

**RIOTA April 5, 2010 Board Meeting
NEIT- Student Lounge
6:00 PM**

Present: Amy B., Lori Cillino, Sue Higgins, Liz Lima, Sue Kobus, Brett Brumbaugh, Karen Morgenstein, Lisa Edwards, Natalie Leland, Keri Kinniburgh, Jennifer Cote, Erin

OBJECTIVE	DISCUSSION	ACTION
<p>Phone Coverage prior to conference</p> <p>RIOTA brochure</p>	<ul style="list-style-type: none"> • Amy lead • Natalie talk about AOTA required documentation to use their materials 	<ul style="list-style-type: none"> • Amy will be away, need phone coverage prior to the conference, April 28th-May 5th • Lori Cillino to check RIOTA phone • AOTA must approve use of logo prior to utilizing the brochure; awaiting approval
<p>Rebuilding Together Status</p>	<ul style="list-style-type: none"> • Liz lead 	<ul style="list-style-type: none"> • April 17th – Liz will complete BR eval • April 24th – Actual volunteer day • Erin to e-mail her contact ‘Jack’ • Natalie to e-mail her contact • Volunteers: 10 CCRI students; Kent OT Dept.; less than 10 volunteers ideal for event
<p>Conference</p>	<ul style="list-style-type: none"> • Location/Facilities – Karen Morgenstein 	<ul style="list-style-type: none"> • Karen to research max amount of people allowed in each room • Rick Tobin will be present day of conference to manage all technical aspects; recommend offering \$50 for his help • Floor plan needs to be submitted to

	<ul style="list-style-type: none"> • Presenters – Natalie Leland • Registration Mailer – Lori Cillino, Rachel Vitello • Conference Folders – Trish McGee, Keri Kinniburgh • Vendors/exhibitors – Brett B., Lisa Edwards, Annaliza • Food/catering – Annaliza, Lisa, Brett • Volunteer coordination- Becky Simon • “Day of” event coordination – Trish, Keri, Jeanette 	<p style="text-align: right;">maintenance once final count; includes Hall of Fame Room & vendor space</p> <ul style="list-style-type: none"> • NEIT students to have an AE poster • Meeting street to have two posters • Butler to have a poster • CCRI adaptive toy poster • OT mom and child low vision poster • Liz- poster? • Linda Curry is joining CarFit presentation • Email to all oral presenters reminding them of process on day of conference • Lori to compile registrants • Currently in the process of updating all information to be included in folders; will e-mail for review prior to printing • Currently Brett has 3 or 4 confirmed vendors • Lisa needs final count 1 wk prior to conference • Not present • Would benefit from additional volunteer at registration table
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<p>Next newsletter & voting</p>	<ul style="list-style-type: none"> • Ballot • Timeline for newsletter- Sue K lead discussion 	<ul style="list-style-type: none"> • Open positions: VP, Secretary, Nominations Chair • (?) Erin for nominations chair • Ballots must be out by May 1st; (?) e-mail word document – need to verify with Rachel; leave ballot open for 30 days; Jeanette to e-mail blast to members • May 1st deadline for non-conference items • April 15th mailing
<p>Student surveys</p>	<ul style="list-style-type: none"> • Need board consensus 	<ul style="list-style-type: none"> • RIOTA will not give out member e-mail addresses; policy on website not to forward e-mails
<p>Other issues</p>	<ul style="list-style-type: none"> • Low Vision Workshop by Jennifer Kaldenberg, OTR/L • Approval of February meeting minutes • Keep record of all membership meeting certificates, objectives & participants 	<ul style="list-style-type: none"> • Possible event in September for a full day • Open to nursing/home care agencies • Natalie will contact re: \$ • February meeting minutes approved by board • Trish already keeps these records re: general membership meetings & physical disabilities meetings. (?) forwarding her info from PEDS & Mental Health meetings in the future

Conference Prep Mtg	Monday, May 3 rd – Room 317 @ NEIT	
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Respectfully Submitted,
Trish McGee, MS, OTR/L