



04.09.21

## SSO Board Meeting Minutes

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

Facilitator: Ferol Ludwig

Recorder: Sandee Dunbar

### **Minutes**

Sandee made a motion for the August board meeting minutes to be approved. Kathleen seconded and it was unanimously approved.

### **Treasurer's Report**

Kathleen reported that a bill for \$1700.00 was received for advertising in OT Practice following her E-mail submission of this month's activity. Approximately \$500.00 more in membership will be deposited. Esther inquired about the tax-exempt process. Kathleen reported that it takes at least 60 days, but there are no concerns at this time.

### **Conference Committee Report**

Sheama reported that a request was made to pay conference fees by credit card. She recommended that this payment option be reconsidered for next year. There are less than 50 registrants at this point and there is some concern regarding this. We need 100 people in order to break even. Doris recommended that a record of registration trends be kept.

Discussion occurred about visitor charges for meals and other activities. A motion was made by Kathleen to cover a spouse's meals. Further discussion occurred with Doris recommending an amendment to the motion to state that meals will be paid for by the guest for this year and a policy will be developed for guest activity fees for next year. This policy will be stated in the registration form for the next conference. Recommendations for a percentage increase above cost for guest participation were made, which included 10% and 25%. Twenty-five percent was the preferred rate increase.

Ferol wrote the letter from the Board for the conference program. Sheama needs to have all conference information for the program by September 30. Kathleen recommended that the letter include the positions that are currently available. A change in the bylaws would be needed to include a PR chair. Doris recommended that we discuss this aspect after the PR plan is reviewed.

Discussion occurred regarding inclusion of the bylaws in the conference program. Esther will bring the amendments to be addressed with her. The bylaws are available on the web site. Robert rules simplified were also recommended for inclusion in the conference program. Kathleen will send information on rules to Esther to decide which ones will go into the program.

Sheama reported that the board will need to decide on a time-keeper for the business meeting. The moderators will only be responsible for this in the sessions and the research colloquia. Sheama will inform Ruth about this responsibility for the colloquia moderators. The open meeting with the board will now be called an optional discussion with the board to consider future directions of SSO. This will include discussions about the strategic plan and interdisciplinary membership, as well as public relations.

The Conference Committee suggested that a conference location be considered two years in advance. Lisa Fagan has already offered Towson as a host university. Jo Wright has also offered to do it again in Utah. Ferol recommended consideration of the east coast, due to the conference locations being in the west already. Discussion occurred regarding the appropriate time to decide on the location. It was decided that the membership should have an opportunity to give site suggestions. Tara will request specific ideas from the membership and send the information to Doris. It was recommended that the location be announced at the end of conference.

The conference committee chairperson position was also discussed. Sheama reported that her committee members are not willing to take the chair position, but that some are willing to continue to participate and would consider co-chairing. Esther informed the board regarding the inability to state the position as a co-chair position, but that the chair could designate an assistant for certain responsibilities.

Sheama recommended that the society research how to get CEU approval for conference attendance. Currently, the host university provides a certificate of attendance. Tara recommended that anyone connected to state associations could get the information regarding CEU approval.

Sheama reported that copies are 25 cents at the conference site and recommended taking care of this beforehand.

Sheama reviewed the general conference welcome and reception schedules. Doris inquired about the introduction for the Zemke lecturer. Sheama will follow up on this by asking Jeanne her preference. Sheama will also ask John about digitally recording the Zemke lecture.

### **Communications Committee Report**

Tara reported that the web site would cost \$3000.00, plus 10.00 a month to host and \$500.00 for software. Approximately \$700.00 was already spent this year for updating the current web site. Tara suggested an overall savings if we purchase our own. She made a motion to allot \$3500.00 to start up the web site, and \$10.00 a month for the host

fee. This was seconded. Discussion occurred with Doris questioning if there is a financial benefit in waiting to move forward with this item. Kathleen remarked that the web site is an important member benefit and she supports the purchase, however we also need to discuss the long-term financial picture and know how low we are willing to go with the finances. It was decided that the financial situation will be discussed more in the future. Tara's motion was then unanimously approved.

### **Legal Committee Report**

Esther reported that the nomination list is being worked on. Esther requested that Sandee send her an updated membership list. Discussion occurred regarding committee members as non-SSO members. Sandee will send membership fee reminders to non-SSO members that are functioning as committee members. Esther requested that board members E-mail her any names of people that might be interested in positions. Doris recommended that a flip chart with interested names be visible at conference. Candidates will be given 1-2 minutes to state their interest etc. at the business meeting. Esther inquired if Jeanne had been sent the contract to sign for the lecture and videotaping. Ferol will follow up on this.

### **Membership Plan**

Sandee reviewed the membership plan draft that was E-mailed prior to the meeting. Recommended changes included changing the membership increase section to "set a goal for membership increase" in the 2004-2005 year. Adding OT schools in sections that refer to OS programs was also recommended. Discussion occurred about the last section related to research benefits for membership. Consensus was that this should be considered in conjunction to the research plan, but that overall member benefits need to be considered. Further discussion will occur in the future, but a goal will be added to "Clarify and explore member benefits". Doris commented that this is directly related to the member survey that is scheduled for the fall. The new research committee chair will need to address the survey, in collaboration with the communications and conference committees. The survey results will help to refine the membership plan.

### **Conference Business Meeting**

Ferol reviewed the items to be addressed in the business meeting agenda. These include the nominations, committee reports with this year's highlights, the strategic plan, and bylaw revisions. A copy of committee reports will be given to Sandee to keep in the records. Esther will lead out in the nominations process. Sheama recommended an opportunity for members to also write suggestions. Doris offered to make a feedback sheet. Discussion occurred regarding member/non-member differentiation. Name tag differentiation was decided on. Ferol will introduce the new officers and turn it over to Doris at the end. The Legal Committee needs to appoint a parliamentarian, who will also be the timekeeper for the business meeting. Discussion occurred regarding membership voting at conference. Membership renewals are not due until November 15. All current members are allowed to vote at conference. If memberships are not renewed by November 15, then they cannot participate in the follow up electronic voting. Doris recommended reconsideration for the date for dues, to include a membership benefit of

reduced rates for conference time. Discussion occurred about when to have the prize drawings. This item will be placed on the next agenda for further discussion.

### **Zemke Lecturer Nominations**

There are no nominations for the Zemke lecturer for next year. Board members were encouraged to submit names. Doris will send out the form again. Tara will add this to the E-mail to the membership, as well as information about voting. Doris will inform the board of the selection by E-mail prior to the conference. She will also contact the new Zemke lecturer to inform them of the selection.