

SSO:USA BOARD MEETING MINUTES 10.01.28

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

Meeting started: 2pm pst

Issue	Discussion	Action
Approval of Minutes (BD)	<p>Beth received feedback from Doris on 10.01.28. Minutes to be updated. Will be emailed to group for approval.</p> <p>Beth asked for feedback on the minutes. The Board agreed that the minutes were written with excessive details. Moses will send Beth information from Robert’s Rules of Order regarding minutes.</p> <p>Minutes have not been updated on the SSO website since this summer.</p>	<p>Beth will send out minutes.</p> <p>Moses will send Beth information regarding minutes from Robert’s Rules of Order.</p> <p>Kate will update the minutes on the SSOUSA website.</p>
Treasurer Report: (EH)	<p>End of year analysis of financials will be done in February. Esther submitted a profit/loss sheet and balance sheet for Board review – report on file.</p> <p>Esther asked us to think about and consider how we can fund grants, whether it would come from equity or from other sources of income. Esther suggest that we start thinking about criteria for grants and consider a \$10,000 grant for the SSOUSA 10th Anniversary. Doris will charge the research committee with developing grant criteria.</p> <p>The budget is more complicated this year due to the combined conference, so the budget is still being refined. The plan has been to keep conference registration rate low and therefore the honorarium to the speakers will also be low. This can be found on the proposed institute budget- report on file.</p> <p>There has been a venue change for the institute because of the limited capacity of the initial venue. The Institute will now be held at UWO, and it has been estimated that it will be \$10/person for shuttle bus from hotel to campus.</p>	<p>Doris will charge the research committee with developing grant criteria.</p>

<p>Conference Committee: (BF)</p>	<p>EH moved to accept the proposed budget for the institution so that registration fee is \$60 a person and honorarium is \$500 for each of 4 group groups. Motion adopted.</p> <p>EH moved to accept the proposed budget for joint conference for 2010 Motion adopted.</p> <p>EH moved to pay standard bills until full budget is accepted in February. Motion adopted.</p> <p>The Conference Committee has been working hard on the budget, institute venue and transportation. Abstracts have started to come in and the committee estimates 100-150 to review. There will be 3 individuals reviewing each abstract 1 from SSOUSA, one from CSOS, and an additional member from either Society. CSOS and SSOUSA working on registration together Canada will handle paper registration. Betsy will send his name to Kate.</p> <p>Betsy presented the Conference Committee SOP. (on file) The Board recommended that a member from the research committee be included in the composition of the Conference Committee. After much discussion about the SOP, the Board recommended that the Conference Committee develop a timeline and develop operational guidelines to support the SOP rather than making the SOP lengthier and possibly more complicated. The items under abstract review coordinator in the conference committee need to be revised. Program selection items from the submission review SOP needs to be added. Some items that are placed under the local site committee responsibilities need to be moved back under the conference committee responsibilities. Several of these can be accomplished by the conference committee and no need to burden the local committee with these additional tasks. Sheama will send some additional edits to Betsy. In addition, Board made recommendations to create a checklist for the local site committee. John, Tina and Betsy are on long range planning to develop language for this. Betsy mentioned there already is a list from previous years which can be revised.</p>	<p>Betsy will modify the SOP to include a member from the research committee on the conference committee; post conference survey day after the meeting ends; put person and place where you get the membership list.</p> <p>Kate will provide a button on the new website for registration.</p>
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<p>Meeting time at conference, abstract review SOP: (SK)</p>	<p>Board recommended that the Conference Committee use the standard outline for SOPs. Once the SOP is drafted in this format and includes modifications, Betsy will send a clean draft to the Board members for response.</p> <p>Board needs to update ADHOC abstract review SOP and will ask Beth Larson to assist.</p> <p>Sheama asked the Board to consider a time at conference and will send out a meeting request via email.</p>	<p>Sheama will get this going and submit to board for review.</p> <p>Sheama will send out a meeting request for Board to meet at AOTA Annual Conference.</p>
<p>Secretary report (BD)</p>	<p>Beth presented the SOP for the secretary, had a few questions regarding responsibilities.. Moses discussed the role/responsibilities of the secretary according to Robert Rules of Order and will official description of the responsibilities for secretary to Beth. Beth needs to address archiving information and membership. Sheama will send Beth language regarding secretary. Beth and Kate will work together to update membership lists.</p>	<p>Beth will update the SOP, bring to next meeting for approval. Beth and Kate will work together on membership lists.</p>
<p>Communication committee: (KB)</p>	<p>There was brief discussion of SOP; Sheama will provide feedback on SOP send this directly to Kate.</p>	<p>Kate will update SOP and bring to the next meeting for approval.</p>
<p>Legal Committee: (MI)</p>	<p>Moses provided an overview of the submitted Legal Committee report (report 1 and report 2 on file) which described the work of the legal committee during the month of January. The committee was charged with examining bylaw line # 336. After examination and consultation with the committee it was decided that there is nothing in bylaw line #336 that <i>limits</i> the Board's authority to take any task from the conference or any other committee and assign it to some other entity. Thus, the Board can continue to create an ad hoc committee whose charge is to review and select abstracts on a year to year basis without a change in bylaws.</p>	

<p>Research Committee: (DP)</p>	<p>Further discussion about the how the standing committees have been described. It was proposed that the Board simplify the description of the standing committee by listing the committees and describing the purposes of the committee. This will permit flexibility for growth and change.</p> <p>MI moved that each committee charged by the Board the task of reviewing and describing the establishment of standing committees. Motion passed.</p> <p>Doris provided an overview of the results from the 2009 SSOUSA Conference Evaluation Report (on file). Doris encouraged the Board to review the details of the evaluation, and particularly the comments. In summary, the repeated needs mentioned in the survey reflected cost containment, better organization, and use of occupational balance time, stronger scholarship in papers and posters with more time allotted for discussion and debate, and improvement in turnout and conduct of the business meeting. These needs are primarily logistical and with careful attention may be remedied if addressed during conference planning. Esther will relay to Betsy about making the evaluation results available to all of those involved with conference this year. Decided that we will look at the status of implementation of the recommendations at the April Board meeting. The evaluation subcommittee will address recommendations for survey design and administration.</p> <p>Meeting adjourned: 3:55pm pst</p> <p><i>Beth Delance</i></p>	<p>Esther will relay to Betsy about making the evaluation results available to all of those involved with conference this year</p>
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