

**DRAFT**  
**MINUTES OF QUARTERLY EXECUTIVE BOARD MEETING**  
Idaho Occupational Therapy Association  
September 21, 2006  
6:00pm to 8:00pm  
Boise, ID

**Participants:** Dana Howell (Outgoing President), Ludee Vermaas (Incoming President), Jill Zwyer (Outgoing Vice President), Karla Brown (Incoming Vice President), Robyn Wu (Secretary), Gail Brown (Treasurer), Cherie Strand (AOTA Representative Assembly Delegate), Kelly Duarte-Buchanan (OTA Representative), Becki Stephens (SIS Chairperson), Jill Satren (Incoming Reimbursement Chair), Janice Jean (SE District Chair), Stacie Lewis (SW District Co-Chair), and Linda Jackson (Executive Director). Dana Howell participated via phone conference.

**Called to order @ 6:05 pm**

**Approval of Minutes**

- Minutes from the 07/15/06 Executive Board meeting were reviewed. Cherie moved to approve the minutes. Jill seconded the motion, and the motion passed.

**President's Report**

- Dana extended welcome to new incoming officers.

**President Designate's Report**

- Annual Conference 2006: Approximately 90 registrants. Projected net income is between \$10,000-\$15,000. Current budget reconciliation was presented. Expenses were within budget; income was below due to fewer registrants than projected.

**Vice President's Report**

- Orientation meeting for incoming district chairs was held today.
- Every district chair position is currently filled.

**Treasurer's Report**

- Gail presented 4th quarter Budget Reconciliation; financial activities for September will be added later. Overall we are on target with respect to current budget.
- Proposed Budget for 2006-2007 was presented by Gail and Linda. New items/ changes were highlighted:
  - Income: increase number of continuing education workshops, add goal for website sponsor, move Lobby Fund and Scholarship out of general budget into separate respective accounts
  - Expenses: AOTA Approved CE Provider, add awards & stipends for EB meeting attendance, add telephone land line, and add Savings
- Becki provided suggestions for decreasing costs with website and telephone line.

**SIS Chairperson Report**

- SIS luncheon planned for second day of Annual Conference
- Goal to recruit coordinator to launch Physical Rehabilitation SIS
- Continuing to work on recruiting coordinator for Hands SIS
- Job description for SIS coordinators: currently lacking. Should be included in Policies & Procedures. Becki will work on drafting job description with input from current SIS coordinators. Becki identified need to maintain regular communication between SIS coordinators and SIS Chairperson—will address in job description. May consider doing a formal orientation for incoming SIS coordinators.

**Reimbursement/ Legislative Chair Report**

- Medicaid: F/U letter was sent to Leslie Clemens, new administrator at Medicaid, re: rule change. Plan to set up F/U meeting with Leslie.
- New brochure to explain need for lobbyist and to solicit donations was presented. Brochure will be distributed at Annual Conference.

**OTA Representative Report**

- OTA Networking Luncheon planned for Saturday during Conference

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## RA Report

- ❑ Cherie will represent AOTA at booth during Conference. Plan to raffle *OT Practice Framework* book. Also will give away free CE article to individuals who sign up for AOTA membership while at Conference.
- ❑ RA is planning to develop "Wound Care" position paper
- ❑ RA and RA Alternate positions will be open in July 2007. Cherie planning to run for another term. Cherie strongly recommends having RA Alternate attend meetings as able to learn about the position.

## Executive Director Report

- ❑ Linda reported on membership, office space, and newsletter deadline. Membership is currently at 173. 25 new Idaho licensees this year; 2 have become IOTA members.

## Old Business

- ❑ IOTA office space: Projected costs are \$3,500 start-up and \$10,000/ year ongoing. Unable to pursue at this time due to costs. Will continue to explore partnership opportunities.

## New Business

- ❑ 2005-2006 Preview: Annual Report was presented.
- ❑ Idaho Hand Society: Cherie informed EB of the Idaho Hand Society, which initially consisted of physicians. Society is now open to therapists by invitation only. Cherie is hoping to develop collaborative relationship with this group, for potential future benefits to IOTA.
- ❑ Board of Medicine: next meeting October 6<sup>th</sup>. IOTA received letter requesting recommendations for 3 professional members by Nov. 1<sup>st</sup> for 2-year terms. Linda/ Ludee will clarify.

**Adjournment:** Cherie moved to adjourn the meeting. Becki seconded the motion, and the motion passed. Meeting was adjourned at 7:15pm.

## Summary of Motions

<ul style="list-style-type: none"><li>• Approve minutes from July 15, 2006</li></ul>
<ul style="list-style-type: none"><li>• Adjourn meeting on September 21, 2006</li></ul>

## IOTA Executive Board Task Assignments September 21, 2006

Task	Who	When
Provide info to Linda re: options for website & phone line	Becki	Prior to next meeting
Draft job description for SIS coordinators	Becki	Prior to next meeting
Set up F/U meeting with Leslie Clemens/ Medicaid re: rules change	Reimbursement Committee	Prior to next meeting
Clarify request from BOM	Ludee/ Linda	Prior to Nov. 1st

Minutes submitted by Robyn Wu.