**IOTA Agenda**

**Date: July 15, 2023**

Zoom

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| **Agenda Items** | **Notes for Action**  | **Responsible Party/ Status / Deadline** |
| **Call to Order & Welcome** |  Explain how board meetings work; plan for the day.  |  Laura |
| **Roll Call & Introductions** | **PRESENT:****Voting Members**:S- Megan AlbrightVP- Jessica MasonT- Alissia GarabrantSIS-RD - Ashley Wilson SIS-CY – Michele Chaleunphonh, SIS-MH – Sara StorySIS-AE – Julie Carson, Sally NurseSIS-PA - Vacant **Quorum** (5): Yes, No**Non-voting Members**:P- Laura Aust Leg Comm- absentDEI Comm- Jessica DanielMem Comm- Macy PohlAPP- Erin Peterson**NOT PRESENT:**Theresa CarrollAmanda LuperJenna ThackerBreea VestLauren Tom, Leah VanAntwerp | Megan / All |
| **Announcements & Kudos-**    | Laura – all new board members! Excited about SIS and chairs. Excited to see where sections go. Jessica – Laura and all who had a hand in SIS; new bylaws, legislative and advocacy and OT CompactMichele – Laura and AOTA article with state association presidents; SIS transition – won the thinking outside the box award for transition.  | Laura |
| **Approval of Previous Board Meeting Minutes and Consent Agenda**  |   Jessica Daniel motions to approve; Sara Story seconds; meeting minutes are approved.  |  Laura  |
| **Student Engagement** | SOTA reps not invited – summer/FW |  |
| **President’s Report**  | * Answer IOTA emails/Field questions from board members
* Conference planning – sponsor and vendor exhibitor plan – information sent to OT programs
* Facilitated transition to SIS
* ASAP meeting at AOTA – won award for “thinking outside the box. ASAP monthly webinars/events
* Met with all committees
* Website and Social media work to be up to date.
* SOTA meetings and keeping up with OT programs
 |  Laura |
| **Treasurer’s Report**  | * Balance 7/3/23: 52,945.72
* Reconciled; net income -10,341.51 – money spent to lobbyists is more beneficial than being in black; later half of the year will boost net income into black (likely) with student memberships.
* Goal is to keep minimum of 20K in bank account
* Tax documentation complete for federal and state; completed IN business documentation for 2023.
* Final taxes related to prior employee.
* SIS Zoom accounts set up
* Conference planning – site for rental; documentation to apply for fee reduction
* Jessica Daniel asked about fall budget request – will address in New business
 |  Alissia |
| **SIS Reports** * **SIS-RD**
* **SIS-CY**
* **SIS-MH**
* **SIS-AE**
* **SIS-PA**
 | * **SIS-RD**
	+ Collaboration with ISHA regarding cognition and roundtable discussion and free CEUs. Events in august and October – plan to keep up collaboration with ISHA.
	+ Amanda spoke at ISHA regarding OT/SLP collaboration
	+ Jenna and Ashley working on CEUs for CHTS and ortho focus; neuro perspective.
* **SIS-CY**
	+ Created a vision to launch SIS; introduction to IOTA members webinar – focusing on format and resources
	+ Good meeting – shared AOTA resources and breakout groups (see below) to identify needs for this group
	+ Early Intervention; School based and Pediatric hospital/outpatient group – identify themes
	+ Met with school-based therapist regarding possible topics for the fall conference
	+ Planning co-chair meeting to coordinate fall SIS meeting
* **SIS-MH**
	+ Presenter for MH SIS group – practitioner presentation via zoom for MH strategies for OTs as a practitioner or things to do in clinic/treatment settings across all areas of practice. Plan to speak this fall – and open to all practitioners.
	+ **Sara transitioning to SIS-PA and has secured a chair for SIS-MH**
* **SIS-AE**
	+ Set up dates for options in 9/10/2/4 months
	+ Helping new grads transition into practice
	+ Set up Ryan Baca (ASC – leadership/OT) as a speaker for September – ways to develop new practitioners as leaders.
	+ AFWC consortium discussion and launch
* **SIS-PA**
	+ **Sara to take over SIS-PA role (see action items)**
 | SIS Directors  |
| **Approved Provider Update** | * On track to surpass course applications and approvals since COVID. (Hopefully)
* Committee changes – looking for 1-2 members; Lori Breeden has volunteered to joint committee – working on on-boarding.
* Laura/Jessica/Alissia have helped fill in as needed.
* Revising program criteria and description – finish by end of month and transfer for feedback – hasn’t been updated in 10 years. Need procedures for webinars/etc.
* Alissia is helping to work on web-based application system to improve processes (modernize the process)
* Updated website to improve ability to keep track of full providers and work on boosting the full providers and incentivize it more to advertise for mutually beneficial relationship.
* Committee size – 2-4 people to assist in reviewing; making sure everything is reviewed to ensure appropriateness to offer CEUs for licensure renewal; time commitment isn’t significant but each application takes ~ 10-15 minutes to review. Filling out provider information and sending to applicant to confirm approval. Communication with provider through email – takes up about 2 hrs/month
 | Erin Peterson |
| **Membership Update**  | * Meeting with groups (student relationships; emerging practitioner events) – some with lower attendance; looking for ways to engage with students
* ~202 student members – want to cater to what they need.
* Meeting with subcommittee head to advertise events
* Fundraising goal of $3000
* Looking for ways to diversify fundraising
* Coordinating with other organizations to increase fundraising
* Website and social media maintenance – for events, etc to be updated for advertisements. – can email/text to Macy to design graphics for facebook
* Student relations development
 | Macy Pohl   |
| **DEI Update** | * Monthly Tuesday meetings
* Social media posts re: significant events
* Implicit Bias event: 12/2022 – with good feedback
* Capitol day materials for legislative and advocacy committee & hosted table/materials
* Indy meet-up at Hotel Tango – 6/2023
	+ Community stakeholders: 5 non committee members joined
* Reviewed AOTA strategic plan update
* Partnering with academic institutions to grow DEI initiatives within program. Trying to coordinate with SIS-AE
* Co-hosting webinar with INAPTA – 8/28; free for members
* CREED event with U Indy DEI office. Show up as ally
* Updates to monthly newsletter
* Requesting budget funds – see action items
 | Jessica Daniel |
| **Legislative Update**  | * Compact passed
* Maintenance phase of compact – connecting with PLA – practitioners can access when up and running
* 2024 session – monitoring legislation benefits us and doesn’t harm our scope.
* Licensing board – Sharon Pape will be a committee member on PLA.
* Advocacy Initiatives: OTA scope of practice – struggling to ensure others understand the value of OTA and how it fits into the workplace.
* QBHP – add OTs to list (via VGW in House)
* Dry Needling: default to AOTA stance; new update – lack of evidence doesn’t mean it’s not effective – future stance of if it should be added in.
* PAC – in existence but haven’t had interest. Need someone to take initiative to get it up and running.
* Capitol day recap: 207 attended; 27 legislator meetings
* Lessons learned: training webinar for facilitators with legislator meetings; update legislative database (OT supporters known); Increase programming throughout the day.
 | Lauren TomLaura |
| **Conference Update**  (VP Report) | * Fall 2022 – conference was a success! ~50 participants; most vendors we’ve had. No concerns outside of people having to walk far.
* Topics – changed between acceptance and presentation
* Fall 2023: 1 conference; 10/21/23 at UIndy. Call is open now for posters and presentations; adding social event (Friday before)
* Trying to find a Keynote speaker
* Moved to health pavilion at UIndy.
 |  Jessica |
| **Unfinished Business**  |  |           |
| **New Business**  | 1. SIS summer/fall meetings
	1. Let Laura/Macy know what is needed to set up events/meetings
	2. CEU certificates – google forms
	3. If objectives are identified – CEUs can be offered
	4. Training video and template for certificates will be sent out soon.
	5. Conference expectations: moving forward pull in SIS chairs to assist in content planning to have “tracks” (not this year) but moving past that. Assist in reviewing submissions for specific interest section.
2. SIS forums
	1. All SIS groups have a forum
	2. Run like communOT on AOTA; post resources, questions/articles that pertain to the SIS.
	3. SIS chairs moderate and drive others to the forum – way to create community within the SIS.
3. Fischer Grant committee
	1. Practitioners/students for travel to AOTA Inspire
	2. Ad-hoc committee to review applications and who the grant is awarded to.
	3. Open after fall conference and award is for early-bird registration.
	4. Let Laura know if interested in being on committee.
	5. Had 5 people last year on committee – met before it goes out to review application.
4. AHA training w/ Riley
	1. Sarah Blair from Riley reached out regarding UE diagnoses that need a good training/assessment for these issues.
	2. AHA – Assisting Hand Assessment; Riley wanting to partner with IOTA to host this training – anyone in US could register for the conference but IOTA would be hosting in IN.
	3. Need vote to create an ad-hoc committee to meet with Riley OT; meet with AHA to determine if this is something we wanted to do. We set pricing; control logistics; Riley provides space, catering, etc.
	4. Can we handle this workload?
	5. Committee members: SIS-CY chair(s) Michele Chaleunphonh; Treasurer - Alissia; Conference committee chair – Jessica Mason; Megan Albright
	6. Megan Albright – motion to approve committee; Jessica Daniel – second.
5. Solid Starts
	1. Feeding resource company – tailored to parent resources for transition to solid foods
	2. Launched a professional portal; want to market to IOTA members
	3. Sent out to feeding therapists and SIS-CY – with good feedback. Connecting company to SIS-CY.
6. Headshots
	1. Website – board structure
	2. SIS chairs and Megan – send headshot
7. Spam
	1. Webhost server was hacked.
	2. Be aware of emails as they may be spam.
	3. Let Laura know about any happenings.
8. Nonmember attendance discussion
	1. Welcome but they are charged to attend.
	2. People need to understand benefits of being a member
	3. Training video and we let people know when they are nonmembers
9. Strategic Planning
	1. Bring in someone who can guide through strategic planning
	2. Executive committee – meet separately to find someone who we can bring in – next spring/summer to make a planning session to map out future of IOTA.
10. SIS: PA and MH updates
	1. Done by presidential appointment
	2. Sara Story transitioning to Productive Aging from Mental health
	3. Katie Zromkoski – taking over Mental Health
	4. Hoping to get a co-chair for Sara in the Productive Aging chair role soon.
11. Fall conference & social event
	1. Sponsorships sent out yesterday
	2. Do away with fall and spring conferences – doing fall only.
	3. Want to host SIS meetings – can do that at community partners, universities, etc.
	4. Expand fall conference into a full weekend event.
	5. Reach out to Jessica Mason if interested in being involved.
	6. Volunteer opportunities for students and volunteers attend for free.
	7. Scholarship opportunities – sent to Jessica Daniel to look into.
	8. Early-bird rate up until last 2 weeks before to have full price class.
12. Fall meeting
	1. Doodle poll for next few meetings
	2. Moving a few weeks before fall conference – need budget approval before conference.
13. Newsletter contributions
	1. Macy will send out to everyone
	2. Anything that needs to go in, send to Macy.
14. 5K planning
	1. Adult/Student/Children cost for 5K.
	2. Sponsors with logos on registration and shirts.
	3. Increased pricing last year (manufacturing costs) – going to keep steady as operated with a profit last year.
	4. Market to students to do a group run.
	5. Love to have ideas from members for shirts
	6. Hoping to have an in-person run for conference weekend.
	7. Open registration in August.
	8. Can do a variety of options to improve participation.
15. OT/OTA award planning for 2023
	1. Splitting off student applications into OT/OTA
	2. Separating OT/OTA award out.
	3. 4 awards: OTR/OTA/Student OT/Student OTA
	4. Incentive for winning award
	5. SIS member awards/highlight
16. Budget
	1. Fall board meeting must approve budget to present at business meeting of conference.
	2. Need input from SIS or committees for money/budget.
	3. SIS and committees had money set aside already for this year.
	4. Email Alissia: treasurer@inota.com
	5. Exec board will review and determine funds availability.
	6. Voting can happen on money requests even if budget has been depleted.
	7. Prior to fall meeting – next year information should be emailed to Alissia
	8. DEI requesting money – selling stickers; GC/speaker fees and nicer materials. (funds were already set aside with last years budget)
 | Laura          |
|  | Motion to adjourn by Alissia Garabrant, Seconded by: Jessica DanielMeeting adjourned at 12:23pm.  |   |
| **NEXT MEETINGS:**  | 2023: Doodle poll from Laura.  |  |