



05.03.10

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

Agenda Review

Doris encouraged the Board members to give input to the overall planning of the agenda. She recommended that the Board address the concerns related to the role of the Board and committee work after the voting of the minutes. Andrea, Malcolm, Ruth and Pollie indicated items in their reports that could be deferred or minimized to allot time for the new discussion.

Minutes

Sandee made a motion for approval of the revised February minutes. This was seconded by several Board members. Discussion – Linda indicated that she had editorial corrections and that they would not change content. Sandee recommended that Linda E-mail her the corrections and that these revisions be included in the current vote. Doris called for the vote and the minutes were unanimously approved.

Board Work

Concerns

Doris initiated the discussion regarding Board work by reflecting on past committee work. Last year two committee chairs worked independently and needed the support of the Board members. This year the committees are more active and perhaps considerations need to be made for how involved the Board gets. Sandee requested that Malcolm elaborate on his initial concern that was E-mailed to the Board members prior to the meeting. Malcolm raised an issue regarding micro-managing committees who were capable of doing the work. He indicated that the Board should focus on the larger work.. If committee chairs need Board input, this is appropriate, but a line should be drawn.

Responses

Pollie indicated that it is important to clarify the rationale for requesting Board input and she will be more explicit in the future. She felt it was necessary to get Board input on items that would have a significant impact on the organization. Linda stated that she viewed Board input as an important function of the organization. Ruth indicated that it is difficult with a developing group to know when you are actually shaping policy and need

the input. She also stated that the feelings of the Board and the committee members should be considered in relationship to input requests. Ruth also recommended the use of a Word Tool that will highlight changed wording in a document. Esther stated that each committee should determine what their own work is and come to the Board if they desire additional feedback. The Board can feel free to share their thoughts and committees are free to take this or not.

Outcomes

Doris indicated that the whole Board does not need to know the details of some items and that the sub-committees can continue to communicate among themselves. If a policy issue comes up, then it needs to be discussed at a monthly Board meeting. Doris will move the agenda to broader policy issues. Committee Chairs agreed to provide specific rationale for requesting Board input to clearly identify the Board's role in providing the feedback.

Other

Andrea inquired about the selection of committee items for the web site. Doris recommended that this be addressed in the Communications Plan. Esther also recommended that a list of standard items for the web site be made, but that Andrea could check with the Board if additional items are to be posted. Andrea will put a draft together.

Zemke Lecture Selection Committee

Doris indicated that the selection committee for the Zemke Lecture needs to include one member at large, one member of the Board, a former Zemke lecturer, and a Conference Committee member. Linda volunteered to represent the Board. Pollie recommended Virginia Dickie from the Conference Committee. Two Board members recommended that Jeanne Jackson be approached for serving as the former Zemke lecturer. A few names were discussed for representing the members at large. Malcolm and Esther recommended Ellen Cohn. Doris asked Linda to contact Virginia, Jeanne and Ellen. A brief discussion occurred regarding posting the information about conference and the Zemke nominations. Doris asked Sandee to send the Zemke Lecture nomination information to Pollie, Linda and Andrea. Andrea will E-mail the call for nominations to the members at the designated time.

Pi Theta Involvement

Doris referred to the earlier notice regarding Pi Theta and SSO: USA collaboration. Esther indicated that collaboration with Pi Theta is a good thing and suggested that they bring a plan to the Board. Doris volunteered to follow-up with this by arranging a contact at AOTA. Ruth indicated that she will join Doris as needed.

Chair-elect Report

Ruth reported that the Position Paper on Occupational Science continues to be worked on. Currently there are efforts to clarify the purpose with WFOT. The inclusivity working group was held off to ensure that there is no overlap with other committees, as well as to review the survey results. Doris inquired about including questions on inclusivity and interdisciplinary involvement in the second survey. Ruth indicated an

interest in doing this. Malcolm stated that the second survey was not completed yet, so it was possible to include other items. Doris recommended that Ruth consider getting the working group together to discuss some possible questions for the next survey, related to inclusivity. This will be done prior to the next Board meeting. A brief discussion occurred regarding the impact inclusivity and interdisciplinary decisions may have on the Conference Committee. Pollie offered to be included by E-mail to help generate ideas.

Legal Committee Report

JOS Contract

Esther reported that JOS agreed to the previous addendum request. They have found it useful and have even included it in the Canadian agreement as well. Esther indicated that JOS is ready to have the contract signed and she requested input from the Board regarding an appropriate date. She indicated that the conversion rate would be impacted by the start date. Our membership renewal date should also be considered for establishing the contract signature time. The conversion rate will be locked in, so she advised that the signing of the contract be done close to the membership renewal period. Sandee indicated that membership renewal notices begin 90 days prior to the deadline of November 15. Since the notices will begin in August, Esther recommended that the contract be signed at that time. The members would start receiving the issues in January, 2006. Esther indicated that although the journals will start in January 2006, once members have turned in their money and SSO has sent this notice to JOS by E-mail, they will be able to access the web site for current and past journals. Esther made a motion that the Board will sign the JOS contract into acceptance in August. This was seconded and unanimously approved.

Liability Insurance

Esther reported that the General Liability Insurance rate has not changed. It will cost \$1310.00 and cover 1 million dollars per occurrence or 3 million dollars a year. It will not cover shuttle services. Esther recommended that Pollie get in touch with her when the Conference Committee has an idea of which shuttle service we will be working with, in order to make arrangements for coverage outside of the Liability Insurance. Doris called for a vote on renewing the Liability Insurance. This was unanimously approved..

Research Committee Report

Survey Results

Malcolm acknowledged Andrea's hard work on the survey. There were 108 sent out and 58 were returned. Malcolm reviewed the quantitative aspects of the results (See survey results that were previously E-mailed.). He indicated that it would be important to review the qualitative comments on our own. Malcolm indicated that the journal was not a high priority for his committee. Board members agreed that some qualitative comments also indicated this as a lower priority, as well as potential competition with JOS. Other notable items included the fact that the listserv scored higher than the newsletter and that electronic communication was preferred overall. Discussion occurred regarding the benefits of electronic communication and having a link to the website with regular news E-mails to the members. Malcolm and the Research Committee are planning on creating a research data base that can be regularly updated on the web site. Esther inquired about

moving forward with electronic voting for the Board members. Doris requested a review of potential costs and challenges of electronic voting, with a report back to the Board.

Second Survey

Malcolm reported that he will continue to work with the sub-committee on the development of the second survey. Doris remarked that this will include the vision and direction for the organization, as well as member benefits. Malcolm requested that items to be included in this be sent to him in the next few days.

Pre-Conference Workshop

Malcolm reported that Diane Parham and Jon Sanford are the Research Committee members that are working on the pre-conference workshop. Since their report was not due to Malcolm until March 24, there is minimal to report at this time. Jon did indicate that his speaker contacts did leave their organizations. Malcolm will follow-up on exploring different speakers. The second part of the workshop will include OS researchers who have been funded for their research. Doris indicated that a discussion regarding the cost of the pre-conference will be postponed. Malcolm stated that knowing the speaker costs first will help to determine the workshop costs. A brief discussion occurred related to conference advertisement and registration. Pollie indicated that she had received Florence's title for the Zemke Lecture. She also has the Save the Date flier ready to go.

Communications Committee Report

Andrea reported that Tara is working on getting the last things up on the new web site. Information is still coming in from other OS resources. Linda suggested cc'ing the former webmaster with communications to Beth, to indicate an expected change. Esther recommended that the new web address be put on our letterhead. Doris inquired if the members will be informed about the new web site. Andrea stated that a link will be provided in the E-mail that is sent to the members. The listserv discussion will be postponed until the next meeting.

Conference Committee

Advertisement

Pollie indicated that the publicity deadlines for conference announcements are not in writing. She received an E-mail from Phyllis that indicated an ad would need to be received by April 1st, if it is to make it into the July JOS. SSO: USA will be able to submit a ½ page ad at no cost. Esther indicated that Tara took care of the ads last year. Andrea stated that she will work with Pollie to get this done. Doris indicated that if the Conference Committee approves the ad, then it doesn't need to come back to the Board for approval. Pollie also indicated that she will send the Save the Date flier to Andrea, as well as the new Zemke Lecture title, to include in the ad. The title is "One Person's Thoughts on Mapping out the Future for OS". Pollie will follow-up with Phyllis to secure a picture of Florence. Discussion occurred as to whether the Pre-conference Workshop should be advertised.

Toasting Ritual

Pollie indicated that the toasting ritual is now being referred to as a Celebration of Accomplishments. The criteria for submitting a nomination for this will be made explicit to the membership. The celebration is intended to acknowledge the contributions to our growing science. The information and nomination form will be provided on the web, as well as in the conference packet and at the reception. Pollie suggested selecting persons from diverse areas to present each year. Discussion occurred regarding record keeping of the organization in relationship to record keeping of those who are nominated for the Celebration. Linda indicated that it will be important to record the individuals and their accomplishments. Andrea stated that she will contact John White about being the archivist.

Treasurer's Report

Linda presented the Treasurer's report (See 05.03.07 Treasurer's report submitted by E-mail) The beginning balance for the month of March was \$21,972.37. The current balance is \$19,412.17. The account is balanced. The record was reviewed in preparation for '04 taxes. SSO does not have to file taxes, due to our tax-exempt status and not having more than \$25,000 in income for the year. Linda indicated that if the amount is less than \$25,000 it does not have to be publicly available. If it is over \$25,000, then a copy needs to go to each member. The necessary information was sent to the IRS, as well as the revised Bylaws. Linda stated that the Bylaws indicated that an annual report should be submitted within 120 days of the end of the fiscal year or December 31st. Linda requested clarification regarding this in relationship to the annual report that is due at conference time. Esther explained the rationale for having the annual report earlier than conference, since conference time would be too far from the previous fiscal year. A report would need to be available to answer any questions regarding the organization's fiscal status. Doris indicated a need for two separate reports. The end of the fiscal year report is necessary to show a record of our finances and satisfy a requirement. The annual report at conference indicates to the members what has occurred during the year and informs them of financial activity to date. Esther recommended that the fiscal year summary be made available to the members on request, but that they can also request financial information at any time. She will check on the specific parameters of financial disclosure and get back to Linda. She indicated that this type of document is also a protection for the Treasurer. Linda stated that she can produce a document out of what was done last month, comparing '02, '03, and '04 activity, in case a financial summary is requested. Linda called for a motion to approve the Treasurer's report of 05.03.07. Doris seconded the motion and it was unanimously approved.

Donor/Sponsor Policy

Linda indicated that the Donor/Sponsor policy is still in review due to reconsideration of the language and wanting to specifically run the document by the Legal Committee, since it involved a type of contract agreement. Doris inquired if there was a need for another policy related to the host schools. Esther indicated that a contract for the sponsors was developed and that is what we need to get approval on at this time. She felt that the host school aspect could be managed with a letter of agreement/acknowledgement to the school administrators or department chairs. She also indicated that future considerations for a formal written contract with the host schools could be discussed at a later date.

Linda remarked that there were other changes in language on the policy that were recommended at this time. Sandee indicated that she was in agreement with the letter to the host schools. She also indicated a need to set a minimum for the flier sponsor category. Linda made a motion for the Donor/Sponsor Policy to be approved with the friendly amendments, including setting a minimum flier sponsor category of \$200.00; replacing the reference to Contract for Sponsors with Contract Agreement with Sponsors; and adding restricted cash donation to common terminology of sponsor category of Appendix A (Donor Sponsor Distinction Grid). This was seconded and unanimously approved. Andrea requested that the revised policy be sent to the Board members. Esther recommended that Sandee and Doris work on the letter to the host schools. Linda inquired if the Board could move forward with allotting \$500.00 to Ferol for the development of the tapes. Doris asked if this could be deferred to our next meeting and Linda stated that would be fine.