

DRAFT
MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING

Idaho Occupational Therapy Association
October 11, 2007 6:00pm to 8:00pm
Idaho Elks Rehabilitation Hospital. Boise, ID

In attendance: Ludee Vermaas (President), Karla Brown (Vice President), Robyn Wu (Secretary), Eric Burbach (Treasurer), Farrell Lindley (President Elect), Becki Stephens (SIS Chair), Jill Satren (Reimbursement Chair), Mandy Lee (Student Representative), Cherie Strand (AOTA Representative Assembly Delegate), Linda Jackson (Executive Director), Sarah Hadley (Incoming OTA Representative), Sarah Mennear (Incoming Student Representative), Aaron Eakman (Director of OT, ISU), Corwin Sutherin (Member, OT Licensing Board, Idaho Board of Medicine), and Syd Martin (IOTA member).

Phone conference participant: Kelly Duarte-Buchanan (OTA Representative)

Called to order @ 6:05 pm

Introductions were made.

Guest presentations

- ❑ Aaron Eakman: Entry-level OTD program is still under review; accreditation visit scheduled for either Fall 2008 or Spring 2009. No immediate plans to expand OT program to Boise; earliest possible date to begin offering one introductory level course in the Boise area is 2010. Discussed the importance of student recruitment, particularly at the high school level. Provided research article on recruitment to participants.
- ❑ Corwin Sutherin: No formal report from OT Licensure Board. Expressed support for maintaining ongoing communication and collaboration between IOTA and OTLB.
- ❑ John Watts was unavailable secondary to schedule conflict.

Approval of Minutes

- ❑ Minutes from the 07/14/07 Executive Board meeting were reviewed. Cherie moved to approve the minutes. Becki seconded the motion, and the motion passed.

President Report

- ❑ Application for AOTA-Approved CE Provider was submitted 4 weeks ago. Application review process takes up to 8 weeks.
- ❑ Ludee expressed appreciation to the EB for its support during her term.

President Elect Report

- ❑ Target goal for annual conference attendees has been exceeded. Farrell expressed appreciation to Conference Committee.

Vice President's Report

- ❑ District activities: Currently 3 open chair positions: SW, N, SC. New SE chair is Kris Jacques, who is replacing Janice Jean.
- ❑ Speakers Bureau
 - Karla identified 2 purposes
 1. Educating the public (including payers) about OT's role in specific practice areas
 2. Ensuring that information being presented to the public (by individuals who already speak to the public independently about OT) is consistent and current
 - Linda suggested adding student recruitment as an additional purpose

Treasurer's Report

- ❑ Eric presented budget reconciliation for this quarter and proposed budget for upcoming fiscal year. Cherie moved to accept the proposed budget. Farrell seconded the motion, and the motion passed.
- ❑ Ludee suggested: 1) clarifying the process for adjusting the ED's salary/hours and 2) including the information within the ED contract. Ludee also suggested changing the ED annual performance review to an earlier date so that the ED salary for the upcoming year can be established prior to developing the new budget. Farrell to follow up for next year's ED annual performance review.
- ❑ Ludee suggested obtaining a financial audit for IOTA. After discussion by the EB, it was determined that a full external audit was not indicated, but obtaining financial advising from a consultant may be appropriate.

Eric recommended researching costs for financial consulting. Farrell volunteered to obtain information from personal contacts.

SIS Chairperson Report

- Becki submitted and reviewed written report.
- Implementing new policy of \$10 charge for non-members at SIS meeting has resulted in increased membership and revenue.
- Becki recommends continuing to coordinate SIS-District as joint meetings

Reimbursement/ Legislative Chair Report

- Medicaid update: Two proposed rules have been published. Up to 25 visits/ calendar would be allowed; practitioners could appeal for additional visits. Rules are up for public hearings in Boise, Pocatello, and Coeur d'Alene in October. Linda to email EB with information about the outcomes of hearings.

OTA Representative Report

- Kelly recommended for the EB to reconsider whether coordinating IOTA elections is an appropriate role for the OTA Representative. Will follow up as agenda item at next meeting.

Student Representative Report

- Mandy expressed that establishing student representation on the EB has had a positive effect on the OT students.

RA Report

- Online RA meeting scheduled for Oct. 23rd
- AOTA membership is increasing
- AOTA is establishing partnerships with other interest groups, e.g. collaborating with AARP and Homebuilders Association

Executive Director Report

- Linda submitted and reviewed written report on membership, lobbyist, and office information.
- Linda identified the need to clarify policies and procedures regarding email communication and voting. Following discussion by the EB, Cherie moved that policy be written and adopted that actions taken by distance communication adhere to Robert's Rule of Order for discussion and recording purposed. Mandy seconded the motion, and the motion passed.

New Business

- Continuing Education SOP's and Amendments: Ludee clarified that the SOP's need to be in place for achieving AOTA-approved CE provider status. Some EB members expressed concerns about inadequate opportunity to review all documents thoroughly; therefore, voting will be postponed. Additional discussions will be held via distance communication and voting will be completed online by December 1st.
- Strategic Plan: update has been completed via phone conference and email. Karla moved to accept the updated Strategic Plan. Becki seconded the motion, and the motion passed.

Old Business

- President Elect Amendment
 - EB discussed various options, but felt that further discussion was warranted. Phone conference scheduled for Nov. 7, 2007. Voting will be completed online by November 14, 2007
- Fundraising: EB identified Lobbyist Fund income as a priority item. Linda presented initial draft of "Fair Share Contribution" flyer. Fundraising to be further discussed at next meeting.
- Business at Annual Meeting: Linda and Karla have developed a Powerpoint presentation to inform members about the updated Strategic Plan

Adjournment: Cherie moved to adjourn the meeting. Eric seconded the motion, and the motion passed. Meeting was adjourned at 8:17 pm.

Summary of Motions

<ul style="list-style-type: none">• Approve minutes from July 14, 2007
<ul style="list-style-type: none">• Accept proposed budget for FY 2007-2008
<ul style="list-style-type: none">• Policy be written and adopted that actions taken by distance communication adhere to Robert's Rule of

Order for discussion and recording purposes
<ul style="list-style-type: none"> Accept the updated IOTA Strategic Plan
<ul style="list-style-type: none"> Adjourn meeting on October 11, 2007

IOTA Executive Board Task Assignments
July 14, 2007

Task	Who	When
Consider suggestions for ED contract and annual review date	Farrell	2008
Research costs for financial consulting	Farrell	Prior to next EB meeting
Establish agenda item to discuss issue of OTA Representative & elections	Farrell/ Linda	Prior to next EB meeting
Develop proposed policy and procedures for distance communication and voting	Linda	Prior to next EB meeting
Completing voting on CE SOP's/ related amendment	EB	December 1, 2007
Phone conference on President elect amendment	EB	November 7, 2007
Complete voting on President elect amendment	EB	November 14, 2007

Minutes submitted by Robyn Wu.