

MAOT Minutes

February 9, 2022

I. Call to Order and Welcome

1. Present: Donna, Karen, Susan, Lisa, Tina, Michelle, Brittany, Casey, Allison, Jan, Sarah, Alissa, Melanie
2. Absent: Daisy
3. Guests: Susan Epling, Betsy Craig
4. Quorum established and meeting called to order – 6:10pm

II. Approval of Past Meeting Minutes

1. May 2021 minutes
 - a. Minor changes recommended **Brittany** to make updates
2. **Michelle makes motion, Lisa seconds, unanimously approved**

III. New business

1. Past President job description
 - a. Reviewed duties and created job description for past president
 - Karen used information from ASAP to help to draft this position
 - Non-voting position
 - b. **Tina makes motion to accept Past President Duties description, Melanie seconds, unanimously approved**
2. Awards
 - a. Alissa has been working on establishing consistency among all awards/elections
 - b. Currently, not all awards require MA licensure
 - c. **Edited awards to require MA licensure**
3. Elections
 - a. Upcoming elections in early May – must be in place by July 1
 - President, VP, Treasurer, OTA representative, member at large, and SIG coordinator positions
 - b. Sarah brought up possibilities for encouraging more interest in these positions
 - Town hall, having call for applications open for longer period of time, Q&A, etc.
 - Allison brought up ideas to use social media to increase outreach
 - i. Open positions, meet the candidates, etc.
 - c. **Discussed opening the call May 1st, May 15th - Q&A, June 1st - “meet the candidates” town hall & Ballot opens - stays open for approximately one week**
 - **All Town Halls will be recorded to make information available to all constituents**
4. Bylaws
 - a. MA State Law - We need a resident agent – as of now the Clerk must be a resident of Massachusetts
 - b. Update from Tina
 - Subcommittee – Tina, Brittany, Sarah McKinnon, Lori Vaughn, Sarah Dimeo
 - Used AOTA bylaws and used this to information within updated MAOT bylaws
 - Got to a point where we felt we needed input from Board

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- c. Job descriptions can be outside of the bylaws in a separate document so that they can easily be edited/revised as needed
- d. Discussed having tracked changes on the document to edits, however merging multiple documents is challenging. Decided that when we present the final document to the board and to membership we will present old document and new document for clarity.
- e. Allison brought up idea of having a “quick glance” of changes to bylaws and including this on social media
- f. Approval process
 - Someone with a legal background looking at the document?
 - Approve at the board level
 - Hold town hall to encourage participation in the approval process
 - Membership will vote on the Bylaws to approve
- g. **Next steps**
 - **Karen, Brittany, Sarah, Tina will continue to work on this**
 - **Tina to reach out to Lori Vaughn and Sarah Dimeo to see if they are still interested in being involved**
 - **Goal to complete Bylaws by March MAOT meeting**

IV. Updates

- 1. Membership update - Karen
 - a. 321
 - b. 42 renewals pending
- 2. Conference update - Karen
 - a. Income – \$13,575; Expenses - \$3,400; profit of \$10,175
 - b. 36 sessions that were recorded
 - Discussion about whether MAOT notified presenters that their intellectual property would be used for revenue after the conference
 - Determined that the presenter release statement did not have a statement about this
 - Release statement stated that sessions would not be shared after January 21, 2022 – **sessions will not be sold for revenue**
 - **Donna** to make a list of all videos that we have, and board will determine if there are any videos that we might want to use for revenue and will reach out to presenters for permission
 - i. Casey brought up providing free membership to those who agree to allow MAOT to offer the video free to members or profit off of the presentation
- 3. Social media update - Allison
 - a. Member spotlights
 - b. Monthly research articles that are accessible from AOTA website
 - c. Weekly OT facts

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- d. Share info from AOTA
 - e. Celebrate 100th year of MAOT
 - Accomplishments, highlights, current projects, future goals
 - **Donna** to reach out to Karen Jacobs to find out if she knows of our incorporation date
 4. SIG update
 - a. 9 active SIGs
 - b. One new SIG up for vote - “Advocacy in OT Practice”
 - SIG for students and OTPs
 - Looks at legislation, current events, etc.
 - **Lisa motions, Alissa seconds, unanimously approved!**
 5. Allied Health Board update - Karen
 - a. “Continuing competency regs are still awaiting final review” – since January 2020 – originally drafted in 2016
 - b. Open position for OT and OTA on allied health board
 - Melanie in OTA position until someone else fills the position
 - c. OT Compact – 10th state signed on (Wisconsin)
 - Our next legislative session starts Jan 2023. We can’t be part of the compact until our cont. comp. regs are approved
 6. RA Update – not provided during this meeting
 7. Government Relations update
 - a. Sarah to email
 8. Treasurer’s Report – Casey/Karen
 - a. Current income - \$24,000
 - b. Current expenses - \$37,000
 - c. Spring conference
 - Has previously conflicted with Salem State and/or AOTA
 - Need to discuss whether or not we want to continue this
 - d. Phone expense
 - Casey looked into AT&T costs for phone -\$75/month – with ipad will be more
 - Discussed frequency of phone calls – possibility for answering service
 - Will continue to look into other cost-cutting options
 - e. Need to explore ways to increase revenue in upcoming meetings
 9. Town Halls
 - a. Reimbursement and Private Practice
 - b. Continuing Competency Regs once they are approved
 - c. School-based therapy – Jan
 10. School guidelines – Jan
 - a. Will solely be online, not a physical product
 - b. Plan for them to be done by end of school year, but not edited
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- c. Bump \$1,000 to next fiscal year so that it is available for editing at the correct time

11. Volunteer Representative Candidates

- a. Elizabeth Craig – has been on MAOT for a long time, but is also interested in other positions opening in July
- b. Lauren Read – OT student who will be finished in May
- c. Laretta Whatcott – OT student in NY who will be finished in May
- d. **Donna to send these out to board and conduct email vote for position**

12. Donna is retiring July 1!

- a. Will be doing a transition year from July 2022 to June 2023
- b. Need to create job description
- c. Karen and Donna working together to develop transition plan
- d. Need to do advertising, create interview team, etc.

V. Next Meetings

- 1. Board meeting dates 4-6x per year?
 - a. Will need to be included in updated bylaws – quarterly?
 - b. Discussed having meetings March, April, June
- 2. Donna to send doodle poll for March meeting

VI. Adjournment

- 1. **Jan makes motion to adjourn, Casey seconds, unanimously approved.**