

SSO Board Meeting  
Summary of Minutes  
June 16, 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 April and May board meeting minutes be accepted. This was seconded and unanimously approved.

**Treasurer's Report**

Kathleen reported that she sent the budget and financial spreadsheet to Doris and Ferol. The total amount in the SSO account is \$19,317.00. This includes income from conference, membership and donations. In the current year, SSO has had more expenses than income, due to conference expenses that needed to be paid up front. Overall, the membership is down and Kathleen feels that this is an important consideration. Another concern is the amount of clerical work that Tara has been doing. Kathleen recommended that we secure clerical help and budgeted \$14.00 an hour for 120 hours for the new budget. The fiscal year was identified as January 1<sup>st</sup> to January 1<sup>st</sup>.

**Comments regarding report**

Esther identified the need to include the D and O insurance costs of \$665.00 under expenses. Kathleen will make this change. Ferol inquired about tax responsibilities. Esther reported that we do not need to report, unless we make more than \$25,000 in the fiscal year. Discussion then occurred regarding the frequency and type of treasurer's report that is needed. Esther recommended that Kathleen provide a brief report of expenses and balance at each meeting. Doris inquired about the Zoomerang service and how many times can we use it. Esther stated that there is no limit, as long as we have the membership. She will follow up with this aspect. Discussion also occurred regarding the expense of conference calling. Most board members are formally or informally supported by their universities to make the call. Board members that have a personal expense for doing this, need to submit an invoice to Kathleen for reimbursement. Esther remarked that it is more difficult to get conference call support for committee work.

Kathleen will continue to work on the financial plan that will include income strategies etc. Membership income was discussed. Ferol requested that Tara compile this data prior to August. Kathleen will revise the budget and present it to the board for a vote at the next meeting.

### **Zemke Tapes**

Ferol reported that she will provide an updated proposal for the Zemke tape sales at the next meeting. She also reported that the Zemke tape lacks audible quality and this cannot be fixed. Discussion occurred related to remaking the tape versus selling it in the current condition at a reduced cost. It was decided that Ferol will discuss the matter with Ruth. Kathleen stated that she will wait to put in the projected amount for the tapes on the budget, until further information is given. This item will continue to be discussed at the next meeting.

### **Conference Committee Report**

Sheama reported that there are currently 15 paper submissions for conference. (Sheama amended this with updated information of 35 submissions later in the meeting). Sandee, Esther and Ruth made comments about the difficulty navigating the web site for submissions. Ruth also suggested that an immediate E-mail notification be sent to potential presenters. Tara explained the way to navigate the site and stated she would follow up on Ruth's recommendation for notification. Discussion occurred regarding how to increase the number of submissions. It was agreed that Sheama will inform the board of the status by Monday via E-mail and extend the deadline, as well as inform the membership only if necessary. Sheama requested that Ruth send her the names of those who will be involved in the research group, as well as additions for the conference evaluation form.

### **Donor/Sponsor Policy Draft**

Sheama presented the draft policy that Sandee and Lisa Fagan worked on. Discussion occurred related to the benefits for donors/sponsors, the donor description and the type of sponsors that SSO would be comfortable with. It was decided that more benefits will be added to the sponsor categories and include fliers, brochures and name recognition for various categories. Doris also recommended that the documents specifically identify the policy as "conference donors/sponsors", rather than a general policy for SSO. She also recommended that in-kind services be identified in the donor descriptions.

The board also discussed and agreed on adding another sponsor category of "Flier Sponsor" for organizations and individuals donating \$250.00. The benefit will include a flier in the conference packet. A motion was made to accept the amendments to the policy. This was seconded and unanimously approved. It was recognized that the policy had not been initially approved, so Kathleen made another motion that the policy be accepted and Sheama seconded. This was unanimously approved. Sandee will send the revised policy to board members.

### **Communications Committee Report**

Tara recommended that the July 15 date for web site submissions be moved to July 1<sup>st</sup>, in order to get everything done on time. The ad for SSO will run in the 6/28 or 7/12 OT Practice. Tara requested that board members submit ideas for the ad to her.

### **Research Committee**

Ruth reported that the research colloquia will be held at conference to exchange ideas and network with the experts. Discussions regarding writing for publication, qualitative and quantitative methods, grantsmanship and mentoring, are also expected.

The colloquia will be 1 hour and 20 minutes in 4 different rooms. This will be done as an unopposed event.

### **Legal Committee**

Esther reported that the conference transportation limo insurance will cover us. There will be no additional cost for this. Sheama sent the conference paper acceptance letter to Esther for review. The Legal Committee is in the process of reviewing this. Esther will continue to work with the Conference Committee on this. The Legal Committee is continuing to work on their SOP, including the nominations process. They will make a recommendation to the board regarding the nominations process in a future meeting.

### **Zemke Lecture Process**

Doris reviewed the Zemke lecture process document. A recommendation was made to include a conference committee member on the selection committee. Sheama reported that Polly is very interested in serving on the committee. It was recommended that Barb Hooper be considered for the Member-at-Large position on the selection committee. Doris will contact Barb. It was agreed that the 15<sup>th</sup> of each month be a consistent date in the policy. The title for the Zemke lecture will be given by March 15<sup>th</sup> each year. It was moved and seconded to accept the amended policy. This was unanimously approved. Doris will send the amended policy to board members.

### **Interdisciplinary Membership**

Ferol opened the discussion related to interdisciplinary membership. She stated that a more accurate term would be “multidisciplinary” membership. Doris presented the plan for this item, in relationship to the strategic plan. Discussions occurred regarding involvement of non-OT/OS professionals in SSO. It was decided that a more general discussion can occur with the membership, as outlined in the plan. A motion was made to accept the plan as amended to reflect “multidisciplinary”. This was seconded and unanimously approved.

### **Public Relations Plan**

This discussion will occur at the next meeting

### **Additional Comments**

Doris remarked that the WFOT conference will be held in Australia in 2006. ISOS and other OS societies will be meeting the day before the conference starts. We need to consider this opportunity and discuss it more in the future.

### **Next Meetings**

July 21<sup>st</sup> - 10:00 am to 12:00 pm and August 18<sup>th</sup> – 10:00 am to 12:00 pm