**IOTA Agenda**

**Date: Feb 12, 2021**

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| **Agenda Items and**  **Responsible Party** | **Notes for Action** | **Status/ Responsible Party/ Deadline** |
| **Call to Order** | 10:02AM |  |
| **Roll Call** | **Voting Members**:  VP-Jessica Mason  S- Christy Kiesel  T-Alissia Garabrant  CD- Amanda Luper  NED- Andrew Rivera, Ashley Wilson  NWD- Megan Flores  SED- Samantha Richardson  **Quorum** (6): Yes  **Non-voting Members**:  P-Laura Aust  Leg Comm- Lauren Tom  DEI Comm-Cierra Milton  APP-Erin Peterson  SOTA Reps: Emma Brooks (IU), Shelby Koester (ISU), Macy Pohl (UIndy)  **Not Present:**  NCD-Brent Schierbeek  NWD- Rebecca Dubach  SED- Elizabeth Stith  SWD-Megan Wahnsiedler, Sean Weir  Leg Com- Leah vanAntwerp  Mem Com- Hannah Marsh  DEI Com- Breea Vest  RA-Christine Kroll |  |
| **Welcome/Introductions & Kudos-** | Emma Brooks from IUPUI SOTA President, Shelby Koester from ISU Student Rep  Thank you Conference Committee: Laura Aust, Christina Douglas, Andrew Rivera, Alissia Garabrant, Amanda Luper, and Macy Pohl! |  |
| **Approval of Previous Board Meeting Minutes and Consent Agenda** | Alissia motions to approve minutes from November. Amanda seconds. *Motion approved.*  Christy motions to approve consent agenda. Jessica seconds. *Motion approved.* |  |
| **SOTA Brief** | Emma Brooks of IU’s OT Program discussed their program. Mar 9 Chipotle near Riley Takover for anyone that wants to join. @Iu\_sota Instagram follow. All Saturdays in April. Just started a new Women’s Clinic on Wednesdays.  Shelby Koester of ISU’s OT Program Feb 23 guest speaker from IOTA, mental health speaker, and fundraising. |  |
| **President’s Report** | 1. Spring Conference, (2) SOPs/Bylaw edits, (3) Collaboration with ISHA, (4) Website transition. | Executive board to revise SOP/ Bylaws by April to present to membership at Fall conference. |
| **Treasurer’s Report** | 1. Bank account balance still in the green but net income is down approximately $2,250, (2) Storage unit account changed, (3) Insurance policy to include conference venues, (4) 2021 tax paperwork filed, updated W9 in Dropbox for all who need it. |  |
| **Executive Assistant’s Report** | 1. Memberships slightly down from Nov 2021, (2) Training sessions with Memberclicks, (3) Email blasts for district meetings and CEU opps (4) Spring Conference vendor/sponsor registration form and landing page, (6) Legislative info updates on website (7) APP files to Dropbox and website updates | Send email/ needs to Laura for the time being since Ginger has been having medical issues. |
| **District Reports**   * **Central** * **Southwest** * **Southeast** * **Northeast** * **~~West Central~~** * **Northwest** | **Central**. (1) No completed meetings this quarter, (2) Upcoming meeting Feb 23, (3) Planning for cancer rehab topic 2nd quarter.  **Southwest**. No report submitted. USI faculty have implemented Capitol Day into the syllabi to increase engagement.  **Southeast**. (1) No completed meetings this quarter, (2) Upcoming meetings TBD.  **Northeast**. Report submitted late. (1) Past meeting Q4 2021 on Home Modifications with 29 attendees (15 from central), (2) Upcoming Q1 meeting Feb 24, (3) Huntington University faculty have integrated Capitol Day into syllabi  **Northwest**. (1) No completed meetings this quarter, (2) Upcoming meetings scheduled through 3rd quarter of 2022, next is Mar 8 | Amanda will reach out to Megan Albright and Nicole Wallis for Central co-chair recruitment by next board meeting.  Laura will forward emails from Claire to Amanda.  Elizabeth and Sam will meet to discuss upcoming SE meetings within the next month. |
| **Membership Update** | No report submitted. Hannah out on maternity leave beginning 2/12/22. Jessica Mason with assist from Macy Pohl to step into her role during that time.   1. Meetings, (2) Quarterly Newsletter- next will be Spring, (3) Student involvement, (4) Fundraising, (5) Social Media, (6) SOTA presentations, (7) Mentoring Program |  |
| **Legislative Update** | 1. 2022 Legislative Agenda: Telehealth now includes OTAs & Advocacy Initiatives, (2) PAC, (3) Capitol Day next Wed 2/16 – Social media push this weekend since weekends seem to have more activity. |  |
| **DEI Update** | 1. 2022 Goals (general vs specific), (2) First committee meeting was held on 2/8/22, (3) Members at 7 and roles, (4) Upcoming virtual events, (5) Implicit bias training with PLA, (6) DEI Priorities Survey for IOTA members, (7) Roundtable at AOTA Conference in April 2022. |  |
| **Approved Provider Update** | 1. Application and Approvals: None yet received in 2022 (usually gets 10 emails per month but only has received one so far); Decrease in approvals since 2019, (2) Updates to APP Program Description and Criteria Policies and procedures, (3) Updates to information on website. | Erin will continue to update p/p and include details for virtual courses this year.  Laura will look into whether or not Ginger has been able to keep up with Application/Approvals process. |
| **Conference Update**  (VP Report) | 1. Fall Conference 2021 had 58 participants, (2) Spring Conference 2022 planned in-person for April 23 at Huntington University with Assisted Technology theme. Still deciding about whether or not to have a keynote. | Encourage people to submit for call for posters by Mar 4. |
| **Unfinished Business**  1. PAC  2. Development Grant  3. Bylaws & SOPs  4. Technology | 1. Still need 1-2 members (practitioners or students) to participate. Has a 2 year commitment. 2. Startup planned for 2023. Need 3-4 members on this committee. Considering tying this to the award recipients. Award nominations go out after August Board Meeting. Need to create a section on the award nomination form that includes information about interest in attending conference. The process of nomination is difficult (questions), so perhaps the Membership committee should put that on their agenda to work on. 3. Continue to work on SOP/Bylaw updates and revisions. Bylaws have to be approved by the Board, which would be best at Fall (Q4) meeting. Not sure if that is true for SOPs. 4. Microsoft office was stopped. Dropbox was still used for some reports to be submitted for this meeting. Some reports were emailed to Secretary. Laura is working on submitting process for GoogleWorkspace Non-profit in order to use GoogleDrive. Will change email over to Gmail and pass those addresses on to subsequent volunteers. Andrew is concerned about internet security/scamming with email address changes (@inota.com vs @gmail.com). Started using GoogleForms, we have SurveyMonkey until August 2022. Zoom started February 2022 and has replaced GoTo Meeting which expires April 6. | All members to send recruit options to Lauren by end of Q2.  Send out call for Grant applications by October 2022.  Jessica and Macy to update nomination forms and to improve nomination process by Q4.  Each chair to review their SOP and will bring to the board for approval at Fall meeting (Q4).     Laura will ask Google Workspace about security of email address use by next meeting (Q2). |
| **New Business**  1. District Meetings Framework and Content  2. Training for new IOTA volunteers  3. Transitioning to Google for non-profits (vs Microsoft Office and Dropbox)  4. Website transition (Wild Apricot vs Memberclicks)  5. Treasurer action items  6. Open positions / member involvement  7. Roberts Rules | 1. Laura does not think there is an issue with PT presenting at District Meetings as previous patients can present, for example. Andrew is worried about PT leading presentations for OTs and suggests that there should be more co-teaching involved to bring the occupation-based focus. Christy is worried about closing the door on options that could be useful for continuing ed, with practitioners needing to take the initiative to put the occupation-based spin on what they learn. Perhaps specialization (like CHT) will be useful no matter the discipline. Amanda thinks we need to push our state OTs to step up. Ashley suggested having a presentation about how to teach. Laura suggests this is a resource we can put on the website. Should we include a waiver for recording presentations and include in a database? Consider changing framework for District Directors and meetings to reduce strain on each director. Amanda wants to consider **special interest sections** or point people in different areas. Megan states PT they are considering had worked with OT on this presentation in the past and are wanting to present on motor intervention in March 2022. Laura wants to have people come to her/the board to discuss appropriateness. Will leave it up to District Directors as a case-by-case basis right now. Erin states this same issue happens in approving providers for courses for conferences/CEUs and the APP committee members review and discuss it to approve or not. She is not sure if there are procedures/policies in place or just case-by-case. Need to consider **why members are paying for membership**- discussion for next meeting. Need to use students more. Considering use of Captstone students. 2. Setup training for new IOTA volunteers. Past training has included dinner, Dropbox access, and explanation of duties. New volunteers are announced by fall conference. Alissia suggested **District Director breakout at conference** to network/discuss/provide mentorship. 3. See above. Laura will continue work on getting GoogleWorkstation for Nonprofit. 4. Wild Apricot was said to be much less expensive than Memberclicks. Laura met with Wild Apricot and learned that the only feature they do not have is email. It looks like we can save money with Wild Apricot. Even if we don’t switch platforms, Laura would like the website to be a goal / objective for 2022. She signed up for a 30 day trial and is working on building a mock site. Memberclicks renews in March. May include database of videos / recorded conference. The majority of the board wants to switch over to a new platform. 5. Alissia needs volunteer for finance committee for auditing. Christy volunteered. She needs names and venues for district meetings so she can get those on the insurance policy email her at [treasurer@inota.com](mailto:treasurer@inota.com) by next board meeting. 6. **Open positions/members** continue to be a need in multiple committees and areas each meeting. Christy thinks it may be helpful to add on a separate section of the agenda. Christy would like to discuss **student involvement** more next meeting, especially to get students from ISU more involved where manpower is needed. Macy sent out email to membership to help with this. Discussed SOTA rep updates. 7. Question about use of **Roberts Rules** and officiality of our meetings. Need to discuss whether or not we want to add that position to our meetings.   Andrew motions to adjourn. Jessica seconds. *Motion passes.*  Meeting adjourned at 12:46PM. | Andrew and Amanda will meet prior to next meeting to discuss District Director breakouts at conference.  Laura will look into Indiana Small Business Administration resources before the next meeting.  Alissia will be contacting the state this month about non-profit compliance and will ask about Small Business Admin resources.  Ashley will reach out to her web developer friend in the next few weeks to see if he would be interested in volunteering time to help build a website for us.  All need to email Alissia with venues that are used (rented or just occupied) for district meetings and conference to update the insurance policy within the next month.  Alissia will email Christy to setup a time to audit 2021 data before the next meeting.   Macy will email Christy with updated student SOTA reps in the next few weeks.     Laura will get binder from Christina by next meeting. |
| **NEXT MEETINGS:** | 2nd Quarter: via Zoom on Friday, April 22nd 6-9pm  3rd Quarter: TBD  4th Quarter: TBD |  |