

MAOT Minutes

May 9, 2022

- I. Call to Order and Welcome
 1. Present: Donna, Karen, Melanie, Brittany, Michelle, Susan, Allison, Casey, Alissa, Tina, Sarah
 2. Absent: Jan, Daisy, Lisa
 3. Guests: Ellen Kolodner – OT Leaders and Legacies Society – unable to connect through zoom, will reschedule for next board meeting
 4. Quorum established and meeting called to order – 7:10pm
- II. Approval of Past Meeting Minutes
 1. May 2021 minutes
 - a. **Brittany makes motion, Michelle seconds, unanimously approved**
- III. New business
 1. Nominations/elections
 - a. Will be electing President, VP, and Treasurer this upcoming year
 - b. Discussed having VP position be one-year term to get “back on track” to have two elected positions per year
 - c. **Brittany makes motion to have VP position as one-year term, Michelle seconds, passes unanimously**
 2. Job descriptions
 - a. Member at large
 - Melanie no longer continuing in this role
 - b. “Public Relations Representative” & “Member at Large position (social media)”
 - Allison current in PR Rep role and Melanie in Member at Large (social media) role
 - Reviewed roles/responsibilities
 - **Proposed changes to PR position: website upkeep would be “in collaboration with admin. asst.”**
 - Consider moving social media responsibility to public relations representative
 - Discussed workload requirements for one person to maintain website content *and* social media content
 - Would Member at Large position remain but with different responsibilities?
 - i. Discussed having the member at large be a “consumer” in the future, and having the position remain for now with no specific requirements for social media
 - **Allison makes motion to combine PR and Social Media roles/responsibilities under PR representative role, Melanie seconds, unanimously passes**
 - c. Consider role of Volunteer Rep as possible “membership recruitment/retainment representative” as the new board comes in
 3. Bylaws
 - a. **Karen to get back to Tina and committee tonight with her updates**
 4. -Membership update
 - a. Salem State conference – 11 new members and 1 renewal!

MAOT Minutes

May 9, 2022

5. -Conference update
 - a. 1 vendor – REquipment
 - b. Charter Date – Jan 22/28, 1922
 - c. Title – Centennial reflections: Values that continue to shape our practice
 6. Social media/member engagement
 - a. PR and Social Media positions will be combined – Allison to hold this position
 - b. Discussed posting on social media about 100th year – Karen to reach out to Mary Malone
 7. SIG update
 - a. Town Hall – Private practice
 - 8 or 9 people in attendance, a few membership renewals
 - Daisy Reid – reimbursement rep
 - b. Interest in having Private Practice SIG
 - Anticipated application to come in to start this SIG
 - c. Zoom
 - Being used for SIGs but only one zoom login means only one SIG can use it as a time
 - i. Discussed trying to have SIG groups plan meetings ahead if possible
 - ii. SIG Coordinator – add new responsibility – “monitor calendar in collaboration with administrative assistant” to avoid having multiple SIG events on the same day
 8. Allied Health Board update
 - a. April 29, 2022 – board passed the Continuing Ed regulations and made it onto the website today
 - b. Should be putting together an FAQ – waiting to send any info from MAOT membership until the FAQ comes out
 - c. Implementation will start September 1, 2022 – it’ll be a two-year roll-out
 - September renewal will require 1 CEU, October will require 2, and so on, until all 12 CEU’s per year
 - Will require two CEU’s of ethics and jurisprudence – MAOT will likely offer these or be involved in the provision of these CEU’s for OT practitioners
 - d. In January 2023, can begin to look into entering Licensure Compact
 9. Government Relations update
 - a. Waiting back to hear about mental health bill
 - b. Will begin writing bill for Licensure Compact for January 2023
 10. Treasurer’s Report
 - a. Need to close out March and April
 - b. Received letter from IRS for 2020 – late filing fee for filing late
 - Karen spoke with our accountant and wrote a letter to the IRS requesting that the penalties be waived as a non-profit organization
 - Waiting to hear decision from IRS
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MAOT Minutes

May 9, 2022

- c. Need to add admin assistant equipment needs to budget for 2023/2024
 - d. Also need new physical address for MAOT as we've been using Donna's address
11. Town Halls
- a. "Chat with the Board" Town Hall
 - Nominations for positions close on 5/27
 - Discussed trying to also do a "meet the candidates" town hall – decided to prioritize "Chat with the board" but to attach bios/position statements to the poll
 - **Donna/Karen to send out doodle poll to choose night for next week to host Town Hall**
12. School Guidelines update
- a. No update this meeting
13. Administrative manager position
- a. OTA is interested in this position and has experience with administrative roles
 - b. Need to determine who wants to be on interview committee
 - c. Michelle volunteered to Chair the search committee
 - Melanie and Casey offered to join search committee
 - d. Will post position on email and social media
 - e. Karen to send job descriptions to Donna, Donna to update accordingly, then post positions
 - f. Committee will start interviewing in early June, with anticipated start date of July 1
14. **Brittany makes motion to adjourn, Tina seconds, unanimously approved**