

04.07.21
SSO Board Meeting Minutes Summary

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

The June 16 minutes were unanimously approved.

Treasurer's Report

Kathleen reported on the financial activity for the year. Esther suggested that D and O insurance and "general liability" insurance be itemized. Esther made a motion to approve the treasurer's report. Ruth seconded and it was unanimously approved. Discussion occurred regarding two signature check approval. Esther remarked that the use of one signature was approved for two months up to a certain amount. It is typical to require two signatures in excess of \$2500.00. A bylaws change is still needed to formalize this and the board will need to address this in the future.

Conference Committee Report

Sheama reported that the topics for the colloquia, as well as the new activities for the occupational breaks, will be added to the registration form. Discussion occurred regarding the paper submissions. Sheama reported that 25/38 of the papers meet the criteria, but the rest are indirectly related to the purpose of the conference. Following discussion, the board was in agreement for maintaining adherence to the criteria for paper submissions. A standard letter will be sent to authors who were not accepted, explaining the general reason for rejection. Kathleen inquired about the date for initiating registration. Tara plans to have this up on the web site by August 1st, after the Zemke lecture information is received.

(The following topics were discussed later in the meeting, however the statements pertain to the Conference Committee report)

Doris inquired about the break-even status of conference. Sheama remarked that if \$250.00 for registration is received by 100 attendees, the break-even mark will be reached. She also reported that \$2500.00 in sponsorship funds has been received. Doris also inquired about notification to program directors. Discussion occurred regarding the appropriateness of different types of advertisement on the program director's listserve. Esther will follow up on this item and report back to the Board. The Board agreed that advertisement regarding the sponsorship categories should be placed on the SSO web site.

Communications Committee Report

Tara reported that the additions for the web site are ready to go, with the exception of the Zemke lecture information. She also reported that the ad in OT Practice will go in as a product ad, rather than a continuing education notice. The Board was in favor of this, as well as adding color to the ad. Doris recommended that it be placed near the front of the magazine. Tara also reported that she is working on an article, based on Baum's theme of "We are One", with another Communications Committee member. Esther inquired if there is a general contact person on the web site. Sandee agreed to be the contact person and will notify other board members of inquiries as needed. Ferol remarked that Doris is still the contact person for other OS societies. Discussion also occurred regarding assistance for the membership aspect of the committee. Sandee agreed to take on this role to relieve the Committee of some of their responsibilities. Sandee will follow up with Tara to discuss the transition. All committees should continue to keep track of clerical responsibilities and document in SOPs

Research Committee Report

Ruth reported that Elizabeth Larson, Virginia Dickie and Florence Clark will moderate for the colloquia sessions. The three groups will be categorized by mixed, quantitative and qualitative methods. Tara suggested giving feedback, regarding conference attendee interests, to the Research Committee by August 31st. Ruth shared other ideas for future conferences, including invited speakers. She feels that this will enhance our connections to other disciplines. Ruth reported inconsistent participation from the Research Committee members, making it difficult to get things done. Ferol recommended bylaw amendments to incorporate dismissing committee members that are not participating. Doris recommended that the SOPs include this provision.

Legal Committee

Esther reported that the Legal Committee is functioning well. They are continuing to work on the SOP. Kathleen inquired about the Zoomerang purchase. Esther recommended purchasing this service in September, which will be closer to when we need it. Discussion occurred regarding the possible uses. Esther remarked that Zoomerang will only deal with one person, not an organization.

Zemke Lecture

Tara recommended the development of a form to get the general demographic information from the nominator. She will draft a form and send to Doris for review. It was agreed that the nominator should also provide that nominee's affiliation title as well. Discussion occurred regarding the issue of a less known occupational scientist being chosen. The Board consensus was that we would know the key people in occupational science and be able to approve. Discussion also occurred regarding the nominating committee and the Board's role in the decision-making. It will remain the committee's decision to choose the Zemke lecturer. A board member will participate in this process, as voted on previously.

Next Meeting

August 18 10:00 am – 12:00 pm

