



05.01.13

## SSO: USA Board Meeting Minutes Summary

Present: Andrea Bilics, Linda Buxell, Malcolm Cutchin, Sandee Dunbar, Esther Huecker, Doris Pierce, Pollie Price, Ruth Zemke

Facilitator: Doris Pierce

Notetaker: Sandee Dunbar

### **Call to Order**

Doris began an agenda overview. Andrea recommended postponing the Communications Plan and SOP discussion. The listserv discussion will also be postponed, to allow for enough time to discuss the survey. Esther will also provide the insurance information at the next meeting to allow for a review of the information that was recently sent to her. Linda reported that the Treasurer's report has some changes that were not documented in the report that was sent to the Board.

### **Minutes**

Sandee moved that the revised December Board meeting minutes be approved. This was seconded and unanimously approved.

### **SSO/ISOS Relationship**

Ruth reported that she has been in correspondence with Alison Wicks, but there has been no progression in establishing anything formal related to ISOS. Responses among the associations regarding ISOS have been either neutral or non-existent. Ruth's stance, on behalf of SSO: USA, is neutral at this point. The current plan is to have invited speakers for the symposium that will occur just before WFOT, 2006. Ruth believes that the establishment of membership in ISOS is separate from the planning of the symposium. Doris questioned if there should be more collaboration among the associations in the planning of this. Ruth stated that continued contact is useful at this time, but that it is unclear as to how this will be organized. Ruth recommended providing positive support, including enthusiasm and ideas. Doris stated that the symposium prior to WFOT may be an opportunity to discuss what we want ISOS to be. Ruth will continue to keep the Board updated on the development of ISOS.

Ruth also reported that the International Advisory group on OS to WFOT has been asked to develop a position paper on OS for WFOT, by their equivalent of an Executive Board. Ruth, along with others, is clarifying with WFOT what the purpose of the position paper will be, as well as the intended audience etc. Ruth will be sharing the drafts with the Board and/or SSO: USA membership for feedback.

## **Inclusivity**

Toasts and Traditions – Ruth remarked how the toasts at conference were originally intended to be an effort of forming community among scholars. It was intended to be a celebration of accomplishments, but some have felt negatively about the presentation. Comments have been shared with Ruth, as well as other Board members, regarding the focus on people associated with USC. Ruth recommended consideration of including others involved in the study of occupation at conferences. Another avenue may be to address people who have published on occupation. Doris summarized by saying there were three main issues in regards to inclusivity, including comments regarding the focus being all OTs, an all USC event, and/or all faculty involvement. She felt that the priority was to deal with the USC aspect, then all OTs and lastly, the faculty issue. The faculty issue was not a high priority, due to the nature of the Society and who would participate. Esther inquired if the conference capping would impact the membership efforts. Pollie recommended that these issues be considered in the development of the membership plan. Doris suggested that Ruth and Andrea work together on the plan. Esther asked Sandee to consider involvement as well, since she had assisted with the previous draft. Sandee suggested that Malcolm's input will be valuable in planning this aspect as well, but he did not necessarily have to be on the sub-committee. Doris offered to contact Chuck Christiansen regarding his input on this topic. Other SSO: USA members' names were mentioned as having potential interest in this as well.

Discussion resumed regarding the annual Toasting event, with a review of the policy that Pollie submitted from the Conference Committee. Doris commented that it is good to have non-alcoholic beverages and that this should continue. However, she felt that the archival book was not necessary. Discussion occurred regarding how to notify members of the Toasting opportunities. Pollie suggested putting the criteria with examples on the web site, as well as in the conference packets. Doris also inquired if the Board should consider recognizing accomplishments with awards. It was decided that the new structure for the Toasting event will be put into place for the next conference and then the Board will re-evaluate the process. Doris requested that the committee consider the new suggestions and present a revision to the Board. It was also decided that an item regarding recognition of accomplishments will be added to the survey.

## **Treasurer's Report**

Linda reported that the 2004 conference budget accounting is still being clarified. She completed a revised accounting of the 2004 conference and is waiting for a response of agreement by the 2004 Conference Committee. Linda presented the Treasurer's Report that was E-mailed to the Board members on 1-11-05. (Refer to the written report for details). Linda stated that there have been changes since the submission of this written report, but she will include them in the February report. She has proposed a revised accounting system that is being reviewed by the current Conference Committee Chairs (submitted to the Board). She proceeded to review the income and expenses that were on the written report, as well as the explanations of financial activity that were also listed. The current balance is \$24,552.87. Linda indicated that she plans on doing the taxes for

our 2004 financial activity before the next Board meeting. Esther commented that the California Franchise tax report needs to be completed, in addition to the Federal forms, since we are incorporated in California. Doris commended Linda for a thorough report. Linda reported that the registration and accounting proposal for conference is being worked on. Pollie indicated that this should be done soon. Linda indicated that a revised financial plan is available to be reviewed by the membership or incorporated into the survey. This was submitted to the Board as well. The Financial Plan is to be approved by the Board at a later date. The 2004 Donor receipts also need to be sent. Linda plans to do this before the February meeting. Doris called for a vote on the Treasurer's report. This was unanimously approved.

#### Donor/Sponsor policy

Linda reviewed the revisions to the Donor/Sponsor policy. These included the omission of "conference" to the title, so that the policy can be used for all donor/sponsor activity. "In-kind" services were also added to the list of donor/sponsor activity. The Board was in favor of these changes. Linda indicated, according to Sheama, that agreements had not been signed by donors/sponsors for the 2004 conference. Sandee indicated that the policy was in place prior to selecting donors/sponsors and that agreements should have been signed. Pollie and Linda indicated that some things were not followed through on last year. Discussion occurred regarding who should handle the donor/sponsor aspect. It was decided that the secretary will handle the agreement forms, but that Pollie will ask Phyllis about managing the donor/sponsor contacts. This will be handled through the Conference Committee this year, but the Board may consider an individual to handle this aspect in the future since it will include activities that are not conference related as well. Linda will add the secretary, treasurer, and donor/sponsor liaison roles to the policy and present again to the Board in the future.

#### Conference Committee

Pollie reported that the Bolger Center is the recommended option for the 2005 conference. It will be held from Oct. 27 to Oct. 30. (See conference proposal overview that was sent by E-mail prior to the Board meeting). Discussion occurred regarding the price and other potential sites, as well as the appropriateness of the chosen site. Pollie reported that this was the most cost effective and that the site provided an intimate environment that was suitable for the conference. She stated that the overview sheet didn't have the necessary details and she will revise for clarification. Doris remarked that she had been to Bolger Center and described the rooms. Pollie remarked that the limo situation will need looking into. She also indicated that it was necessary to move forward on reserving the site, if we wanted it. Esther made a motion to accept the conference committee recommendation, providing there are no extreme increases in cost. This was seconded and unanimously approved. It was decided that some of the Conference Committee items will be postponed for the next meeting. These include capping, conference evaluation, the SOP, and the conference financial safety net. Linda requested that the Conference Committee submit a budget for the 2005 conference. Pollie stated that she would like the Treasurer's help in completing the budget. Linda agreed she would help. Doris requested that the 2005 conference budget be presented at the February Board meeting.

## **Member Survey**

Andrea reported that the Zoomerang bill is \$350.00. An unlimited number of questions are allowed on Zoomerang now. Esther asked the Legal Committee for feedback on the survey prior to the Board meeting. Kristi Haertl's comments have been forwarded by E-mail to the Board by Esther. Suggestions from the Legal Committee included the use of more neutral language, as well as a ranking of the items. Discussion occurred regarding the possibility of ranking the items. Ruth suggested consideration of what the results would be used for and spoke in favor of ranking, if possible. Malcolm questioned the feasibility of trying to rank certain areas. Recommendations were also made to re-label the vision section to "Current Key Questions". Consensus was that asking a question about SSO's alignment with the mission would be appropriate. Discussion occurred regarding the item related to the surplus. Doris clarified this item for the Board and agreed that the language on the survey could be changed for clarification as well. It was intended to ask the membership about the surplus funds, not the reserve. Doris recommended that Malcolm review the survey and assess the possibilities of changing it, based on the feedback. All comments should be sent to Malcolm, Doris and Andrea.