



Executive Board Meeting Minutes

Mission: The mission of MeOTA is to promote to profession of Occupational Therapy and support all Occupational Therapy Practitioners in the state of Maine

Vision: MeOTA is to promote the profession of Occupational Therapy and support all Occupational Therapy practitioners in the State of Maine.

Date: 3/7/2017

Roll Call: Tracey Falla- President, Melinda Blais- USM student rep, Kelsey- USM student rep, Christina Cole- Secretary, Jessica Bolduc- PR and CoP Facilitator Acute Care, Liz Crampsey- So Me Co-rep and CoP Facilitator Pediatrics, Mary Beth Patnaude–Treasurer, Sandra Larsen- UNE student rep, Kim Scheimreif- KVCC student rep, Heather Timins- Wellbeing for Adults CoP facilitator, Kim Davis- bylaws, policies and procedures chair, Laura Barnett- Husson student rep, Meredith Cohen- former KVCC student rep, Denise Condon- membership chair, Amie Marzen- Communications consultant, Heather Sheilds- CoP facilitator for driving and community mobility

Reading and Approval of Meeting minutes: (Motion: Liz to approve minutes from last month’s minutes, seconded by Mary Beth) February minutes- Approved

Report of Officers:

Treasurer: Mary Beth Patnaude (Motion: Liz to approve treasure report, seconded by Jessica) Approved

- I. 1155 income from membership
- II. Donation received by MeOTA
- III. Lobbyist was paid

Bylaws, Policies and Procedures Chair: Kim Davis

- I. Updated policies and procedures shared with MeOTA board
- II. Creating an adhoc to review- meeting next week
 - a. Katie, Laura (Husson student rep), Carrie Rich
- III. Will get to membership prior to the 29th of March to allow for membership vote at the spring MeOTA conference
 - a. Big changes include: bylaw structure and separation of the bylaws from the Standard Operating Procedures

Continuing Education chair: Mary Anderson

- I. USM Lewiston Auburn for Spring conference on April 29th
- II. Additional request for short courses pending
- III. Awaiting to finalized
- IV. Conference rate varies based on member, nonmember, student and presenter
 - a. Consideration of rate variation between students who are MeOTA members and nonmembers
- V. Boucher pending

Membership chair: Denise Condon

- I. Membership survey completed with greater than 220 responses
 - a. Analyzation pending
- II. Current membership is 227
 - a.

Board members need to consider attending CoP Meetings

PR/ Upcoming volunteer events:

- I. Partners for world health- March 11th and April 15th
 - o A way to send medical supplies to countries in need
- II. Habitat for humanity- TBD
- III. United Way day of caring- May 2017
- IV. Media press releases for next month to celebrate OT and educate on the role of OT

Conference committee/ Cont Ed:

- I.

Legislation:

- I.

Communities of Practice (CoP):

- I. Children and Youth CoP- Liz
 - a. Last month's meeting was cancelled on 2/28- no meetings with less than 6 participants
 - b. Next Meeting date- 3/16/2017 6-8 pm
- II. Wellbeing for Older Adults CoP- Heather T
 - a. Next Meeting date
- III. Acute Care CoP- Jessica
 - a. Looking to ID how to conduct business.
 - b. Next Meeting date to be determined
- IV. Mental Health CoP- Amy
 - a. Next Meeting date
- V. Driving and community mobility- Heather S
 - a. Next steps to be determined

Regional Reps:

- I. Aroostook Regional Rep
 - a.
- II. Southern Maine Reps- Liz Crampsey
 - a. Awaiting membership survey results
- III. Midcoast Rep- Carry Ann Davis
 - a.
- IV. Central Maine Rep- Meredith Cohen
 - a.
- V. Western Maine rep- Mary Anderson

Student reps:

- I. Busy on fieldwork
- II. Identify which job description that would assist with student rep orientation

- III. UNE- AOTA conference is focus of student body
 - a. UNE alumni reception on the 30th at 8pm
- IV. USM- Joined legislative round table and to assist with AOTA ACA call. Currently gathering practitioner testimony. New SOTA board elections and meet with student body president.
 - a. Goal to ID centennial celebration idea- creating a photo booth to sit at the table with the founders

Motion: Jessica To adopt minutes as read from CoP and Chair positions, Seconded by Liz. Approved

Maine Representative to the RA:

- I. No information at this time

MeOTA Organizational Changes:

- I. Open Positions
 - a. Midcoast Maine rep
 - b. PR open as of June
- II. Joins/Leaves MeOTA
 - a. Meredith Cohen- Left as KVCC student rep but is now new Central Maine Rep
 - b. Jessica Walton- Stepped down from Co-southern Maine rep

Agenda:

Item	Discussion	Action Required	Action Completion Date
Roll call sheet	Christina to provide to assist with Robert's rules	Christina to Create roll call sheet	Next meeting date
Robert's Rules	10 steps to every meeting <ul style="list-style-type: none"> • Roll call • Approval of meeting minutes • Officer reports • Committee reports • Special orders • Unfinished business • New business • Announcements • Adjournment 	New meeting minutes template to be created to mirror Robert's Rules	
Ad Hoc committee creation	<ul style="list-style-type: none"> • Bylaws, policies and procedures- Kim, Katie, Laura and Carrie • Membership- Denise and Christina • CoP's <ul style="list-style-type: none"> ○ Engage former CoP chair for assist- Susan Noyes ○ Tracy and CoP facilitators • Leveraging technology- Heather S, Christina and Amie • Succession planning- Jessica and Tracey • Awards • Continuation of Budget Ad hoc- Denise, Amie, Mary Beth, Carrie 		
Awards	Need to have descriptions loaded on website to allow membership to vote	Request to Gabby and Amie to add further content to website	

Annual MeOTA Calendar	(Motion: Denise to send out calendar to MeOTA board members and returned, seconded by Melinda) Need to add a column for when items need to be initiated to complete	Christina to put in dropbox- This is under EB Meeting Agenda and Minutes. This is at bottom called 'Annual MeOTA Calendar'	Next meeting date for all members
Quickbooks	<ul style="list-style-type: none"> • Current treasurer does not require quickbooks and is looking to decrease MeOTA cost • Question if able to reconcile bank account against website • There are GL (general ledger) codes that can assist with tracking MeOTA funds 		

Next meeting:

- 4/11- Ad Hoc committee date- this is our chance to have several rooms at the UNE campus
- May meeting date 5/16 6-8pm- UNE Campus. Location to be determined

Carry over items:

- I. Reconciliation of bank account against MeOTA website