**IOTA Agenda**

**Date: November 18, 2022**

Schwitzer Student Center Room 013

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| **Agenda Items** | **Notes for Action** | **Responsible Party/ Status / Deadline** |
| **Call to Order & Welcome** | 5:12 pm EST | Laura |
| **Roll Call & Introductions** | **PRESENT:**  **Voting Members**:  S- Christy Kiesel  VP- Jessica Mason  T- Alissia Garabrant  CD- Amanda Luper  NED- Andrew Rivera  NWD- Rebecca Dubach  APP- Erin Peterson  **Quorum** (6): Yes, No  **Non-voting Members**:  P- Laura Aust  Leg Comm- Lauren Tom  DEI Comm- Jessica Daniel  **NOT PRESENT:**  NED- Ashley Wilson  NWD-Megan Flores  SED- Elizabeth Stith Samantha Ford  SWD- Megan Wahnsiedler Sean Weir  Leah vanAntwerp  Mem Comm- Macy Pohl  DEI- Breea Vest  SOTA Reps : Erika Eustaquio  RA- Christine Kroll  SOTA Advisors | Christy / All |
| **Announcements & Kudos-** | Big kudos and shout out to Victoria Garcia Wilburn for her Indiana rep win! We are so proud of her!  Big thanks to Samantha Ford and Elizabeth Stith, for your service to IOTA over the past several years! Liz and Sam are not running for re-election, so Southeast is now vacant.  Thank you conference committee for all their hard work for tomorrow.  Kudos to Macy Pohl student extraordinaire- thank you for doing all that you do for our organization.  Thanks to USI SOTA for help with 5K. | Laura |
| **Approval of Previous Board Meeting Minutes and Consent Agenda** | **Jessica Daniel motions to approve minutes from August. Jessica Mason seconds**. *Motion approved.* | Laura |
| **SOTA Brief** | Schools are on Thanksgiving Break- No student reps present. | Student Reps |
| **President’s Report** | Met with conference committee and sponsors for conference and 5K planning. Hosted Bylaw Town Hall in Sept and created Bylaw vote. Attended various ASAP webinars/events- will send Medicaid info to us. Answered questions and emails from members, met with committees as needed, and maintained social media and website. Discussed marketing/brand materials for board use. Presented at SOTA meetings for IOTA marketing.  Thomas Fisher Grant will re-open in December and we need a few members to sit on the review committee. Will need odd number to break a tie. Andrew is considering involvement. | Laura |
| **Treasurer’s Report** | Balance as of 11/9/22 is $61,209.43. Reconciliation is up-to-date through October 31, 2022 with no issues found. Net Income is $5,936.71. | Alissia |
| **District Reports**   * **Central** * **Southwest** * **Southeast** * **Northeast** * **Northwest** | **Central**. Last meeting was Aug 29 on self care by Jessica Miller with 30 attendees. Wants to know what the plan is for transitioning into special interest sections.  **Southwest**. Last meeting was Sept 27 on stigma topics by SRT Prosthetics with 31 attendees.  **Southeast**. Last meeting was Sept 27 with SW District.  **Northeast**. Last meeting was Aug 23 on ALS with 14 attendees. Since moving virtual Andrew has noticed attendance number dropping. No upcoming meetings scheduled yet. Suggested recognizing or honoring longtime members or percentage of student memberships in some way.  **Northwest**. Last meeting was Oct 25 on Enneagram by Magan Gramling with 21 attendees. | District Directors |
| **Approved Provider Update** | Applications in 2022: 10.  Approvals in 2021: 11, in 2020: 14, in 2019: 18, in 2018: 12.  Ashley Wilson has joined the committee. Judy Hancock is retiring and would love to do something to recognize her and her service. | Erin Peterson |
| **Membership Update** | Met the 5K participation goal (+35%) with net income of about $950! Student membership is 208 so won’t know if we’ve met that goal until December.  Continue to use social media as a fundraising, advocacy, and awareness tool. Need 1-3 committee members to assist with social media, marketing, and fundraising.  Need to connect with community partners for fundraising initiatives.  Restructured mentorship program by Kirby and Nicole. 4 month term trying to focus in two areas: 1) resume work and , 2) more clinical based. This updated mentorship program will begin soon. Amanda feels there are members out there craving mentorship outside the new grad, like specialty connection/networking like critical care, low vision, CHT, etc. Laura wonders about pairing up Kirby and Nicole with SIS groups to improve mentoring for members. Email Macy any ideas so next Membership meeting she can relay that out. Jessica Daniel states people from minority groups look out and seek mentoring, so there could be collaboration between DEI and mentoring as well. Amanda wants Kirby and Nicole to outline the process/streamline like GoogleForms to continue or replicate that process. Macy will keep a log on that process.  Christy requests membership committe include total updated member numbers on her board report for each meeting so we can track membership as a board. | Macy Pohl |
| **DEI Update** | Monthly meetings are second Tuesday of each month at 7pm EST. Social media updates include posts featuring Latinx OT practitioners in Indiana during Hispanic Heritage Month, new IG handle (@ot.dei.indiana) and working on Facebook access. Finalized mission/vision statements and ST/LT goals (ST: 1) 3 live ed DEI opps, 2) establish digital library, 3) include DEI ed for license renewal) and shared with the board. For example, connecting with other universities (undergrad) and high schools. Christy and Andrew talked about their experiences with future healthcare professionals and future educators programs. In the process of partnerships with AOTA and IUPUI’s Career ConNEXTions Nights. Will have a vendor table at fall conference.  Virtual Implicit Bias Event planned for 12/5/22 at 7pm- registration is live on the website now. | Jessica Daniel |
| **Legislative Update** | 2023 Agenda. Compact Bill (sponsored by Sen.Vanetta Becker).  PAC. Discussion was tabled for Spring from last meeting. Awaiting leadership. She is hoping at conference we can get interest. Brittany Reevis from AOTPAC will be here tomorrow, so hoping that will help with our PAC, too.  Capitol Day. Planned for 2/22/23 and now looking for members to be on planning committee. Three workgroups are: 1) Women’s Health, 2) OTA- panel from capitol day and was trying to gather the group for conference to continue to movement but wasn’t able to come to fruition yet; hoping more to come and Jessica Mason states Sean Weir may be interested, Macy and Andrew suggest reaching out to Huntington OTA faculty. Amanda suggested Sally Nurse, Laura mentioned Christina Douglas; 3) QBHP.  PLA.They will be needed if compact legislation is approved. OT CEU Committee made contact with PLA and will continue to work on that relationship. Right now if you host a capstone student there is not a way to collect CE for that so we are trying to capture that. There are also vacant seats in PLA- Sharon Pape may be interested. Andrew suggests NBCOT #12 and will email to Lauren. | Lauren Tom |
| **Conference Update**  (VP Report) | Conference will be Nov 19, 2022 and U of Indy with 9 posters and several breakout presentations planned. About 105 registered. Friday social did not come together this year but planning for next year. We want the social piece but there are 5 people on conference committee with too much work to plan and prep for conference. Moving to one single conference in Fall 2023 and keeping it in Indianapolis because of the central location. Discussed ideas for social option- Amanda talked about how ISHA had theirs at Embassy Suites with free happy hour at their lobby bar and the importance of planning and additional time to prepare. Discussed idea to include more award options: OT/OTA Students and OT/OTA Practitioners, for example.  Jessica states committees need to grow because membership is already helping on conference committee, for example.  FEW series has been successful. | Jessica |
| **Unfinished Business** | 1. Does the board accept the SOP changes. **Alissia motions to accept the SOP changes. Jessica D seconds.** *Motion passes* 2. What is the update on the Bylaws? Bylaws Passed! Will announce tomorrow. DEI comm and student subcom in the bylaws, tech language was updated and transitioning to SIS from DD. This meeting is not the place to hash out details of SIS to DD- will schedule a meeting to do so. Will open up non-district position s (sec and vp-elect) in December. If we can, open up interest for SIS chairs at that time- gave ourselves early Spring 2023; Amanda thinks the earlier the better for SIS chairs. Laura thinks we use the momentum from tomorrow so that isn’t lost by next year. 3. Onboarding and Roberts Rules of Order Training- where are we in this process? Will revisit. Discussed an in-person workgroup meeting to hash out this process. 4. How to increase member, non-member involvement? How to we incentivize why should you spend time on committees, etc? We lose parts of the state by coming together virtually, maybe having more touchpoints around the state that we aren’t capturing that impacts practice; traveling board member? For registration including a page they can’t skip that makes them choose commitees they are interested in so chairs can reach out for support or involvement. What is there for the people that can’t sit on a committee once a month? May need a standardized workflow for committees to get work done. Maybe on the website we have a timeframe commitment for the committee, agenda/work items. Could you incentivize a sticker or money off conference if you are a volunteer at a certain level? Andrew thinks we need to talk to people that aren’t volunteering without incentives. Commitees are vendors to get stamps. We need new blood. Andrew suggests compensating a board member to go around and talk to students. Jessica talks about SOTA rep and advisor involvement and requiring students to commit. Amanda states we need practitioners. Christy agrees that clinician involvement needs to be increased because it is heavily weighed towards academia/faculty involvement and Indianapolis. Lose practitioners around 2-3 year mark. Andrew wants to know if we have reached out to hospital systems about our organization to fuel some hospital-driven initiative. Laura thinks about sponsors like HTS comes every year, SRT, etc and engaging with them, but there is no return with their membership. Andrew suggests “if you meet 10 members, we’ll give you a free booth next year.” Jessica suggested providing incentive for employers by posting jobs on our website if they expect/require membership. 5. 2022 Elections- Secretary, VP elect, NE, NW, SE- where are we in this process? |  |
| **Confidential Business** *(non-board members move to waiting room)* | Announcement of practitioner and student of the year awards:   1. Practitioner of the Year: Alissia Garabrandt 2. Student of the Year: Johnna Belkiewitz   **Amanda motions to accept the awards. Alissia seconds.** *Motion passes.* | Macy / Laura |
| **New Business** | 1. Review 2023 Budget. Increased membership for students and aux. Decreased for students. Increased for vendors because Laura rocked it this year. Increased for APP, District fees, email blasts. Total increase to 49 from 43,000. We have dropped significantly in our expenses from bankcard charges and quoted conference for a hotel. Admits she pulled these numbers out of no basis. Increased the district meeting expenses. Amanda is considering a orthotics CE event and considering charging folks for materials fee. Increased grant. We will not have a pres-elect to send to conference. Lowered Tech/software, office supplies, storage unit. No change to leg fees. No money was set aside for board meetings, but we decided to increase this for workgroups in 2023. No expenses for an employee since we no longer have Exec Director. Will need to add money for committees to use, and plan to have them submit budget requests in August 2023. Erin wants to increase prices for APP- this can be done anytime. **Jessica Daniel motions to approve the budget. Amanda seconds.** *Motion passes.* 2. SIS. pairing up Kirby and Nicole with SIS groups to improve mentoring. Connecting DEI with SIS for mentoring also. 3. Standardizing CE at Member Meetings/Events. Getting certificate after course- who can they email? Moving to Special Interest Sections a dedicated education person would be helpful. Jessica states more of a standard organization person to know who we’re giving certificates to, not that we’re being audited. As a district person it is a hassle finding out if all people are members, do all certificates look the same with the same stamp of approval. There was a mad scramble with COVID, but want to standardize the process. If someone has a question they email one person instead of the DD trying to do all pieces- attendance, certification, membership, etc. Jessica has ideas. Andrew uses GoogleForms- saves the run down from the survey results and saves it in a folder. Amanda uses that but it isn’t transparent, didn’t have a place to put it. She does not even have access to Dropbox so everyone can see them. Is there a storage portal on the new website? No. Laura will look into OneDrive storage. Amanda says this might streamlines submission in the future since so many organizations use it.   Ideas for Workgroup Meetings:   1. How can we recognize or honor longtime members or percentage of student memberships? 2. How can we connect with undergrad and/or high school students to learn about OT and the educational trajectory to get here? Send ideas to Jess/DEI. 3. How can we grow committee volunteers? | Alissia |
| **NEXT MEETINGS:** | TBD for 2023  Alissia motions to adjourn. Jessica Daniel seconds. *Motion passes.*  Meeting adjourns 6:59pm |  |