

**DRAFT**  
**MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING**

Idaho Occupational Therapy Association  
January 15, 2007  
4:00pm to 8:00pm  
Idaho Elks Rehabilitation Hospital. Boise, ID

**Participants:** Ludee Vermaas (President), Karla Brown (Vice President), Robyn Wu (Secretary), Cherie Strand (AOTA Representative Assembly Delegate), Kelly Duarte-Buchanan (OTA Representative), Becki Stephens (SIS Chairperson), Jill Satren (Reimbursement Chair), Aileen Ellis (SW District Co-Chair), and Linda Jackson (Executive Director). Farrell Lindley (President Elect) and Mandy Lee (Student Representative) joined the meeting at 6:00pm. Mandy Lee participated by phone conference.

**Called to order @ 4:10 pm**

**SWOT Analysis**

Linda Jackson facilitated discussion to identify the Strengths, Weaknesses, Opportunities, and Threats for IOTA.

**IOTA Strategic Plan**

The following goals were proposed as additions to the Five Year Strategic Plan:

- Update Practice Act. Review/ advise location of the licensing board.
- Promote OT
- Mitigate encroachment.

Participants individually ranked relative priority of current goals of the strategic plan. Linda to tally rankings.

**Approval of Minutes**

- Minutes from the 09/21/06 Executive Board meeting were reviewed. Farrell moved to approve the minutes. Karla seconded the motion, and the motion passed.

**Financial Report**

- Gail Brown has resigned as Treasurer.
- Linda presented Budget Reconciliation for: 1) 2005-2006 FY Final and 2) First Quarter 2006-2007. Becki suggested researching alternative website and phone line providers to reduce expenses.

**President Report**

- AOTA Approved Continuing Education Provider Application: In process of forming ad hoc committee. Kate DeCleene has agreed to serve on committee. Plan to generate draft by end of February.
- Physical Therapy Board: has not yet responded to our request for language change in PT Rules. PT Board is scheduled to meet Feb 2.
- OT awareness: working with Meridian Medical Arts Charter School to educate students about OT and to provide internship placements.

**President Elect Report**

- Annual Conference 2006: Committee has been meeting ~ once/ month. In process of confirming speakers for pediatrics, UE/ hands, physical rehab, and keynote speaker Susanna Smith Roley from AOTA.

**Vice President's Report**

- District activities: North District Chair position is open.
  - o SW: Aileen Ellis replaced Stacie Lewis as co-chair. Next meeting Jan 29th.
  - o SC: Meeting scheduled Feb 1st
- Discussion about district meetings
  - o Need to differentiate from SIS meetings. Purpose: 1) local/ regional networking 2) addressing profession-wide issues that affect all practice areas.
  - o Recommend holding meeting at work sites and provide lunch/snack to increase attendance
  - o Charging non-members for attendance: Cherie moved that IOTA charges \$10 for non-members to attend IOTA SIS or district meetings when contact hours are granted. Becki seconded the motion, and the motion passed. Policy will be effective immediately for all future meetings; fees will be posted with meeting announcements.
  - o Karla plans to set up quarterly conference calls with district chairs starting in February
- Membership drive: planned for April. Karla proposed for EB to consider budgeting funds for VP to travel to other regions for recruiting

**SIS Chairperson Report**

- SIS updates
  - o Kelly Thompson is Mental Health SIS coordinator
  - o Marilyn Andrews is new Hands SIS coordinator. Planning conference for April

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- Pediatrics: "Listening Programs" meeting Jan. 23<sup>rd</sup>. Diana Henry workshop in February.
- Physical Rehab: still need to recruit coordinator
- ❑ Job description for SIS coordinators: Becki will work on drafting.
- ❑ Becki plans to schedule phone conference with SIS coordinators
- ❑ Abby Fry from SLIERS continuing education committee contacted Linda to avoid scheduling conflicts with IOTA events. Linda to continue collaborating with SLIERS when planning events.

**Reimbursement/ Legislative Chair Report**

- ❑ Medicaid: Goal is for Rules to be in place by April 1st.
- ❑ Jill recommended recruiting a co-chair from the Boise area, and to start mentoring chairperson for next term. Ludee volunteered to assist with recruiting.
- ❑ Jill plans to utilize district chairs for disseminating information when future issues arise

**OTA Representative Report**

- ❑ Kelly emailed OTA listserv this month, but no responses
- ❑ Requested 10 copies of Membership Directory to use for recruiting

**Student Representative Report**

- ❑ Martha Hartgraves has resigned as program director. Kate DeCleene is interim director.
- ❑ ISU is planning to replace MOT program with OTD (entry level) in Fall 2008
- ❑ OTA program: ISU's OT department unable to implement due to staffing limitations. College of Technology (has PTA program) may be interested.

**RA Report**

- ❑ Cherie is preparing for next RA meeting in April. Will be sending out information about issues to AOTA members soon.
- ❑ Cherie recommended sponsoring an initiative for AOTA to increase promotions of its specialty certifications. Robyn will assist.

**Executive Director Report**

- ❑ Linda submitted written report on membership, directory (plan to order extras for OTA Representative and district chairs → total 225), advertising/ sponsorship (new brochure developed), promoting OT ("IOTA Awareness Campaign" proposal submitted), ED Annual Work Plan, and newsletter deadline.
- ❑ Legislative Awareness Day: Linda reviewed plans distributed schedule of events.

**Old Business**

- ❑ Board of Medicine: Kim Hunter, public member at large, has joined the board.

**New Business**

- ❑ Technical changes to Bylaws: Karla moved to make Continuing Education a committee separate from SIS in Article VII, Section 1. Becki seconded the motion, and the motion passed.
- ❑ Career Fair on Aging at BSU on February 28, 2007. Karla presented about opportunity for an OT practitioner to serve on a 5-person panel to discuss opportunities for OT in working with the aging population. Cherie moved for IOTA to participate in Career on Aging at BSU on February 28, 2007 to promote awareness OT's role with the aging population. Kelly seconded the motion, and the motion passed. Karla to coordinate event.

**Adjournment:** Karla moved to adjourn the meeting. Jill seconded the motion, and the motion passed. Meeting was adjourned at 8:15pm.

**Summary of Motions**

• Approve minutes from September 21, 2006
• IOTA will charge \$10 for non-members to attend IOTA SIS or district meetings when contact hours are granted
• Technical changes to Bylaws: make Continuing Education a committee separate from SIS in Article VII, Section 1
• IOTA to participate in Career on Aging at BSU on February 28, 2007 to promote awareness OT's role with the aging population
• Adjourn meeting on January 15, 2007

**IOTA Executive Board Task Assignments  
January 15, 2007**

<b>Task</b>	<b>Who</b>	<b>When</b>
Tally rankings of goals within strategic plan and report back to EB	Linda	Prior to next meeting
Appoint new Treasurer	Ludee	ASAP
Email Linda with info about alternative website and phone line providers	Becki	ASAP
Recruit North District Chair	Karla	Ongoing
Set up quarterly conference calls with district chairs	Karla	February 2007

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Implement membership drive	Karla	April 2007
Draft job description for SIS coordinators	Becki	Prior to next meeting
Recruit Phys Rehab SIS coordinator	Becki	Ongoing
Schedule phone conference with SIS coordinators	Becki	Prior to next meeting
Communicate with SLIERS cont. ed. Committee for scheduling events	Linda	Ongoing
Recruit Legislative Co-Chair from Boise area	Ludee	Ongoing
Draft AOTA initiative	Cherie & Robyn	Ongoing
Coordinate BSU's Career Fair on Aging	Karla	February 28, 2007

Minutes submitted by Robyn Wu.