

## 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:
  - Vice President
    - Listing will be posted on website with job description
  - SW Outreach
    - Listing will be posted on website with job description
  - Social Media Director
    - Listing will be posted on website with job description
  - 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
  - Possibly will have at a tx summit, no final decision made.
  - We need to offer CE's in more than one category
- Monthly meetings
  - Will continue with monthly meetings for now
- Swag
  - Need items such as a tablecloth or banner
  - Look at getting t-shirts or vests made
  - Kari, Jessie will address
- Outreach
  - Possibly call members
  - Send postcards?
  - Erika to obtain contact info of someone interested in helping with outreach
- Traveling around the state
  - Continue to discuss. We need to reach out to all parts of the state
- Storytelling
  - Member and EB Member spotlights
  - 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:
  - Kim, chair
  - Kari, second
  - Will have 1 treatment summit per year
    - Possibly a full day versus ½ day
  - Fall conference
  - Separate conference committee
    - We need more members added
- Finance:
  - Balance accts MONTHLY
  - Provide MONTHLY reports
  - Present information at fall conference and vote to accept
  - Need to be transparent
  - Get money out of PayPal
    - Erika transferred 10,042.52 to the bank account
- IBOL Update
  - One immediate OTR opening
  - One OTR, one OTA in December. Need OTA app.
- Next Meeting on November 7th at 7pm

- Adjourn