

## SOCIETY FOR THE STUDY OF OCCUPATION: USA

### Summary of Board Meeting Conference Call

1-28-04

**Members Present:** (By phone conference) Sandee Dunbar, Tara Glennon, Esther Huecker, Pollie Price, Ferol Ludwig, Doris Pierce

Facilitator: Ferol Ludwig

Recorder: Sandee Dunbar

Call to Order – 10:09

#### **Minutes**

Esther clarified her previous statements regarding notification of the bylaws amendment voting results. The response percentages will be adequate to post. Sandee recommended that the 10/18/03 business meeting minutes be accepted with revisions, as well as the 12/18/03 board meeting minutes. This was seconded and unanimously approved.

#### **Board Member Insurance**

Esther reported her findings related to inquiries about insurance for the organization. Most companies will not provide Directors and Officers insurance, unless the organization has general liability insurance. The general liability insurance covers bodily or personal injury, as well as slander and slip and fall incidents. Ferol made a motion that we look into general liability as well as the Directors and Officers insurance coverage for SSO. This was seconded and unanimously approved.

#### **Zemke Lecture Tapes**

Ferol reported that the cost of production was included in last year's conference. Ferol then reported that Ruth's tape has audio problems. However, Betty Yerxa's tape turned out well. Esther recommended consideration of taping again. Discussion occurred regarding solutions. It was agreed that Ruth will be given the tape to view and then contacted by Tara to discuss options. Esther reported that the Legal Committee will continue to work on a consent form draft.

#### **Conference Planning**

Pollie presented the proposed conference dates of 10/29 to 10/31/04. Esther made a motion to approve the dates. This was seconded and unanimously approved. Pollie provided a grid of possible facility locations, costs, etc. to the board. It was recommended that board members review this item for the next meeting. It was also

requested that the Conference Committee make a recommendation for the facility location at the February board meeting.

Pollie then opened a discussion regarding the profit aspect of conference. She reported that the Conference Committee's position is that the conference should remain affordable and self-sustaining. The committee report is that they agree on no set profit target as well. Ferol recommended a review of previous conference budgets to further assess this area. It was agreed that Kathleen was also needed to continue the discussion on this topic. The Conference Committee was also asked to prepare a recommendation for number of attendees and cost for conference attendance at the next board meeting. This item will be placed on the next agenda for further discussion.

Pollie then asked about the level of sponsorship and sponsor recognition that would be feasible. The Conference Committee will develop something more formal to address this issue

Pollie then inquired about the possible use of credit card payments for conference. This was requested by foreign attendees. Tara offered to help with supplying this service, since she has the necessary resources. Pollie also inquired about a refund policy for conference. Ferol reported that there is one. Esther recommended that this be in writing and available to the membership. Pollie then inquired about member benefits (member rates for conference), based on membership in another OS society. Doris recommended investigating a relationship with the other OS societies. It was suggested that we currently state that we have no policy for SSO member benefits, based on membership in another OS society, but that the board will continue to explore this. Currently the Zemke lecturer doesn't pay for the conference. The board may consider the conference chair for this benefit as well.

### **Strategic Planning**

Table discussions until the next meeting when Kathleen can give input.

### **Policy Writing Areas**

Ferol stated the need for the development of policies in various areas. Sandee recommended that committees be responsible for areas that fall within their domain. Esther recommended that the committees make recommendations to the board. Doris remarked that some of these aspects are guidelines, some are policies and others are procedures. She recommended that each committee develop Standing Operating Procedures (SOP) to further clarify the roles and function of each committee. Doris agreed to send a skeletal SOP to the committee chairs. It was agreed that each committee chair will present a draft of an SOP for their committee in a staggered schedule. The Communications Committee will present their SOP 3 months before conference, the Research Committee will present 2 months before conference, and the Legal Committee

will present 1 month before conference. The Conference Committee will then present 1 month after conference. Ferol requested that Doris coordinate the SOP development and Doris agreed.

### **Letter to JOS**

Ferol asked if the board would like to send a letter to the Journal of Occupational Science editor congratulating them on their 10<sup>th</sup> anniversary of publication. Ferol will send this letter on SSO letterhead on behalf of the board. Tara will send the letterhead to Ferol, as well as the other board members for future use.

### **JOS Membership Benefit**

Ferol reported that a reduced rate for the Journal of Occupational Science could be available to SSO members. She asked if the board wanted to consider this benefit. This would be a 10% cost savings for 52 members. The savings increase when the number of members increases. Doris recommended that we respond to JOS regarding an interest, but that the Board continue to consider this. Tara agreed to write the letter to the editor.

### **Web Site**

New information should be on the web site within a week. Conference abstracts will be included in web information, as well as a list of board members. The conference dates Sheama's contact information will be added as well. Pollie requested that there be more flexibility for the information submission dates. Tara agreed that this would be fine.

### **New Business**

#### **Committee Business**

Pollie will be attending the next board meeting as well. Submissions to board members should also be sent to her. Tara offered to sit in on Conference Committee planning conference calls.

#### **Agenda**

Doris proposed that board members estimate the amount of time they will need for agenda topics. Ferol will send out the agenda in enough time for board members to give feedback regarding needed time for topic discussions.

#### **Meetings**

Suggestions were made for meeting times at annual SSO conference, including scheduling officer time to smooth the transition to new board members. Times for the

annual business meeting were also discussed. A Friday afternoon business meeting followed by the opening reception appears feasible. Tara suggested having committee meetings at the AOTA conference in order to meet with people face to face. It was agreed that this would be beneficial.

**Next Meetings**

February 25, 10-12

March 24, 10-12 (Emphasis on Strategic Planning)

Respectfully Submitted by: Sandee Dunbar