

**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**: October 11, 2017

**Roll Call**:

President- Tracey Falla

President Elect- Jessica Bolduc

Past President

Secretary- Christina Cole

Treasurer- Mary Beth Patnaude

Regional Representatives

 Southern Maine- Liz Crampsey

 Aroostook County

 Western Maine

 Eastern Maine

 Central Maine

Student Representatives

 USM- Kelsey Covert and Melinda Blais

 UNE- Leanne Quackenbush

 Husson- Laura Barnett and Katy and Cory Allen

 KVCC- Katy Trow, Codi Allen

Committee Chairs

 Membership-

 Bylaws, policies and procedures chair- Kim Davis

 PR-

Communities of Practice

 Children and Youth- Liz Crampsey

 Acute Care- Jessica Bolduc

 Driving and Community mobility

 Mental Health

 Wellbeing for the older adult- Heather Timins

RA Rep for state of Maine-

 Jane Erickson

Legislation-

 Carrie Beals for consultation

Consultant-

Motion: To approve the minutes (Liz) Seconded (Christina)

September Meeting Minutes Approved

Reporting of Officers:

President

1. Following up on emails
2. Creating agenda for conference planning
3. Looking to put together fall business meeting
4. Preparing to be past president

President Elect

1. Updates to the MeOTA website
2. Conference brochure is up to date and we have sponsors!
	1. New England Rehab, Goodwill Neurorehab services, Maine AgrAbility, Disability rights Maine, and Maine TransNet
3. Conference committee update
	1. 58 conference attendees at this time
	2. Silent auction collection has begun
		1. Funds to go to the MeOTA scholarship Fund
	3. To get MeOTA folders from past president
	4. Name tags are being made for participants

Treasurer

1. Bills are currently paid
2. Current budget to be shared at conference
3. Membership dollars are the driving force behind organization solvency
4. Largest budget items include lobbyist and the website- which was membership driven to have in place

Membership

Public Relations

1. Dempsey Challenge- October 7th MeOTA represented at a water station
2. Establishing dates for the partners for world health
3. Habitat for humanity will have a spring date

Student Representatives

1. USM
	1. Took the first year students to the MeOTA website and explained the importance of state involvement after graduation
	2. Facilitating travel to bring students to fall conference
	3. SOTA board trying to coordinate a day for all OT and OTA students in the state to network
2. UNE
	1. SOTA board organizing
	2. Coordinating carpools to get to conference
3. Husson
	1. MeOTA conference volunteers
	2. Promoting the benefits of MeOTA membership to fellow students

Communities of Practice

1. Children and Youth
	1. Upcoming event at UNE Portland Blewett 108 on November 11th 6-8 strength assessment
	2. 117 members on facebook
	3. Looking to have CoP’s have a budget
	4. Seeking to have CoP’s better defined- including which CoP does what in terms of
2. Wellbeing for the older adult
	1. Next Meeting: Informal panel at the southern Maine agency on aging
	2. Trying to use paper fliers to promote participation

Conference Committee

1. MeOTA to get photo with Senator Angus King on Conference day

Bylaws, policies and procedures

1. Answering questions regarding the bylaws and procedures

Agenda Items:

1. MeOTA open positions
	1. Legislation Chair
	2. Membership Chair
	3. Continuing Education Chair
	4. Spring Conference Chair
	5. Regional reps
		1. Aroostook County
		2. Midcoast
		3. Southern
		4. Western
	6. Acute care CoP
	7. Children and Youth CoP
	8. Will request a letter of interest from applicants. There will be an available sample
2. Dry Needling conversation
	1. Exploration of the role of dry needling in OT practice in the state of Maine.
	2. AOTA has a new statement regarding dry needling stating that there is currently not enough research to proceed forward.
	3. Suggestion to engage AOTA and the commission on practice to get some additional guidance
	4. Survey to membership to see if additional OT’s in the state are looking for additional information or have interest in the practice for the state
3. Do we ask volunteers for a letter of interest and CV for open positions?
	1. 9 states do no, 2 do and 2 states request letters of interest
	2. Feels like we don’t want to discourage people, however a letter of interest would provide input and give a better sense of the person’s experience
	3. Current bylaws do not require either
	4. Consider having a form on the website that has required fields
	5. Motion: a letter of intent should be offered by members who are interested in open positions until a form can be created on the website (Liz) seconded (Christina)
		1. Voted in
4. Strategic plan
	1. Solidify strategic plan for 2018 to present at conference

November Meeting Agenda Items

* Define CoP for the membership and their responsibilities and update website content
* Standing order of business request suggested for monthly review/audit of MeOTA website for content/errors and items needed updating
* Budget items due

MeOTA Meeting:

November 8th 6-8 pm at Mercy Fore River. Attend at the medical office buildings located next to the hospital. Meeting room will be located on the 2nd floor

Adjourn