AOTA Representative Assembly
Annual Meeting Report

April 25th-26th
Indianapolis, IN
A General Summary of Activity:

Motion 1: RA Member Recruitment Ad Hoc Committee. Original motion was substituted by the task group in effort to broaden reach from RA members to all AOTA members. Substitute motion was approved.

Motion 2: Volunteer Leadership Development Committee. Original motion was substituted by the task group and then amended twice in discussion with goal moving the RA forward in an efficient yet responsible manner. This motion was derived from the recommendations put forth by the Ad Hoc committee last Spring. Report due at the Fall 2012 meeting. Amended substitute motion was approved.

Motion 3: Process and Criteria for Motions. Original motion was approved.

Motion 4: RA Leadership Networking Communities. Task group recommend defeat of this motion and though an amendment was proposed to pilot this idea the motion was defeated. Discussions were split in support and against this motion however the vote to defeat carried.

Motion 5: Eliminate Alternate Representative Position. Task Group recommended defeat of this motion however added another motion in its place. After a bit of discussion, the original motion was defeated and the new motion was approved to charge the RALT rewriting the Alternate Representative Job Description (both Rep and Alt Rep are currently a shared job description)

Motion 6: Establish Representative Elect Position. Task Group recommended defeat of this motion. Motion was defeated with little discussion.

Motion 7: Establish OTA Representative Elect Position. Motion was amended to include fiscal implication ($500 one every 3 years) and approved in effort to best align the scope of this position versus that of the state representatives
Motion 1: RA Member Recruitment Ad Hoc Committee

STATUS: REFERRED TO SUBSTITUTE MOTION 1; SEE NEXT SLIDE

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee, I charge the Speaker of the Representative Assembly to form an Ad Hoc Committee to develop a recruitment program for current and past members of ASD and other AOTA members interested in participating in the Representative Assembly. The recruitment program is to include workshops and other materials and be offered at the national and state levels about opportunities and strategies for becoming involved with the Representative Assembly and other leadership positions. Members of the Ad Hoc should be members of the RA and members at large registered on the COOL database, and chaired by the Vice Speaker.

Rationale:

- Support and provide tools for recruiting volunteer leaders.
- Develop leadership capacities of students and AOTA members interested in serving on the RA
- Increase knowledge and interest of AOTA members to run for elected positions

Fiscal Implications $2000
Substitute Motion 1:

STATUS: APPROVED

On behalf of Task Group 1, I charge the Speaker of the Representative Assembly to form an Ad Hoc Committee for the RALT, to develop a recruitment program for current and past members of ASD and other AOTA members interested in participating in the Representative Assembly. The recruitment program is to include development of resources and materials to be used by RA members and other AOTA members in State Association meetings, conferences, and other national and state venues in which members of the RA have an opportunity to educate and recruit AOTA members to participate in the RA business. Members of the Ad Hoc should be members of the RA and members at large registered on the Coordinated Online Opportunities for Leadership (COOL) database, and chaired. The Ad Hoc Committee will report to the Vice Speaker.

Added Rationale:
• Task Group 1 adopts the original rationale of Motion 1 of support and provides tools for recruiting volunteer leaders, develop leadership capacities of students and AOTA members interested in serving on the RA and increase the knowledge and interest of AOTA members to run for elected positions.
Motion 2: VLDC, SOP, JD & Transition

STATUS: REFERRED TO SUBSTITUTE MOTION 2; SEE NEXT SLIDE

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee, I charge the Speaker of the Representative Assembly to direct the Recognitions and Nominating Committees to develop Standard Operating Procedures, Job Descriptions and a transition plan in collaboration with the BPPC for the development and implementation of the Volunteer Leadership Development Committee as a standing committee of the Representative Assembly.

Rationale:
• Develop leadership capacities of AOTA members
• Develop participation of AOTA members in AOTA activities
• Meet the following objectives from prior ad hoc design specifications, which were supported by the 2011 Task Group and other members of the RA:
  • Efficiently and effectively align the right person with the right activities
  • Create more opportunities for member participation
  • Increase members’ understanding of opportunities to participate
  • Expand invitations to members to participate
  • Clarify and communicate roles and responsibilities
  • Provide a greater pool of members from which to choose

Fiscal Implication: $5200
Substitute Motion 2:

STATUS: APPROVED

On behalf of Task Group 1, I charge the Speaker of the Representative Assembly to direct the Recognitions and Nominating Committees in collaboration with BPPC and Emerging Leadership Development Committee to create the Volunteer Leadership Development Committee (VLDC) with respect to the information gathered by the previous Ad Hoc Committees. The purpose of the VLDC will be the proposed integration of the functions of the Recognitions and Nominating Committees to include three main purposes: recognitions, nominations and leadership development. The report, including but not be limited to: Standard Operating Procedures, Job Descriptions and a Transition Plan of the VLDC, and proposed Bylaws amendments will be presented to the Fall RA meeting 2012 Spring RA meeting 2013.

Added Rationale:
• The development of this committee is endorsed by the chairs of the Emerging Leadership, Nominating and Recognitions Committees.
• The need for leadership development is based on surveys from the RA at large and Membership for the last three years.
Motion 3: Process and Criteria for Motions

STATUS: APPROVED

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee task group 4, I charge the Speaker of the Representative Assembly to direct the RALT to develop criteria and a process for motions based on uniformity of procedures and timelines, and for soliciting and accepting motions on an ongoing basis. I further and recommend that the Speaker of the Representative Assembly charge the RALT with developing guidelines for AOTA members to seek support and assistance from their RA Representatives for developing and forwarding motions to the RA.

Rationale:
• Motions are a vehicle to effect change in the organization and to serve the interest of the profession and members are not clear on the process.
• Increase efficiency and effectiveness of soliciting and accepting motions
• Increase AOTA members’ involvement in AOTA initiatives, practice trends and policy trends
• Promote increased participation of AOTA members in professional policy development
• Establish consistency in process for motions generated by members and action items generated from the reports of volunteer leadership.
• Members are not aware that they are eligible, empowered, and encouraged to submit motions.

Fiscal Implication: $2235
New Motion 1: RA and Membership Communication

STATUS: APPROVED AS AMENDED
In discussions regarding Motion 3, Task Group 4 brought the following new motion to support the efforts of RA and Membership Communication.

On behalf of task group 4, I move that the Agenda Chair establish an ad hoc committee Speaker charge the RALT to identify, evaluate, and if feasible implement methods of concurrent use of multiple accessible electronic platforms (such as Facebook, NING, Linked-In, apps., etc.) for AOTA members to engage in discussions around motions and the business of the Assembly. This may include but not be limited to the use of Social Media platforms and should take into consideration that technology is constantly changing. An interim report of implementation should be made to the Representative Assembly within 6 months at the fall on-line meeting with a full report at the spring face-to-face meeting. The recommendations report should include but not be limited to necessary changes to the RALT's SOP to ensure that this issue is re-evaluated on an on-going basis to ensure that communication methods remain relevant and utilize current technologies.
New Motion 1: Amended Rationale

Rationale:
- Members have expressed frustration utilizing the current methods of interaction regarding RA and Association Business (i.e. OT Connections).
- Many representatives identify the fact that they get limited feedback on motions, etc.
- Accessible electronic platforms create opportunities for dialogue that could lead to member generated motions.
- There are many platforms available for sharing and exchanging information that are within the mainstream of many member’s lives (i.e. Facebook, NING, Linked-In, etc.) that could be utilized for both disseminating information and gathering feedback that should be explored.
- Technology is changing constantly and it is critical that the RA utilize technologies that are current and relevant for communication with constituents in a timely manner.
- OT Connections is not a user friendly platform and can be intimidating to some people, thus limiting their interaction with the Representative Assembly and Association.
- It is important that the RA remain relevant in the way we do business, and the time has come to use other mediums to interact with members around the RA’s business. This task should be undertaken in a timely manner to address the on-going need for the RA to remain relevant to the members, etc. We cannot wait another year plus for changes to be implemented.
- The RA is not effectively utilizing all communication technology currently available.

Fiscal Implications: $0
Motion 4: RA Leadership Networking Communities

STATUS: DEFEATED; SEE NEXT SLIDE FOR RATIONALE

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee, I move to charge the Speaker of the Representative Assembly to establish regionally-based RA Leadership Networking Communities.

Recommendations:
• Form 8 RA Leadership Networking Communities (regional clusters of state/election areas)
• Charge each RA Leadership Networking Community to self-appoint a Chair (Representative)
• Assign at least 1 RALT or RACC member to each RA Leadership Community
• Recommend each Leadership Networking Community to hold 3-4 meetings per year by conference call (e.g., July, October, January, March; 1 hour conference calls; days/times determined by each group at the beginning of the year)
• Have each Leadership Networking Community submit a brief report of issues/discussion to the Speaker after each meeting

Rationale:
• The purpose of the RA Leadership Networking Communities is to provide the following for the members of the RA:
  – Mentoring opportunities
  – Networking opportunities
  – Forum for identifying themes/trends affecting the profession
  – Forum for developing RA motions

Fiscal Implication: $10,464 Annually
Motion 4: Defeat Rationale

Rationale for Defeat:
• Systems are already in place to foster mentorship (OT Connections and SISC)
• Adding additional responsibilities to the RA position making it harder to recruit
• Does not meet the goal of facilitating the responsiveness of the RA in a timely fashion
• Potential outcomes do not support the costs and allocations of resources
• Its structure and accountability were not sufficiently clear to support successful outcomes

Future Recommendations:
• We recognize and appreciate the intent of this motion
• Development of a more formal orientation process for the new representatives to the RA (ie podcasts, You Tube)
• Provide examples of areas that mentors need to cover in the mentoring process
• RA Job Description and Suggestions for High Performing Representatives needs to be more effectively provided to new representatives
Motion 5: Eliminate Alternate Rep Position

STATUS: DEFEATED; SEE NEXT SLIDE

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee, I move to eliminate the Alternate Representative position.

Rationale:
- Rationale is provided in a 3 page format available for review at http://www.aota.org/MeetingsLibrary/Spring/Motion567.aspx
- In summary, the motion was put forward given the challenges presented in many states to fill both the Rep and the Alternate Rep positions every 3 years. Statistics are provided.
Motion 5: Defeat Rationale

Rationale for defeat of motion:

- Participants shared the value of having an alternate representative several task groups member provided specific examples illustrating how their individual states utilized and benefited from the alternate rep position.
- A significant area of concern was the elimination of the alternate rep position related to the lack of State representation if a representative was unable to attend a face to face meeting or participate in the online meetings.
- To insure in keeping with legal counsel’s advice and the intent of the Articles of Incorporation, under circumstances in which the representative is absent, cannot attend, or unable to fulfill his or her appointment, the alternate representative is an individual that has been elected by the relevant constituency.
- A proposal was made to explore the possibility of changing the language of the Standard Operating Procedure (SOP) through the development of an alternative motion which would include the possibility of a Proxy / absentee ballot vote in such cases. AOTA staff consulted with legal counsel and the group was informed that a proxy vote would not be a viable option for consideration.
- Ad Hoc Motions which address the need for recruitment and mentorship initiatives will have the potential to address possible vacancies within current structure.
- Fiscally there is no cost associated with the Alternate position as it currently exists.
New Motion 2: Rewrite Alternate RA Job Description

STATUS: APPROVED
In discussions regarding Motion 5, Task Group 3 brought the following new motion.

On behalf of Task Group 3, we charge the Speaker to work with the RALT to rewrite the job description of the alternate representative to accurately reflect the duties and responsibilities of this position.

Rationale:
• Participants reviewed the current job description and noted that it is identical to the representative job description
• Participants noted variability in the roles and responsibilities from state to state in the utilization and interpretation of the role of the alternate representative
• Language that would seem key is conspicuously absent in the current job description consisting of “assumes the duties of the representative when absent or unable to fulfill his or her duties and responsibilities”

Fiscal Implication: $0
Motion 6: Create Rep-Elect Position

STATUS: DEFEATED; SEE NEXT SLIDE

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee, I move to establish a Representative–Elect position. Elect positions shall serve for 1 year and assume office July 1 in the year following their election.

The term of office of a Representative would continue to be a 3-year term and a Representative shall continue to not be eligible to serve more than two consecutive terms in the same position.

Rationale:
• Rationale is provided in a 3 page format available for review at http://www.aota.org/MeetingsLibrary/Spring/Motion567.aspx
• In summary, the motion was put forward given the challenges presented in many states to fill both the Rep and the Alternate Rep positions every 3 years. Statistics are provided. Rep Elect would bring the RA into alignment with procedures in COE, COP, SISC, etc. and provide a $500 stipend to attend conference as a means of mentoring.

Fiscal Implication: $8500 annually
Motion 6: Defeat Rationale

Rationale for defeat of motion:

• The group felt extremely positive regarding the concept of a rep-elect position particularly as a venue for mentorship of individuals transitioning into the role of representative to the Assembly. The apprehension with this model was the loss of state representation if the representative was unable to be present at the face to face or participate in online meetings. This structure does not provide the ability to substitute for an individual that who had gone through the credentialing process to represent a state or in the years when there was no representative elect.

• The group expressed concern that the term of office would be, at a minimum 4 years (which includes the elect year), which may discourage individuals who may prefer to serve for a shorter period of time, which takes into consideration the results of previous participation surveys.

• The development of Rep elect would have a financial cost associated with it which would be approximately $8,500-$10,000 per year, as each Rep elect would be eligible for a $500 stipend during his or her elect year. The addition of the elect would also add to Association costs for the face to face meetings, i.e. additional cost for seating/room set up as there would be at approx. 20 additional individuals each year based on the election cycle.

• It would require a change in the bylaws due to a representatives inability to serve a second consecutive term.

• Numerous logistical and procedural complications.
STATUS: APPROVED

On behalf of the Representative Assembly Operations and Functions Ad Hoc Committee, I move to establish an OTA Representative–Elect position. Elect positions shall serve for 1 year and assume office July 1 in the year following their election. The term of office of a Representative would continue to be a 3-year term and a Representative shall continue to not be eligible to serve more than two consecutive terms in the same position.

Rationale:

• Rationale is provided in a 3 page format available for review at http://www.aota.org/MeetingsLibrary/Spring/Motion567.aspx
• In summary, the motion was put forward given the unique challenge presented in locating an OTA Alternate Rep every 3 years to fulfill this nationwide representative voice on the Assembly. Statistics are provided. OTA Rep Elect would bring the RA into alignment with procedures in COE, COP, SISC, etc. and provide a $500 stipend to attend conference as a means of mentoring.

Fiscal Implication: $500 every 3rd year
Rationale for support of Motion 7 versus Motion 6

Rationale for support of motion 7:

• The OTA representative is a national position elected to be the voice that expresses of the perspective of the OTA level practitioner which is different from that of the State elected representative

• It will require a change in the bylaws due to the OTA representative’s inability to serve a second consecutive term

• This allows for mentorship and training of the OTA elect to assume responsibilities
What does this mean?

• RA is moving forward to responsively to critically analyze its current organizational structure as a governing board as well as its accessibility to the membership a large
• Much discussion ensued regarding efficiency in making these structural changes; in fact the deadline for 2 approved motions were amended to require report at the Fall ‘12 meeting versus Spring ‘13 meeting
• It was an honor to be part of these thoughtful discussions on behalf of the CT constituency and I am confident that the trajectory of the RA following this Annual Spring Meeting will bring about both positive change and stronger future for our national organization.

Thank you for the opportunity to serve,

Deanna Proulx-Sepelak

Connecticut State Representative to the RA of AOTA