

MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING

Idaho Occupational Therapy Association
July 14, 2007 12:00pm to 2:00pm
Idaho Elks Rehabilitation Hospital. Boise, ID

In attendance: Ludee Vermaas (President), Karla Brown (Vice President), Robyn Wu (Secretary), Eric Burbach (Treasurer) and Linda Jackson (Executive Director).

Phone conference participants: Cherie Strand (AOTA Representative Assembly Delegate), Kelly Duarte-Buchanan (OTA Representative), Jill Satren (Reimbursement Chair) and Mandy Lee (Student Representative).

Called to order @ 12:05 pm

Approval of Minutes

- Minutes from the 04/07/07 Executive Board meeting were reviewed. Karla moved to approve the minutes. Mandy seconded the motion, and the motion passed.

President Report

- Proposed bylaw changes
 - o Discussion about EB structure: extend President's term to 2 years, need for Continuing Education Committee Chair, and role of Past President.
 - o Ludee to draft proposed amendment and email to EB.
- Continuing education update: Ludee and Linda to complete application for AOTA Approved Provider in August.

President Elect Report

- Deferred—Farrell Lindley absent

Vice President's Report

- District activities
 - o Far N meeting scheduled in July. Topic: Therapeutic Listening
 - o No reports from other districts
- North District Chair position is still open. Karla has attempted to recruit by leaving phone messages, but no responses.
- Speakers bureau: Proposing to create presentations to be used for increasing awareness of OT's role in various practice areas. Karla submitted draft of practice areas; will F/U with email to EB for input.

Treasurer's Report

- Presented Budget Reconciliation for this quarter. Noted increased membership dues revenues from last year.
- Eric proposed changing fiscal year to July 1—June 30. Benefits are: 1) More stable budget with respect to Annual Conference expenses/ income 2) More timely fiscal reports to members. Kelly moved to amend Article XII of the bylaws for the fiscal year to be July 1—June 30th. Karla seconded the motion, and the motion passed.
- Question was raised re: policy for approving annual budget (whether membership vote is required). Eric and Linda to clarify and update Policies & Procedures as appropriate.

SIS Chairperson Report (Becki absent but written report submitted)

- SIS policies and procedures have been updated
- Pediatrics and Hands groups submitted reports on activities
- Jeanette Runnings (Pediatrics) asked about potential schedule conflict (EB meeting) with Corwin Sutherin's presentation on Interactive Metronome. EB suggested: 1) asking Corwin about videoconferencing and 2) extending presentation to Physical Rehabilitation SIS.

Reimbursement/ Legislative Chair Report

- Medicaid update: Linda presented latest draft of rules. Discussed new addition of "group therapy" under non-covered services. EB suggested changing wording to "Group therapy other than in pediatrics, mental health, and developmental disabilities agencies." Linda and Ludee to schedule F/U meeting with Medicaid to discuss above.
- Anticipate that rules change will take effect between April → July 2008.

OTA Representative Report

- Elections ballots will be sent out next week

Student Representative Report

- Kate DeCleene has resigned as interim program director; position is currently open. New fieldwork coordinator Brian Gee has been hired.
- ISU received approval for OTD program; plan to start in Fall 2008
- IOTA plans to visit ISU OT program and sponsor luncheon in Fall 2007.

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RA Report

- ❑ Cherie summarized highlights from last RA meeting: AOTA to make research more accessible to support evidence-based practice; entry level OTD moratorium was defeated; AOTA updating its website for easier retrieval of official documents.
- ❑ AOTA aware of imbalance within RA and AOTA leadership: large representation from academia and fewer from clinical practice. Task force established to further examine issue.

Executive Director Report

- ❑ Linda submitted written report on membership drive (currently 213 members), elections, and lobbyist. Linda to meet with Craig Ellis in August to discuss leasing color copier.
- ❑ Task forces for lobbyist: discussed functions and assigned members
 - Issues for lobbyist: Linda, Jill, Eric, Cherie, and Robyn
 - Fundraising: Karla, Becki, Kelly, and Ludee

New Business

- ❑ Grant proposal: Karla proposed submitting grant application to Wells Fargo Foundation to fund senior resource fair. Timeline for event TBD—no earlier than spring 2008. Karla to chair event.

Old Business

- ❑ Strategic Plan assignments. Ludee assigned board members to develop proposed benchmarks:
 - Goal #2 Karla
 - Goal #3 Robyn
 - Goal #4 Eric

Adjournment: Karla moved to adjourn the meeting. Eric seconded the motion, and the motion passed. Meeting was adjourned at 2:18pm.

Summary of Motions

• Approve minutes from April 7, 2007
• Amend Article XII of the bylaws for the fiscal year to be July1—June 30 th
• Adjourn meeting on July 14, 2007

**IOTA Executive Board Task Assignments
July 14, 2007**

Task	Who	When
Draft proposed changes to EB structure	Ludee	Prior to next meeting
Complete application for AOTA Approved CE Provider	Ludee & Linda	August 2007
F/U with Speakers Bureau proposal	Karla	Ongoing
Inform membership of proposed bylaw change re: fiscal year	Linda	Prior to Annual Membership Meeting
F/U re: policy for approving annual budget	Eric & Linda	Prior to next meeting
F/U with Jeanette re: Corwin Sutherin's presentation	Linda	ASAP
Schedule F/U meeting with Medicaid	Linda & Ludee	ASAP
Plan IOTA visit to ISU OT program	Linda & Mandy	August/ September 2007
Develop lobbyist task force action plan	Task force members	Ongoing
F/U with senior resource fair	Karla	Ongoing
Develop proposed benchmarks for Strategic Plan	Karla, Robyn, & Eric	Prior to next meeting

Minutes submitted by Robyn Wu.