

O&M DIVISION
EXECUTIVE COMMITTEE MEETING
AGENDA

September 6, 2018

7:00 p.m. Central

<https://tsbvi.zoom.us/j/317497685>

646-876-9923

AGENDA	NOTES
<u>CALL TO ORDER</u>	<ul style="list-style-type: none"> • Meeting called to order at 7:02PM
1) <u>WELCOME</u> a) <u>Attendance; Executive Committee Roll Call (Jennifer Duncan, Secretary):</u> i) Executive Board Roll Call: ii) Officers: (1) Chris Tabb (Chair) (2) JoAnne Chalom (Chair-Elect) (3) Justin Kaiser (Past-Chair) (4) Jennifer Duncan (Secretary) (5) Anne Zanger (Treasurer) iii) District Directors: (1) Loana Mason (Dist 1) (2) John McAllister (Dist 2) (3) Maggie Winn (Dist 3) (4) Claudia Libis (Dist 4) (5) Amanda Stolz (Dist 5) (6) Valery Herring (Dist 6) iv) Guests: b) Select Parliamentarian	<ul style="list-style-type: none"> • All Officers and District Directors Present • No Guests Present

<p>c) Approve the Agenda</p>	<p>Valery Motioned, JoAnne Second</p>
<p>2) <u>OLD BUSINESS</u></p> <p>a) Review annual summary presented at AER International Conference in Reno – Justin Kaiser</p>	<ul style="list-style-type: none"> • Old Business at 7:05 • Chris reviewed the summary presented at International AER • Read an overview of the strategic plan • First part <ul style="list-style-type: none"> ○ Plan Aug 2017-June 2018 ○ Met three times over the year ○ Recruitment for more active participation ○ Began social media account (Twitter and Facebook) ○ Transportation People ○ O&M Scope of practice is complete and should have received it from AER ○ O&M division worked together to create a webinar and would like to offer more often • Went through the numbers of the purpose of the plan <ol style="list-style-type: none"> 1. Reestablish existing division committees and create new committees with specific tasks regarding implementation of the strategic plan and advancement of the profession 2. Increase communication between division leaders and members to allow for direct feedback concerning their professional needs and to raise awareness of division activities 3. Educate non-O&M professionals (e.g. school administrators, Occupational Therapists) about the role and profession of the O&M specialist 4. Identify and share requirements for O&M providers to work with children and adults in every state 5. (A “Number 5” was skipped/not present in Justin’s original document and therefore not discussed.) 6. Explore ways to connect with academic advisors about careers in O&M 7. Emphasize and promote information on best practices and useful tools for O&M professionals

- 8. Provide and promote professional development opportunities for O&M professionals
- 9. Create resources and opportunities to support O&M professional learning communities at the national and local level
- 10. Actively support and investigate measures for third-party and/or Medicare reimbursement for O&M professionals
- 11. Advocate for high quality programs and standards of O&M personnel preparation and O&M certification

Moving onto new business

3) NEW BUSINESS:
Treasurer Report – Anne Zanger

- 7:10

	<u>DIVISION 9</u>
INCOME	-
DIVISION DUES	160.00
GIFTS - UNRESTRICTED	<u>2,000.00</u>
TOTAL INCOME	2,160.00
EXPENSES	
TELEPHONE	12.22
PRINTING	481.08
OFFICE SUPPLIES	0.00
AWARDS	2,642.11
PROFESSIONAL SERVICES	74.24
IT SERVICES	119.12
FOOD & BEVERAGE	10,215.96
TRAVEL - OTHER	2,357.00
MARKETING	25.00
MEETING REGISTRATION	<u>2,710.00</u>
TOTAL EXPENSES	18,636.73

- Motion- Claudia, John- Second

Budget – Chris Tabb

7:16

- AER preferred a Division Activity Plan the last couple of years and is now

returning to requesting a Division Budget

- 2019 budget was shared as an attachment in the email
- Chris shared the budget on the screen and went through line by line
 - Noted that it costs 5 cents to send a blast for every member (not message)

Division Name: Orientation and Mobility Division	2019 Budget Proposal	Description
EXPENSES		
CONFERENCE CALL USAGE/TELEPHONE	\$110.00	Watercooler Sessions via Zoom Webinar 2 @ \$54.95
POSTAGE		
PRINTING	\$150.00	Table banner AER Orientation and Mobility Division
OFFICE SUPPLIES	\$25.00	
IT SERVICES	\$775.00	Division web page @ \$150 and 10 email blasts @ \$62.50 (1,200 members at \$.05 each)
*AWARDS / SCHOLARSHIPS	\$2,000.00	Annual OM Division Scholarship (2 @ \$1,000)
PROFESSIONAL SERVICES	\$200.00	Webinar speaker fee
SHIPPING		
COMMITTEE ACTIVITIES	\$4,700.00	OM Association conference table registrations, TRB registration of \$4,300 for Environmental Access Committee (EAC) (travel/lodging paid for in part by anticipated Polara donation of \$2,000)
OTHER		
TOTAL EXPENSES	\$7,960.00	

Assumptions:

Conference Calls: \$.04/minute/person (Telephone)

Broadcast emails: \$.05/message (IT Services)

Division Website Maintenance: \$150/year (IT Services)

Webinar speaker fees: \$200/speaker/Webinar (Professional Services)

Committee Activities: Division-related Conference Registrations

* Not related to the AER International Conference

- Valery question regarding awards and scholarships: Is it from AER

	<p>membership dues? Or a separate fund.</p> <ul style="list-style-type: none"> ○ Chris answer: In history the old \$10 per division was going towards scholarships ○ The funds come from the AER general operating fund to his knowledge. Since everything flows through there. <ul style="list-style-type: none"> ● Motion to accept to submit to AER board of directors Joanne, Amanda seconds
<p>a) Environmental Access Committee – Donations, TRB Planning, etc.</p>	<p>JoAnne-</p> <ul style="list-style-type: none"> ● Have been busy doing fundraising ● \$326 clings sold as of September 6,2018 ● Been in contract with leadership AFB (American Foundation for the Blind) ● Many of the members of the EAC members qualify for decreased registration because they are also members of a TRB committee ● TRB (\$500.vs. \$700) ● January 13-17, 2019 in Washington, DC ● A conference call was scheduled on September 17th between JoAnne Chalom and Kirk Adams to discuss grant fundraising ● Hoping to cover the cost of hotels, meals and other expenses ● Claudia suggested Maryland or School for the Blind to help with staying overnight ● John asked how does going to a meeting connected to O&M ● People have to demonstrate interest, large meeting 14-15000 people with them being about 6 in the O&M field. ● Many people at the conferences don't consider how intersections and other transportation ideas might impact someone with a vision loss ● JoAnne registered this week in order to reserve a hotel room for the other EAC members ● Claudia is interested in going ● Janet Barlow is the committee chair ● Sun-Wed typically and go all day <p>Justin Joined in at 7:35 began discussing the last meeting in May and what to do moving forward and whoever wants to be a part of it.</p>

4) FROM THE FLOOR

- 7:37 Valery asked about when to get articles in
 - Susan Langendonk is taking over chair so may or may not send out a newsletter. Also can depend on amount of submissions. If you know someone with a product or have an interesting technique then encourage them to submit an article
 - John asked if the article is peer reviewed
 - Chris cleared it up that it is a newsletter of interesting topics
 - Susan Langendonk questioned articles regarding a lot of advertising
 - Chris suggested to do like John did of an e-blast and introduced himself to his district.
 - Amanda thanked Valery for posting. Amanda suggested that clarification is needed what exactly the newsletter is. She ended up writing an article.
 - People go to the newsletter or website for different things. It is not a one size fits all. Let newsletter editor decide.
 - Not sent in the mail. Saves on printing and postage
 - Jennifer asked if she can share the scope of practices with Illinois Association of O&Ms (IAOMS)
 - JoAnne: Put together a template of the different chapters of ideas and articles. Disclaimer, some chapters do not have pages
- Justin asked if everyone saw policy and procedures and saying to review because it may be updated and would like to vote on it the next meeting
- Chris: Mentioned regarding the budget that there didn't previously have the choose three divisions for free
- JoAnne: asked if we are going to talk about setting up a paper trail for people submitting expenses for TRB. When she attends she has to submit receipts. If the conference is in January then there should be a deadline to submit receipts
 - There is a form to be submitted to AER
 - JoAnne makes a motion of a firm date of 6 weeks for receipts for O&M division conferences (Example: TRB). Claudia second

	<ul style="list-style-type: none"> ○ All members said I. Motion passes at 7:55PM ● Chris asked about any other new business or general items they would like to share. None
5) <u>EXECUTIVE SESSION</u>	<ul style="list-style-type: none"> ● No items
6) <u>ADJOURN</u>	8:56 PM EASTERN VALERY MOTIONS, JOHN SECONDS