**May 20, 2020 Minutes**

1. **Call to Order and Welcome**
	1. Present:
	2. Absent:
	3. Quorum established and meeting called to order – 6:35pm
2. **Approval of Past Meeting Minutes**
	1. February 2019 minutes
	2. Diane makes **motion** to approve, Lisa **seconds**, **unanimously approved**
3. **Updates**
	1. Fall conference
		* 4 presentations submitted, 6 posters – no vendors, have not yet advertised
		* Contract is for $20,000, if cancelled 90 days before, only liable for $2,000. Not liable if there is a state of emergency
		* Discussion about pros and cons of virtual conference
		* Conference committee will do the work of planning the conference, but the board needs to decide if it will be virtual
		* Board **votes** and **approves** virtual fall conference on October 30, 2020
		* Karen to talk to conference committee
	2. Telehealth survey
		* Survey to get information about how to put telehealth in real legislation
		* Brittany and Sarah willing to help
	3. Budget – **due in June**
		* May need to pay a company to manage conference
	4. SIG Update
		* Worcester MH had first meeting today – Emily helped co-chair
		* Can members from out of state receive a discount if they are members of another state assoc? Possibly $5.00 fee?
		* **Motion** made by **Alyssa**, **seconded** by **Susan**, **approved unanimously** to begin allowing members from neighboring organizations to attend SIG’s at discounted cost.
		* Can meetings be recorded and pay to view later? Can you still get contact hours?
		* **Susan** to email SIG leaders to see how we can begin to structure remote attendance
	5. Legislative Update
		* No updates, quiet.
	6. Allied Health Board
		* Meeting virtually, will not have any discussion re: regulation revisions until they meet in person
		* MA put emergency provision that will allow people to do telehealth in other states
		* Deb Slater sworn into vacant OT position
		* OTA rep position remains unfilled
		* **Karen** to email the schools to see if there is any interest, email to members, and put on Facebook page
		* No new meeting for at least 3 weeks, May and June will be virtual
	7. Reimbursement Update
		* Very quiet – no emails regarding telehealth from members since email blasts went out
	8. Membership Update
		* 315 members, 73 renewals outstanding, 6 new members and 4 of them were in May
	9. Membership Outreach
		* Daria suggested discounted rate for membership – giving people 3 free months of membership
		* Maybe a raffle for SIGs to pick people for free conference registration – to increase SIG membership – many people are not MAOT members who attend SIGs
		* **Karen** to check with AOTA to see if there is a list of MA practitioners who we can send an email to letting them know if the free 3 months of membership
		* Discussed holding Town Halls over the summer to entice people to get involved – “Practice Round Tables”
		* **Karen, Daria, and Donna**  to put together draft email to share with the board
		* **Lisa** makes **motion**, **seconded, passes unanimously** to offer three free months of membership to new members and run Town Halls
		* **Lisa and Jan** offered to help with the Town Halls
	10. Treasurer’s Report
		* No update
	11. Social Media/Public Relations Update
		* No update
4. **Other business**
	1. Elections – VP & Treasurer
		* VP – Tina is interested in staying on
		* Treasurer – Casey is interested in staying on
	2. Appointments – Gov Relations, Reimbursement, Public Relations, Volunteer Coord, SIG Coord
		* Ellie and Diane are looking to change focus
		* Sarah willing to step back if someone else is interested, otherwise will stay on
		* Alisa to send out notices for recruitment and to solicit interest
		* Reimbursement and Public Relations need recruitment
		* Need to get an announcement out timely so we can **decide by mid-June**
	3. Bylaws/Board job descriptions
		* Need to update Jan’s new member at large position
		* **Jan** to write up her role and send it in
		* Add to job descriptions – must be licensed in MA and be a member of MAOT
		* **Karen** to share document of job descriptions with the board
5. **Next Meetings**
	1. June
		* Budget, elections, and free membership
		* Conference committee meeting needs to be scheduled
		* **Donna** to reach out
	2. August
	3. October before conference
	4. December to wrap-up conference
6. **Adjournment**
	1. **Motion** to close, **seconded**, **unanimously approved**.