

MEOTA Board Meeting



Minutes

DATE: March 21, 2018

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

March MeOTA Board Meeting

Wed, Mar 21, 2018 6:00 PM – 8:00 PM EDT

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

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Access Code: 382-693-989

First GoToMeeting? Let's do a quick system check: <https://link.gotomeeting.com/system-check>

	EST Time.	Responsible Party
1. Welcome & Roll Call President- Jessica Bolduc P Past President- Tracey Falla Ex Secretary- Christina Cole P 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 * Husson- Katy Trow A, Cori Allen* KVCC- Olivia Fenderson A Committee Chairs Membership- Tim Cyr * Bylaws, policies and procedures chair- Kim Davis Ex PR- Britteny Poulin*, Nichole Clark * Nominations and Recognition – Gabby Petruccelli P Website -Denise Condon A Legislative Chair- Sharon Hartl A Communities of Practice Children and Youth- Rotating Acute Care- Jessica Bolduc/open P Driving and Community mobility – Heather Shields A Mental Health open	5mins	Jessica

Wellbeing for the older adult- vacant RA Rep- Jane Erickson* Other: Catherine Dorrington*		
2. Approval of the Minutes Motion to approve the minutes for Feb 2018 First: Christina Seconded: Gabby	3-5 mins	Submitted for website
3. Question or Discussion of Reports (see attached) a. Public Relations - b. Bylaws, Policies and Procedures c. Nomination and Recognition – not submitted d. Student Reps -KVCC not submitted e. CoP -acute care – no updates -mental health – Amy Walsh to step down -Driving – Heather to stay if transition to SIS -well being for older adults – no updates -peds – no updates f. Regional Reps Northern, Southern and Eastern not submitted	5-10 mins	Jessica
4. Review of Mission	5 mins	Jessica
5. Old Business a. spring conference planning updates • Have 69 registrants, working on vendors • Will confirm catering next week- looking for box lunches. Breakfast to be done by MeOTA committee. Panera has the benefit of coffee and tea ○ Past conferences have done a coffee urn rental to provide coffee • Making registration packets for feedback, vendors have sent items as well. Folders arriving today. Goodie bags • Awards ○ Awards are closing on Monday ○ Awards are being finalized and identified ▪ OT advocacy ▪ OT of the year ▪ PR award ▪ President’s award ○ Scholarship recipients identified ○ Parties are being informed to ensure that all necessary people are present b. Fall conference- Nov 3rd at UNE. Keynote is Amy Lamb! Seeking fall conference committee members • If spring student track goes well, then there will be a student track for fall conference	15 mins	Jessica Save the date event is coming in May- Jessica
6. New Business a. Retreat (review handouts) -Membership Adhoc Work • Membership drive for OT month	60-75 mins	board

- Largest local employers of OT practitioners

-Communities of Practice Adhoc Work

- Seeking to change the intent from Communities of Practice to Special Interest Sections or some other name that would help support our members in a more dynamic manner, ?"clinical connections?"
 - This means that you will receive information vs. having an active community that is facilitated like a community of practice
- Have identified that Students may have signed up for all the CoP's which changed the pool of expertise
- Looking to ensure that the membership has a better understanding of what participation would mean to them and their responsibilities
- Membership wants increased communication
- May be able to leverage discussion boards on the website. Then ensure that members get notification of a question or resource being posted
- Tie all the different social media information for the group back to the MeOTA website
- Ensuring to increase communication
 - Communicate timely to members
 - Send out meeting minutes to those who were not able to attend

b. voting on new formats/adhocs etc

-will ask for adhoc interest at conference for website

c. OT Day; OT month March 30th (State of Maine proclamation)

- Ideas?
- Press release? - PR working on spreading awareness of the role of OT
- KVCC student will be sharing OT month ideas at conference
- Can membership share their favorite story of being on OT?
- Share the Sarah McKinnon video from UNE visit regarding legislation and policy
- Share on the community calendar on public television channels

d. Carfit Idea/northern Maine CE event

- Looking to identify a CE type event for our northern Maine membership

e. ASAP awards

- The president's meeting Award at AOTA
- Highlighting the three areas for MeOTA to get an award:
 - Conference for last fall
 - Website and social media

<ul style="list-style-type: none"> ○ Thinking outside the box <p>f. Board membership</p> <ul style="list-style-type: none"> • Ensure that your membership is active with MeOTA for all board and volunteer positions with MeOTA <p>g. Amie- Availability of consultant.</p> <ul style="list-style-type: none"> • Jessica to ensure consultant availability for remainder of year re: budget 		
<p>7. Final Items</p> <ul style="list-style-type: none"> a. actions to be taken b. next meeting date/location c. close meeting 	5 mins	<p>See above column for actions items</p> <p>May 16 from 6-8 PM, Mercy Fore river</p> <p>Reports due: President, Treasurer, Legislative, Membership and CE chairs</p>

Submitted by: Christina Cole, secretary

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

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



March 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Kim Davis

Subject: Bylaws, Policies, Procedures

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: None		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
Following the discussions from the retreat for any policy or procedures that will need to be updated	➤ Review minutes when available	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ Continue to monitor need for changes		
LONG TERM PROJECTS		
➤ Review and Revise as needed		
ISSUES FOR IMMEDIATE ATTENTION		
➤ None		



March 2018 STATUS REPORT

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

ACTIVITIES COMPLETED IN THE PAST MONTH
Completed Deliverables: ➤ Discuss with Tammy Bickmore and other MOT staff regarding opportunities and logistics of the conference (February)

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Discuss with SOTA regarding future opportunities with other schools	➤ attend SOTA meeting	➤ 3/28/2018
➤ Final preparation for conference	➤ attend Faculty meeting and MeOTA meeting	➤ 4/7/2018

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH
➤ Discuss membership with 5 MOT staff or students to determine membership

LONG TERM PROJECTS
➤ Collaborate with MeOTA and SOTA to start historical archive of occupational therapy in the state of Maine.

ISSUES FOR IMMEDIATE ATTENTION
➤ Identify and clarify final responsibilities and duties for conference



March Monthly STATUS REPORT

To: Meota exec board

From: Leanne Quackenbush

Subject: UNE Student Rep

ACTIVITIES COMPLETED IN THE PAST MONTH

Completed Deliverables:

- N/A

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Securing lecturer Sarah Mckinnon ➤ Teaching students to write/call senators regarding (<u>suggestions?</u>) ➤ Planning for MEOTA president visit to UNE 	<ul style="list-style-type: none"> ➤ Schedule next event ➤ Confirm room 	<ul style="list-style-type: none"> ➤ March 28 ➤ Ongoing ➤ Asap, 4/4/18

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH

- Collaborate with other student reps to create OTPAC challenge

LONG TERM PROJECTS

- Support sustainability of the Ability Advocacy Committee
- Send more student reps to OT Hill day
- Continue to advocate for progress towards multi-program visit to state house
- Get more students involved in MEOTA

ISSUES FOR IMMEDIATE ATTENTION

-



March 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Corinne Allen, Katy Trow

Subject: Student Reps Husson

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: <ul style="list-style-type: none"> - Held an information session for the 3rd year students on how to properly prep for fieldwork. - Advertised the MEOTA scholarship posting - Open discussion with 3rd year students interested in taking over MEOTA/ASD and e-board roles for following school year 		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Relaying knowledge/experiences from AOTA conference	➤ Attend conference	➤ 4/27/18
➤ Relaying knowledge/experiences from MEOTA spring conference	➤ Attend conference	➤ 4/13/18
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤ -Election of new ASD/MeOTA reps		
LONG TERM PROJECTS		
➤ Streamline the transition between incoming and outgoing leadership.		
ISSUES FOR IMMEDIATE ATTENTION		
➤ N/A		



March 2018 MONTHLY STATUS REPORT

To: MeOTA

From: Mary Anderson

Subject: <Western Maine Rep>

ACTIVITIES COMPLETED IN THE PAST MONTH		
Completed Deliverables: None.		
ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
➤ Plan to reach out to OT's in Western Maine to determine needs.	➤	➤
➤	➤	➤
➤	➤	➤
ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH		
➤		
LONG TERM PROJECTS		
➤		
ISSUES FOR IMMEDIATE ATTENTION		
➤		



March 2018 Monthly STATUS REPORT

To: MeOTA

From: Brittney Poulin, Nichole Clark

Subject: PR Co-chair

ACTIVITIES COMPLETED IN THE PAST MONTH
<p>Completed Deliverables:</p> <ul style="list-style-type: none"> ➤ March for Babies Team MeOTA created for Portland May 6th, Team MeOTA2 for Lewiston May 19th ➤ Brainstormed ideas for volunteering/PR: high school job fair, senior expo, submit statements to local papers ➤ PWH 3/31/2018 so far 4 volunteers, April date is going to be set soon, ➤ Hours Volunteered to date: 30 ➤ Contacted Habitat awaiting a response

ACTIVITIES IN PROCESS	NEXT ACTION	DUE DATE
<ul style="list-style-type: none"> ➤ Partners for World Health ➤ Habitat ➤ March for Babies 	<ul style="list-style-type: none"> ➤ PWH ➤ March for Babies 	

ACTIVITIES TO BE STARTED WITHIN THE NEXT MONTH
<ul style="list-style-type: none"> ➤ Habitat date confirmation ➤ Write a blurb for OT month to have published in a local paper (ongoing Brittney plans to write about OT Month) ➤ TShirts for March for Babies?

LONG TERM PROJECTS

MeOTA 2018 March Executive Board Subcommittee Notes

Membership Notes

Website content information distribution

- To highlight the areas of interest
- The sign in/mechanics of the site are very difficult
- Is there a way to have the 'renew or become a membership' a larger or more highlighted way?

Student incentives

- Determine which schools have mandatory membership requirements
- Students use the AOTA website often- Highlight areas of AOTA's website
- CoP's are one of the largest incentives
- Career center
- Highlighting the already present areas such as CV creation. However, can MeOTA offer such things as live resume prep courses or how to interview for a healthcare position, FAQ for interviewing...
- Mentoring?
- Facilitation of creating networking events for students to address areas such as NBCOT cert exam, resume, state license how to acquire
- Question and answer board on website that could post questions and answers for membership

Networking

- Question and answer board on website that could post questions and answers for membership

Assistive technology COP

- There is limited information that is actually shared with those who are part of the CoP
- Is there a way that CoP's can share in advance information on the date, time and location of event as well go to meeting link. After completion of CoP event- share the minutes

Membership drive

- April is OT month- Great time to address new members
- Fill all available open positions ASAP
- What could the MeOTA membership drive look like?
 - Employer sponsored recognition?
 - Mapping of current members? Where they are currently located?
 - Promotion via regional reps to encourage
 - Leverage all forms of social media and communication to blast the OT community
 - Take advantage of the 300 people on the MeOTA social media that are not MeOTA members- use pictures and stories to define the MeOTA benefits
 - Volunteer opportunities to help market membership
 - Continued benefit of membership at conference
 - Is there a platform that MeOTA can offer to state of Maine practitioners to share their events and contact information
 - Advertisement of student events and other content
 - Grass roots campaign with regional reps, CoP's and board members. Active recruitment
 - Membership drive via an event?
 - Effective communication regarding MeOTA member requirements: determine your own level of involvement

Legislation

Mentoring

Networking

- Leverage all available mediums. Share online links!!!!!!!!!!
- Format headers/signature lines = template

Three areas from survey

Cost

Lack of communication (legislative/lack of contact)

- If wasn't a student rep, doesn't feel the connection if it wasn't for direct president communication
- Identified need for regional reps, CoP chairs and information as needed to be shared
- Using available technology to promote participation. Can the CoP's and regional reps share go to meeting links for their meetings? template
- Make sure that there is a link back to the website with MeOTA communications

Lack of renewal information

- Amie to fix
- Automatic renewal feature is new at this time
- Tim is sending out personal emails when there are failing transactions
- Survey at time of default?

Retention information- 39% renewal rate.

- Left due to perception of being pediatric heavy
- Opportunity to maximize the CoP's- potential alignment to AOTA terms
- Defining of CoP expectations
 - Passively getting information vs. active networking
- Can CoP leaders send out meeting minutes after networking event? Or be able to offer them in an online format?
- Northern Maine based OT's find southern maine based activities as a hardship
- Empowerment of the regional reps to meet the local OT practitioner needs
- Can the regional reps be in contact with the large regional employers to garner local support?
- Help promote both the regional and state wide connection
- Location change of the board meeting to allow for alternate OT practitioners to be able to attend and encourage participation.
- Is there a way to give people 'how to use the website' information with membership and renewal
- Regional rep facilitated membership meeting
- With initial membership, can the site have the benefits of membership and the costs associated

Website

- Students are having consistent difficulties in accessing the website
- If it is not convenient, it is not going to occur
- Adhoc for the website
 - Pictures to show pictures
 - On AOTA website, there is actually a student link
 - Is there an ability to break down on the website for regionally based events?

Regional Reps

NEXT STEPS:

1. fix website
2. Jessica and Tim R to meet
3. conference all with all Reg. Reps

WORK GROUP PLANS:

1. Update website with correct info re: reps and descriptions
2. Expand regional rep to a co role or more people
3. Duties

-create panel of experts/resource for each practice area by make contacts, getting agreement for serving in this role; these contact an help obtain updates re: events, opportunities in each region

- create list of potential employers and FW sites, resources for consumers or other OTs

4. Collaborate with CoP/SIS

-create a "Clinical corner" on the website (discussion board) to be able to ask the expert, question goes to COP facilitator with links to Reg Rep

5. Create Regional Rep only group on website for communication via discussion board, create opportunities for in person meetings at conference for work group or social meetings

6. potential activities regional reps can do:

-survey the region to determine need and interest

-meet and greet with legislators

-schedule guest speaker or other opportunities and/or collaborate with SISs

-conference round table vs work group vs social

Communities of Practice (CoP)

-Looked at COP definition, agreed to change name back to SIS

-(Decided that the Driving group does not meet the COP definition at this time)

-Worked on a document to help guide the COP facilitator role

-Added to the COP SOP/Job Description

SOP name: Communities of Practice Facilitator (appointed by President)

Eligibility: Must be a voting member in good standing with the Association. Recommended, but not required to be a member of AOTA Strongly recommended, but not required, to have held an official position with MeOTA for at least one year.

1. The Communities of Practice Facilitator serves as a volunteer member of the Executive Board and sit on all meetings with voice, but no vote
2. Shall serve for a two year term from the start of their appointment a. Shall appoint their own committee members if needed.
3. Shall attend and participate in all regularly scheduled executive board meetings.
 - a. Shall submit bimonthly reports for discussion at meetings of the Executive Board
4. Shall assist members with the creation, organization, and ongoing facilitation of communities of practice, such communities generated from member interest in particular populations or specialty areas of OT practice.
 - a. Shall submit a yearly budget request
 - b. Starting a private Facebook group for your COP members is highly recommended. Amie Marzen, our current Communication Consultant could assist you with this if need be.
 - c. Can email your group through the COP page on Meota website
 - d. Keep Attendance when holding an in-person or virtual meeting (board members can help you use Go To Meeting platform for this)
 - e. provide email/post of when and where meeting is and provide minutes of meeting after the fact
 - f. Provide that meeting info to Meota for publication on our website. Our current Communications Consultant is Aime.marzen@gmail.com
 - g. Shall connect with Membership Chair to ensure all COP member are MEota members
5. Shall provide successors with an orientation to position responsibilities and materials and information relating to MeOTA business.

-Resource sheet

Some examples from past COP groups:

As a facilitator of this group it is your role to allow for discussion/information sharing. Some examples include:

-In-person meetings every other month

-Post interesting articles, questions, memes, links and/or job listings to your members on your private Facebook group

- Encourage your members to share questions/comments/knowledge on Facebook group as well
- Providing topics for group discussions identified by group members i.e. latest evaluation tools
- Allow for case study discussion between members
- Discuss area providers that OTs like to refer out to
- Discuss burn-out prevention
- Have a form welcome letter for new COP members to include when/where next meeting is (Amie Marzen should be able to make sure you get updates when new members joins your COP)
- Note that Meota has some templates for letters with logo/signature; etc. contact meotapresident@gmail.com to request these
- Bring in a speaker for a meeting
- Host a social gathering with members (have them bring a friend)
- Invite Meota board members to speak to your group
- Offer mentorship to each other
- Have Journal article sharing day
- Have members bring/share their favorite treatment ideas
- Share highly recommended courses/conferences for cont. Ed
- Have members share their biggest challenges
- Check with Meota board to see if budget exists for supplies/food for meetings. For example the Youth COP provides pizza at most meetings.
- Check with Meota Legislative Chair, Sharon Hartl, to see if there are pertinent updates to share with members
- Offer ways for members to have legislative voice such as postcards/emails to politicians
- Host meetings at various area clinics (OTs like to see other work sites and it helps to draw in some of their employees to attend the meeting)
- Combine with Meota PR chairs to have your group volunteer somewhere as a group
- Do a Meota website tutorial for members - there's a lot of untapped potential on website!
- These are just ideas - make your group your own and have fun!