

**Occupational Therapy Association of Hawaii Board Meeting Agenda**  
**Saturday, November 7, 2020**  
**Virtual Zoom Meeting, 8:00 a.m.**

Issue	Presenter	Action	Outcome
		Information (I), Approve (A)	
Call to Order 8:32 a.m.	S. Nakata		
Call for Quorum	S. Nakata	A	Quorum established. Present: S. Nakata, J. Uemura, A. Sakata, T. Kawaguchi, W. Tsutsui, M. Reed, V. Tully, B. Nakamura, P. Anderson, H. Valentine, S. Kamitaki, K. Whitaker, K. Crosson
Approval of Minutes from August 23, 2020	S. Nakata	A	S. Nakata motioned to approve. K. Crosson seconded. Minutes approved unanimously.
Approval of Agenda for November 7, 2020	S. Nakata	A	S. Nakata motioned to approve. K. Crosson seconded. Agenda approved unanimously.
President's Report	S. Nakata		<p><b>Diane Furubayashi of Wells Fargo</b></p> <ul style="list-style-type: none"> <li>• 8:05-8:32 a.m. Diane Furubayashi from Wells Fargo presented on how the OTHA portfolio did this year. In sum, OTHA made \$104,433 with an ending balance on 11/6/20 of \$160,389. The vast majority of funds that OTHA invested in are performing quite well.</li> </ul> <p><b>Tiffany Kawaguchi of Kapiolani Community College (KCC), Occupational Therapy Assistant Program (OTA)</b></p> <ul style="list-style-type: none"> <li>• The OTA Program at KCC is currently being reviewed and has been placed on an inactive status.</li> <li>• Jaynee Taguchi Meyer, who was the Program Director unexpectedly resigned last week. Tiffany and the Department Chair were both unaware prior to her resignation.</li> <li>• Admission into the program this year has been skipped for the fall. Because of PDPM it has been difficult to find fieldwork sites for students. Skilled Nursing Facilities have not been taking in students and the rationale was because of PDPM.</li> <li>• 80 students are in queue in applying for the OTA fall program.</li> <li>• Tiffany will finally be meeting with the KCC Chancellor to decide upon the status of the OTA program. She will be providing evidenced based research on the important role OTA's provide to the health care community and the community at large.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Thank you to the Occupational Therapy Community for their support. Will be looking for more support from clinicians and the OTHA Board after her meeting with KCC representatives on Monday if necessary.</li> <li>• Discussion: <ul style="list-style-type: none"> <li>○ Michelle- During RA meetings, it was discussed that COTAs are employed in many other non-traditional roles. Perhaps this data can justify workforce needs of COTAs.</li> <li>○ Avis- as discussed with Virginia, OTHA has a connection at the University of Hawaii, John A. Burns School of Medicine that may be a good resource to support the KCC OTHA Program and COTA profession.</li> </ul> </li> </ul> <p><b>WROTSS Symposium Participation</b></p> <ul style="list-style-type: none"> <li>• The WROTSS reached out to see if Hawaii will participate at the same tier level as last year for their second annual conference. They did provide a check for our participation last year.</li> <li>• No objections from the Board. Steve will let them know that Hawaii will keep the same tier level as last year.</li> </ul> <p><b>Bylaws and SOP update</b></p> <ul style="list-style-type: none"> <li>• Avis and Virginia will look into updating the bylaws. With the pandemic this year, the OTHA conference went virtual as did online voting for Board members. These changes will need to be integrated into the new bylaws. Avis and Virginia to set a deadline to update. <ul style="list-style-type: none"> <li>○ Steve suggested by the 2021 OTHA Conference so that membership may vote on it at that time.</li> </ul> </li> </ul> <p><b>OTHA Facebook Group- see motion from H. Valentine</b></p> <ul style="list-style-type: none"> <li>• Discussion: <ul style="list-style-type: none"> <li>○ From J. Ing Uemura via email: “Jeannette and Virginia discovered there are currently 2 OTHA Facebook groups. One is a closed group, which you need permission to be a member of, and the other one, which I believe is a newer one, is connected to the OTHA website (not KCC OTHA</li> </ul> </li> </ul>

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			<p>program). Jeannette was given admin authorization by Joni way back when, to allow people into the “closed” group. This group shares basic info about OTAH and events that happen. Jeannette was unaware of this other FB group and inquired who was running this FB group that was connected to the website, it went to Joni. This group that is connected to the website has all kinds of things posted. There was discussion and concern that things posted here may not always be appropriate and reflect OTAH mission.”</p> <ul style="list-style-type: none"> <li>○ Hilary: Intent of the motion was to clean up both pages. Maybe 1 for a discussion board for the board and another for OTAH members to discuss what OTAH is doing? Open to dialogue.</li> <li>○ Steve: Perhaps the focus should be on the website that social media sites such as Facebook refers back to. Maybe it would be best to hire a webmaster. Suggestion to put together a work group of 2-3 people to make decisions and present to the Board to vote on or discuss. And, also to work with Joni who is in the PR committee with how to move forward with the webpage. <ul style="list-style-type: none"> <li>○ Agreement to postpone motion until the next meeting after the work group meets to present ideas of moving forward</li> <li>○ Steve suggested Stacie to work with Hilary on forming this work group.</li> <li>○ Avis- ask Pam’s daughter about hiring her to be OTAH webmaster</li> </ul> </li> </ul>
Treasurer’s Report	S. Kamitaki		<ul style="list-style-type: none"> <li>● Deposited all checks from the Conference and Membership</li> <li>● Current account: <ul style="list-style-type: none"> <li>○ Main account: \$19, 848</li> <li>○ PAC account: \$5, 181</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>• Haven't yet put PAC donations into the designated account. 10% of membership fees will go into the PAC account. Will do that in December.</li> <li>• Wells Fargo Mail- outlining purchases and sales that OTAH made.</li> <li>• OTAH Accountant was asking about the Raymond James account <ul style="list-style-type: none"> <li>○ Avis and Virginia- OTAH just closed that account. Hui-I has been working on this and has the most current details.</li> <li>○ Stacie to email Hui-I about this.</li> </ul> </li> <li>• Other items to report: <ul style="list-style-type: none"> <li>○ Closed PayPal account. The remaining \$64 in that account was transferred to OTAH's checking account.</li> <li>○ Put in for taxes to be extended</li> <li>○ Any other fees may be forwarded to Stacie</li> </ul> </li> </ul>
AOTA Representative Report	M. Reed		Via Zoom chat: "No one voted in pre-survey from Hawaii for this meeting. This means I need to be doing a better job. 3 motions discussed at meeting. All passed. Most significant is new OT ethics document updated from older 2015 edition will be put out. Using other state OT online sites and social media can be a good model for our research into this. NC uses websites and social media really well, and has great state member involvement."
Board of Directors Report <ul style="list-style-type: none"> <li>• Neighbor Islands</li> <li>• Honolulu</li> </ul>	N. Zionkowski  S. Nakata		No reports at this time other than what was shared in President's report.
Committee Reports <ul style="list-style-type: none"> <li>• Education</li> <li>• Finance</li> <li>• Membership</li> <li>• Elections/nominations</li> <li>• PR</li> <li>• Legislation</li> </ul>	K. Whitaker  S. Kamitaki J. Ing Uemura C. Agena  P. Anderson/ J. Kamiya A. Sakata/S. Nakata		<b>Education</b> <ul style="list-style-type: none"> <li>• 2020 OTAH Annual Conference was held virtually this year via Zoom Webinar on Saturday, October 17, 2020 from 8:00 a.m. - 4:00 p.m. HST. Cathleen C. Johnson, OTD, OTRL, FMiOTA presented, Occupation-Based Practice: Push away from the table, cones are for ice cream, pegs are for tools in the garage!</li> <li>• 69 people signed up for the virtual conference.</li> <li>• 58 responses were received via post-conference survey. <ul style="list-style-type: none"> <li>○ 50% respondents felt that the conference was very good or excellent.</li> <li>○ Most people rated the speaker as prepared and knowledgeable</li> <li>○ 76% would like to hear more from this speaker</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>○ The Zoom Webinar met 94% of respondent's expectations</li> <li>○ 25% felt that the conference was too long</li> <li>○ 75% felt that the conference length was just right</li> <li>○ Quite a few respondents would like to meet semi-annually for future conferences</li> <li>○ A few people are interested in helping the education committee and a few are also interested in helping Public Relations</li> <li>○ 1 vendor participated- Damian Sempio and his company, Thrive for Life</li> <li>● Steve: Suggestion for next year- streamline membership, conference registration, and payment. Have one person in charge so that the process is clear. <ul style="list-style-type: none"> <li>○ Kari- Have a Google Doc that one person is updating that all interested parties have access to.</li> <li>○ Avis: Have ASB account go straight to Treasurer (Stacie) to help with streamlining.</li> <li>○ Avis: Need to put a late registration fee. There was a lot of late registrations again this year, which added to the hectic pre-week schedule of the conference.</li> </ul> </li> </ul> <p><b>Membership</b></p> <ul style="list-style-type: none"> <li>● 73 members since the conference</li> </ul> <p><b>Elections</b></p> <ul style="list-style-type: none"> <li>● See attached report</li> </ul> <p><b>Public Relations</b></p> <ul style="list-style-type: none"> <li>● AARP/CarFit are on hold due to the COVID-19 Pandemic</li> <li>● Soliciting ideas for other socially distanced PR activities</li> </ul> <p><b>Legislation</b></p> <ul style="list-style-type: none"> <li>● No new news</li> </ul>
<b>Task Force Reports</b>			NA
<b>Old Business:</b>			NA
<b>New Business:</b> 1) <b>Motions</b>			From H. Valentine via email: I move to establish an OTAH Facebook Group. The title being "Occupational Therapy Association of Hawaii".

Issue	Presenter	Action	Outcome
			<p>The purpose of this group is:            To help OTs in Hawaii engage with fellow OTs for the purpose of connecting, learning and supporting each other through online discussions and educational and social opportunities.            The Group is for: Members of OTAH only.            Requirements:            Administrator: Hilary Valentine and another volunteer            Membership verification upon request to be in the group. This would require that the membership person be linked with the group.</p> <ul style="list-style-type: none"> <li>• See under President's Report- Motion on hold until next Board meeting pending work group ideas for website, integrating social media into website, and hiring a webmaster to work with OTAH Board and PR committee (Joni).</li> </ul>
<p><b>Announcements:</b></p> <p><b>Meeting Adjourned at 9:41 a.m.</b></p>			<p>Steve: Signing off as OTAH President. Thank you for the past 2 years. Hoping the best for OTAH in the future. Will still be present for Board meetings as Honolulu Representative. Next meeting will be called by Hilary Valentine. Steve to set up meeting with Hilary and Avis to go over Presidential duties.</p>
<p><b>Next Meeting Date:</b> TBA</p>			

Respectfully Submitted by Kara Crosson

# ELECTIONS COMMITTEE REPORT 2020

## **Reports/Activities of Election Committee**

### *Timeline of significant events:*

- 6/10/2020 – Call for Nominations – sent via email by Virginia Tully
- 6/25/2020 – Nomination Deadline
- 8/23/2020 – Slate of Candidates presented to the board
  - President – Hilary Valentine
  - Vice President – Brooke Nakamura
  - Secretary – Kara Crosson
  - Neighbor Island Director – Steve Kline
- 9/26/2020 – Added Claire Nagatori running for Outer Island Director
- 9/27/2020 – Motion for Online Voting
- 9/30/2020 – Added Steve Nakata running for remainder of term for Honolulu Director
- 9/30/2020 – Sent test SurveyMonkey to several board members/conference committee
- 10/9/2020 – Email to voting members sent by Virginia Tully explaining the online voting process (via SurveyMonkey) along with attachment containing bios of 2020 candidates
- 10/11/2020 – Electronic Ballot sent via SurveyMonkey
  - Sent to 56 voting members
- 10/17/2020 at 11:00 am – Voting closed, Results viewed, announced results at annual meeting
  - Final counts:
    - President – H. Valentine (37)
    - Vice President – B. Nakamura (38)
    - Secretary – K. Crosson (39)
    - Neighbor Island Representative – C. Nagatori (30); Steve Kline (10)
    - Honolulu Representative – (39)

### **RESULTS OF ELECTION** – Term of office begins January 1, 2021.

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| <ul style="list-style-type: none"><li>▪ President: Hilary Valentine</li><li>▪ Vice President: Brooke Nakamura</li><li>▪ Secretary: Kara Crosson</li><li>▪ Neighbor Island Representative: Claire Nagatori</li><li>▪ Honolulu Representative: Steve Nakata</li></ul> |
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### **Recommendations:**

- Continuous recruitment of qualified occupational therapy candidates to ensure the continuity of OTHA's leadership in the State of Hawaii
- Evaluation of voting procedures to facilitate effective voting in future elections

\*See next page for more specific recommendations based on this year's challenges.

## ELECTIONS COMMITTEE REPORT 2020

Problem/Challenge	Solutions/Suggestions/Ideas	Barriers
<p>Would like to have "better quality" candidates.                      Example: scrambling to find alternate candidate for Neighbor Island Director/Representative.</p>	<ul style="list-style-type: none"> <li>o More outreach and recruiting from current board members.</li> <li>o Adding more "qualifiers" (currently just need to be in "good standing" and have dues paid).</li> <li>o Recommend the need to have and "2<sup>nd</sup>" nomination in order to be eligible.</li> </ul>	<p>Unsure if this can be somehow added to rules and qualifications.</p>
<p>Difficult to access surveymonkey emails (using email that was used to register for account)                      Example: trying to troubleshoot on day of conference to receive results and email help desk without access to OTAH email.</p>	<ul style="list-style-type: none"> <li>o Allow election committee chairperson access to OTAH email from the time online voting opens to after results are announced.</li> </ul>	<p>Privacy?                      Might need to change email password each year.</p>
<p>The free version of SurveyMonkey only allowed us to see 40 of the results/responses.                      Luckily this year it did not impact the result as only one category had multiple candidates and even if the unseen numbers were added to the "losing" candidate, it still would not have made a difference in the final result.</p>	<ul style="list-style-type: none"> <li>o Consider different electronic platforms - research other sites.</li> <li>o Consider upgrading to a paid feature for full access and less restrictions.</li> <li>o If staying with survey monkey, send out 2 different ballots (up to 40 each)</li> </ul>	<p>Most sites will likely be similar</p> <p>May be costly</p> <p>Unsure if this will work with this site.                      Difficult to test.</p>
<p>Not all voting members voted.                      56 invitations sent                      37 responses received                      Possibly d/t being a new method of voting or emails not received (filtered to SPAM or Junk Mail)</p>	<ul style="list-style-type: none"> <li>o Request that members add SurveyMonkey (or other site, if we change) to address list.</li> <li>o Send reminder emails intermittently to ask members to watch for email and check junk/spam folders.</li> <li>o Allow more time for voting (this year allowed approx 1 week)</li> </ul>	<p>Not everyone likes to do this.                      Possibility for more Junk Mail.</p> <p>None anticipated.</p> <p>Too long might not be good; might get lost or forgotten.</p>
<p>Test ballot and final ballot were automatically combined in tally despite being sent separately.                      Unable to separate the result from test once test ballot had closed.</p>	<ul style="list-style-type: none"> <li>o Create completely new ballot before sending to voting members.</li> </ul>	<p>None anticipated.</p>