Idaho Occupational Therapy Association

Executive Board Meeting Minutes
October 10, 2017
7pm-8:09pm
Boise, ID

In Attendance

- Mel Henderson
- Erika Neff
- Jessie Given
- Rebecca Strickler
- Christina Warn
- Kari Thompson
- Beki Baxter
- Christina Jenkins
- Catlin Jensen
- Kim Hendrickson
- Angela Zaugg

OLD Business

- No old business

NEW Business

- Conference
  - Overall very positive feedback
  - Some attendees would have preferred to choose courses versus being in an adult or pediatric track only.
  - Decreased student focus during presentations.
  - AOTA survey to be sent out, Erika to contact David
  - At future conferences plan to have certificates online instead of printing
  - Positive feedback from Amy Lamb
- Review rules for meetings:
  - pen and paper in front of all, to-dos for all, no side conversations, stick to agenda, start and stop on time, move on if more conversation/investigation is needed.
- Review duties in bylaws.
  - 2 OTA students working together
  - Outreach working together with district reps
    - Monthly phone calls with district reps, outreach coordinators and president to attend
  - Adding to, better delineating, adding detail and clarity to job description
- Committees
  - We need to reach out to other OTP’s, need more volunteers to sit on committees
    - Committees should not have to be filled by board members only.
- Board communication
  - As this is a new board, will continue with standard email process and will review in month.
● Open positions:
  o Vice President
    • Listing will be posted on website with job description
  o SW Outreach
    • Listing will be posted on website with job description
  o Social Media Director
    • Listing will be posted on website with job description
  o Membership Coordinator
    • Present at monthly meetings if possible as they will be giving membership updates.
    • Listing will be posted on website with job description
● No pairing policy: no drama presentation, Connie Miller
  o Possibly will have at a tx summit, no final decision made.
  o We need to offer CE’s in more than one category
● Monthly meetings
  o Will continue with monthly meetings for now
● Swag
  o Need items such as a tablecloth or banner
  o Look at getting t-shirts or vests made
  o Kari, Jessie will address
● Outreach
  o Possibly call members
  o Send postcards?
  o Erika to obtain contact info of someone interested in helping with outreach
● Traveling around the state
  o Continue to discuss. We need to reach out to all parts of the state
● Storytelling
  o Member and EB Member spotlights
  o Pics and bios on web
    • Discussion on professional style photos versus casual photos. Undecided as a group
    • Kim to contact a photographer before we decide
● CE Committee:
  o Kim, chair
  o Kari, second
  o Will have 1 treatment summit per year
    • Possibly a full day versus ½ day
  o Fall conference
  o Separate conference committee
    • We need more members added
● Finance:
  o Balance accts MONTHLY
  o Provide MONTHLY reports
  o Present information at fall conference and vote to accept
  o Need to be transparent
  o Get money out of PayPal
    • Erika transferred 10,042.52 to the bank account
● IBOL Update
  o One immediate OTR opening
  o One OTR, one OTA in December. Need OTA app.
● Next Meeting on November 7th at 7pm
● Adjourn