

RIOTA Retreat Minutes 7/26/09

Present: Natalie Leland Wiatrowski, Sue Higgins, Trish McGee, Lisa Edwards, Rebecca Simon, Lori Cillino, Annaliza Lewerk, Brett B., Jeanette Gilbert

Topic	Discussion	Action
Treasurer Update – Sue Higgins	<ul style="list-style-type: none"> • Board members discussed current earnings and projected earnings for fiscal year 2008-2010 • Should advertising rates change? • Administrative assistant pay raise? 	<ul style="list-style-type: none"> • Refer to attached budget analysis • Hold rates for this year, maybe raise rates next year • Board approved pay raise of \$300/month and bonus of \$500 for extra time/effort this year for conference preparation • Bonus will be re-evaluated yearly by board members based on current revenue
Secretary Update – Trish McGee	<ul style="list-style-type: none"> • The question of following through with board meeting actions was raised. Discussion ensued re: revising minute format to make more user friendly and easier to ID tasks that need to be completed prior to the next meeting • Trish is in the process of completing PDU certificates for both board meetings & conference 	<ul style="list-style-type: none"> • Trish will revise the minutes format to tables: topic, discussion, action • Natalie to send out 2 week notice prior to meetings • Please e-mail Trish estimated time spent preparing for RIOTA Conference prior to Sept. 14th meeting • Trish will also send out reminder e-mail for this information

RIOTA Historian	<ul style="list-style-type: none"> • Trish does not have any information except her own notes from meetings from 2006-present • Bob Pezzullo has binder that was organized by Sue & Becky 	<ul style="list-style-type: none"> • Trish will contact Bob Pezzullo re: Historian binder
RA Update – Lisa Edwards RA Update – (Continued)	<ul style="list-style-type: none"> • RIOTA’s annual RA mtg should be held prior to AOTA RA mtg. • The fall RA mtg is approaching, there are few “hot topics” currently • Need to increase AOTA presence @ SIS meetings • Need to research AOTA membership payment plan options due to expense of membership • AOTA is undergoing multiple changes as a result of recent retirements and layoffs • Lisa indicated that it is very difficult to have open discussions/debates on the computer • Lisa’s term is up in April 2010 	<ul style="list-style-type: none"> • Scheduled RIOTA RA meeting for Monday, March 1st, 2010 • Provide AOTA literature table with membership forms @ SIS meetings • Natalie will research AOTA membership payment options • Lisa is willing to mentor anyone interested in the RA Rep position
Reimbursement Update – Lori Cillino	<ul style="list-style-type: none"> • No current update 	
Newsletter Update – Lori Cillino (interim)	<ul style="list-style-type: none"> • The August newsletter will be sent to all OT practitioners in RI and is scheduled to coincide with the September membership drive • Deadline for newsletter submissions is August 8th – fast 	<ul style="list-style-type: none"> • Include RIOTA membership forms • Include welcome letter to current members, new members and potential members • Goal is to have the newsletter out by the 3rd week of August – August

	<p>approaching!</p> <ul style="list-style-type: none"> • Sue Kobus has agreed to take over as newsletter editor • It is important to keep track of the type of ads being placed in RIOTA newsletter for tax purposes 	<p>8th submission deadline is firm!</p> <ul style="list-style-type: none"> • Sue Kobus will keep track of this information for RIOTA
Website Update – Natalie	<ul style="list-style-type: none"> • The link for voting for board members did not work • The wording of contact information needs to be checked to ensure accuracy of services provided 	<ul style="list-style-type: none"> • Please check to link to ensure it is working properly • Change wording to “contact RIOTA via e-mail or voicemail”
COTA Liaison Update – Annaliza Lewerk	<ul style="list-style-type: none"> • Discussion evolved around the possibility of an event/meeting/panel discussing the OT/COTA relationship based on practice setting and if this differs state to state 	<ul style="list-style-type: none"> • Annaliza will begin to work on this possibility and explore other avenues for COTA Liaison position
PR/Communications – Natalie on behalf of Amy Battles Borkowski	<ul style="list-style-type: none"> • PR/communications has merged • The phone messages need to be checked on a regular/weekly basis • All website/newsletter advertisers should be thanked for their support 	<ul style="list-style-type: none"> • Amy will be responsible for checking the phone regularly • PR will be responsible for an end of the year letter sent to all website/newsletter advertisers thanking them for their ongoing support of RIOTA
SIS – Pediatrics – Natalie reporting on behalf of Ann Harwood & Erin Sullivan	<ul style="list-style-type: none"> • Currently, there are no set meetings • 6 topics of interest include: case studies, TechAccess, Sensory, OT Bag of Tricks, Dynabox, Standers/Gait Trainers 	<ul style="list-style-type: none"> • Natalie will contact Ann & Erin re: deadline of booking at least Sept. & Oct. event by August 8th for newsletter • Lisa Edwards indicated that she

		would be interested in assisting with the OT Bag of Tricks Meeting
SIS – Physical Disabilities – Trish McGee	<ul style="list-style-type: none"> • Topics of interest include: 2 part craniosacral series with hands on application (Susan Steiner), information session re: applying for Specialty Board Certifications (Natalie), Wheelchair seating & positioning/reimbursement (Stacey Johnson), kinesiotaping of the shoulder/scapular with hands on lab, Bioness hand vendor in-service, scapular mobs (Kamir Pabon-Smith) 	<ul style="list-style-type: none"> • Trish is awaiting date confirmation from Susan Steiner for Craniosacral presentation (Sept/Oct.). Will probably have to pay her – she inquired re: \$. • Stacey Johnson has agreed to speak about wheelchair positioning and reimbursement issues (Nov) • Contacted Bioness rep and waiting response for late winter 2010 • Contacted Kamir and waiting response for late winter 2010 • Natalie indicated she is willing to present – will use her for General Ed meeting – when is up to her! • Keri Kinniburgh is currently researching a presenter for kinesiotaping of the shoulder – will probably have to pay this presenter unless someone has a friend!
SIS – Mental Health – Brett B.	<ul style="list-style-type: none"> • Natalie welcomed Brett B. as new Mental Health SIS Chair • Sue Higgins volunteered to present the ACL 	<ul style="list-style-type: none"> • Brett will begin researching potential speakers and look into developing discussion groups (case studies, videos) to increase awareness of this SIS
Membership - Natalie	<ul style="list-style-type: none"> • Clarification of 1 line ads/e-mail blasts 	<ul style="list-style-type: none"> • 1 line ads are a member benefit that advertise educational/continuing ed, job openings, meet RIOTA's

	<ul style="list-style-type: none"> • Discussion re: initiating list serves for SIS groups • Advertisement of September membership drive 	<p>mission and benefit members; basic information re: event qualify “1 line ad”</p> <ul style="list-style-type: none"> • SIS Chairs are in charge of compiling member e-mails @ events & notifying members re: specific information from AOTA re: SIS • Natalie will send out an e-mail blast to current members reminding them of upcoming membership drive
Facilitating Involvement - Natalie	<ul style="list-style-type: none"> • Current open positions include: Vice President, Nominations, Volunteer Position 	<ul style="list-style-type: none"> • Need to increase leadership involvement to target co-workers, new graduates to attend board meetings • Trish McGee will ask a couple new co-workers to become involved
Discussion of updating the Bylaws	<ul style="list-style-type: none"> • The current RIOTA Bylaws are out-of-date and need updating 	<ul style="list-style-type: none"> • By September meeting, chairs are responsible for reviewing their section of the bylaws and propose changes, updates • New proposals to bylaws include: merge PR/Community relations, create Volunteer Coordinator position, and revise RA section based on current AOTA procedures, etc.

<p>RIOTA Goals (Replacement of Strategic Plan)</p>	<ul style="list-style-type: none"> • Increase leadership, increase male presence, new faces (Leadership/Membership) 	<ul style="list-style-type: none"> • Leadership/Membership <ol style="list-style-type: none"> 1. By July 1st, 2010, ID and send letters to potential RIOTA board members and conference speakers 2. Invite new graduates with potential leadership interest/qualities to join RIOTA board/attend meetings 3. Connect with faculty at area OT/OTA schools and invite new graduates who have leadership potential via formal letter or personal call to join RIOTA 4. Invite current RIOTA members to attend board meetings via e-mail blasts 5. Increase board member representation @ SIS meetings 6. Maintain president emeritus position 7. Continue to “groom” potential board members via participation in RIOTA events/meetings 8. Send letter to NEOTEC, area schools re: increasing new grad members (Fall 2009 & Spring 2010) (Spring = free membership; Fall = \$5 off
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	<ul style="list-style-type: none"> • Increase RIOTA involvement in volunteer activities (Volunteerism) • Continue hosting Conference (Conference) 	<p>membership fee)</p> <p>Long-Term Goals:</p> <ol style="list-style-type: none"> 1. 3 brown bag lunches to advertise RIOTA benefits to area hospitals, schools, Meeting Street, TRM, Kent, Sergeants 2. Referral program: Refer 3 new people get 50% off membership (need to update membership form) <ul style="list-style-type: none"> • Volunteerism <ol style="list-style-type: none"> 1. Create Volunteer board member position by September 30th, 2010 2. ID Volunteer Coordinator board member position by January 2010) 3. ID & establish protocol for choosing charitable organizations 4. ID volunteer activities <ul style="list-style-type: none"> -Rebuilding Together -Carfit (2 year goal) • Conference <ol style="list-style-type: none"> 1. Increase attendance of paid registrants by 20% by 2011 (N=100 paid registrants) 2. Increase diversity/spectrum of presenters as evidenced by
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		<p>adding 2 new speakers to the program</p> <p>3. Streamline conference schedule to increase satisfaction of registrants</p> <p>4. ID keynote speaker</p>
Newsletter vs. Membership drive letter	<ul style="list-style-type: none"> September membership drive is fast approaching! 	<ul style="list-style-type: none"> All OT/COTA in RI will receive September membership drive newsletter Jeanette will attend meeting with printer to ensure formatting is correct for ease of mailing
Printer	<ul style="list-style-type: none"> It is in RIOTA's best interest to research potential printers to ensure best price now that the organizations printing needs have increased (newsletter, conference) 	<ul style="list-style-type: none"> Natalie will put together a proposal for the printer Interview 3 potential printers utilizing same question format & best price wins! Printers suggested: Minuteman, Office max, Staples
Conference	<ul style="list-style-type: none"> Conference Committee Positions 	<ul style="list-style-type: none"> Location/Facilities – Karen Morgenstein Presenters – Natalie Leland-Wiatrowski Registration Mailer – Lori Cillino, Rachel Vitello Conference Folders – Trish McGee, Keri Kinniburgh Vendors/exhibitors – Brett B., Lisa Edwards, Annaliza Food/catering – Annaliza, Lisa,

	<ul style="list-style-type: none"> • Date & Location • Title • Conference Timetable • 2009 Conference Evaluation 	<p>Brett</p> <ul style="list-style-type: none"> • Volunteer coordination- Becky Simon • “Day of” event coordination – Trish, Keri, Jeanette • Saturday, May 8th, 2010 New England Institute of Technology • Promotion of Health in Practice: Prevent, Acquire, Restore –or- Prevention, Acquisition, Restoration? • Need to access conference timetable from Karen Morgenstein • Overall, excellent feedback! • Suggestions included: shorter breaks, shorter vendor time, shorter day, vendor leave earlier, SOTA club liaison presence @ conference, add spot for name on stamp sheet
2009-2010 RIOTA Board Meetings	<ul style="list-style-type: none"> • Dates set for RIOTA Board Meetings • 1st Monday (except for holidays) of every month @ 6pm @ NEIT 	<ul style="list-style-type: none"> • September 14th • October 5th • November 2nd • December 7th (Holiday Party) • January 4th

		<ul style="list-style-type: none">• February 1st• March 1st (RA Meeting/Board Mtg)• April 5th• April 15th or 16th – OT Month Party• May 3rd – Conference Prep Mtg• May 8th – Conference• June 7th –
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