**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**.