1. **Call to Order and Welcome** 
   1. Present: Donna, Karen, Susan, Tina, Melanie, Michelle, Brittany, Susan, Alissa, Casey
   2. Absent: Jan, Lisa, Sarah
   3. Guest: Daisy Reid, OTA, COTA
   4. Quorum established and meeting called to order – 6:20pm
2. **Approval of Past Meeting Minutes**
   1. January 2021 minutes
      1. Minor changes recommended by Karen, **Brittany** to make updates
   2. **Melanie makes motion, Tina seconds, Unanimously approved**
3. **New business**
   1. Appointments
      1. Reimbursement Representative –
         * Daisy Reid, OTA, COTA - attended and introduced herself – has an interest in this position – see letter for qualifications
         * **Board votes and unanimously approved**
      2. Public Relations Representative
         * Allison Klowan, OT/c, OTD – unable to attend tonight, but has an interest in this position – see letter for qualifications
         * **Board votes and unanimously approved**
      3. Academic Representative
         * Michelle expressed interest in continuing
         * **Board votes and unanimously approved**
      4. Member at Large for Nominations and Awards
         * Alissa expressed interest in continuing
         * **Board votes and unanimously approved**
   2. Elections
      1. President and Clerk are both up for election this year
         * Karen will not be running for re-election as President
         * Involvement with ASAP has been much more time-consuming
         * Discussed process for orienting new presidents now and in the future
           1. President-elect position was presented as new position to add to the Bylaws and elect for a year
           2. **Melanie makes motion to create position of President-elect, Tina seconds, unanimously approved**
           3. **Michelle** will send Alissa notes from Rotary Club about how this position works
      2. Election email to membership will go out in June – **Donna/Karen**
      3. Also discussed having Executive Committee meetings in the future
   3. Linda Duncombe Award for Mental Health
      1. **Michelle and Lisa** are going to work on this
   4. Town Halls
      1. Considering Telehealth as a topic possibly in the Fall
         * Lots of regulations that vary from state to state
         * Discussed doing update on website about Telehealth regulations – **Karen** to address this
   5. Bylaws
      1. Need to be reviewed and revised
      2. Update – must be a member of AOTA to be part of ASAP
      3. Falls under VP purview per bylaws – **Tina and Donna** to send out email to garner interest and develop committee
      4. Plan to begin this process in the Fall
   6. Strategic Plan
      1. Need to review and revise
      2. Most recent plan 2016-2018
      3. Plan to begin this after the Bylaws are complete
   7. DMH/DCF – Tina
      1. DMH and DCF contracts are up for bid
      2. DMH is supportive of OT
      3. In a DCF meeting, it was said that OT doesn’t need to be provided if “someone else can provide the same services”
      4. **Tina** contacted Sarah and will continue to follow-up on this and take the lead on continuing to address this – Karen also suggested looping in Lisa in the discussion
   8. OT School Guidelines
      1. Jan Hollenbeck and Sharon are committed to getting guidelines done and will be ready for editing over the summer
      2. Costs are approx. $1,000 for editing/layout design – will be part of budget starting July 1, 2021
      3. **Casey makes motion to add budget line with $1,000 for school guidelines, Melanie seconds, unanimously approved**
4. **Updates**
   1. Membership update
      1. 262 OTR’s
      2. 20 OTA’s
      3. 7 retired OTR’s
      4. 60 students
      5. **353 members**
      6. 25 people with overdue renewals
      7. 12 new members in the last 30 days, 7 in the last 7 days likely due to new SIGs
   2. Conference update
      1. Contract with Whova
      2. 3 proposals and 4 posters submitted – deadline to be extended to June 20
      3. Conference committee meeting soon
   3. SIG update
      1. Some people are deciding to attend SIGs late in the day, and therefore aren’t getting the links in time to attend the meeting
         * **Tina makes a motion to set a deadline for registration for online SIG meetings, Alissa seconds, unanimously approved**
         * **Deadline set for 2pm, Susan** to inform SIG coordinators, **Donna** to post on website and add to SIG Template
      2. Dropbox for SIGs exists – currently one folder for all SIGs, and old docs should be deleted before new ones are posted
      3. SIGs are resuming hybrid models
   4. Allied Health Board update
      1. Melanie Glynn has been sworn in as OTA Rep
      2. Continuing competency regs have been passed, but have not been drafted
      3. OT Compact is next project – **Karen** to contact Chuck at AOTA to hold Town Hall to provide info to membership re: OT Compact
         * Recommendation to have Town Hall in September
   5. RA Update – not provided during this meeting
   6. Government Relations update
      1. Mental Health Senate Bill has been referred to the committee on MH, substance use, and recovery. House Bill has been referred to committee on financial services – waiting to hear about when hearings will occur
      2. May 19 – Gov Baker wants to move us from Division of Professional Licensure to Department of Public Health – big push because of telehealth
      3. Telehealth is now permanently part of insurance reimbursement – multiple amendments filed - questions from insurance companies related to “what is a visit,” defining chronic disease to include pediatric dx’s, state compact for licensure
   7. Treasurer’s Report
      1. Reinstating President’s fees - $1,000.00
      2. Donna’s salary – **Casey and Karen** to schedule separate budget meeting
      3. Need info to update conference numbers
      4. On target for 2021
5. **Next Meetings**
   1. **Donna** to send doodle poll
6. **Adjournment** 
   1. **Melanie makes motion** to adjourn, **seconded**, **unanimously approved**.