

MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING

Idaho Occupational Therapy Association

July 15, 2006

12:00pm to 2:00pm

Challis, ID

Participants: Dana Howell (President), Ludee Vermaas (President-Elect), Jill Zwyer (Vice-President), Robyn Wu (Secretary), Gail Brown (Treasurer), Cherie Strand (AOTA RA Representative), Kelly Duarte-Buchanan (OTA Representative), Scott Harnden (Reimbursement Chair), and Linda Jackson (Executive Director). Dana Howell, Robyn Wu, and Gail Brown participated via phone conference.

Called to order @ 12:05 pm

Approval of Minutes

- ☐ Minutes from the 04/15/06 Executive Board meeting were reviewed. Scott moved to approve the minutes. Jill seconded the motion, and the motion passed.

President's Report

- ☐ Proposed bylaw changes. Proposed changes were reviewed; further revisions were recommended. Cherie moved to accept the recommended bylaws revisions and to present the revisions for a vote at the next general membership meeting. Kelly seconded the motion, and the motion passed.

President-Elect's Report

- ☐ Annual conference 2006. Ludee reported on: meetings, budget, sponsors, vendors, brochure mailings, silent auction/ raffle proposal, social hour, press release, and tasks for July and August. Question was raised re: charges for those wanting to attend two-days as well as Nick Woods—to be addressed by Conference Committee at next meeting.
- ☐ ASAP meeting. Ludee attended on April 24-26 in Charlotte. Seminar topics: 1) How to coordinate annual state conferences 2) Parliamentary rules 3) Becoming an AOTA approved CEU provider.

Vice President's Report

- ☐ District updates. Improved attendance at District meetings state-wide in April and May. 10+ attendees at Far North meeting at AT clinic.

Treasurer's Report

- ☐ Gail presented 3rd quarter Budget Reconciliation. "Bank Statement Balance" line will now be included.
- ☐ Clarified procedure for ASAP reimbursement.
- ☐ Discussed concerns about bank balance being significantly (>\$10,000) lower than same time last year. Recommend close monitoring.

SIS Chairperson Report

- ☐ Videoconferencing may become available for IOTA use through ISU Boise site. SIS coordinators to schedule with Linda.
- ☐ Scott requesting to recruit new Hands SIS Coordinator
- ☐ Pediatrics SIS is planning to sponsor Diana Henry workshop in February in Boise.

Reimbursement/ Legislative Chair Report

- ☐ Ludee held phone conference with Leslie Clements, new administrator at Medicaid. Ms. Clements confirmed she is planning to present rule change per IOTA request to legislature next year. Ludee, Scott, and Cherie to submit F/U letter.

OTA Representative Report

- ☐ OTA Networking Luncheon planned on Saturday during Conference
- ☐ EB recommended developing OTA email group for Kelly to communicate with OTA members

RA Report

- ☐ Cherie attended meeting in Charlotte on April 26-28th. Practice guidelines for NICU were presented. Position papers were reviewed.
- ☐ Next online meeting in October

Executive Director Report

- ❑ Linda reported on membership, election results, tax reporting, annual report, and newsletter deadline.
- ❑ EB recommended for Linda to send F/U letter to those who were recently purged from the members list.
- ❑ EB made recommendations for Annual Report. Linda to obtain additional feedback via email.
- ❑ Dana and Ludee to complete performance evaluation for ED.

New Business

- ❑ IOTA office space. Linda still feels that office space would be useful. Scott and Linda to draft proposal of options for space.
- ❑ AOTA-approved CEU provider. EB identified benefits/ importance of obtaining this for IOTA education events. Ludee volunteered to work on application. Costs will be \$495 for initial application fee (for 4 year cycle), and \$350 annually. Ludee moved to budget costs for next fiscal year. Scott seconded the motion, and the motion passed.
- ❑ Requests for granting IOTA certification for continuing education. Linda has been approached by continuing education providers. EB recommends holding off on granting IOTA certification/ endorsement.
- ❑ Future direction of annual conference. Discussed continuing to utilize conference as primary fundraiser by bringing national-level speakers vs. offering tracks with shorter presentations by multiple local/ regional speakers. Conference committee to obtain feedback from conference attendees.

Old Business

- ❑ AOTA membership for ED. Linda reports current system (with Dana forwarding AOTA emails and having EB member assist with accessing AOTA website) has been working fine.

Next meeting: September 21st Anderson Center, Boise

Adjournment: Meeting was adjourned at 1:55pm.

Summary of Motions

<ul style="list-style-type: none"> • Approval of minutes from April 15, 2006
<ul style="list-style-type: none"> • Accept the recommended bylaws revisions and to present the revisions for a vote at the next general membership meeting
<ul style="list-style-type: none"> • Budget for obtaining AOTA-approved CEU provider status in next fiscal year

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

Task	Who	When
Edit bylaws per EB recommendations	Dana	Prior to next EB mtg
Develop fee policy for those attending multiple tracks	Conference Committee	Next Committee meeting
Contact Linda to schedule videoconferencing	SIS coordinators & District Chairs	Ongoing
Draft F/U letter to Medicaid re: rules change	Ludee, Cherie, Scott	Prior to next EB mtg
Draft invitations for OTA Networking Luncheon at Conference	Kelly	August
Send F/U letter to those who were purged from membership list	Linda	Prior to next EB mtg
Complete Linda's performance evaluation	Dana and Ludee	Prior to next EB mtg
Draft proposal for office space	Linda and Scott	Prior to next EB mtg
Survey attendees re: preferences for future conferences	Conference Committee	Conference

Minutes submitted by Robyn Wu.