

SSO Board Meeting Minutes
April 21, 2004

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

Facilitator: Ferol Ludwig
Recorder: Sandee Dunbar

Minutes

Sandee moved that the March 24 minutes be accepted. This was seconded and approved.

Conference Committee

Schedule

Board members discussed scheduling options for the open meeting with the board at conference. It was decided that the main meeting will be at the lunch hour on Saturday, but there will be a follow-up meeting at the Sunday morning breakfast time to address any concerns following the business meeting. This will also be a good time for the old and new officers to meet with the membership. The board meeting at conference will be on Friday morning, from 9:00-11:00 am.. Ferol requested that Sheama schedule a room for this meeting. Conference room rates should apply to Thursday as well, but Sheama will double-check on this.

Web Site

The board discussed the conference information for the SSO web site. It was agreed that the beginning and ending times of conference, theme of the conference, registration information, Zemke lecture title, resort link and SSO logo be included on the web site. Doris recommended that other entertainment details regarding the conference be considered for inclusion on the web site.

Advertising

Following a discussion for conference advertisement, there was consensus for the web site, OT Practice and listserv ads. Doris made a motion that Tara submit a quarter page ad, not to exceed \$1500.00, for a minimum of one week. This was seconded and unanimously approved. Tara requested that board members submit ad ideas to her. It was also recommended by Ferol that the board members provide information about the conference at our respective AOTA booths. Tara will prepare 100 sheets per booth. Kathleen recommended consideration of an SSO booth for the AOTA conference in Long Beach. Kathleen also recommended that a list be compiled of expenses, such as advertising, so that items can be budgeted for.

Insurance

Sheama reported that the limo company for conference transportation has their own insurance. Esther reported that we will need a certificate of auto liability insurance, as well as an endorsement attachment. Esther will follow up with John regarding this.

Other

Sheama reported that if the board agreed to eliminate lunch on Sunday, there would be more appetizers for the Saturday night reception. The board unanimously agreed with this option. The registration form will have information about the research colloquium. The type of conference papers accepted will be monitored, according to the strategic plan initiatives. There will be no partial refund within 30 days of conference. During this discussion, Kathleen requested that developed policies be delineated in the SSO records. Sandee agreed to follow up on this.

Zemke Lecturer Selection

Ferol requested input from the board regarding the selection process for the next Zemke lecturer. Following discussion, it was agreed that this is a four part process that includes

1. Qualification and criteria development
2. Nomination process
3. Selection of the lecturer
4. Conditions of acceptance

Doris agreed to begin the process by looking over the previous criteria and sending this to the board for input. This will be further discussed at the June board meeting.

Membership Benefits

Discussion occurred regarding membership benefits. Ferol reported that reduced conference fees are a benefit. There is also a possibility for a reduction in JOS. Recommendations were made to present this to the membership for input. Kathleen recommended that this be discussed further at a later date, due to the complexity. Doris and Kathleen remarked about the importance of linking this to the strategic plan.

Strategic Plan

Doris reported that some of the dates for plans and implementation were not given. For item 1.11 related to membership, Tara recommended that this be presented to the board in 8/04, board approval be received in 9/04 and implemented in 11/04. For item 2.3, related to baseline numbers for conference papers, a date of 4/05 was added. Suggestions for survey administration were discussed, including electronic methods. Ruth suggested that a timeline for surveys be developed. Doris recommended that an annual membership and a post-conference survey be done. Doris agreed to draft a plan for item 2.15 (interdisciplinary involvement) by 6/04. Date for initiation for this is 10/04. Ruth will send dates to Doris regarding other items that fall within the Research Committee's domain. Item 4.1 (2 year PR plan), will be done by 10/04. Doris will send an updated Strategic Plan with the new dates to the board members. Doris will also submit a draft plan related to interdisciplinary involvement to the board.

Legal Committee

SSO now has the Directors and Officers and general liability insurance policies. Sheama requested that the Legal Committee consider an additional liability document for conference participants to sign. Esther will look into this.

Financial Committee

Kathleen expressed a need to prioritize financial needs. Doris recommended reviewing the strategic plan in relationship to expenses and committee financial needs. Ferol made a motion for the committee chairs to submit their expenses to Kathleen prior to the AOTA conference. This was seconded and approved. This should include anticipated expenses as well. Kathleen will consolidate this information and present it at the June meeting. Kathleen relayed that the bylaws indicate a need for co-signatures. Esther reviewed and reported that this really was the intent. Esther made a motion to accept a single signature for the next 60 days until a plan for counter signing is in place. Discussion followed and a final vote was not taken on this. It was agreed that E-mail notification will be given to Esther and Doris. The monthly financial report will include the approval requests. Esther will look into the possible legal issues of this approach and continue to discuss with Kathleen and Doris.

Kathleen reported a total of \$19,610.00 in the SSO account. Approximately \$7000.00 came from membership and \$3000.00 from donations. A detailed financial report to the membership is only necessary when we have \$25,000.00 or more. There is also no need to file taxes unless the amount reaches this much.. Esther requested that financial information be given at each board meeting. Sandee made a motion for Kathleen to send a financial report to Ferol no less than one week prior to each board meeting. This was seconded and approved.

AOTA Board Meeting

The board meeting at conference will be held in the lobby lounge area of the Hilton from 9:00 – 10:30 p.m.. Committee members are welcome to attend.

Next Meeting

June 16, 10:00 – 12:00 Call in number is 859-622-2538

SSO Progress

Ferol commended the current and past board members for successfully achieving so much in the amount of time that the society has existed.