

SSO Board Meeting Minutes Summary
March 24, 2004

Members Present: (By phone conference) Sandee Dunbar, Tara Glennon, Esther Huecker, Sheama Krishnagiri, Ferol Ludwig, Kathleen Matuska, Doris Pierce

Facilitator: Doris Pierce
Recorder: Sandee Dunbar

Bank Account

Kathleen reported that Esther and Doris are now on the bank account.

Minutes

Sandee recommended that the board approve the amended 2-25-04 minutes. This was seconded and unanimously approved.

Strategic Plan

Doris facilitated the process of reviewing the Two Year Goals. The following are discussions that occurred during this process. Doris will provide the detailed edited work and disseminate to all of the board members. This will include the projected dates of completion for the designated measures.

Recruitment and Membership – Doris recommended that the Communications Committee combine recruitment and membership initiatives. Kathleen recommended clarity about the benefits of membership. Discussions later in the meeting returned to these items with a variety of input regarding the measures for membership increase. This related to the percentage goal of non-OT/OS members in the society, as well as the overall goal for membership numbers. Due to varying viewpoints, it was recommended that the membership be asked for input at conference. The discussion regarding the degree to which the board would like to attract outside people will continue at a later date. However, this area will be monitored by keeping a record of the types of conference attendees.

Legal Aspects

Discussion occurred related to the process of bylaws revision. Esther indicated that the bylaws already have items related to revisions, but guidelines for proposing revisions are needed. A recommendation was made to change the goal to “Create a process for *proposing* bylaws revision”. It was also recommended that a system for nominations be incorporated into SOPs.

Zemke Lecture and Tapes

The board members discussed which committee should handle the sale of the tapes. It was agreed that someone can be appointed by the Chair for this specific task. Ferol will follow up on this. It was also recommended that a letter be given to the lecturer as a

formal agreement for the service. Ferol and Esther will work on this. Esther recommended that the membership be able to participate in the process of choosing the lecturer. Also, a past Zemke lecturer could possibly serve to assist with reviews. Esther presented the contract for the use of tapes. She will add that the money generated will be used “towards the support of future research and research conferences” to the contract and disseminate to the board members. Ferol will be responsible for having the lecturer sign.

Public Relations

Tara questioned whether or not the aspect of tape sales is a public relations concern. She asked if a committee should be developed to address these types of areas. Board members discussed other public relations activities, such as external communication. The possibility of the development of a PR committee will be discussed in the future and presented to the membership for input.

Financial Plan

Kathleen stated that there should be a review of the financial plan every year. Esther stated that she thought the bylaws indicated a 90 day post conference period for the membership to receive financial information. Kathleen will review the bylaws to provide the information as stated.

Conference Papers

It was recommended that the number of SSO papers that get published be monitored. The types of papers submitted and accepted for conference will also be monitored. The conference committee will designate the various types of papers on the call for papers. Future discussion will take place in regards to the desired balance of papers for conference. This is an item that will also be presented to the membership.

SSO Awards

The board will work on a plan for awards and recognitions of contributions to occupational science by 8/06. Discussions regarding the purpose and criteria for the awards will occur at a future board meeting.

Research Support

An item related to grant funding support was changed to “SSO *explores* research grant funding” rather than “offers”. Kathleen recommended that this goal remain and be considered as a membership benefit. Ferol suggested that some of the money from the Zemke tapes be considered for this aspect. The Research and Communication Committees will work together on the membership networking goal.

Relationship to Academic Programs

Discussion occurred related to the dissemination of occupational science and occupation-based practice to academic OT programs. Doris identified this as an aspect of the public relations plan. It was agreed that the board should support this type of activity. The board will generate a plan by 2005. This item will also be appropriate to ask the membership about.

Conference Committee

The specific proposal items that were sent by the Conference Committee prior to the meeting will be tabled at this time. Sheama will send a revision for the board to vote on. It was decided that the business meeting will be held late on the first day, and that the informal open forum will be held on the second day. Doris recommended a break out room for the open meeting. A listing of all announcements should be given to the conference committee. It was also decided that only checks will be accepted for payment for conference this year. The refund policy was also discussed. A recommendation was made for a full refund if registration is cancelled 30 days prior to the start of conference. The refund policy will need to be in the registration materials. The conference committee will develop a proposal for this and submit it for a vote within two weeks. Sheama and Tara will work on a conference ad and call for papers together. Confirmations for accepted papers will go out at the end of July.

AOTA Meeting

The board agreed to meet at the AOTA conference. Kathleen will send out a list of possible time slots. Board members should indicate their preferences and E-mail to the group.

Next Meeting

April 21, 10:00 am -12:00 pm