Health event happening on January 27th 9-12 • August 11th (TBD) Backpack awareness day at LL Bean 	10 mins	
<p>4. Review of Mission</p>	5 mins	
<p>5. Old Business</p> <p>a. Review/finalize strategic plan</p> <ul style="list-style-type: none"> • Using the strategic plan for goal accomplishment for 2018 • Thriving OT Network <ul style="list-style-type: none"> ○ Continue to promote OT, but increase membership through use of database and membership drives <ul style="list-style-type: none"> ▪ Have the executive board travel to various locations in Maine ○ Redevelopment of the CoP's (communities of practice) and regional rep roles <ul style="list-style-type: none"> ▪ Looking for Adhocs for both roles ▪ To be worked on at retreat ○ Continue to offer biannual conferences ○ Continued volunteer events and opportunities ○ Collaboration with MPTA and MLSHA <ul style="list-style-type: none"> ▪ Consideration to have an interdisciplinary common interest special interest group. ○ Technology adhoc to check on go to meeting vs. other platform. Also making sure items such as MeOTA computers and the cube are in working order • Succession planning <ul style="list-style-type: none"> ○ Seeking feedback as this this the first new group of people that have had access to the new information 	30 mins	<p>Next meeting members will take time to select an action item for 2018</p> <p>Jessica to inquire and report back</p>

<ul style="list-style-type: none"> ○ Getting more OT practitioners involved in MeOTA and with volunteer events <ul style="list-style-type: none"> ▪ Is there a SOTA event that could be coordinated? ○ Continue to support and grow the CoP's ● Lobbyists <ul style="list-style-type: none"> ○ Support, solvency, increased interfacing and communication of legislation ○ Coordination of state house visit for 2018- Anticipated for Feb 22nd b. spring conference planning <ul style="list-style-type: none"> ● Call for papers is live ● 3-4 submissions at this time- determining if this will be a half day or full day event ● USM- Space and rooms are setup. Catering options being looked into ● Should be one to two presentations for the students and potentially a round table discussion ● Fall conference- Nov 3rd at UNE. Keynote is Amy Lamb! Seeking fall conference committee members ● Potential locations and dates for 2019 conference events. Consideration for a more northerly conference if not financially restrictive <p>Will be revisited at the next meeting</p>		<p>Jessica to confirm Feb 22 date with Lobbyists; students looking into their availability</p> <p>Jessica and committee working on conference planning</p>
<p>6. New Business</p> <p>a. New meeting formats, meeting dates, calendar</p> <ul style="list-style-type: none"> ● Seeking to create new action items ● For Feb Meeting- Reports would be requested two weeks prior so that the agenda and reports could be reviewed. This means the balance of the meeting could be spent on action items ● Dates: Wednesdays appear to be the best day according to polling results. The third Wednesday seems to work best ● Retreat- Scheduled for March 3rd ● Calendar to be put on drop box <p>b. President and SOTA meetings</p> <ul style="list-style-type: none"> ● Jessica is scheduling meetings with students, other members invited <p>c. Collaboration with MAPTA and MSLHA</p> <p>MLSHA: Jessica speaking with SLPs to coordinate future events</p> <p>d. plan state house visits, with students vs board only</p> <ul style="list-style-type: none"> ● Feb 22nd date <p>e. adhoc for COP (all chairs?) -tabled for Feb.</p> <p>f. adhoc for Regional Rep (all reps) -tabled for Feb.</p> <p>g. statement for survey/info sharing & add to SOP</p> <ul style="list-style-type: none"> ● Sending out via social media vs. sending to membership is the current process 	<p>45 mins</p>	<p>Jessica to email for reports and send out agenda</p> <p>Jessica to email out calendar</p>

<ul style="list-style-type: none"> • No cost for membership, 50\$ for non membership to share • Students or master’s level students would have the fee waved • Need to have a statement for the website to guide practice • Statement <ul style="list-style-type: none"> ○ Members and student researchers will not be charged. For profit agencies will be charged a fee. The survey will be posted on the website and information about the survey will be sent out on social media ○ MeOTA will not sell or share personal information or contact information <p>i. spring nomination/awards process (Gabby)</p> <ul style="list-style-type: none"> • Do we want to have an OT and an OTA practitioner award? <ul style="list-style-type: none"> ○ The two categories will allow more individuals to be recognized ○ Opportunity for both under one category. Given to one occupational therapist and one occupational therapy assistant <ul style="list-style-type: none"> ▪ Agreed to 1 category but two awards one for OT and one for OTA • Request for nominations will be sent out a month prior to conference. • Need to figure out what the benefit is to being an award recipient • Add award recipients to the archives • Resurrection of the scholarship. There is 500\$ available to distribute in one lump sum, or in two scholarships <ul style="list-style-type: none"> ○ Two \$250 awards, instructions for essay and letter of recommendations to be put to website ASAP for presentation at spring conference <p>j. archives – tabled to Feb meeting</p>		<p>Jessica to work with Aimee to make a statement on the web</p> <p>Gabby to finalize award instructions and rubric to score. Jessica review as needed. Aimee to post to the web ASAP.</p> <p>Gabby to finalize scholarship instructions and rubric to score. Jessica review as needed. Aimee to post to the web ASAP.</p>
<p>7. Final Items</p> <ul style="list-style-type: none"> a. actions to be taken b. next meeting date/location c. close meeting @8:03pm 	<p>10 mins</p>	<p>See above column for actions items</p> <p>February 21st from 6-8 PM, Mercy Fore river Reports due: President, treasurer, legislative and membership chairs</p>

Submitted by: Christina Cole, secretary