

## MAOT Board Minutes

Thursday, September 28, 2017

Attendance: Karen Hefler, Mary Malone, Donna Caira, Melanie Glynn, Casey Morel, Daria Rabkin, Elizabeth Said-Nafai, Ellie Meyer, Sarah McKinnon, Diane Maxson

A quorum was established.

Announcements:

- Welcome to Sarah McKinnon as our new Government Relations Representative.

Motion to accept the May minutes as amended. Mary Malone motioned and it was second by Elizabeth Said-Nafai. No opposed.

Motion to accept the June minutes as amended. Mary Malone motioned and it was second by Elizabeth Said-Nafai. No opposed.

MAOT Meetings:

- Decided to make MAOT minutes open to people on the website.
- Donna will send out an announcement to membership about meeting dates to see if anyone wants to attend.
- Announcement will be posted to the website about MAOT Board Meetings. People will contact Donna if they would like to attend.
- Votes will be counted by numbers instead of names.
- Agenda item for member participation.
- **Action: Email blast agenda to all members: If you are interested in participating contact Donna Caira for the call in number.**

SIG Update

- Fees were previously upgraded to \$10.00. Elizabeth notified all of the SIG's and it was confirmed that all received the announcement and agreed to the increase.
- Discussion of hybrid model for SIG.

By-Laws

- Michelle Savrann has been updating them.
- Suggestion to put out on the website when they are completed.
- Will be announced at conference that they are being updated.

Facebook Update:

- Continue to put ourselves out there to potential members to encourage them to join.

- Work on the member only section on the website.
- Melanie will ask people on Facebook to contact MAOT.
- Put on Facebook: "Have any questions and you are a member please let us know and you will get a response. "
- Job descriptions, discussion of any changes or updates. Daria's title will change from Volunteer Representative to Membership Representative.
- Discussion of Academic Rep and the Fieldwork Rep.
- Vote to publish job descriptions as amended on the MAOT website. Mary motioned, accept the job descriptions as amended and post them. Melanie seconded. Everyone in favor.

#### Strategic Plan

- Need a committee to review, update and revise the Strategic Plan.
- Will publish on the website.
- Mention at conference.
- Karen will send out an email and see if there are a couple of volunteers who might be interested.
- Karen will look at the old committee to see if members are interested in joining again.

#### Board Terms

- FYI for people
- No questions

#### New Members

- Welcome Sarah McKinnon as the new Government Relations Rep.
- Karen notified Lisa Simonetti of the change.
- Michelle Savrann has a student who is interested in government relations.
- A meeting will be set up with Sarah to work out specifics.

#### Legislative Update

- Our CE regs were passed in August.
- Regulations will be sent out to committee soon.
- Karen will email them out to the board.

#### Job Descriptions:

- Michelle Savrann updated the job descriptions.
- I (Mary Malone) move that we accept the job descriptions as amended and publish them on the MAOT website. Seconded Melanie. None opposed. Job descriptions will be posted as amended on the website.

#### Web Page

- Need to update front page to keep people engaged and fresh.
- Need to get people involved.
- Will try and make the website have some member only pages.

#### Membership Update

- Close to 8,100 practitioners. We only have 275 members
- OT 6025, OTA 2066, Total 8091
- Ways to recruit: Posting meeting minutes, posting agenda; offering people to phone into meetings. Make some parts of the website member only.

#### Facebook Update

- Melanie boosted the conference for \$20.00 and it reached 823 people and 35 people clicked on it.
- Melanie will forward questions from people who reach out on Facebook.

#### NEOTEC

- Was suggested that we reach out to be a liaison to get information out to members. Please feel free to utilize us.
- Mary will reach out again.

#### Strategic Plan

- Need to revise and edit the Strategic Plan.
- Karen will reach out to the former Strategic Planning committee from 2016 to see if anyone would like to be on the committee again.

#### Board Terms

- FYI for board members to review.
- Testimony was done in July for Telehealth
- Our CE regulations were passed in August.
- These regulations will not be subjected to the executive order. We will be getting these pushed up for a public hearing.
- This is something that can be presented at the conference with the Quiz to see how many people are aware of the new signage and encourage them to become members so they can keep up with the regulations.
- CEU process has been established. It will be modeled around other boards in the state.

#### Award Nominations

There are two nominations for the Catherine Trombly Award and one for the Herbert Hall Award. The candidates are Allison Sullivan and Susan Fasoli for the Catherine Trombly and Joan A Drevins for the Herbert Hall Award.

- Conference Updates
- 45 registrations
- Early bird ends October 13<sup>th</sup>.
- Targeted most school based OT practitioners using a list of school sped directors promoting our conference.
- Vendors are all set.
- Need to secure conveners.
- We have 19 paying exhibitors.
- Karen wants to update the membership regarding signage for Occupational Therapy Practitioners.
- Discussion of continuing education and the plan for OT's to be required to have CEU's.
- People should express concerns at this time if they have them.

#### Spring Conference

- Donna will reach out to Jacqueline Brennan about reserving Worcester State for the Spring Conference. The best date is Saturday, March 10th with a second choice of March 2<sup>nd</sup>.
- Budget was discussed

#### School Guidelines

- Will be offered for free on the website until the new school guidelines are published.

#### Budget

- Casey reported on the new budget.
- Casey and Melanie will discuss how the taxes are to be reported. Casey will amend the budget as discussed and send a new copy to the Board.

Submitted by Donna Caira