

RIOTA Executive Board Meeting
Monday, September 29th, 2009
NEIT – CT 316

Attendees: Natalie Leland, Sue Higgins, Trish McGee, Lisa Edwards, Lori Cillino, Annaliza Lewerk, Brett Brumbaugh, Amy Battles-Borkowski, Erin Sullivan, Keri Kinniburgh, Karen Morgenstein, Rachel Vitello, Sue Kobus, Liz Lima, Jennifer Cote, Michaela Turbitt

Meeting Agenda

Meeting Objectives	Discussion	Action
Retreat action items	<ol style="list-style-type: none"> 1. Approve minutes from retreat 2. RA mentorship (Lisa Edwards) 3. Track adds for newsletter (Sue K.) 4. COTA Liaison (Annaliza) 5. RIOTA voicemail & end of year thank you letters (Amy BB) 6. SIS chairs collecting e-mails for SIS to send out e-mail blasts; (?) whether AOTA/CMS info should be specifically e-mailed to SIS groups vs. all RIOTA members 	<ol style="list-style-type: none"> 1. Board approved retreat minutes 2. Currently no replacement; still looking for potential candidate 3. Sue Kobus will begin tracking ads for newsletters 4. No current update 5. Amy checks RIOTA voicemail weekly & will send end of year thank you letters 6. SIS chairs will collect e-mails and send out specific e-mail blasts re: upcoming events; AOTA/CMS info to be e-mailed to all RIOTA members
Leadership/Membership Update (Natalie)	<ol style="list-style-type: none"> 1. As part of RIOTAs goal to increase leadership/membership, Natalie Leland & Rebecca Simon visited Meeting Street School to increase awareness & receive feedback from staff re: RIOTA 	

	<p>2. Specific recommendations from Meeting Street staff included:</p> <ul style="list-style-type: none"> • Positive response re: IEP meetings • Broader pediatric perspective – offer non-school based presentations • Offer meetings on different nights to increase attendance • Offer free attendance to one meeting prior to joining RIOTA 	<p>2. Pediatric SIS Chairs will take into account specific recommendations for future event planning; RIOTA board agreed to maintain \$25 fee for non-members @ future meetings</p>
<p>Student Membership Clarification (Karen)</p>	<p>1. Clarification needed for Jeanette re: student membership renewal dates</p>	<p>1. Student memberships are free while they are a student through the membership year cycle; once the student graduates, a paid membership fee is required in September</p>
<p>Car Fit Update (Karen)</p>	<p>1. Karen indicated that Joanne Jones will help coordinate future Car Fit events & present @ Conference with Karen</p> <p>2. Car Fit is an organization that basically does a “home eval” for cars; AOTA/AARP/AAA are all involved in the day-long process; Car Fit Techs are trained to give suggestions to participants re: car setup/modifications</p>	
<p>Historian Update (Trish)</p>	<p>1. Trish contacted Bob Pezzullo, previous RIOTA historian. He will bring all materials to NEIT 9/29/09.</p>	<p>1. Trish will e-mail Sue H. tax exempt ID form from records once she receives them</p>

Secretary Update (Trish)	1. PDU certificate hours	1. If you have not already done so, please e-mail Trish your estimated amount of hours spent preparing for the Conference
Physical Disabilities SIS Update (Trish)	<ol style="list-style-type: none"> 1. CranioSacral Event on 9/29 is already full with a waitlist. A lot of positive response received re: topic. 2. Board Certification/Specialty Certification Event on 10/15. 3. Wheelchair positioning & reimbursement Event in November 	<ol style="list-style-type: none"> 1. Board approved \$50 speaker fee for Susan Steiner 2. Advertisement flyer is completed and to be sent to Jeanette to e-mail ASAP; e-mail to also be sent to Rachel for website
Pediatric SIS Update (Erin)	1.	
Mental Health SIS Update (Brett)	<ol style="list-style-type: none"> 1. Sept. 21st – ACL presented by Sue Higgins 2. October 19th – Jean Marandola will present from the National Alliance on Mental Illness 3. November 17th – Richard Sabo will present on Community Based Practices in Mental Health 	
Newsletter Update (Lori)	No current update	

Website Update (Rachel)	<ol style="list-style-type: none">1. (?) What should be done with old RIOTA computer2. Need adobe software to alleviate problems with compatibility between newsletter/website information3. (?) Information to be posted on website	<ol style="list-style-type: none">1. Board approved donation2. Board approved purchase of new adobe software package to allow 3 downloads for future use3. SIS chairs to e-mail Rachel any updates; Board minutes to be posted once approved by Board (minutes to be approved at the following Board meeting); Past newsletters will be posted on website; newly appointed volunteer chair (Liz) will collaborate with Rachel for website page
--------------------------------	--	--

<p>SI Reimbursement Issue</p>	<p>1. BCBS of RI announced recently that they will no longer reimburse certain SI codes as of December 1st?. In return, this will affect certain clinics specializing in SI.</p>	<ol style="list-style-type: none"> 1. Contact AOTA representative for strategies re: how to approach this issue 2. Contact various community groups (i.e. RI Autism Project) to increase awareness 3. Enlist support of parents of children receiving SI services to speak out/write letters 4. Enlist support of other clinics specializing in SI who will also be affected by this change in reimbursement 5. Organize RIOTA general meeting to have a discussion/ forum for all practitioners in state
<p>Treasurer Update (Sue H.)</p>	<ol style="list-style-type: none"> 1. Sue currently has 2 proposals for an accountant & is awaiting a 3rd 2. Request for Proposal/Purchase Form (RFPP) was generated by Natalie to streamline the proposal/purchase process going forward 3. Printer was hired for 2009-2010 	<ol style="list-style-type: none"> 1. Obtain 3 proposals for accountant prior to Board approval 2. Board approved usage of form

RIOTA Conference	<ol style="list-style-type: none"> 1. Separate e-mails required for vendors, registration and presenter committees 2. Conference timeline discussed (location, vendors, presenters) 	<ol style="list-style-type: none"> 1. Rachel to establish separate e-mails for each committee 2. Keynote speaker needs to be obtained
Bylaws	Reviewed bylaws and updated	<ol style="list-style-type: none"> 1. Natalie will email out to board for review 2. Changes will be approval at October board meeting voting and prepared for membership vote and approval of bylaw changes