

**RIOTA Board Meeting  
June 7, 2010  
NEIT  
6:00 PM**

**Attending:** Erin Sullivan, Lori Cillino, Brett Braumbaugh, Trish McGee, Sue Higgins, Lisa Edwards, Liz Lima, Jennifer Cote, Natalie Leland, Amy Battles Borkowski

**Meeting Agenda**

| <b>OBJECTIVE FOR MEETING TIME</b>               | <b>DISCUSSION</b>   | <b>ACTION</b>   |
|---|---|---|
| <b>Vote to accept May board meeting minutes</b> |   | <ul style="list-style-type: none"> <li>• Minutes approved</li> </ul>  |
| <b>AOTA conference</b>                          | Natalie & Lisa <ul style="list-style-type: none"> <li>• Lisa incurred unexpected expenses while at the AOTA Conference, such as taxi fees.</li> </ul>   | <ul style="list-style-type: none"> <li>• Board approved allocation of funds left over from Natalie's conference budget to pay for Lisa's added expenses</li> <li>• (?) RA/President share conference funds in the future</li> </ul>   |
| <b>Board member updates</b>                     | <ul style="list-style-type: none"> <li>• Newsletter (Susan Kobus)</li> <br/> <li>• Elections results (Erin Sullivan)</li> <br/> <li>• Welcome new Peds chairs and Amy BB as RA rep</li> </ul> | <ul style="list-style-type: none"> <li>• Susan not present to report on current newsletter status; newsletter has not been completed</li> <br/> <li>• Approximately 22 website votes; Keri Kinniburgh elected Secretary &amp; Brett Braumbaugh elected Vice President and 25 members voted at conference</li> <br/> <li>• RA Representative: Amy Battles Borkowski; Term begins July 1<sup>st</sup></li> <br/> <li>• New Pediatric SIS Co-Chairs: Michaela Turbitt and Stacey Lehrer; Term begins July 1<sup>st</sup>.</li> </ul> |

|                                     |  |  |
|-------------------------------------|--|--|
|                                     | <ul style="list-style-type: none"> <li>• Treasurer (Sue Higgins)</li> <li>• Sue reported on current budget.</li> <li>• Sue announced that she accepted a new position on the <a href="#">Commission on Education (AOTA)</a>. As a result, she is stepping down as treasurer of RIOTA</li> <br/> <li>• Secretary (Trish McGee)</li> </ul> | <ul style="list-style-type: none"> <li>• Actual balance as of 6/6/10 = \$9,861.84</li> <li>• Lisa Edwards agreed to be interim treasurer for RIOTA</li> <li>• Sue indicated that Lisa should work closely with RIOTA's accountant re: organizational number</li> <br/> <li>• Will assist Keri Kinniburgh with smooth transition to position</li> <li>• Issued 2010 conference volunteer certificates to board members present</li> <li>• Plans to complete 2009 conference volunteer certificates and issue at August RIOTA retreat</li> </ul>   |
| <p><b>Conference debriefing</b></p> | <ul style="list-style-type: none"> <li>• Finances</li> <br/> <li>• Attendee feedback</li> <br/> <li>• Presenter feedback</li> <br/> <li>• Conference Committee thoughts what to we did well and what do we need to improve on?</li> </ul>  | <ul style="list-style-type: none"> <li>• See budget report compiled by Sue Higgins</li> <br/> <li>• Overall, feedback was positive. See attached feedback form compiled by Trish McGee</li> <br/> <li>• The keynote speaker received great feedback. See attached feedback form compiled by Trish McGee</li> <br/> <li>• Vendors – be as specific as possible in the vendor letter re: times available for registrants to access vendors; give the vendors a schedule of the day; limited amount of vendors this year; next year should be better with more time between RIOTA and AOTA conference</li> <li>• Food – More veggie wraps with cheese;</li> </ul> |

|  |   |   |
|--|---|---|
|  | <ul style="list-style-type: none"> <li>• Volunteer drive</li> <br/> <li>• Potential Speakers 2011 Conference – based on suggested topics on feedback forms</li> </ul> | <p>less ham &amp; roast beef; Lisa indicated that it was difficult to communicate with this particular caterer; the caterer was late to drop off lunch; did not come with bill in hand; sample salad was better than what they made for conference day</p> <ul style="list-style-type: none"> <li>• Location – spacing of rooms made it difficult for presenters, registrants; next year space should not be an issue as the classrooms will be centrally located next to each other in the E.G. building</li> <li>• Day-of Coordinating – walki – talkies will ease confusion; name badges ahead of time for all with different colors designating volunteer, board member, presenter, vendor</li> <li>• Volunteers – too many; (?) separate volunteers into conference prep and day of; confusion @ registration table as a result; need separate table to report to next year; Liz Lima agreed to assist with coordinating volunteers at conference</li> </ul><br><ul style="list-style-type: none"> <li>• RIOTA received approximately 30 response cards for members interested in volunteering</li> <li>• Liz Lima agreed to coordinate</li> </ul><br><ul style="list-style-type: none"> <li>• Fieldwork supervisor/student relationships – Sue Higgins volunteered to present</li> <li>• Shoulder subluxation OR splinting –</li> </ul> |
|--|---|---|

|                      |  |  |
|----------------------|--|--|
|                      |  | <p>Wally VanDyck (Natalie to contact)</p> <ul style="list-style-type: none"> <li>• Autism/CERTS – (?) Emily Lennon – (? if Becky Simon knows her to contact)</li> <li>• Accessible housing/ergonomics – Shawn Baxter (Natalie to contact)</li> <li>• Mental Health/Shelters – Chris H. @ BU (suggested by Brett Braumbaugh)</li> </ul> |
| <b>RIOTA retreat</b> | <ul style="list-style-type: none"> <li>• Draft agenda</li> </ul> | <ul style="list-style-type: none"> <li>• Retreat scheduled for Sunday, August 1<sup>st</sup> @ Natalie's house in Tiverton, RI</li> <li>• Natalie will e-mail directions and requests for agenda items</li> <li>• Natalie requested SIS group chairs to begin planning for fall/winter meetings</li> </ul>                             |

Respectfully submitted,

Trish McGee, MS, OTR/L  
RIOTA Secretary