

**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**: 12/14/16

**Roll Call**: Tracey Falla- MeOTA President, Christina Cole- Secretary, Meredith Cohen- KVCC student representative, Jessica Bolduc- PR and CoP Facilitator Acute Care, Liz Crampsey- So Me Co-rep and CoP Facilitator Pediatrics, Carrie Beals- Legislative Chair, Mary Beth Patnaude–Treasurer, Kim Davis- assist to Husson student rep, Gabby Petruccelli- Past president, Denise Condon- Membership chair, Jane Erickson- RA Rep

**Good news:**

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

**Report of Officers:**

**Treasurer**:

1. Defer to Budget discussion

**Membership chair:**

1. Current membership 236 – 121 are students
2. Completed survey – to be emailed in Jan
	1. Use survey to create next steps
3. Small group meeting to discuss membership
	1. Need additional members for sub committee
	2. Will re-email seeking members
4. Discuss with board having an automatic membership renewal set up through the website
5. Plan to capture students as they graduate
6. Reviewed survey results from membership survey in 2005- were responses around volume of communication, whether too many emails, or not enough

**Communities of Practice (CoP)**:

1. Children and Youth CoP
	1. Dec 7th No tubes, NDT, OT abroad Skype session
	2. Next meeting in February
	3. Question what budget is available
2. Wellbeing for Older Adults CoP
	1. Rescheduled 3rd meeting for Jan/Feb 2017
	2. Connecting with USM students to put together a meeting
	3. Goal to increase membership
3. Acute Care CoP
	1. Acute Care CoP has 85 members (up 4 members since last month!); we've met three times (quarterly). Last meeting was a presentation on evidence-based practice
	2. Next meeting January 25th- Focus on Fieldwork
	3. Quarterly meetings for 2017 planned
	4. Planning for social/celebration for OT month

Board members need to consider attending CoP Meetings

**PR/ Upcoming volunteer events \_Jessica Bolduc**:

1. Recap of 2016 (tracking all dates/volunteers):
	* -Partners for World Health: 73 hours/19volunteers/8visits
	* -Habitat for Humanity Home Build: 6 hours/5volunteers/1visit (Brunswick)
	* -United Way Day of Caring: 6 hours/1volunteer/1event
	* -Backpack Awareness Day: 6 hours/8volunteers/1 event
		+ total hours: 91 total volunteers: 33, 4 events type totaled
2. Partners for world health scheduled for 2017 to be scheduled
3. Working with regional reps to do local volunteer events
4. Upcoming activities:
	* Planning for fall or spring Habitat for Humanity date
	* Student volunteer event for the Biddeford area
5. Planning for 2017- Any other events to consider?

**Regional Reps:**

1. Aroostook regional rep planning social event for early 2017. Feedback offered on current Job Description for regional rep position
2. Southern Maine reps held mixer- no budget items were submitted for the event. Seeking feedback from membership on what they want for networking events.

**Student reps**:

1. Meeting with new student reps as transitions occur
2. KVCC rep to continue to serve in position until May

**Conference committee/ Cont Ed Mary Anderson**:

1. Next conference call for papers open

**Legislation Carrie Beals:**

1. Limited items occurring besides federal government transition
2. Affordable care act- question what will happen with new elected officials
3. No new issues, no new active items to monitor
4. May need to consider additional funds for lobbyist in the future

**RA rep Jane Erickson:**

1. Things are quiet now- preparing for the Annual conference, celebrating the 100th anniversary of OT.  The RA will meet in person at the conference if there is enough business, which will be determined in early January.  If there isn't, we will meet on line prior to it.

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

1. Elections-

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

**Open positions with MeOTA:**

* **Notify MeOTA if you are interested in running**
	+ Western Maine Rep- by appointment
	+ MidCoast 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

Joins/Leaves: Lauren Brampton Midcoast rep leaves

**Unfinished Business and General Orders:**

* Spring retreat date officially announced as June 10th, 2017. 9-3pm – Location Mercy Hospital Foreriver
* Bylaws
	1. Awaiting to complete SoP’s before sending to membership for vote
* Standard Operating Procedures
	1. To break into work groups to work on job descriptions
* Seek to make official documents available on the website
* Budget for 2017
	1. Spent a greater volume of money than was raised by MeOTA in 2016
	2. Keeping consult position in place for 2017
	3. Cost is around 34,000 per year
		1. Website and lobbyist are the greatest costs
	4. Conference is best strategy for solvency based on 2016 trends
		1. May opt to only pay key note speakers vs. all conference presenters
	5. Lacking budget request items- still needed from any and all committees
	6. Opened a new bank account to move money to a more local bank that is available statewide
	7. Quickbooks now tied into new bank account
	8. Need to hook up the credit card scanning square to the new bank account
	9. Approve a budget for conference committee to assist with determining venues
	10. May need to look at cost of membership
		1. May convey that additional funds will assist with lobbying efforts
	11. Potential increase of sponsorship via the MeOTA website
	12. Nashville to MeOTA additional conference with optional donations
		1. AOTA rehash being planned- Potential location of UNE Portland Campus
	13. UNE may be able to have fees waved for conferences, Husson may also do the same
	14. Executive board member to attend conference committee
	15. Feedback from membership survey may help guide organization to invest in areas that the practitioners would want to participate in
	16. **Motion:** Decrease speaker fee to 1,000 per conference- Passed
	17. **Motion**: Change to the membership costs: 10$ increase for all members- Passed
	18. **Motion:** Seeking to approve budget for 2017 amendments- Passed
* We did not get selected for the Dunkin Donuts fund raiser this year
* Job Descriptions Work
	1. Secretary
		1. MeOTA and AOTA member
		2. Elected position
		3. Agenda- week prior to board members – moved to president’s duties
		4. Meeting minutes within 10 days on website
		5. AOTA communication, maintain roster
		6. Remain active for 6 months after end of term to orient new secretary
		7. Publish The Hub- 2 x per year with input from board
		8. Acts as historian due to access to report items and documents
		9. May change volume of reports required- may be monthly or quarterly
	2. Nominations, awards and scholarship chair
		1. Overseeing election cycles
		2. Overseeing elections via bylaws
		3. Solicitation of chair persons
		4. Solicitation of persons for awards
		5. Work with Bylaws chair to oversee Standard operating procedures
		6. Submit information to The Hub biannually, update website as needed
		7. Monthly reporting submission for board meetings
		8. Applications and letters of interest are housed by this position

**Next meeting**:

Blewett 108 on the UNE Portland Campus- January 10th, 2017 from 6-8pm (Marybeth to secure room). 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
* Election results
* SoP continued review (BPPC and Regional reps; membership chair, legislative chair, public relations chair and treasurer)
* 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
* Small groups for next meeting!