

RIOTA RETREAT MINUTES

Saturday, August 2nd, 2008

Present: Karen Morgenstein, Natalie Leland-Wiatrowski, Sue Higgins, Trish McGee, Lisa Edwards, Becky Simon, Beth Horne, Meghan Franklin, Keri Kinniburg, Rachel Vitello, Selene Gemmell

Meeting called to order at 9:15am after distribution of agendas by Karen Morgenstein, President of RIOTA.

1. Report on “Rebuilding Together” Volunteer Day

- Natalie spoke about RIOTA’s part in “Rebuilding Together” this past spring
- Overall, it was a great experience for RIOTA members
- Suggestions for next year include:
 - Commit to one site instead of two to ease coordination efforts
 - Utilize two coordinators instead of one (1 to communicate with “Rebuilding Together” personnel and the other to coordinate RIOTA members)
 - Generate a RIOTA member contract which specifically states volunteer work descriptions and contact information
- The board approved proposal to allocate monies raised during fundraising efforts this year to “Rebuilding Together” organization

2. Newsletter Mailings

- Becky Simon will research cost/advertising potential at Minuteman Press for newsletter mailings. The goal is to reduce the overall cost of printing and mailing the newsletters.
- Currently, a majority of mailing addresses are work addresses. This could significantly decrease the amount of member renewals, etc. The RI Health Department OT Board needs to be contacted for home addresses.
- The board agreed that Jeanette will purchase 2 red stamps for the outside of the newsletter to attract potential members. One stamp will state “Open for Conference Info” and the second stamp will state “RIOTA Membership Enclosed”

3. Increase RIOTA Memberships

- Selene Gemmell commented on a potential way to increase membership. This included asking employers to pay for membership dues. The board agreed to add the following line on the RIOTA membership form: “Check with your H.R. Department for reimbursement of this fee”. The board agreed to table any further discussion about contacting employers to increase memberships to a future meeting.

4. Treasurer Report (Sue Higgins)

- Overall, RIOTA had a successful year thanks to monies raised from the September membership drive and advertising in the newsletter and website
- RIOTA's Conference in May of 2009 is anticipated to bring revenue to the organization
- Please refer to the following Treasurer Report for budgeted revenue & expenses for 2008-2009

RIOTA
2008/2009

Revenue	Budgeted	Actual
Dues	\$6,500.00	\$0.00
Non-member fees	\$125.00	\$0.00
Donations	\$0.00	\$0.00
Fundraising	\$250.00	\$0.00
Advertising	\$500.00	\$0.00
Conference	\$0.00	\$0.00
TOTAL REVENUE	\$7,375.00	\$0.00
Beginning Cash	2,887.91	2,887.91
TOTAL AVAILABLE	\$10,262.91	\$2,887.91
LESS BUFFER (savings)	(\$1,500.00)	(\$1,500.00)
ACTUAL AVAILABLE CASH	\$8,762.91	\$1,387.91
	Budgeted	
Expenses		
Lobbyist	(\$2,500.00)	\$0.00
Newsletter	(\$500.00)	\$0.00
Admin Assistant	(\$2,400.00)	(\$400.00)
Ed Coordination	(\$500.00)	\$0.00
Natl Association Conf	(\$1,000.00)	\$0.00
Public Relations	(\$200.00)	\$0.00
Postage	(\$500.00)	\$0.00
Phone	(\$100.00)	\$0.00
Exec Board Mtgs	(\$50.00)	\$0.00
Website	(\$400.00)	\$0.00
Administrative	(\$200.00)	\$0.00
Conference	\$0.00	\$0.00
TOTAL EXPENDITURES	(\$8,350.00)	(\$400.00)
AMOUNT AVAILABLE	\$412.91	\$987.91

5. Website Report

- The website looks great thanks to Rachel's efforts!
- Please send Rachel any newsworthy OT related information or pictures to add to the website
- The deadline for this newsletter is now! Printing & mailings needs to take place by the 15th of August due to time sensitive material in the newsletter such as membership forms and meeting dates
- Rachel asked for clarification on the following Chairs: Reimbursement Chair is currently empty; Selene Gemmell will be Nominations Chair and Consumer Relations
- The board approved funding for Rachel to purchase software to advance the website technological abilities. Please refer to the treasurers report for more details

6. Education Report

a. Mental Health Special Interest Group Update (Meghan Franklin)

- Meghan hopes to arrange for a nutritionist to speak about eating disorders which applies to all treatment settings. The nutritionist is currently on maternity leave

b. Pediatric Special Interest Group Update

- Ann Harwood and Erin Sullivan have replaced Beth Smith as co-chairs of the Pediatric SIG

c. Physical Disabilities Special Interest Group Update (Keri Kinniburg)

- Keri Kinniburg, COTA/L, is the new Physical Disabilities Special Interest Group Chair
- The September event is an anatomy overview of the shoulder and common diagnosis and treatment strategies presented by Kamir Pabon-Smith, OTR/L, CHT from Southern New England Rehabilitation Center. The date and location still needs to be finalized.
- RIOTA will offer Jan Davis' interactive NDT workshop titled "Functional Treatment Ideas and Strategies in Adult Hemiplegia" in October. Natalie and Keri will run the workshop together at NEIT. Tentative dates are Saturday, October 4th and Saturday, October 18th. Trish McGee will check with Jeanette re: NEIT lab availability of those dates.

7. RIOTA Board Meeting Dates

- RIOTA Board Meetings will take place on the 1st Monday of every month unless noted otherwise. Meetings are held in the OT Lab on the NEIT Campus in Warwick, RI starting at 5:30pm

- Board Meetings are as follows:
 - Monday, September 8th
 - Monday, October 6th
 - Monday, November 3rd
 - Monday, December 1st – RIOTA Holiday Party
 - Monday, January 5th
 - Monday, February 2nd
 - Monday, March 2nd
 - Monday, April 6th – OT Month Party
 - Monday, May 4th
 - Monday, June 1st

8. “Accepting the Leadership Challenge” Activities

- Karen Morgenstein spoke about “Generational Diversity” and how RIOTA needs to be aware of how members of various generations are motivated differently and how diverse they are in their viewpoints about careers, the workplace, responding to feedback, and goals
- RIOTA needs to gear advertisement of the organization to meet the needs of each of these generations in order to boost membership
 - Matures (61-97 years)
 - Boomers (42-60 years)
 - Gen X (30-41 years)
 - Millennials /Gen Y (12-25 years)
- Potential topics for RIOTA’s Conference where generated through this activity
 - “Occupational Therapy Reaching Across Generations”
 - Treatment across generations
 - History of RIOTA throughout the generations – lunchtime presentation
 - Collaboration across generations in the workplace
 - Professional opportunities across the generations

9. RIOTA Conference

- “Mind Mapping” was utilized to generate diagrams of tasks and other items related to hosting a conference
- Sub-committees were formed as follows:
 - **Location (Sue & Selene)**
 - CCRI, Newport Campus on May 2nd, 2009
 - Sue will contact CCRI contact Michael Nardone
 - Permits/Liabilities
 - Rental equipment

- Parking, seating
- Media
- Security
- Contract
- **Attendants (Meghan & Rachel)**
 - Registrations/advertising
 - Price, contact hours
 - Special accommodation
 - Certificates & Objectives
- **Presenters (Natalie)**
 - Call for abstracts
 - Selection Committee
 - Media needs
 - Bio
 - Thank you, certificates, payments
 - Accommodations
- **Vendors (Karen & Beth)**
 - Space requirements
 - Advertising
 - Sponsorship
 - Contacts/finances
- **Volunteers (Becky & Beth)**
 - Student involvement
 - Room monitors
 - Delegation of roles
 - Communication with other subcommittees
- **Food (Lisa)**
 - Rentals – tablecloths, chairs, seats
 - Communication with CCRI & Registration
 - Special accommodations
- **Packets & Registration (Trish & Keri)**

10. Tabled Items for Future Meetings

- Language of President and RA Representative Conference Cost in RIOTA by-laws
- RIOTA contacting/presenting to employers re: paying for employee member fees

Meeting adjourned at 2:15pm by Karen Morgenstein, President of RIOTA.

Respectfully Submitted,
 Trish McGee, MS, OTR/L
 RIOTA Secretary and Education Resource Coordinator