

**Florida Occupational Therapy Association
Agenda- Quarterly Leader Teleconference
October 20, 2016
7-9 pm EST**

Call in number: 1-218-844-1930 Access Code: 1095206#

TIME	TOPIC	ACTION NEEDED / DISCUSSION / COMMENTS	OUTCOME / DUE DATE:
7 pm	Roll call: 7 pm Elise Bloch	Elena Vizvary (EV) , Adrienne Lauer (AL), Ric Carrasco (RC), Karen Tinaglia (KT), Susan Hermes (SH), Brent Cheyne (BC), Debora Oliveira (DO), Elise Bloch (EB), Kelly Uanimo (KU), Kathleen Frahm (KF), Carolyn Murray Slutsky (CMS), Sharon Rosenberg (SR), Cathy Peirce (CP)	
7:05	Rules of Day Robert's Rules Elena Vizvary	Given limits of time and teleconference meeting, meeting agenda is structured as follows: <ul style="list-style-type: none"> •Reports of Officers: Posted and read prior to meeting •Reports of Standing Committees: Posted and read prior to meeting •Actions/proposals: topics will be briefly presented, motion will be made and discussed, amendments added if needed, vote on motion. •Old Business •New Business 	
	Minutes last meeting June 25, 2016	Approval of minutes – CP moved to approve minutes from June Board meeting. Motion approved.	
	Purpose of meeting	Bylaws “The Board shall meet prior to the meetings of the general membership in order to consider business relevant to the membership.”	This meeting in place of face-to-face meeting prior to Conference.
7:10	REPORTS		
	Reports posted Officers	President- no questions on report. Vice-President Report – question by EV regarding report- date of next conference. Nov. 3, 4 in Orlando 2017 Treasurer Report- discussed highlights- will upload budget report to committee pages. We have 170, 562 in bank- includes Suze Dudley, money market and Lela Llorens fund. This is since end of September. CP -how much is conference? DO replied: 3500 for food,	

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		<p>We may have to pay \$6000 for venue/rooms. Conference food costs-\$35,000. KF requested- please send her receipts asap. Secretary Report – no questions.</p>	
7:20	<p>Reports posted Board members Standing committees</p>	<p>Government Affairs- GA Report reviewed– - EV asked – Will LTG from your report- will that be included in strategic plan? EV – said let’s include KU in revision of strategic plan. KU- all topics open for board to review. EV – said use community pages to share info with board and get feedback. KU- is setting up monthly meeting with lobbyist and will post notes from that meeting. Speaker’s Bureau – Thank you Susan for comprehensive report. BPPC – Member Concerns Membership Volunteer Coordinator Regional Reps</p>	
	<p>Action / proposals from Reports President /Treasurer</p>	<p>New reimbursement matrix- EV discussed by officers and tweaked... EV- change –students get discount if FOTA member. KF- made motion to: adopt this matrix for reimbursement at conference. DO- 2nd motion. Motion passed.</p> <p>Ad- hoc- leadership mentorship committee has met to explore and create pilot leadership program. EV- Committee met and presented to officers a month ago. This would cost \$\$ and be done in 17-18 fiscal year. Considering doing in April 2018. SH- if we table, when we review it again? EV- we could discuss it any time before June. We would need an ad-hoc for a pilot leadership summit. BC- made motion to develop ad hoc committee to develop info/logistics for a pilot leadership summit. Seconded by DO. Motion passed.</p>	
	<p>Action / proposals from Reports Secretary</p>	<p>Want to generate contact list for board- please send Elise your best phone #/email (if different from one on FOTA newsletter,) and any items for calendar on FOTA website.</p>	

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8 pm	<ul style="list-style-type: none"> Action / proposals Treasurer 	<p>Review strategies to market effectively- Amazon Job Market. KF- lots of potential here. CP- tell us about flyer? KF- have students come up every month with different flyer. EV- we need someone to coordinate this. KF- will do this. EV- Janine has contact for every school, you also have student research page. Kathleen will coordinate student project. BC – Job Market- we also benefit when employers post jobs? KF- not sure, EV- good question. BC- I think we benefit from both. Think about reaching employers and members. EV- Your Membership may be able to assist us. BC- Brent has been sending their info also to Janine for eblasts and Facebook. EV- this is a good income stream.</p>	
	Action / proposals from Reports President and BPPC Chair	EV- hoped folks read what Sherry submitted. Thank you Sherry for your dedicated work on this project. We will have a separate meeting to discuss this. We hope to do this electronically. See attachments on Board page.	
	Action / proposals from Reports- Membership	EV- question – is there a goal to do phone contact too, not just welcome letter. AL- posted a rough draft, any ideas let her know. AL- it has been happening from Regional Representatives but is inconsistent as RR positions fluctuate and we don't have RRs in all regions. AL- we need consistency in welcome and follow up.	
8:15	Action / proposals from GA	<p>KU updated folks- KU discussed meet and greet with lobbyist in Tallahassee- Dec. 6 at FAMU. SH- attending Hill Day can be an advocacy credit for NBCOT.</p> <p>To meet and plan for Hill Day- Feb. 1, 2017. Will be on 2nd floor Rotunda – our lobbyist has worked on planning that with 6 tables with different themes of OT. We are working on how to contact local representative. Amanda will give us that document. We want to have a registration form (at FOTA conference) to contact people who are interested- to give us an idea of how to prepare. Always have help from FAMU and Keiser. Raffle- at tables so they would have FOTA branded items.</p> <p>KU- asked folks to send her what OT specialties should be represented at table. (ie: mental health, work hardening etc..)</p>	

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		<p>Folks can call in too. SH- will teleconference be open to general membership? Is that feasible? Talked about putting information FOTA- and how to participate (just like AOTA)? RC- how can we connect with students and get them involved? Brent - student resource page contact link is at the bottom of the page. Hill day- Registration form for folks- could start using at conference. SH- can get advocacy credit from NBCOT.</p> <p>KF- who is your contacts from firm KU- Amanda is our contact, Jeff Johnson is our lobbyist. SH- will he be at FOTA conference? KU- will be there. EB- send info to forums about contacting lobbyist if they are going to do meet and greet in South Florida. EV- lobbyist will be at FOTA conference on Friday (Jeff). He will be introduced by Elena at Welcome on Friday. at her meeting with students, and Laws and Rules, and FOTA table. DO suggested he visti student poster sessions.</p> <p>TH- good if he could be there from 8-4:30.</p> <p>FOTA table in exhibit hall- EV- anyone coordinating who will be there- he can be there too. CP- go to posters.</p> <p>EB asked to coordinate FOTA table coverage time by EV. Carolyn and Brent volunteered to be there. . Friday 2:30-3, Sat 11-1:30- critical time.</p> <p>Carolyn- can I put a list up of folks interested in leadership here? EV- talk to Susan H. – she did a great job last year at conference.</p>	
8:30	Regional rep Report	<p>EV- are they meeting at conference? Yes, CP- Saturday morning at 10 pm. Five of them are meeting. CP- we have several strong leaders but Bonnie is stepping down. Lots of activity going on thru email, Facebook pages. EV- remind folks to put info on calendar.</p>	
	Volunteer Coordinator Report	<p>EV- Deb. Misrahi has helped with conference volunteers with student track and soliciting what folks needs help with on the board.</p>	

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	Ric- Practice SIS update	We are going to miss Melissa. SIS chairs we will meet on Friday at conference as a group.	
8:40	Old business meeting.	Table policy and procedure for Selecting and Monitoring Contract Services submitted by KF for another	
	New Business		
	Conference update	<p>DO- everything set to go. Hoping to get more folks registered. Tia will be ordering food. Dinner – Thursday at 7pm- anyone working the conference and booth. TH- let Tia know if you could loan a laptop or projector for which days.</p> <p>TH- Registration count as of today: 395 Friday 256 Saturday. Count changes day by day. Dinner will be at Trade winds. TH- thank you to Mike for catalog- great job. Membership meeting – midday- reports given and awards. RC- have we decided on Recognition Certificates, RC will do sample and sent it to EV.</p> <p>CP- are we aware of recipients- the award committee –take care of that as per DO. Is it too late to nominate asked by CP. EV- ask Marsha Shuford.</p>	
	Next meeting March TBD	Officers meet monthly.	
	OTHER		
	Meeting adjourned.	Meeting adjourned 8:50 pm	

Respectfully submitted,
 Elise Bloch Secretary