



05.02.10

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

Minutes

Sandee made a motion for approval of the revised January SSO Board meeting minutes. This was seconded by Esther and unanimously approved.

President-elect Report

WFOT

Ruth reported on the current document on OS that the International Advisory Group (IAG) is working on for WFOT. (Refer to the document that Ruth E-mailed prior to the Board meeting). The IAG drafted Alison Wick's previous draft and will give her feedback, before sending it to a broader group of review. A position paper should be ready by the end of February. This will be for the community, as well as potential OT and OS programs. Ruth indicated her preference for the omission of "Basic Science", as it relates to OS, in the document. Esther indicated her agreement with this. Pollie disagreed, stating that a lot of OS research is considered basic science. Ruth indicated that she felt neither "Basic" nor "Applied" capture the intent of OS and that keeping it open as a description related to the study of occupation is recommended. Doris stated that the new SSO: USA web site address needs to be included. Andrea indicated that she will send this to Ruth. Doris also inquired about the appropriateness of using the "interdisciplinary" term in the document, as well as indicated a need for a more thorough reference list of OS literature. Board members were encouraged to continue to send comments to Ruth, with a copy to the rest of the Board.

Inclusivity

Ruth reported that she felt the inclusivity issue could be related to the PR plan and felt that it could be deferred until this discussion. Doris inquired about how the issue will be managed. Ruth agreed to meet by E-mail with Sandee and Andrea, while contacting key resource people with interest in the topic to initiate brainstorming. In discussion, the recommended names included Malcolm, Chuck Christiansen, Virginia Dickie and Kathleen Matuska. Ruth will then present the ideas to the Board. Doris reported on her initial discussion with Chuck on this topic. He indicated a vision of reaching out to other disciplines, having joint conferences and stimulation of ideas from input of other disciplines. He did not envision an interdisciplinary membership, but more of an emphasis on the former ideas.

Treasurer's Report

Linda reported that an updated Treasurer's report was sent out on February 9th. (See E-mailed report). The current balance is \$21, 972.37. (Note the revised '04 Conference Committee budget/accounting dated 05.02.09, submitted to the Board). Although the 2004 accounting has been completed, the \$250.00 NSU donation has still not been received. AOTF is not indicating any knowledge of being a sponsor for the 2004 conference, so that item was removed. See the report for specific accounting details for this month, as well as explanations regarding the conference accounting, business expenses for the web sites and member income trends. Doris inquired about the draft for the 2005 conference budget. Pollie indicated that the budgeting procedures are being worked on. Pollie, Linda and Sandee are working on a new plan for managing the conference finances. Linda indicated specific questions about the web site management (See Treasurer's report). Andrea indicated that the Communications Committee will be responsible for putting up and taking down information on the web site. Linda will include the web site expenses on the March report. Andrea will have someone on the Conference Committee further explore the ongoing costs of the web site. Donor and

Sponsor Policy

Linda reviewed the revised Donor and Sponsor Policy. (Refer to the E-mailed document). The main changes were included under the sponsor description. These now include a description of roles for the Sponsor Liaison, Treasurer and the Secretary. Specific SSO: USA organizational objectives were also added for clarification. Linda indicated additions were also made to the Donation in Kind section. These were discussed in a prior Board meeting. Doris recommended that the formal positions be capitalized in the policy. Linda made a motion for the revised Donor Sponsor Policy to be accepted. Discussion – Andrea inquired about the “criteria” for sponsors. Linda clarified that this referred to the categories and that she will change “criteria” to “categories”. Doris called for a vote with the addition of the friendly amendment regarding the two revisions. This was seconded by Malcolm and unanimously approved.

Treasurer's Report cont.

Linda reported that the 2004 taxes are currently being worked on. She presented a review of the financial trends of SSO from '02-'05, compared to projections (See document sent to the Board, titled 05.02.10 Income and Expenses '02,'03,'04.LB). The '04 conference separate accounting has been integrated into the Treasurer's account for SSO. The net income for 2004 was \$1665.32. Linda expressed concerns regarding a drop in membership revenue from \$7455.00 in 2003 to \$6055.00, which is about a 19% reduction within one year. Membership revenues had increased by 69% from 2002 to 2003. Esther indicated that there is no incentive for membership renewal prior to conference. She feels that the timing for renewal is critical for sustaining the membership. Doris indicated that these issues will be addressed in the Membership Plan in a couple months. Recommendations for clarification and accuracy of dates on the Treasurer's report were made. Linda will make the necessary changes. Linda made a motion to accept the Treasurers report with date changes. Andrea seconded. This was unanimously approved.

Zemke Tapes

Linda reported that Ferol would like to receive money from the SSO account to cover for the development of the Zemke tapes. Discussion occurred regarding recommended number of tapes, cost of development and advertisement. Sandee will follow up with Ferol regarding the exact costs and provide this information to the Board by E-mail. It was agreed that the web site will be an appropriate place to advertise the tapes for now. Also, having the tapes available at conference will make it easier for attendees to purchase.

Conference Committee

Pollie reviewed the site plan and budget. (See previously E-mailed documents). The cost of the reception is the only item that has not been confirmed. Registration fees are also being worked on, with an effort to keep them low. Pollie reported that the lodging is expensive, but it includes 3 meals, parking and meeting amenities. Linda and Pollie are working together to ensure that the profit margin is met. Esther inquired if the advertising will indicate that some meals are included. Pollie stated that it will be explicit.

Reserve

Pollie reported that John White was contacted regarding a recommendation about the financial reserve. John suggested \$5000.00, but Pollie is recommending \$10,000.00 as a more reasonable estimate. Linda indicated concern that \$10,000.00 wasn't even enough. Discussion continued regarding a reasonable reserve and previous conference situations. Considerations included a decrease in membership, increased costs to the Society in the last year (insurance), and host universities managing some of the costs in the past. Pollie indicated that there is a clause that allows cancellation 3 days prior or after the event, in the case of a natural disaster. Esther also remarked that there is a \$5000.00 insurance deductible if we did have a problem in this area. Esther recommended that Linda keep the Board current on the financial status of SSO, so that we are informed if there is a significant decrease. Esther made a motion that we maintain a reserve of \$10,000.00 and revisit this issue on an annual basis. Six approved this and one (Linda) opposed.

Capping

Pollie reported that the draft proposal for capping was done 18 months ago, but was deferred for discussion. (See previously E-mailed document). Doris inquired what was meant by a "small margin" increase in regards to conference attendees. Pollie questioned if a 5% margin was reasonable. Discussion occurred regarding current numbers of members and if this percentage would adequately reflect what was intended. Malcolm expressed concern for relying on the membership number to determine the "small margin". Doris made a motion for the document to be accepted. All opposed. This item will be discussed at a later date. Conference Committee SOP discussion will also be addressed at a later date.

Communications Committee

Andrea made a motion for the Board to approve the Communications Committee Standard Operating Procedures. (See previously E-mailed document). Discussion - Esther

indicated a need to include the information regarding the JOS contract, including the annual ¼ page advertisement for the journal. Andrea will add an advertisement category that will include a statement about ad development and submission as requested by the Board. The motion was seconded and all approved with the friendly amendment to include an advertisement category.

Web Site

Andrea asked for feedback regarding the new web site that was previously sent to Board members. Esther recommended that the criteria sheet for the Zemke lecturer go under the Zemke section on the web site. Doris inquired about the web address. Andrea indicated that the plan was to include something related to SSO: USA in the address, but currently it is datatrackinc.com. Ruth inquired about the transition from the old web site to the new and if there will be a forwarding address. Andrea stated the links should be maintained and she is working with Tara on these aspects. Doris inquired about the listserv and stated that this will be a good member benefit. Discussion occurred regarding password protection for this and possible other aspects of the web site. It was decided that a member list with contact information will be the only password protected aspect at this time, with future discussion needed to decide on other areas. The membership renewal form will be a good place to get member approval for adding their names to this. Esther also recommended that Board member affiliations be included. Doris approved moving forward and putting the new web site up. She also recommended that the Communications Committee come up with some goals related to the listserv and report back to the Board. This will help to determine if this aspect should be password protected. Doris recommended that a positive, celebratory announcement about the launch of the new web site be sent out to the members. Andrea will do this. Esther thanked Andrea and Tara for their work on the web site.

Research Committee Report

Survey

Malcolm reported that the survey sub-committee divided the survey into two parts. One deals with communication, research and conference issues and would be sent out first. The second will address vision and related issues. Doris inquired about time between surveys. Malcolm indicated approximately a month in between. She also stated that the second one will have the pressing issues. Esther supported the idea of two surveys, and felt that the membership will at least feel that they are getting the needs met. She also recommended that the sub-committee specify the Board of Directors and officers in the web site section (Item 8 under this heading) of the survey. Other recommendations included replacing the Latin term on the first page and improving the formatting, as well as having a couple people fill it out as a pilot. Malcolm stated that Research Committee member suggestions included adding items for members to indicate the journals they read and the other conferences they attend. Doris recommended an open-ended answer approach to finding out this information.

Malcolm made a motion for the survey to be approved with the additional changes suggested. This was seconded and unanimously approved. Doris thanked Malcolm and Andrea for their work on the survey. Andrea indicated that their plan was to have the survey out by next week. Members will be given 10-14 days to fill it out. Malcolm

indicated that he could have the second portion ready for review at the next Board meeting.

Malcolm reported that the Conference Committee requested a pre-conference workshop. This will be held from 1:00 – 5:00 p.m. He stated that the topic will relate to grant making and they will look into getting a speaker from a funding agency in D.C.. The plan is to also include speakers who are researchers in OS, who have had their research funded. Diane Parham and Jon Sanford are committee members who are working on this. The pre-conference session will be an additional charge of \$45.00. This will include lunch. Doris recommended consideration of a higher rate.

Newsletter

Malcolm reported that his committee has also discussed the development of a newsletter. Malcolm stated that ideas for the newsletter include a research database, funding opportunities, and profiles of individuals. It was felt that web-based communication will be better, perhaps through the new web site. Some Board members questioned if members would readily go to the web site for this type of information. Esther made a suggestion for members to be E-mailed with the link to the newsletter.

Legal Committee Report

Esther stated that she received a Directors and Officers insurance policy invoice for \$699.00 (\$5000.00 deductible). This is an increase of approximately \$40.00. Esther did not do any new research on bids, but feels comfortable with her thorough assessment of companies from last year. The Auto and General Liability insurance will be due next. This will be about \$1200.00 or \$1300.00.

Public Relations Plan

Doris presented the approved PR plan and reviewed the current goals to assess if they are being met. (See previously E-mailed document).

Goal 1 – “Explore and develop a collaborative relationship with U.S. national occupational therapy organizations that are beneficial to members of SSO: USA”. Doris is willing to contact Martha Kirkland from AOTF. Ruth offered to be a part of this as well. They will try to arrange a face-to-face meeting, possibly at the AOTA conference.

Goal 2 – “Explore and develop a collaborative relationship with international occupational science organizations that are beneficial to members of SSO: USA”. This goal is being met through Ruth’s association with WFOT, as well as the liaison for the International Society for OS.

Goal 3 – “Explore and develop collaborative relationship with the premier occupational therapy and occupational science journals....”. This goal is being met with the recent JOS/SSO: USA contract agreement.

Goal 4 – “Develop basic PR materials....” This goal is being met with the development of the web site. Andrea indicated other options with the future Research Committee actions as well. The Conference, Communications and Research Committees can work collaboratively regarding PR ideas.