



## 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:** 11/09/16

**Roll Call:** Tracey Falla- MeOTA President, Christina Cole- Secretary, Lauren Barnes- Midcoast Maine rep, Meredith Cohen- KVCC student representative, Jessica Bolduc- PR and CoP Acute Care Chair, Sandy Larsen- UNE student representative, , Liz Crampsey- So Me Co-rep and CoP Pediatrics Chair , Carrie Beals- Legislative liaison, , Jill O'Brien- OT, Mary Beth –Treasurer, Lauren Barnett- Husson Student rep, Kim Davis, Ashley LaJoie- Aroostook regional rep

### Good news:

- I. MeOTA represented in the most recent copy of OT Practice

**Reading and Approval of Meeting minutes:** October minutes- Approved

### Report of Officers:

#### Treasurer:

- I. President and new treasurer working to transfer items to correct name
- II. Looking to transfer banking accounts to have a more state wide bank
- III. Need to apply 2016 non-exempt status- awaiting information from IRS
- IV. Trying to enter all information into QuickBooks
- V. Looking for potential changes to decrease cost of webhosting
- VI. President only has access to funds/checking
- VII. Solvent for conference- able to make 5,000
- VIII. Current IRS contact is using KVCC address
- IX. Current treasurer is seeking an audience with website consultant

#### Membership chair:

- I. Membership survey completed with anticipation to send out in January
- II. Membership committee assembled and planning to meet
  - a. Jill O'Brien, Molly Northway, Denise
- III. UNE and Husson has access to a free survey monkey
- IV. New membership link on website- Liz sent Amie request for minor change to the website

#### Communities of Practice:

- I. Children and Youth CoP
  - a. Next meeting scheduled for December 7ths at UNE in Blewett 108- International practice and NDT
    - i. Case studies and structured take aways

- b. Meetings scheduled for every other month
    - i. Next following meeting February
  - c. Question of what budget is available for meetings for remainder of year and beyond
- II. Wellbeing for Older Adults CoP
  - a. Next meeting November 17<sup>th</sup>
  - b. Next topic: Dementia
  - c. Looking to increase participation via use of social media
- III. Acute Care CoP
  - a. 82 members- met 4 time this year
    - i. Majority are students
  - b. Quarterly meetings: January 25<sup>th</sup>
    - i. Topic: fieldwork with guest UNE fieldwork coordinator
  - c. Leverage of regional reps

**PR/ Upcoming volunteer events:**

- I. 45 hours for YTD and 23 volunteers
- II. Nov 12<sup>th</sup> Partners for world health
- III. Dec 10<sup>th</sup> Partners for world health
- IV. Habitat for humanity- will schedule spring event
- V. United way date for Day of Caring is pending
- VI. Seeking to leverage regional reps to assist with volunteering

**Regional Reps:**

- I. Central Maine Rep position filled by Chris Shedyak, an OTA student from KVCC
- II. Tiffany Kennison resigned as Western Maine Rep- Position currently open
  - a. Denise to send email to practitioners in the western Maine area
- III. Southern Maine Reps- Planning to host a networking event- November 15<sup>th</sup> from 5-8 at salvage BBQ
  - a. Strictly a networking event
- IV. Aroostook rep- Pending a meet and greet/ networking event

**Student reps:**

- I. KVCC Student Rep
  - a. Poster presentation was a success at conference
- II. UNE Student Rep
  - a. Students reported positive feedback from conference
- III. USM student Reps

**Conference committee/ Cont Ed:**

- I. Conference survey pending
- II. Pending update
- III. 94 people- large student body
- IV. Question need to have cancellation policy listed on the conference brochure
- V. MAOT conference attended
  - o Their cost of membership: 75 OT, 60 OTA, and 40 for a student
  - o AOTPAC
  - o Current relationship with state licensure board

**Legislation:**

- I. No active bills, out of session

- II. Federal changes and state changes are a potential as a result of election results
  - a. Anticipate that state gridlock will continue to occur
- III. Lobbyist willing to attend conference or speak with board for a nominal fee
  - a. Carrie willing to assist in assembling questions to pose

**RA rep:**

I.

**Reports of Special** (committees appointed to exist only until they have completed a specified task) Committees (announced only if such committees are prepared or instructed to report):

- I. Elections- to be completed and sent October 18<sup>th</sup>
  - a. Election will be held through survey monkey with currently 30 response
  - b. Resend survey monkey

**Special orders** (announced only if there are special orders):

I.

**Open positions with MeOTA:**

- **Notify MeOTA if you are interested in running**
  - Western Maine Rep- by appointment
  - Secretary-election
  - Treasurer-election
  - President elect-election
  - PR rep- by appointment
  - By laws, policy and procedures- by appointment
  - Nominations and awards- by appointment

**Special Orders:**

**Unfinished Business and General Orders:**

- June 17<sup>th</sup> retreat date- solidified
- Dunkin Donut fundraising mugs
  - a. 20\$, arrive in January
  - b. Free refills on Sundays for entire year
  - c. Amie submitted request
- Bylaws
  - a. Awaiting to complete SoP's before sending to membership for vote
- Standard Operating Procedures
  - a. To break into work groups to work on job duties
- Seek to make official documents available on the website
- Submit budget items to [MeotaMoney@gmail.com](mailto:MeotaMoney@gmail.com)

**Next meeting:**

Blewett 108 on the UNE Portland Campus- December 14<sup>th</sup>, 2016. More information available on the MeOTA website under the calendar including GoToMeeting information for joining the MeOTA Executive Board meeting by computer

**Carry over items**

- Make official documents available on the website
- Dunkin Donut fundraiser

- SoP review
- Solidify retreat date June 17<sup>th</sup> pending
  
- Regional reps need access to active and non-active MEOTA member report on drop box. Certain information needs to be eliminated
- Denise has all actively licensed OT's in the state- needs to be sorted
- Joins/leaves MeOTA