

RIOTA Executive Board Meeting
Monday, September 8th, 2008

Present: Karen Morgenstien, Keri Kinniburg, Trish McGee, Bob Pezzullo, Natalie Leland Wiatrowski, Rachel Vitello, Annaliza Lewerk

Meeting called to order at 5:30pm by Karen Morgenstein, President of RIOTA following the distribution of agendas.

I. Advertising

- a. Karen spoke about recent confusion regarding what qualifies as a “free” 1 line advertisement vs. what should be paid for
- b. Trish reminded board members that the reason why RIOTA instituted the rules for ads in the first place was because some RIOTA members did not like receiving e-mails about non-profession related events
- c. The board agreed that as long as the 1 line ad is educational and will benefit RIOTA members, then it is free as a member benefit
- d. The new description for a 1 line ad includes the following basic info: name of event, contact info, date, location and cost. Rachel indicated that a character restriction on determining what a “1 line ad” is was burdensome and most other organizations do not have such restrictions.

II. Upcoming Event

- a. Karen spoke about an upcoming event which is free for children with disabilities
- b. “All Kids Can” Inspirational Race will take place on Sunday, September 21st as part of the events for the “CVS/Caremark Downtown 5K” activities
- c. Karen has been in contact with event organizer and will e-mail event info out to RIOTA members with the board’s approval

III. Website/Newsletter Updates (Rachel)

- a. Rachel indicated that she is currently researching cost of the software upgrades for RIOTA. She will report at the next board mtg

IV. D & O Insurance

- a. Karen is researching RIOTA purchasing “Directors and Officers Insurance” through Marsh Affinity to cover liability for RIOTA events
- b. The cost is \$1,500 per year; possibly \$500 for RIOTA if purchased in conjunction with other organizations
- c. The board agreed that this is a necessary purchase
- d. Karen also indicated that she will research insurance for the day of the conference

V. RI Recycling Center

- a. Karen contacted the RI Recycling Center

- b. Any non-profit organization can join and she hopes to purchase a membership so that RIOTA members can utilize their card to enter the center
- c. The RI Recycling Center is a good place to find cheap supplies for work and home

VI. RI Department of Health – “Assessment of Function and Intervention Planning Workgroup”

- a. The RI Department of Health would like a pediatric therapist to take part in this workgroup. The workgroup is scheduled to take place from 8-10am on the following dates: September 22nd, October 6th, November 3rd, November 24th, December 1st (if needed)
- b. Karen will e-mail members

VII. Conference

- a. Karen asked Bob Pezzullo to help with any AV issues the day of the conference as well as generate a PowerPoint presentation on the history of RIOTA. Bob agreed.
- b. Karen indicated her contact at CCRI has not yet confirmed the conference, after multiple attempts since the beginning of August. As a result, she asked the board what their opinion was on changing the conference location to NEIT.
- c. The board agreed to go ahead to research moving the conference to NEIT since a location needs to be confirmed ASAP in order for the “Call for Papers” to be sent out.
- d. Annaliza was assigned to assist with organizing volunteers the day of the conference
- e. Natalie is putting the finishing touches on the “Call for Papers” document and indicated that it should be sent out ASAP. She asked members to spread the word and post the document at work. She also indicated that it will be sent to all NEOTEC schools (via Becky Simon), MAOT, e-mailed to RIOTA members, sent to area SNFs, and posted on the website
- f. Karen spoke about the possibility of Michael Fine being the Keynote Speaker at the conference. Michael specializes in preventative medicine and community based care and it was felt by the board that he could tailor his presentation to touch upon all generations and occupational therapy. Karen will finalize details with him.
- g. Trish will check with Jeanette re: official RIOTA letterhead and order as needed
- h. Trish will send SNERC conference vendor form to Karen if she is able to obtain from her contact at SNERC

Meeting adjourned at 7:30pm by Karen Morgenstein, President of RIOTA.

Respectfully Submitted,
Trish McGee, MS, OTR/L
RIOTA Secretary