



SSO:USA BOARD MEETING MINUTES 09.11.03

Board Members Present: Pollie Price (PP); Kristi Haertl (KH); Sheama Krishnagiri (SK); Esther Huecker (EH); John White (JW); Tina McNulty (TM); Moses Ikiugu (MI), Beth DeGrace (BD), Elizabeth Francis-Connolly (BF)

Meeting started: 1:30 pst

Issue	Discussion	Action
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<p>Secretary Report (BD)</p>	<ol style="list-style-type: none"> 4. Board should talk about having the ability to have a person substitute to represent a board member that is absent. A person who can share information and relay information back to the board member. 5. Needs to be a little more explicit regarding annual goals. Having each committee have the annual goals that align with the SP. Quarterly or at least in the middle of the year refer back to the SP to assure alignment. 6. Ambitious strategic plan, be very cautious with upsetting the apple cart by reformatting the board or committee structure all at once. Does think that the committee membership requires more of the current membership than other organization that she has seen. Worried about burnout, individuals retiring. Make incremental changes. 7. Agrees with PP regarding the conference chair. Chair elect would not have voting rights. 8. Very grateful having the opportunity to work with everybody. 9. Amazing to see how much has been accomplished. <p>PP and KH thanked for their hard work.</p> <p>BD asked for approval of the minutes, SK seconded EH questioned about Robert Rules and approving minutes. JW being mindful of sending corrections to the secretary EH What has often happened, minutes sent out, corrections sent back to the secretary, and revised copy sent to board before meeting. SK – no comment. TM has asked to receive the minutes, has not received them.</p> <p>BD asked for members JW, TM, MI to send contact information to BD at beth-degrace@ouhsc.edu</p>	<p>MI to ask Kitty Reed for process for approving minutes for instance if minutes have been sent out, corrections sent to the secretary and include in a final revisions. Do the minutes need to be approved at the next meeting.</p> <p>BD will compile information</p>
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Chair Report (SK)

4a. Robert's rules and conference call etiquette. All are asked to review. Problems with two speaking at the same time and motions being made at the time of discussion.

4 b. Board meeting written report:

SK will ask for a report for the month of activities, issues...it is a written report. Write a narrative of things accomplished and progress. Report is due one week prior to the meeting. Reports will be sent to all members.

EH recommends highlighting areas needing feedback in yellow or a motion. EH recommends meeting not being at the end of the month.

Absentee substitutes, unable to be there, delegate somebody from your committee. They will be a non-voting attendee.

Conference call service. Each person will be responsible for the cost of the call. You are eligible to turn in your bills to EH for payment at the end of the month. Esther needs the actual bill for payment. If those who are not able to pay for the call can notify Esther so she can plan the budget.

SK please plan to meet at AOTA the day prior to conference. This was beneficial in achieving a lot of work last year. JW will be involved in a program directors meeting, but is also involved in an institute. SK recommends discussing this in January as conference gets closer.

4c. Committee members, SOP's by-laws: Hopefully committee chairs will receive a list of names of individuals who signed up to participate in the committee. Share SOP and by-laws with committee membership. CD Rom will have a list of the current SOPs & by-laws. If you did not receive one, notify SK.

	<p>MI making sure that each committee member has a copy of the SOP's is enough. Supported by EH. This also applies to the bylaws.</p> <p><i>4d. Conflict of interest signatures.</i> If you have yet to receive one, please request. MI and BD have yet to sign them. EH thinks they have yet to be posted. A copy goes to EH for tax. BD will keep copies for society documents.</p> <p>JW asks if just the board members not the committee members need to sign a conflict of interest form. SK committee members do not need to sign it, only the board members. EH suggest that when board members are working with a committee member and feel there is a conflict of interest, the board member should request the committee member to sign the form.</p> <p><i>4e. Tracking sheets</i></p> <p>SK tried to make a simple process for keeping on top of tasks and activities related to your board position. Has already sent them out to the board members. First task is to look thoroughly through the SOP and put all of the tasks down. Some details were overlooked this year and this is a strategy put in place to assist members in staying on top of all tasks. For this year, it will likely be March and August dates for sending a progress note on all of the activities related goals on the strategic plan that are related to your position. John will be requesting those.</p> <p>BF – questioned whether we review the new or old SP. SK – new SP, however be mindful that not all feedback from the membership has been received. One of our first tasks, before the new year, is to compile and make all the necessary changes to the SP. The color coded version represents all of the board members likely working together on that SP item. Once SP is approved, the activities will be turned into concrete goals.</p>	<p>EH will find a copy. SK will follow up with KB. If KB has a copy, please post to the website.</p> <p>Committee members are to fill out tracking sheets based on conversations with those in past positions and reading of the SOP, plus implementing strategic plan goals.</p>
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	<p><i>4f. Regular meeting times</i></p> <p>MI will be out of the country for about 10 days. SK asked MI to find a substitute.</p> <p><i>4g. Mission and values statement – next step and 4h. Strategic plan process</i> SK still awaiting feedback for the strategic plan (SP). We will be spending a good part of time in the next two meetings on 3 different SOP's, mission and values statement and the strategic plan. Next steps will be to review those pieces of feedback. MI questioned Legal committee's involvement in sop's.. SK – legal committee is involved. SOP's will be sent to whole board for review. Legal committee reviews again to ensure alignment with bylaws.</p> <p><i>4i. Ad hoc membership committee</i> SK asked JW to chair ad hoc membership committee to steadily increase membership</p> <p><i>4j. Handling conference planning for conference past the next one.</i> SK to begin work on conference more than a year ahead of time. Move processes earlier for better planning and better rates. BF to get an onsite group looking for sites. Recommends TM and her get together to review. JW asks that within the next year decide on where in Oregon in 2012. Having a 2 year lead has a much better negotiating stance. SK the possibility of every other year going to the same location has been discussed and can be included in the long range planning committee's discussions.</p> <p><i>4k. receipt of materials from outgoing members</i></p>	<p>SK will send a meeting wizard invite for November or December. Members are to look forward to next semester looking for the second and third weeks of the month.</p> <p>BF will email TM to set up a meeting. To include JW in this meeting.</p>
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	<p>SK encourages all members to get with outgoing members to receive information ASAP.</p> <p><i>4I. 10th anniversary plans</i></p> <p>EH wouldn't it be nice to have all of the Zemke lecturers be sent an invitation. Couldn't pay for their travel, but perhaps a discount.</p> <p>BF pull together pictures from past conferences</p> <p>JW could pull together as a slide show or poster presentation, for the Zemke lecturers estimating how much it would be to provide the lodging, make deliberate attempts to offer a significant/symbolic representation as a way to encourage their participation. Panel discussion of the Zemke lectures or round robin commentary.</p> <p>EH Scholarship committee, under Linda Buxell as chair, plans to have first awardees will have the first awardee for the scholarship this coming year, but perhaps something special during 10th anniversary. Bring in Linda Buxell to this discussion.</p> <p>BD: Historical perspective of the Society.</p> <p>JW: This may lend itself to a plenary session. One thing done for the conference at New Mexico was to pull together questions asked before the society was developed and kaleidoscope of ideas that have evolved and fallen into place.</p>	
<p>Communication Chair Report (KB – absent)</p>	<p>KB absent. SK asks that communications be sent to KB for posting to the web. It takes 2 days for the information to be posted to the web.</p> <p>SK update on conference evaluations. A bear to get the emails off the attendee list. Conference evals have not been sent out.</p> <p>EH generally registration has been involved in collecting those.</p>	<p>BD will send out information regarding registration online a computer program for easily gathering email addresses, payments, etc...</p>
<p>Leadership Report(all</p>	<p>SK reiterated what PP and KH said for recruitment. As a board we need to</p>	

<p>members):</p>	<p>develop a multiyear leadership plan. KH worked with MI to train people within the committee to take over leadership responsibilities. Asks members to think of support and needs for leadership.</p> <p>Ended 2:54 pst</p>	
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