

<p style="text-align:center"><b>SOCIETY FOR THE STUDY OF OCCUPATION: USA</b> <b>Summary of Board Meeting Conference Call</b> <b>2-25-04</b></p>
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**Members Present:** (By phone conference) Sandee Dunbar, Tara Glennon, Esther Huecker, Doris Pierce, Pollie Price, Ruth Segal

Facilitator: Doris Pierce

Recorder: Sandee Dunbar

Call to Order – 10:05

**Minutes**

Sandee made a motion for the 1-28-04 minutes to be accepted by the board. This was seconded and unanimously approved. Sandee asked the board if they would like to receive the summary of the minutes that are posted on the web site. Board members agreed that receiving the full minutes is sufficient, and that the summaries can be viewed on the web site.

**Legal Committee Report**

Insurance

Esther presented a summary of the proposal for Directors and Officers Insurance, as well as the General Liability Insurance. The annual premiums will be \$665.00 for the D and O insurance and \$1210 (plus \$150.00 for auto) for the General Liability insurance. Esther will continue to look into the liability aspects of the van travel from the airport to the conference site. Esther also recommended getting new bids next year, due to the possibility of lower rates with a three-year-old organization. Kathleen made a motion to approve the insurance proposal. This was seconded and approved. Esther and Kathleen will discuss the payment schedule.

Amendments to the Bylaws

Sandee requested the actual amendment items from Esther as a follow up to previous discussions. Esther sent the tally to Sandee and Tara, but will now send the actual questions to correspond with the tally for SSO records to Sandee. Tara reported that the tally is sufficient for the web site information.

**Conference Committee Report**

Pollie reported that John is finalizing the contract for the site by this Friday. He will also be putting a budget together. The dates for the conference are Oct. 29-31<sup>st</sup>.

### Rooms

Pollie reported that 30 rooms and 10 suites have been reserved. The conference committee recommended that only the Zemke lecturer be given a free room, and that the board members receive discounted rooms. It was also recommended by the committee that conference committee members receive discounted rooms. Discussion followed, including comments for the conference committee to be prioritized for discounted rooms vs. all board members. Consensus was for the conference committee to come up with a recommendation for how to prioritize the use of additional discounted rooms, following the first free room for the lecturer. Doris recommended that the policy should state “shared” rooms.

### Conference Chair Registration

Pollie reported that the conference committee recommended that the conference chair receive free registration, due to the multiple responsibilities during the conference. If the on-site committee member is different than the conference chair, the committee recommended that both persons receive a 50% discount on the registration. Kathleen made a motion to accept this proposal. This was seconded and unanimously accepted.

### Conference Attendee Cap

The conference committee recommended that the conference have a 101-attendee cap. Pollie reported that this is a recommendation for 2004 only and that the issue should continue to be discussed for following years. Discussion occurred regarding the pros and cons of capping. Some concerns regarding capping included discouraging potential attendees, limiting on-site voting by the membership, and perceptions of elitism. Pros included keeping the numbers down to provide quality networking and collaboration. Doris called for an informal vote regarding the cap. Doris and Pollie were the only two in favor of the cap. Discussions will continue in future meetings. Pollie also reported that there is some flexibility for this year’s conference. The number can go up to 125 attendees for the site chosen.

### Profit/Finances

Pollie reported that the conference committee recommends that the conference remain self-sustaining and not be considered the main source of profit for the society. The committee recommended a \$250.00 registration fee. It was estimated that this will cover costs and leave a 5% profit margin. Discussion occurred regarding the desired profit margin. It was agreed that a goal of 5-10% profit is feasible. Kathleen made a motion that the conference remain self-sustaining and that a 5-10% profit be achieved. This was seconded and unanimously approved. Pollie stated that a deposit of \$500.00 is needed by the end of March. Kathleen will send the money.

*Credit card payment option* – Tara reported that she can use her credit card machine.

There is a \$1.73 fee per transaction, plus 2% of what is charged. Pollie and Kathleen will continue to discuss with Tara and come up with a recommendation that will be reported from the conference committee.

### Annual Business Meeting

Pollie reported that last year there was a request to have more of an open forum with the business meeting. Discussion occurred regarding the best way to have a time for open discussions. Doris recommended that the conference committee develop a proposal for the program, including meeting times, considering the many options. Board members are to submit meeting time needs to the conference committee.

### **Research Committee Report**

Ruth reported that it has been difficult to get her committee going. She would like to promote a non-competitive research exchange at the conference and requested that time be designated for this. Doris suggested that strategic plan work for the research committee be done to facilitate the committee functions.

### **Communications Committee Report**

Tara reported that she will follow up on updating the web site. She is also in the process of making a directory. Doris requested that a sample be sent to the board members for feedback on content and format. Tara will also follow up on updating the membership. Membership confirmation number and cards will be sent to those who have renewed. Coordination with the conference committee needs to occur for the web site notification of the 4/15 call for papers. A request to table the logo contest discussion was made by Tara.

### **Strategic Planning**

Doris reviewed the 5-year strategic plan goals and the responses from the board regarding the strategic plan questionnaire. Doris indicated a need to move forward, due to a need to complete the process for other board functions. Doris stated that Strategic Plan Goal 1 relates to the society structure, including budget and membership. Goal 2 relates to the annual conference. Goal 3 relates to the research supports beyond the conference. Goal 4 relates to external relationship of the society and Goal 5 is associated with the relationship between OS and OT. The board members then went through the feedback given on the questionnaire and indicated the responses that corresponded to the Goal # on the strategic plan. Doris will consolidate this information and provide summary documents. Esther requested that committee chairs be allowed to receive feedback from committee members on the next part of the strategic plan. Doris indicated time constraints, due to a need to keep the process moving. Doris also submitted the SOP guidelines by E-mail for each committee.

Next Meeting: March 24 – 10:00 am – 12:00pm

Respectfully Submitted by: Sandee Dunbar