

**SSO:USA BOARD MEETING MINUTES 10.02.25**

**Board Members Present: Sheama Krishnagiri (SK); Esther Huecker (EH); John White (JW); Tina McNulty (TM); Beth DeGrace (BD), Elizabeth Francis-Connolly (BF); Doris Pierce (DP) Moses Ikiugu (MI)**

**Meeting started: 2pm pst**

Issue	Discussion	Action
Approval of Minutes (SK)	Minutes approved based on changes	
Secretary Report (BD)	<p>Discussion regarding documents that get archived for the Society led to a discussion about a historian for the Society, a role that John has informally assumed. Currently a historian is not a role outlined in the Bylaws but is part of the strategic plan. Discussion regarding historian tabled. Sheama recommends a subcommittee work together on proposal for archiving information.</p> <p>Beth presented the Secretary SOP with changes recommended by Sheama which include: communications with registration chair, archiving on information, certificates,</p> <p><b>BD moved that the Secretary SOP be approved once changes have been made, per discussion. Motion adopted.</b></p> <p>Sheama asked the Board to ensure that when submitting an SOP for archiving, that the SOP has approval date month and year.</p> <p>Beth discussed options for viewing minutes that would not require frequent email communications, such as Google Docs and Share Point. There was brief discussion regarding the pros and cons of web-based management of the documents without consensus being achieved. Communication committee will explore a virtual place for web-based discussion and document management. Kate and Beth will work on this together and will propose something feasible to the Board for document management. Consensus achieved for using Google Docs for now for management of minutes, but once approved Beth will remove. Beth asked if the Board supported a modification of the December minutes to a less lengthy and more manageable document. The Board</p>	<p>Sheama recommends a subcommittee work together on proposal for archiving information</p> <p>Sheama asked the Board to ensure that when submitting an SOP for archiving, that the SOP has approval date month and year.</p> <p>Communication committee will explore a virtual place for web-based discussion and document management</p>

<p>Communications Committee Report (KB)</p>	<p>supported this request.</p> <p><b>SK moved to approve the Communications SOP. Motion adopted.</b></p> <p>Kate has a copy of the SOP with the letterhead on file and will send final SOP to Beth. For archiving.</p> <p>Kate presented updates on the SSOUSA website. The first stage will be to clean up the website, making management more efficient. This will not affect PayPal payments and registration for conference. The second stage of website updating has yet to be defined. Our current website stays the same, until the next website goes live. Ruth Zemke and Townsend lecture announcements will be posted to the current website. The cost for this first stage is \$1,500.</p> <p>Kate will be unable to make the next meeting and will ask a member from the Conference Committee to fulfill her duties in her absence.</p> <p>Doris will ask the institute subcommittee to send information to Kate regarding the institute for posting to the website.</p>	<p>Beth will modify December minutes.</p> <p>Kate will ask a member from the Conference Committee to fulfill her duties in her absence.</p> <p>Doris will ask the institute subcommittee to send information to Kate regarding the institute for posting to the website.</p>
<p>Conference Committee Report (BF)</p>	<p>Board had lengthy discussion regarding the Conference Committee SOP and the feedback from the Board that was sent out. Tina and Betsy will share this discussion and feedback from the board with the 2010 conference committee for their input. Vote on SOP also tabled because Legal Committee not represented in meeting at this time.</p> <p>Approximately 100 submissions for the conference have been received and are sent out for review. Liz Townsend is the Townsend lecturer and Geyla Frank is the Ruth Zemke lecturer. Lynn and local committee have looked over food and meal plans and cross cultural sharing of the traditions. Kate, Chris and Esther will meet to get PayPal ready for registration.</p>	
<p>Chair's Report (SK)</p>	<p>Meetings at AOTA are Thursday April 29<sup>th</sup> from 8:30 am to 12:30 pm and again from 7-9 pm for hosting the meeting. Sheama will send out an email that will have an itinerary and additional information.</p>	



<p>Committee (JW)</p>	<p>committee has started conversations about managing membership, developing a growth proposal, the committee would like to collect data about membership and a membership history chart would be beneficial. Some factors they may investigate include a before and after conference picture, how important is the role of conference. They would also like to collect more information about the tool for reminding members to renew their memberships. The committee also discussed “benefits” of being a member.</p> <p>Esther could send John paid membership and their dates. Canadians actively pursue student membership with a student liaison, specific meeting time for occupational science students. Sort of like an ASD equivalent.</p> <p>We need to be tracking our progress with our strategic plan, the annual activities for each of the strategic plan objectives. As Chair Elect, John is to ask us for what we have done as he has to do a formal reporting to the membership. He will request this of us in September.</p> <p>We will not get to the Volunteer policy. Rewards/benefits? What if anything beyond the certificate.</p> <p>Lastly it is time to nominate someone from the Board to lead the RZLOS ad hoc committee. Once we have a chair, Kate will send an email to membership. Sheama asks that the Board send nomination for the RZLOS chair to Sheama within a week.</p> <p>Meeting adjourned: 4:02.pst</p> <p><i>Beth Delance</i></p>	<p>Esther will send John paid membership and their dates</p> <p>Sheama asks that the Board send nomination for the RZLOS chair to Sheama within a week.</p>
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