**IOTA Agenda**

**Date: August 13, 2022**

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| **Agenda Items and** **Responsible Party**  | **Notes for Action**  | **Responsible Party/ Status / Deadline**  |
| **Call to Order & Welcome** |  10:05 AM |  Laura |
| **Roll Call & Introductions** | **Present:****Voting Members**:S- Christy KieselVP- Jessica MasonT- Alissia GarabrantCD- Amanda LuperNED- Ashley WilsonNWD- Rebecca DubachSED- Elizabeth StithSWD- Megan Wahnsiedler**Quorum** (6): Yes, No**Non-voting Members**:P- Laura AustLeg Comm- Lauren TomMem Comm- Macy PohlDEI Comm- Jessica DanielSOTA Reps : Erika Eustaquio**Not Present:**Megan FloresAndrew RiveraSamantha FordSean WeirLeah vanAntwerpBreea VestAPP- Erin PetersonRA- Christine KrollSOTA Advisors | Christy / All |
| **Announcements & Kudos-**    | * Jessica Mason– For doing all you did while pregnant!
* Thank you Nichole Schieman, Holly Tester from Huntington University for Spring Conference help! Special thanks to our conference committee – Laura Aust, Christy Douglas, Andrew Rivera, Julia Murray, Alissia Garabrant, Amanda Luper, and Macy Pohl.
 | LauraJessica |
| **Approval of Previous Board Meeting Minutes and Consent Agenda**  |  **Amanda motions to approve minutes from February. Alissia seconds. *Motion approved.*** * No other information to added to the consent agenda. Nothing requested to be tabled for a future meeting.

 **Jessica motions to approve consent agenda. Amanda seconds. *Motion approved.***  |  Laura / Christy |
| **SOTA Brief**  | * Erika from Huntington gave updates about their program. She is interested in getting resources for Hill Day.
 |  Erika Eustaquio |
| **President’s Report**  | * **SOP/ Bylaw reviews** completed with Executive Committee – now up for board review and then to member vote in November
* Website transition was finalized in June
* Participated in ASAP events- topics like: state Medicaid and mental health programs, AOTF vendor or potential speaker for fall conference since raising $50,000 is not feasible for smaller states like us
 |  Laura |
| **Treasurer’s Report**  | * How much has been spent? Jan-July 2022: $24,950.10
* How much income Jan-July 2022? $20,448.60 Less net loss than we’ve had over the last 8 quarters. What’s helping us? Not having in-person conferences have saved us money but virtual have not brought in enough income. We had high tech costs that we have worked to switch over, executive director and storage unit removals have helped our bottom line as well.
* How much is left in the bank account? $48,494.65
* Affinipay payment system setup and has lower bank charge. But Moolah/Memberclicks is still sending out renewal notices but is not double charging. If someone is getting a Memberclicks invoice it won’t even let them pay- they are getting double invoiced but not double charged.
* Zoom membership set up (reimbursed personal account because business account was not large enough) and provided district access
* Met with CPAs to finalize IOTA’s executive director’s termination
 |  Alissia |
| **District Reports** * **Central**
* **Southwest**
* **Southeast**
* **Northeast**
* **Northwest**
 | **Central**. Upcoming: 8/29 Strengthening and Self-Care for Neurological Systems by Jessica Miller via Zoom**Southwest**. Upcoming: SRT Prosthetics on Tuesday 9/27 6:30-8:30pm EST via Zoom combined with SE district. Usually **low turnout**, typically immediate coworkers of district directors in attendance.**Southeast**. No meetings this past quarter. Upcoming with SW district (see above). District directors, Liz and Sam, work in the same location (acute care) and are **burning out** and there is **no apparent interest in anyone taking over**. The members in this district have shown **lack of buy-in for virtual meetings**. It’s been a long 4 years of attempting to build and not much to show for it. **Northeast**. June meeting was Animal-assisted therapy by Jennifer Ferguson with 14 total attendees. Upcoming: ALS Continuum of Care by Brandi Baker on 8/23 6-8pm EST via Zoom. They have some **leads for quarter 4** (thanks to network connections) and are hopeful about **SIS** in getting people plugged into the right places across the state. They have a list of future topics, expressed as interesting from members, for potential future meetings.**Northwest**. March meeting had 33 attendees for Post-Stroke by Stephen Page- thinks the presenter had promoted self to gain this much attendance. June meeting was Acupressure, Stress, and the Vagus Nerve by Deanna Waggy with 9 in attendance. Upcoming: Adaptive Yoga for Acquired Brain Injury by Angie Reimer rescheduled for 8/16 6-8 PM via Zoom. | AmandaMeganElizabethAshleyRebecca   |
| **Approved Provider Update** | * Applications received in 2022 = 7
* Approvals: 2021=11, 2020=14, 2019=18, 2018=12. (Providers can offer CEUs for 2 years after approval)
* **Policies and Procedures revision** expected to be done by end of September
* **Committee opening and still vacant**. Ashley Wilson still considering. Ashley has had a hard time with **Dropbox**, feels she is not tech-savvy, so this has been a barrier since Erin uses that primarily.
* Laura will check to see if **payment status** is setup.
 | Laura for Erin |
| **Membership Update**  | * **IOTA 5K** to coincide with fall conference. Working on Sign-up now. Potentially a hybrid in-person and virtual option.
* Planning to **increase student memberships** by 25% by Dec 2022 (Q4)
* **Need committee members** to assist with social media and fundraising.
* Mentor/Mentees Program. **Need mentors**- lots of mentees (new grads and students) but not enough mentors. How are we recruiting? Sent out emails before. Will add to social media. Can district directors announce these type of openings prior to meeting presentation? Will table further discussion to next meeting.
* Member (& non-member) involvement – discussion re: **recruitment ideas** for Mentor Program, Committee involvement, social media, announcements in district meetings and FE series, website, membership discount, lack of CEUs. How these interweave and impact participation or lack of. Tabled this discussion for next meeting (Q4).
 |  Macy    |
| **DEI Update** | * Jessica replaces Cierra as co-chair
* Monthly meetings (2nd Tuesday, 7pm EST). Next is 9/13
* Needs / Interest survey was done and got quite a bit of info back to guide goals and program initiatives. This led to decision to hold an **implicit bias event**- date not yet released until further organization is done with chair transition. Hoping to offer in-person at fall conference and later virtually.
* Instagram page started: ot.dei.indy
* IOTA’s Statement on Dobbs vs Jackson. The committee is in favor of keeping the statement as-is.
 | Jessica  |
| **Legislative Update**  | * Telehealth Legislation effective July 1, 2022. FAQ went out. Working on getting it all onto the new **website**. A lot is there already. Working on getting resources up to date on there.
* Special legislative sessions - **Reproductive healthcare restrictions** effective Sept 15, 2022
* Advocacy initiatives for 2023 set:
	+ **Women’s health** (may coordinate with district meetings so info isn’t overlapping),
	+ **OTA scope of practice** (telehealth, inclusive language and getting OTAs to the table),
	+ **Qualified Behavioral Healthcare Provider** (was not able to get Medicaid rule change so advocacy for this instead),
	+ **OT Licensure compact** (legislatively we want to move forward on this, we have the funds to do it and hoping it will go uncontested, lobbyist is hopeful, but there will be more work on the back end with PLA to come up to speed on that. Hard to maintain relationship with PLA. Leah was going to attend meetings, but those meetings have been cancelled indefinitely. We do not know why those meetings have been cancelled. Alissia states they had a meeting in June because she had a colleague that had to appear for audit. Amanda states they are moving at a slow pace. Amy (lobbyist) has more pull with PLA, so will try to work on the relationship that way. Working on getting more **positions filled on the PLA** that may help us with support. The next move is to go the governor and give suggestions for appointed positions on the PLA. If you know of anyone that would be willing to sit on the PLA committee, send to Lauren.
* Tabled legislative items:
	+ Pediatric feeding (new code went into effect last fall),
	+ driving and vision rehab (looking at opening up scope of practice but these practitioners haven’t been limited a ton)
* Lobbyist contracted for another 2 years!
 |  Lauren  |
| **Conference Update**  (VP Report) | * Spring 2022 Conference was at Huntington. Very accommodating and pleasant experience. No charges for anything.
* **Fall 2022 Conference** – Nov 19, 2022 at University of Indianapolis (in-person). It should have been an IU year but they were not able to find a date to host so U of I stepped up. Ideas are: Meeting/social Friday night, Conference Saturday, and 5k on Sunday. Call for presentations went out last week with no interest yet. Sean had interest for recorded presenters that cannot attend in-person. Call for posters will come out at the end of August.
* **Keynote speakers** needed for fall conference. Please let Jessica know if you have any ideas.
* Fieldwork educator series (not representing universities) around 50 people signed up, 35 people attended the first zoom session. Upcoming next week 8/17. The last will be a hybrid at conference. To sign up, you had to become a member so we want to make sure they can attend all four sessions.
 |  Jessica |
| **Unfinished Business**  | 1. PAC. Bylaws are established. Biggest issue is **getting involvement from members** and getting the committee going. Funding concerns. There is a need and there is interest. From a legislative perspective, this is a great time to get organized and do a needs assessment (reaching out to other states and what their PACs look like, those interested in getting involved and what that commitment will look like, funding expectations). Originally we were going to have membership vote on committee members by Fall, but if we are going back to needs assess/drawing board then maybe by Spring conference we can have a membership vote. **Christy motions to table this for spring (Q1). Amanda seconds. *Motion passes.***
2. Development / Thomas Fisher Grant. Has always been one practitioner and one student, but has been different some years based on the location of the conference. We have set aside $2000 in annual budget for it this year (for early-bird registration to annual AOTA conference). The money is strictly for funding conference attendance. They can choose not to accept the money, but have to give them a deadline. The grant used to be applied for and was intended to help those that cannot afford it attend conference (increase access). We had stopped doing the grant because of COVID travel restrictions and considered tying it to the awards because we felt like we weren’t doing enough for award winners. Should we consider tying grants to award winners or keep it separate as it was before? Discussion: Yes, keep the grant as-is and just have a prize for award winners like a free membership for the next year. Yes, beef up the awards so you get more compared to what it was in the past (see OT of the Year Award below). Agree, also, grant application is good to put on resume/CV and just offering it because the person won an award is taking away from that experience. The board decides the grant will resume as it has in the past, no changes. Decision: **We will not tie the grant to the award.**
3. OT of the Year Award. This process was awkward last year because of a late submittal of a nominee and a board member won. Typically, membership committee votes on these awards. Membership votes and tells board who they chose and why and the board either accepts or not. Last year did not go as it should because the board voted again after the membership committee had already agreed on the winner.
	1. **In the future, the board should just either accept or refuse the Membership Committee’s winner.**
	2. Should we take board members out of running? Discussion: Amanda suggests taking out/not considering board contributions but that board members can still be included because of the other work they do outside of board work that could be considered for award. Jessica would like members to know going in what the eligibility requirements are. Alissia states it would have to be known to the person nominating to exclude board contributions. We need to be intentional about verbiage. So, should we include these nomination expectations in the new bylaws? Laura will review the current nomination form to see language. **Board members can be nominated for the award, but board duties will not be considered in the decision.** Macy is going to edit the nomination document to reflect this.
	3. **Lauren motions that we tie a free year of membership to the OT/COTA/Student of the Year Awards (3). Jessica seconds. *Motion passes.***
4. Bylaws & SOP Revision.
	1. Does the board accept the proposed bylaws? Jessica wants us to consider the model associated with AOTA’s like prorating costs for financial accessibility. Can this be something can be amended later? Laura states bylaws are always amendable. Bylaws are a backbone, leaving room for interpretation, so specific details were not included on some things on purpose. If they pass today members will get 30 days to review. Laura is considering putting together a few **town halls** to discuss and get info out in order for members to vote at fall conference. Amanda states we really need to press people to vote, as district directors to help understand what they are voting. Considering send out Nov 1. **Jessica motions to accept edited Bylaws. Lauren seconds. *Motion passes.***
	2. How will members vote on the bylaws: electronic or in-person? Vote has typically been done at fall conference with mass communication to notify prior. A person can designate someone in their place (proxy) if they cannot attend the vote at fall conference. Can we do an electronic vote? For example, retired member wants to vote but doesn’t need to attend conference. Immunocompromised folks, maternity leave, other issues that make it difficult to provide in-person vote. Electronic vote would increase accessibility and opportunity to vote. Laura thinks we can realistically cover everything electronically. Alissa thinks this option is already available per the current bylaws. Laura wonders about quorum, which Alissia states is 15. Bylaw vote limit? Laura doesn’t think there is. Elizabeth does not see the benefit of the fall conference in-person vote in order to get 15 needed for quorum. **Amanda motions that we offer electronic voting. Elizabeth seconds. *Motion passes.***
	3. Do we need to approve the SOPs? SOPs are a board vote and do not need to be voted on by the members. Will wait on that vote until it is part of the Bylaws. **Alissia motions to table SOP vote for next board meeting. Jessica seconds. *Motion passes.***
	4. When are we expecting the new bylaws to take effect? Jan 1, 2023.
5. Training for new IOTA volunteers / onboarding documents. SOPs are available for volunteers but are kind of long. Onboarding docs can supplement and summarize positions, and provide volunteers with additional resources. **Laura is hoping to have examples of this available at next meeting for additional discussion.**
6. **Dropbox** is not working for us. Wanting to transition to Google for non-profits (vs Microsoft Office and Dropbox) but we cannot get Google for non-profit because we are 501c6 not a 501c3.
	1. If we keep it, which is what we currently have to do in the short-term because we don’t have a viable alternative, what can we do to improve the use of it? **Clean it up** (delete unused files and organize needed files properly). Alissia thinks we need to keep 3 years of records. **Provide clear login info**. **Delete people** that no longer need access out of it. Laura wants to know what is the biggest issue to people’s access- getting in? Amanda gets blocked at work (firewalls) and she is often thinking about IOTA duties while at work, and also knowing where things are in Dropbox what’s in there was never explained, so finding what she needs is difficult. Lauren says there are workflow issues and this creates one more thing to have to update, for example, she has to spot check to make sure both co-chairs have been added to access of a file.
	2. If we get rid of it, what other options do we have? Amanda suggests Microsoft Teams or Sharepoint. Multiple people can be editing document at the same time, and it is user-friendly but cost is a concern. We recently got rid of our Microsoft membership because it was so expensive. **We need to look into additional options for record keeping and organization.**
7. Wild Apricot transition complete and Laura wants feedback. Most like the website and Rebecca thinks it is a big improvement.
8. **Registering for events**. There have been requests regarding email blasts/event set up for meetings (no way to RSVP anymore). We are going to send the link when people register which cuts down the work on both sides and is great, for data collection. Rebecca asks if you have to regulate it after CE events rather than accessing Certifyem? Amanda remembers we talked about being able to add a button to access a course. So are we are missing out if we don’tcrosscheck membership? We can monitor as RSVPs come in. Laura gets an email anytime someone registers that tells her whether they are a member or not. If the person registering is not a member, then Laura can generate an invoice that day. Then it is up to chairs/directors if they have not paid the invoice how they want to handle that. Alissia says it is very easy to see who is a member on the backend, and Laura can generate an invoice very quickly. Initial email currently just sends the registration confirmation but the confirmation email can be changed to add in “here’s your link” so we can keep as-is without the link and set a reminder to go a day before to add in the zoom link.Started calendar format so we don’t send email every single day. So, Laura will communicate with district directors in the days before their event to let them know whether or not a non-member has paid for the event. What does the group think- do district directors think this is ok? You get your final reminder the day before. Amanda says there wasn’t a blurb that explains what it was and would like a description to decide if it is worth time. She likes that you can see everything and register for all of them then get multiple confirmation emails. Overall, directors like the new format.
9. Admin access. If you want admin access Laura is ready to give it, even to just look at how many people have RSVP’d, for example. Laura can **put together a video for how to use that access as a district director**. Unlike memberclicks it is all in one space: admin view or public view options. Laura will add everyone today. Events are probably the biggest reason for admin access. We have options for forums on the new website to start practice chats, communOT type of activities that Laura will set up once we know what direction we’ll take. **Tabled discussion re: what type of access people want for the website for next meeting.**
10. District Meeting Difficulties.
	1. Speakers and Presenters for CE Events. Are we missing people who have really great content? Amanda got an email requesting she present at a conference. Perhaps we should consider involving non-members? The more amazing speakers we have, the more money we make at conference. Perhaps we should ask/invite people to present. She thinks we can get them to be members. How do we bring people in, make this work for us to drum up business, but if it has been successful by presenting and will maybe give them business? Need to look at expanding our network of people, figure out who we have had that are really engaging and ask them, would you be willing to submit an abstract to present at our conference? This could change conference and may prevent burnout of the same circle of people. Bringing in people from other states would be interesting, and other states are often doing SISs. NE District has listed potential topics for the future that were expressed as interesting by their attendees. **Tabled questions: 1) Do we want to allow non-members to present at IOTA events? 2) Do we want to invite people to present rather than waiting on them to offer?** **3) Do we want to keep a centralized list of potential topics to use for future SIS?**
	2. Special interest sections. Christy reviewed previous meeting notes about this. We had talked about creating an Ad Hoc committee. We need to see if Bylaws get approved first. **Will table further discussion of SIS transition from districts for Spring Q1.**
11. One big annual conference instead of separate spring and fall conference. Discussed this because spring numbers have been low and difficulty getting speakers for both. Also, a way to save some expenses. We will do this in 2023 in a conference weekend. **Alissia motions to have one conference in 2023. Amanda seconds. *Motion passes.***
12. Rehab dept database- We are already doing this through the Membership directory.
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| **New Business**  | 1. Implementing parliamentary procedure at our meetings (e.g. Roberts Rules of Order). With these, the chair facilitates and moves the meeting along. No member can speak on it twice before all have had a chance to speak on it once. Avoid tangents because we can circle around. Christy shared document to summarize purpose and benefits of using Roberts Rules from one of the YouTube videos available. Language and nit-picky concerns re: getting bogged down in details. Would like to hear what other think. Should we implement these? Laura mentions that it doesn’t have to be strict as congress. She thinks we are streamlining things, improving efficiency of meetings more by having secretary set up agenda prior to meeting, and should continue to work toward more specific/prioritized action items in reports. Laura thinks if we utilize email prior to the meeting we can knock several items off the agenda. We agree on trying to use Roberts Rules, now we need to decide on how to do training for it. Laura and Christy can decide on this via emails prior to next board meeting. **Will include what video to use for training at next board meeting** and plan to include with onboarding info.
2. Member letter discussion- Personal email privacy breach. How were these publicly available? Alissia wonders if it came from membership directory, and Laura states website only has IOTA emails. Wondering if people signing up under multiple emails if what contributed to this? Jessica states we need to BCC emails for privacy. Laura reminds us that if you respond to an email, like from your phone, it comes from your personal email. Laura will look into the Membership Directory to clear that up if anything is getting leaked from that. Elizabeth thinks it may have been straight copied from a board meeting or some mass IOTA email. If someone needs to reach a member, what is the clear expectation? Direct the person to the website which holds IOTA email addresses, not personal email addresses. Laura will send this clarification out. **If you are including people that are not on this board in an email communication, always use BCC.**
3. Member letter discussion: IOTA Statement. Amanda feels the whole thing was uncomfortable and should be sent to a centralized location, rather than a district person expected to handle it. Is there a button where it goes to a general place? If there are concerns, where do they need to go? Jessica suggests something like kindergarten box in the back of the room- an anonymous tip. Suggestion to also **include** **“sensitive information” section on Board Meeting agenda** for similar purposes. Laura can add a banner on the board member page. The complaints should not go to president, or anyone that is most likely to get a complaint. This used to be Ginger through info@ email. We could make another email. Macy says transparency is important on the forum about who the complaint is going to so the person can follow up Suggested: Christy, Alissia, or Jessica Mason. But anyone is susceptible to criticism. Can create an Exec Board email, and then we can turn it over to the proper committee. Exec comm must first approve the complaint. **Alissa motions to set up exec board email address for shout-outs (kudos), recognitions, and / or concerns/complaints about IOTA, practitioners, students, etc. in the state of Indiana. Jessica seconds. *Motion passes.***
4. November Elections.
	1. Are we going to have it organized enough by November to vote? We didn’t know Brent was done, for example. Macy and Laura have talked about getting bio, doing more leading up to elections in order to increase info about the candidates. Can we postpone this vote until after the bylaws vote- hold a special election Jan 1? Can we put “contingent to Bylaws passing”, or special elections will be held either way?
	2. What positions are being voted on this year? **Secretary, VP elect, District Directors: NE, NW, & SE**.Concern about districts potentially switching to SIS committees and multiple director positions are needing elected. We will have a month to organize SIS directors. If people are interested, we need to tell them to prepare to run in December for special election. Then will have to email members to choose their SIS so they are in prior to Jan 1.
	3. Is there an edit that says first we have an Ad Hoc committee that determines? 2nd quarter of 2023 (Q2)? Or keep an ad hoc committee on to plan it and rule it out? If trying to rebuild an onboarding training, are we going to have that training Jan 1 as well? That process needs to be set in stone for bringing on new people. We need to add that amendment somewhere, that beginning this will take effect. Establish timeline for all of these pieces. There should be a caveat, this DD is up for election but this is the intention going forward for SIS. Laura will set this time line via email to avoid keeping people over in this meeting. **Alissa motions to allow Laura to finalize the timeline for elections. Jessica seconds. *Motion passes.***
5. Can district directors advertise for AOTA? (practice chats). **Yes**. AOTA was asking presidents to send out AOTA stuff, so not sure how this is any different. Would increase opportunities without putting more weight on district directors shoulders. All we would do is promote the link, the members register and AOTA holds it. We can piggy back on the social media of AOTA. Upcoming topics are women’s health, mental health. Amanda will tag if she see’s anything interesting. If it’s free and aligns with our values why wouldn’t we? Macy reminds to send info to her for email blasts or to tag and share it.
6. Next board meeting. Was planned for Nov 18, 2022 6-9 PM but this conflicts with the planned social prior to conference, which means the meeting will need to be moved to the12th and open vote Oct 31 which is two wks before board meeting. Maybe we could do half in-person, half online? Difficult to find a weekend that will work for everyone at this point. Perhaps we can shorten the meeting by handling some things via email and then go to the social afterward. Laura doesn’t want to take up multiple weekends for everyone.
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| **NEXT MEETINGS:**  | 4th Quarter: Friday, November 18, 2022 5-7 PM 1:55pm **Elizabeth motions to adjourn the meeting. Amanda seconds. *Motion passes.***  |   |