

**RIOTA**  
**Executive Board Meeting Minutes**  
**Monday, June 1<sup>st</sup>, 2009**

**Present:** Karen Morgenstein, Natalie Leland-Wiatrowski, Trish McGee, Ann Harwood, Sue Higgins, Beth Horne, Lori Cillino, Annaliza Lewerk, Keri Kinniburgh, Rachel Vitello

**I. Board Reports**

**a. Physical Disabilities Special Interest Group (Keri Kinniburgh/Trish McGee)**

- i. Members have expressed interest in speaking for a RIOTA event via membership renewal forms. Karen will give this information to Trish.
- ii. Linda Curry indicated she will present on Driving Education
- iii. Currently working on scheduling fall/winter events which will include: CranioSacral overview & interventions, w/c positioning & seating, Jan Davis Acute-Care video series

**b. Secretary (Trish McGee)**

- i. Currently compiling certificates for board members for PDU certificates for RIOTA meeting time & Conference Time
- ii. Please e-mail Trish your estimated time spent working on conference preparations
- iii. Trish will refer to attendance logs to compile PDU certificates for attending RIOTA mtgs.

**c. COTA Liaison (Annaliza Lewerk)**

- i. Karen introduced Annaliza as COTA Liaison
- ii. Karen will be Annaliza's point person for guidance as she becomes acquainted with the new position

**d. Treasurer (Sue Higgins)**

- i. RIOTA has at least \$10,000 (conference & member dues)
- ii. Currently, Sue & RIOTA Board are researching CPA's to hire to ensure this money is managed properly

**e. Pediatric Special Interest Group (Ann Harwood)**

- i. Currently researching and scheduling potential topics for the fall, including assistive technology

**f. Website (Rachel Vitello) & Newsletter (Lori Cillino)**

- i. Rachel indicated that currently, managing the website & newsletter is too much for one person to handle together.
- ii. Lori Cillino agreed to temporarily manage the newsletter, however, is currently having difficulty converting documents to ADOBE
- iii. Rachel requested to increase the cost of newsletter ads when they are mailed out to all RIOTA members:
- iv. Increase each by \$25
  1. Full page \$150
  2. ½ page \$100
  3. ¼ page \$ 75

**II. Elections, Nominations, Open Positions**

- a. Open Positions
  - i. Vice President
  - ii. Public Relations
  - iii. Mental Health Chair
  - iv. Nominations Chair
  - v. Newsletter
- b. Natalie spoke re: the need for “new faces” to bring increased energy and ideas to the RIOTA board.

**III. Honorarium for Dr. Fine (RIOTA Speaker)**

- a. Dr. Fine received a \$250 honorarium from RIOTA for speaking at the conference

**IV. Secretary Time Study**

- a. Jeanette is currently doing a time study to ensure that she is being compensated appropriately for all the work she does for RIOTA
- b. Her proposal is due to the board at the RIOTA Retreat on July 26<sup>th</sup>.

## **V. Rebuilding Together**

- a. Natalie indicated that Rebuilding Together was very grateful this year for RIOTA's support.

## **VI. Retreat Date & Potential Topics**

- a. RIOTA's Annual Retreat is scheduled for Sunday, July 26<sup>th</sup> from 9am – 3pm
- b. Becky Simon has graciously agreed to host this year's retreat
- c. Directions will be e-mailed as the date approaches
- d. Potential Topics for the Retreat include:
  - i. RIOTA Objectives for 2009-2010 (in replace of strategic plan)
  - ii. Update Bylaws
    1. Add volunteer coordinator position
    2. Split newsletter & website
  - iii. Streamline Conference Process
    1. Trish will compile a RIOTA Conference Binder with reports from each committee re: what worked, what didn't work, recommendations for future conference, contact information, etc.
    2. This binder will include paper copies & electronic copies of all information from each committee
    3. Please e-mail Trish all information from each committee by July 1<sup>st</sup>
  - iv. CarFit

## **VII. Conference Wrap-Up/Odds & Ends**

- a. Trish will compile conference binder to streamline process for planning future conferences
- b. An e-mail link to conference committee members on the website will be valuable for communication purposes
- c. Karen will compile conference survey results and e-mail to Trish to add to the conference binder
- d. Volunteer suggestions
  - i. Volunteers for speakers, food, & vendors
  - ii. At least 2 for vendors
  - iii. Lisa should head food volunteers
  - iv. Meet prior to day & tour facility

- e. Rachel indicated that developing the registration form was a 1 person job as long as it didn't coincide with newsletter deadlines
- f. Decrease breakfast food
- g. Need to budget for copies & materials
- h. Need to increase advertising
- i. (?) remain at NEIT vs. research other locations, such as the Crown Plaza due to capacity limitations

Respectfully submitted,

Trish McGee, MS, OTR/L  
RIOTA Secretary