

OOTA Executive Board and General Meeting
March 13, 2007
OKC and Tulsa

Attendance:

Voting Board members:

Sharon Sanderson, President
Toby Hamilton, VP
Mary Isaacson, Treasurer

Suena Olson, AOTA Rep.
Debbie Smart, COTA Representative
Rachel Godsey, Student Rep.

Non-voting Board members:

Heather Parmley, Finance chair
Jennifer Campbell, ListServ/ Web manager
John Jennings, Nominations and Recognition chair

Others in attendance:

Kelly Watkins, OTAS from TCC

Meeting was called to order by the president at 6:01PM.

Minutes of previous meeting were approved as e-mailed by secretary.

Discussion about upcoming cruise in April:

- ❖ Sharon reported twenty-seven people had booked the cruise including speakers.
- ❖ Toby discussed plans for break activities such as Tai chi & a scavenger hunt.

Discussed plans for possible reduction of CEU meetings next year from four to three. Re-doing this cruise version of CEUs for “land-lubbers”, sticking with a nautical theme. could be scheduled as the third one and continue to make it free of charge to OOTA members.

By-laws: Sharon had no report for by-laws review, but asked to be contacted with any suggestions,

AOTA: Suena reported some motions on the AOTA ListServ, were not clear to the reader. Representative Assembly will probably re-write them to make them more understandable.

Treasurer’s report by Mary Isaacson:

- ❖ Discussed format used for report and all agreed it was good.
- ❖ Mary said she would look into the \$500 scholarship listed in treasurer’s report because Sharon wondered exactly what it was.

Annual Conference: Jennifer reported about the annual conference to be held at TCC. The plans were in the beginning stages. She had reserved one large lecture room that will be available on both days. Also one smaller room that seats 100 will be available. Her biggest concern was where to put the vendors and food. Discussion was held about how

this was done very successfully last fall in OKC. Toby explained the vendors were set up one evening only in a commons area where drink tickets* were provided, food was served, and the tables arranged among the displays. The vendors were there less than two hours and were able to present to everyone at once. Because the vendors and those in attendance were so pleased about it, we agreed this arrangement should be used again. Jennifer assured us a microphone would be provided and we agreed no stage was needed.

Jennifer said we most likely could not have alcoholic drinks at TCC

Jennifer pointed out the brochures for the conference should come out sooner next fall. Sharon said Marcia would be in contact with Jennifer about that.

Community Promotions: Mary Isaacson reported about our upcoming community promotion at Lowes on Saturday, March 31 from 10-1PM. She reports it is the best response we have ever had from Lowes. Two stores in OKC and two in Tulsa will be participating. Communication is mutual and much better than before. Biggest concern is getting better flyers to hand out, either by locating the Lowes original one (about building a raised flower bed) or re-doing the one Heather had.

Marlene Snow has agreed to take over this committee now that Mary is acting as Treasurer. Marlene will most likely take it in the direction of Rebuilding Together.

Debbie Smart or Rachel Godsey, Student Rep. gave no reports.

Finance Chair: Heather talked to Jennifer about possible TCC/COTA students' involvement getting baskets together for the auction at the annual conference. It was agreed the information about donations should be sent out by July 1, 2007.

ListServ/Web Mgr: Jennifer reported the Microsoft Front Page is being discontinued, so update to the Website will come in about 6 months to one year. Cost may be about \$200.00.

Membership Committee: Debbie Smart reported that there may some changes in the Membership Committee when the bylaws are revised, and invited suggestions regarding membership.

Nominations: John has only two nominations so far and they are for the secretary position. He needs some for student representative. He asked Rachel if she knew anyone. Mary told him she had sent him two student's names for the position. Rachel agreed to send letters of encouragement to those students interested in running.

Meeting was adjourned at 6:56PM.

Submitted by:

Rachel Godsey, Student Rep (substituting for Secretary, Meg Smith who could not be present at this meeting)