

## MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING

Idaho Occupational Therapy Association

April 15, 2006

12:00pm to 2:00pm

Anderson Center. Boise, ID

**Participants:** Dana Howell (President), Ludee Vermaas (President-Elect), Jill Zwyer (Vice-President), Robyn Wu (Secretary), Gail Brown (Treasurer), Cherie Strand (AOTA RA Rep.), Kelly Duarte-Buchanan (COTA Liaison), Becki Stephens (SIS Chair), and Linda Jackson (Executive Director). Jill Zwyer and Cherie Strand participated via telephone conference.

**Called to order @ 12:15 pm** by Dana Howell.

### Approval of Minutes

- ❑ Minutes from 01/14/06 quarterly Executive Board meeting were reviewed. Becki moved to approve the minutes. Ludee seconded the motion, and the motion passed.

### President's Report

- ❑ Dana will be leaving Idaho at the end of June; plans to participate in July EB meeting by phone.

### President-Elect's Report

- ❑ Annual conference 2006
  - Ludee presented written report with updates on: budget, topics, speakers' contracts, vendors, sponsors, brochure, and advertising. Updated Marketing Proposal and Task List were submitted. Next Conference Committee meeting is scheduled for June 4<sup>th</sup> at 1:00pm at Border's in Boise.

### Vice President's Report

- ❑ District updates
  - SE—Meeting (with pediatrics speaker) scheduled for May 15<sup>th</sup> at Bingham Memorial. Per Kelly, Corwin Sutherin is willing to assist with District Chair duties as needed.
  - SW—Last meeting held in February; attendees suggested developing fact sheet to educate local MD's re: OT. Next meeting scheduled for May 9<sup>th</sup> at Dancing Dog Café in Meridian.
  - SC—15 attendees at last meeting. Next meeting scheduled for May; speaker will discuss lymphedema.
  - Far N—Meeting scheduled for May; topic is Assistive Technology.
- ❑ Budget for district activities: Jill moved to budget \$20 for expenses associated with each district meeting. Ludee seconded the motion, and the motion passed.
- ❑ Surveys. Jill presented results from membership survey re: SIS and District activities. EB recommends continuing with district activities per membership feedback.
- ❑ Membership drive
  - Letter and gift were sent to 268 OT practitioners and 20 ISU students.
  - Total cost \$494
  - 4 new members so far

### Treasurer's Report

- ❑ Gail presented quarterly Budget Reconciliation
- ❑ Reimbursement Request Form was distributed

### SIS Chairperson Report

- ❑ SIS activities
  - Hands: no meeting since annual conference 2005. ASHT Chapter has been slow to respond to Scott's proposal for establishing affiliation with IOTA. Scott is proposing to organize a ½ day Hands track at conference.
  - Mental health: no recent activities
  - Peds: meeting held last week at St. Luke's in Meridian; Carrie Mori spoke on feeding
- ❑ Becki moved to establish a Physical Rehabilitation SIS. Gail seconded the motion, and the motion passed.
- ❑ EB recommends giving out "Certificates of Attendance" for SIS and district meetings with educational topics. Meeting coordinators will email requests for Certificates to Linda. Meeting coordinators need to submit minutes and attendance sheets.

- ❑ Discussed use of teleconferencing for meetings to increase accessibility for members. Linda to look into logistics. Plan to pilot teleconferencing with first Physical Rehab SIS meeting in Boise area.
- ❑ EB recommends promoting SIS and District networking at Conference

#### **Reimbursement/ Legislative Chair Report**

- ❑ Medicaid update: David Rogers, Medicaid administrator, does not want to initiate a Rules Change while Medicaid reform is occurring. Next option is to draft Rules Change through legislature.
- ❑ Potential lobbyist: Chuck Wilmarth from AOTA has identified a potential Idaho lobbyist; Chuck will pursue further after AOTA Conference.
- ❑ BOM Licensure Board: Linda attended meeting on March 17<sup>th</sup>. Linda is following development of PT moving to Occupational Licensing Board. EB recommends increased collaboration with BOM.

#### **COTA Liaison Report**

- ❑ Elections 2007. Open positions: President-Elect, Vice-President, Treasurer, Reimbursement/ Legislative Chair. Plan to email membership with open positions and respective job descriptions. Everyone to forward names of potential candidates to Kelly.
- ❑ EB recommends promoting COTA networking at Conference

#### **RA Report**

- ❑ Received 10 member feedback responses so far from AOTA members in ID
- ❑ Preparing for next meeting on April 26-28<sup>th</sup> at AOTA Conference in Charlotte, NC

#### **Executive Director Report**

- ❑ Membership renewals
  - Renewal rate has been slow. 35 outstanding out of 105 billed.
  - EB recommends setting April 30<sup>th</sup> as deadline for renewal. Linda will send renewal reminder via email.
  - EB recommends including membership expiration dates on renewal notices and membership cards
- ❑ Directory
  - Printing delayed due to delay in membership renewals
  - Target date for going to press: June 1<sup>st</sup>
- ❑ Increasing ED hours: Linda submitted list of proposed tasks that could be completed if she worked more hours. EB unable to increase hours this year due to budgetary constraints.

#### **New Business**

- ❑ Bylaw changes. Formed Committee (consisting of Robyn and Dana) to draft the following changes, which will be submitted for a vote at the Annual Membership Meeting:
  - Grant voting rights to student members
  - Create a Student Representative position, that will be a non-voting member of the EB
  - Create a "life member" category
- ❑ Advertising continuing education on IOTA website: EB recommends: 1) free listing to include course title, date, and location. 2) for \$50, listing will include link to obtain more information and register for course
- ❑ Purchasing a printer: Printing costs for 2006 projected at \$2870. Linda presented option of signing a 5-year lease at an estimated \$180/month including toner and maintenance. EB does not recommend leasing printer at this time due to budgetary constraints. Will re-consider for 2007 budget
- ❑ Credit card machine lease: Current contract with Retriever Systems lasts 15 more months. However, credit card machine is no longer needed with Paypal in place. Kelly volunteered to contact Retriever Systems to find out about rate to pay off the lease earlier. EB recommends paying off the lease earlier if it will be less costly.
- ❑ AOTA membership for ED: Linda inquired about obtaining AOTA membership in order to access information. Unable to cover cost at this time. Dana will forward all AOTA email correspondence to Linda & EB members will assist Linda with accessing AOTA website.
- ❑ Appreciation for Dana: EB presented Dana with token of appreciation for her leadership and service to IOTA.

#### **Old Business**

- ❑ OT Awareness month update
  - SOTA activities: Pocatello mayoral proclamation, public service announcements, signs, eyeglass donations

- North district: public service announcements, newspaper article, signs
- SW: drafting letter to provide information about OT to potential referral sources
- HO 619 update (Idaho Physical Therapy Practice Act): bill passed easily. Licensing entity for physical therapy will change from BOM to Board of Occupational Licenses.

**2006 meetings**

- July 15<sup>th</sup> in Challis—Cherie will email EB with lodging information
- September 21<sup>st</sup> Anderson Center, Boise

**Adjournment**

Becki moved to adjourn the meeting. Ludee seconded the motion, and the motion passed. Meeting was adjourned at 2:45pm.

**IOTA Executive Board Task Assignments  
April 15, 2006**

<b>Task</b>	<b>Who</b>	<b>When</b>
Add expense item of \$20/ meeting for district activities to 2007 budget	Treasurer	2007
Submit proposal for Hands track to Conference Committee	Scott	ASAP
Establish Physical Rehab SIS.	Becki	By September 2006
Prepare minutes, attendance sheets, and Certificates of Attendance for meetings with educational topics. Email requests for Certificates of Attendance to Linda.	SIS/ district meeting coordinators	For each meeting
Pilot teleconferencing for first Physical Rehab SIS meeting in Boise area	Linda & Becki	By September 2006
Develop strategies to promote networking among members of respective Districts and SIS's at Conference	Becki & Jill	Conference
Continue to monitor issues with BOM. Invite Mike Spero to attend future EB meeting	Linda	Ongoing
Prepare email announcement to membership with open positions and job descriptions	Kelly	ASAP
Forward names of potential EB candidates to Kelly	everyone	Ongoing
Develop strategies to promote COTA networking at Conference	Kelly	Conference
Send out email reminder for membership renewal, and announce April 30 <sup>th</sup> deadline.	Linda	ASAP
Include membership expiration dates on future renewal notices and membership cards	Linda	Ongoing
Draft proposed changes to bylaws	Robyn & Dana	Prior to July mtg
Re-evaluate feasibility of leasing printer	Treasurer	2007
Contact Retriever Systems to find out rate for paying off credit card machine rate earlier; report findings to EB	Kelly	ASAP
Forward AOTA email correspondence to Linda	Dana	Ongoing
Email EB with lodging options in Challis	Cherie	Prior to July mtg

Minutes submitted by Robyn Wu.