

**RIOTA**  
**Executive Board Meeting Minutes**  
**Monday, October 6, 2008**

**Present:** Karen Morgenstein, Natalie Leland-Wiatrowski, Lisa Edwards, Ann Harwood, Bethany Horne, Rachel Vitell and Keri Kinniburgh

I. Board Reports

a. Education Resource – Adult Physical disabilities

1. Potential presentation by Dr. Guilmette, Neurologist, on CVA in younger Populations

II. RIOTA's first state conference was discussed in detail

a. Vendors:

- It was decided that we will limit recruiter vendor tables to 1/3 or 6-7 tables.
- Both Karen and Beth have received requests to be vendors from several area providers. Beth, Karen and Ann will meet independently to discuss further.
- Beth will also call local Hotels to determine if we can get a discount rate for putting up out of town guests and vendors if requested.
- Agreements for vendors will be reviewed by Karen and passed around to board members for review. Samples from MAOT and VOTA will be reviewed.
- Tables may be manned or just literature. Cost would be: literature only: \$100, exhibitors/vendor \$250, nonprofit \$200 with an additional \$50 if confirmed after 1/15/09
- Vendors need to be contacted by 11/24/08 to assure timely contracts.

b. Sponsors:

- Board discussed use of sponsors to cover cost. Potential sponsors may opt to 'sponsor': meals/breaks, and printing on folders.
- Front page advertising will be \$400

- Insert advertising will be \$250
- Sponsors will receive: poster at buffet table, 'thank you' in the program, and advertising on website
- Ann will contact local sponsors to get an idea about what may be covered in cost.

c. Space and Attendance

- Discussed need for cap, with plan for up to 120 in classrooms and the auditorium available if needed for an additional 80.
- Lunch space will be standing room only to allow for mingling and to accommodate more attendees.
- Cost of attendance was also discussed and plans to be close to the Vermont rates that Karen discussed. Early registration is about \$90 for OTR and COTA, per registering is higher (130-150) and walk in registration is higher still (150 to 170). Firm pricing will be set when more data is available.

d. Food

- There is no need to use a particular vendor at NEIT, thus catering bids will be collected.
- Possible food options will include muffins/bagels/tea/coffee, pasta salad/deli trays/green salad/rolls, and dessert held for the afternoon break with soda/coffee/water
- No bagged lunches/boxed, and there will be a need for flexibility in the food provisions due to walk in registration. Also vegetarian and other dietary restrictions will need to be monitored.
- Lisa will collect potential caterer names from board members, and volunteers. Ultimately a request for proposal will be collected from various providers and reviewed with the board for final decision making.

III. OT Masters level program

- Nancy Dooley presented on the new program

- Application for ACOTE approval is underway, if approved by ACOTA in April of 08, and then the program will start in Jan 2010.
- Nancy will be the Director for that Program.
- It will be a 3 year program, open to COTA.
- It will be full time with the potential for some of it to be online or on weekends to accommodate working students.

IV. Board Motions

- a. Rachel moved to approve the new software for the website.  
Vote was taken and software purchase is approved
- b. Motion was presented to purchase liability insurance for the state conference at approximately \$300-\$400 for the day.  
Vote was taken, motion was granted and purchase is approved.

Respectfully Submitted,  
Lisa Edwards OTR/L  
RI AOTA Representative