

**Idaho Occupational Therapy
Association**

**Board Meeting Agenda *Tuesday – November 12,*
2019 7:00 p.m. – 8:00 p.m. ****Committees Meet to
Introduce and Set up Yearly Schedule 8:00 - 8:30
p.m.****

Meeting Location: Riverview Rehabilitation

Conference Call Line 1-605-475-4120

Moderator PIN 895 9648

Access Code 460 3087

Call to Order

Time: 7:04 pm

- Motion: Kari
- 2nd: Jessie

Attending:

- In person: Kari Thompson, Kelly Smith, Christina Jenkins, Erika Neff, Julie Dinwiddie, Mel Henderson, Jessica Given, Rebecca Strickler, Angela Zaugg, and Megan Doyle
- Call-in: Katie Broderius, Lisa Hong, Cameo Curnett, Ryan Ludwig

Review and approve minutes from September 19, 2019

- Motion: Kari
- 2nd: Sarah

Financial Update: Erika

- Revenue: \$ 4488.71
- Expenses: \$ 1278.00
- Account Balance: \$ 12,974.70

Induction of New Officers:

- Christina Jenkins: Secretary
- Mel Henderson: Legislative / Reimbursement and Advocacy Chairperson
- Julie Dinwiddie: Continuing Education Chairperson

- Sarah Niewert and Jessica Given: Co-Chair Coordinators of Professional Awareness and Community Outreach
- Katie Broderius: OT Student Representative
- Ryan Ludwig and Cameo Curnett: OTA Student Representatives

OLD Business:

- Tech / Social Media Committee:
 - Updates: Christian and Erika- Addressed tech issues to ensure website has updated information, i.e. Nomination 2020, Beki Stephens Award (April 2020), Sponsorship page, etc. and all executive board minutes are posted.
 - Microsoft Issue on computer
 - Current Number of Members:
 - Executive Board Officers all Members: Confirmed
- Continuing Education Committee:
 - Annual Conference Survey Results and Feedback
Overall positive response received following IOTA Fall Conference 2019 via post conference surveys
 - Idea proposed to expand conference survey to include feedback from vendors present at conference
 - 2020 Western Regional Occupational Therapy Spring Symposium (Las Vegas)
 - Memorandum of Understanding will be sent
 - Agreed that IOTA will support conference through attendance, as well as promotion on social media and website
- Finance Committee: Erika
- Legislation, Reimbursement and Advocacy:
 - Capitol Day: Feb. 7th. Caroline reserved. Recommends 8:00 – 12:00
 - IBOL / Medicaid Meeting: IOTA will post meeting notes following IBOL meetings. Mel will write up something following each meeting. IOTA is on schedule for public comment at next IBOL meeting.
 - 2020 Western Regional Occupational Therapy Spring Symposium (Las Vegas)
- Nominations Committee: Kelly

- Professional Awareness and Community Outreach: Sarah and Jessica
 - Idea proposed to complete quarterly newsletter to increase professional awareness and participation throughout state.
 - Updates and Future Plans from District Reps:
 - Southwest: Beki B.
 - South Central (Twin Falls): Jason
 - South East (Pocatello): Lisa H.
 - North: OPEN: Mel to reach out to known colleagues
 - Central: OPEN: (?) Kristen Biggins possibly still interested.
- Membership Committee: Karla
- MOT Student Rep: Katie: Reported she put out a survey and is in the process of evaluating the student feedback from 2019 IOTA Fall Conference. She is also doing an upcoming student meeting presentation.
- OTA Student Reps: Ryan and Cameo
- RA Position: Bryan: Sent an email saying he was going to be sending everyone an update via email.

NEW Business:

- General Executive Board Information: (Kari)
 - New 2019-2020 Executive Board and Committees Contact List: See Handout created.
 - Bylaws / Policies and Procedures
 - Ad Hoc to clean-up Policies and Procedures: Kari, Erika, and Christina volunteered for committee
 - Attendance and involvement as an Officer: All officers will be reporting every meeting.
 - Required committees of Officers: See Bylaws
 - No Membership or Tech / Social Media Committees: Need Job Descriptions and updates to Policies. Both Membership and Tech / Social Media to work on creating job descriptions and wording for Policies and Procedures and present to board at upcoming meeting.
 - Timelines 2020: Will adhere going forward.
 - See Job Descriptions:
 - Voting versus non-voting officers / positions
 - Involvement on Committees

- Recruitment for open positions of President Elect (from Board), District Reps, and all Committees
- Tech / Social Media:
 - Website:
 - Sponsor's Page: Erika is going to touch bases with Christian to make sure the appropriate ones are taken down.
 - 2020 Nominations page: Christian is going to update to 2020
 - Becki Stephens Award (April)
 - Access to current member's list: Erika is going to look into getting
 - Slack invites to new Officers – Christian is going to invite new Officers.
 - Capitol Day on Facebook: Needs to be posted
 - Instagram / Facebook Postings: All Executive Board contributes
- Continuing Education:
 - Capitol Day: PDU's
 - New Guidelines for Conference Discounts:
 - EB Officers get in free if they have attended all but one IOTA Executive Board meeting and at least 1/2 of the CE Committee Meetings
 - EB Officers offered 50% discount if they attend all but one IOTA Executive Board meetings
 - Continuing Ed Committee Members get in free if they have attended all but one CE meeting.
- Finance:
 - Tech financial commitment
 - Reduce IT expenses by streamlining communication to IT support through Eric (Tech Committee Chair)
 - Interns
 - Ideas and new rules to help with budgeting
- Legislation, Reimbursement and Advocacy Committee:
 - Vision: Mel writing letter on behalf of IOTA to support OT's role based on our education, OT Framework, and Scope of Practice
 - Next IBOL Meeting: Mel and Kari plan to attend. 11/21/2019: 3:00 p.m.
 - Next Medicaid Meeting: 12/20/2019: 10:30-12:00. Kari plans to attend.
- Nominations Committee:
- Membership Committee:

- Professional Awareness and Community Outreach Committee:
 - Capitol Day (Info sheets): Megan is going to look on AOTA's site to see what she can find for us to use that day. Legislative / Outreach Committee will work together to come up with handouts and consistent things to say amongst all present.
 - OT Month: Ideas? Start planning.
 - Updates and Future Plans from District Reps:
 - Southwest:
 - South Central (Twin Falls):
 - South East (Pocatello):
 - North:
 - Central:
 - MOT / OTA Student Reps:
 - RA:
 - Future Meeting Dates: * 1st Tuesday of month at 7:00 p.m. / Looking at every other month and Committees meet opposite months.

Next EB Meeting Date: January 7th, 2020 at 7:00 PM. St. Als. Coughlin Room 1.

Adjourn:

- Motion: Kari
- 2nd: Sarah
- Time Adjourned: 8:11 pm