

**Idaho Occupational Therapy Association**  
**Board Meeting Agenda**  
**Tuesday - December 4, 2018**  
**7:00-8:00 p.m.**

Meeting Location:	Smoky Mountain Pizza ~ Eagle.
Conference Call Line	1-605-475-4120
Moderator PIN	895 9648
Access Code	460 3087

Call to Order: 7:19 pm

- Motion: Kari
- 2<sup>nd</sup>: Rebecca

Ground Rules: Everyone has a pen and an organized binder with the agenda and paper in front of them; everyone knows their job descriptions; everyone contributes to the monthly to-do's; no side conversations; stick to the agenda; start and stop on time; move on if more conversation / research is needed, etc.

Attending:

- In person: Karla, Erika, Rebecca, Kari, Kelly, Jessie, Catlin.
- Call-in: Sarah / Lisa (E) , Abby (N.) District Reps.

Review and approve minutes from October 16, 2018

- Motion: Karla
- 2nd: Erika

Financial Update: Erika

- Revenue: \$ 88.14
- Expenses: \$ 600.00
- Account Balance 11/30/18 - \$11,809.78

**OLD Business**

- Tech:
  - Remaining pictures / bios needed for website: Erika and Christian
  - Conference Call Equipment: Follow-Up: Erika checked w/ St. Al's IT re: video call equipment capabilities for improved participation and communication with call-in members available , and good to go . Next meeting will try conference calling at SARMC to include District outreach better. Karla will reserve conference room for next meeting- with video calling equipment available. Maternity room worked well. ISU has also been considered but security was cumbersome. JUMP building was suggested - free parking. Rebecca will look into JUMP and TCCC. Another possibility is Tree City Community Church on Eagle Road, has a kid zone.
  - Follow-up w/ Christian about doing a small training on the capabilities of IT equipment. Still needed-
  - Use of Google Drive for documents- Erika will double check.
  - Lobbyist: Emailed Caroline Merritt, True North Consulting. Agreed / approved. Waiting for contract from Caroline to sign.
- IBOL Mtg Update: October 26<sup>th</sup>, 2018: CE / Supervision. Telehealth to be discussed in 2019. Mel and Kari attended, no new relevant business was presented . Sarah? is in telehealth

seeing school district students. Kari will send language to Sarah to get input on any upcoming changes.

- IBOL Community Member Position: OPEN Dr. McMartin was an idea of Karla, she will figure out how to contact him.
- IOTA Executive Board Work Day: Need to set a date. January 12, 19 or 26<sup>th</sup>? 5-6 hours 830-230 on a Saturday . Idea to offer the 1st part of meeting as a Training to review IOTA bylaws. Recruit members and non-members.

Jan 26<sup>th</sup> - proposed to have upcoming Board Meeting as part of that WORK DAY.

- Please review Job Descriptions/Job Duties/and By-Laws prior to EB work day.
- Plan to create a Strategic Plan and update By-Laws
  - see AOTA strategic plan as an example
  - update bylaws- certain board positions extending to 2-3 yrs was proposed and looking at “qualifications” required for board positions.
  - Outreach chairs and student reps are invited to join in person, reimbursement is offered for travel.

Motion to approve Jan 26 workday- location TBD : Rebecca, Erika second, Approved.

- offer PDUs for IOTA workday- get involved, learn about IOTA , bylaws: offer snacks
- mailing and MailChimp to go out to get involvement

## NEW Business

- Changes to Executive Board:
  - Continuing Ed Committee Chair: OPEN, keep looking .
  - Central District Chair: Kristin Biggins resigned. This position is now open. Rebecca is going to network with the district reps in the area to find names of OTs in the area for recruitment.
- Committee Reports:
  - Continuing Education: nothing to report, committee meeting tonight.
  - Advocacy: ALL Contacted an OTP for possible interest.
    - Medicaid Nov. Newsletter is concerning how things are written and are not consistent with what is told on the phone. We need advocacy to recommend new wording for OT and Feeding. requiring a SpecialtCertification , language needs to be looked at for Idaho. Karla will try to go to the meeting. Dec 21
    - Medicaid Update on Group Therapy: Group ST is covered in all surrounding states. We need someone to research if Group OT is covered. OTs need to create a document to submit to Medicaid stating Group OT code, based on research from states surrounding Idaho.
    - ISU: Requesting letters from IOTA regarding supporting their opening campus in Boise- ACOTE grant pending . ISU asking for a dual curriculum (OTD and MOT) Lisa (at ISU) clarified that state Board of Education is limiting funds for expansion. Letter is due: sooner the better, there is a template. Kari will share template for board to see if anyone can complete that template quickly. Having a local program will double the amt of OTRs in the state, as there is a shortage. It also strengthens the ISU support of the OT program in Idaho. You can only have one or the other- OTD or MOT occurring at the same time.
  - Legislation/Reimbursement: Mel / Kari - see IBOL above. See above on Medicaid.
  - Membership Committee: Karla
    - Update: MOT and OTA Reps discussed possibly holding a competition for student memberships / involvement. Karla will share the link for an AOTA

Conf. Call- "Membership- Now what?" on Monday Dec 10 at 6pm MST - with board.

- Outreach: Rebecca
  - Update from District Reps:
    - Southwest: Rebecca B.
    - South Central (Twin Falls): Jason
    - South East (Pocatello): Lisa and Sarah- send a picture for IOTA website bios.
    - North: Abigail
    - Central: OPEN

Clarified a FB page questions- 2 are linked (page and group). Need picture of District Reps.

Goals: Continue goal of Meet and Greets and networking, someone from the Board to outreach. Mailers, FB and Website. Newsletter idea... Becki B. looking at a format quarterly send out. Help people understand what people IOTA is doing for them professionally. Mailer in a couple of months.

Idea: LEGISLATURE DAY- get a booth at Capitol Rotunda. Karla to look into. Target: April OT Month.

- Tech: Erika/Christian:
  - Use of app Slack instead of Gmail for IOTA positions / emails- pics, bios, email on website of our dist. reps.
  - Slack APP: helps small groups communication, such as Exec. Board. Exploring this idea. Erika sent an email to the board - with a link to try the app.
  - Executive Board/Member Spotlights- Table for now
- Representative Assembly: Mel - deferred due to unable to attend this meeting.
- SWAG:
  - Mugs / Water Bottles for sale still. Were they put on the website/ Facebook? need to determine shipping, cost, etc. Decided to keep for gifts also.
  - Reorder Pens
- OTHER:

**Next EB Meeting Date:** Jan 26: 9-2 with executive board meeting time embedded into the workday (1000). Review bylaws prior to workday, Kari will send link, however it is also on website.

Adjourn:

- Motion: Karla
- 2nd: Rebecca
- Time Adjourned: 8: 22 pm.