

**Florida Occupational Therapy Association
Agenda Monthly Officer Teleconference
July 19, 2016
8-9p.m.**

Dial-in Number: 1-218-844-1930 ACCESS CODE: 1095206#

Present: Elena Vizvary, Deb Oliveira, Elise Bloch, Tia Hughes, Brent Cheyne, Kathleen Frahm

TIME	TOPIC	ACTION NEEDED / DISCUSSION / COMMENTS
8:00	CONFERENCE-Tia Hughes gave update.	
	Proposals/reviews	Workshops = 14 Short Courses = 21 Prof Posters = 7 Buzz = 5 (how many are expected?) We have a robust pool of proposals for the conference. We may have a backup list for folks as we have many proposals (suggested by Deb and Tia). Tia is hoping to have more Buzz sessions (14 spots are open (as per Ric). Janine spoke with hotel for vendor space- to see if we can have better/more space, (diagram from hotel – tables were touching each other). We are also looking into VIP space in atrium. Student track- one speaker – about financials info for student, NBCOT person, and then preparing for Level 2, and then panel of employers of hiring therapists.
	Schedule	Friday 9:10-10:10- Elena's session with students. Student track starts at 8 – finishing at 5. Two posters in morning, one in afternoon.
	Registration	Therapists can still get CEU's early on Friday even if they don't attend institute-attending poster sessions.
	Student Track	Dennis Tobins -he is the Chairman of NBCOT Board / potential speaker. Poster judges: discussed FREE vs. reduced registration rate Deb. O- spoke with Cathy Peirce who will get volunteers to judge to commit for the whole day. They will get some discount- leader member discount. Judges can get CEU's too. Tia has 2 hour slot open for Dennis in the afternoon- if he wants to present to students on NBCOT.
	Exhibitors	Elena reported that Janine will get something out to folks to start marketing to exhibitors. Elena will ask her to get it out to Board this week.
	Volunteers	Adrienne is the volunteer coordinator. She did a great job last year. Tia is getting calls from people who want to volunteer. We have badge holders left over from last year as per Tia. Deb- said they are not that expensive and we can buy new ones. Who will printing name badges TBD. Elena – asked Tia and Deb to talk to Janine about the badges, ribbons etc.
	Other	.Deb. O will put notice up to SIS people regarding deadline for BUZZ sessions. Deb. O- reports that SIS chairs are often late getting things in.
	LOBBYIST/RFP	
	RFP	Elena reported 6 RFP's were sent out to firms by Kelly and Sharon (GA Co-coordinators). Returns will be coming to Elena. Upon request, deadline can be extended to August. RFP copy sent to officers. Elena will share list of firms with group and if you have any questions – please let Elena know. Thinking about legislative goals is the next step. Proposals will be reviewed by officers and Kelly and Sharon. Deb. O- said she will be willing to do interviews too.
	Other	Larry notified we will be hire legal on "as needed" basis Larry's auto pay stopped as of July
	JUNE MTG FOLLOW UP	

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Volunteer coordinator	Elena reached out to Sue Guerrette one last time. Response deadline tomorrow. IF she does not respond, we need another volunteer coordinator. Perhaps Deb. Misrahi- when conference is done. We can also ask Deb. Murphy- Fisher.
Speakers Bureau	No action to date-
Strategic Plan review	No action to date since revision at June meeting.
BPPC	Marsha and Elena talked. Marsha to get final answer from Sheri about continuing as BPPC. If not, we need another person to fill position. Marsha need not handle it all.
Mass Emails	Elena reported: last Constant Contact message sent end of June. FOTA not using Constant Contact anymore. FOTA new contract with Memberclicks (MC): increased profiles for less money. Mass emails can be sent. Still need to upload DOH email data base of licensed OTs and OTAs.
Other	Kathleen brought up discussion of FLOTEC awards- Brent shared how process works- person who won award- told they have membership. They renew or start a new one- and instead of paying they check- they use "send check" option. Brent said we should confirm they are a winner and contact FLOTEC. So, Kathleen will reach out to FLOTEC treasurer- Sheila Longpre. The check comes from FLOTEC. Elena will reach out also and contact the winners to encourage them to use membership. Brent- we should emphasize that 2016 FLOTEC winners should come to FOTA conference- and be recognized. Elena will discuss this when she attends next FLOTEC meeting in September.
JANINE	
July 14 Perf review	Elena reported that the Board voted pay increase to \$20/hour \$200 bonus provided.
OTD / OTA APPLICATIONS	
OTD entry level	Elena received notification from AOTA- that Jacksonville University (Brooks)- plans to start an OTD entry level. Projected start date: May 2018
OTA	FL Technical College, Orlando. Projected start date: May 2018
PLANNING	
Board teleconference Date TBD	Possibly October 18 (date of officer call) We may have to extend time. Elena will send out meeting survey to voting board members
	If mtg is Oct 18, reports due October 4 to Elise. Elena discussed returning to old template- new form very cumbersome. We will return to OLD format and reference SP.
DISCUSS: Reimbursement for hotel for leadership for conference	Elena already asked for clarification / policy. History: board meeting was held day before conference. Leaders who attended were reimbursed ½ hotel room rate for night between meeting and conference. Do we still want to do this? We have no day long meeting (Oct. teleconference). We already give leaders a discount for conference registration and expect them to work for this discount. Discussion followed on giving folks more reimbursement- assistance- Kathleen felt we are in a better place financially- but Deb. Oliveria asked for information on how much \$\$ we need in bank. Discussion followed on different plans and what the \$\$ amount would be- and how this would impact budget. Deb. O. remarked we changed payment structure for registration- we don't know how that would impact profit.

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		Brent and Elena suggested we put this up for a vote. If we need a last minute review of responsibilities night before conference, we can do a dinner mtg and FOTA picks up the tab for food (not adult beverages).
	OTHER	
	Myra McDaniel	Scholarship winner picked. We have a winner but this year student picked was not an FOTA member. Elena wants to consider AOTF's 2 nd choice – as long as they are an FOTA member. These funds are managed by AOTF and they do the vetting process etc.. Elena's communication with AOTA- states typically ask winner to join their association if not already a member. Elena will clarify in criteria that applicants are required to be FOTA members.
	Transition Elena -> Brent	FL Healthcare Workforce and YourMember (Job Target) Elena on vacation next week (starting July 24). Janine is on vacation week of July 30-August 6.
	Meeting adjourned	Next officer call meetings: August 16, September 20 8-9pm

Submitted by E. Bloch
 Secretary FOTA