

Annual General Meeting

June 16, 2015

The PEIOTS executive committee remained unchanged this year. Twenty-five therapists were registered as members (15 members, 6 executive committee members, 4 life members). The executive committee managed the Society's affairs throughout the year.

Major highlights from the past year:

- The executive officially met 4 times in the past year. Working groups have met separately and reported to the executive.
- Dr. Liz Townsend will be recognized as a Life Member of PEIOTS at the 2015 AGM.

COTF

- A donation of \$500 was made to the Canadian Mental Health Association, PEI Division in the Fall of 2014.
- A survey was sent out to help decide how to distribute the Fund for this fiscal year, please see the report provided by the Awards Committee. This year's disbursement must be made by September 30th.
- A donation of \$75 will be made to COTF on behalf of Society members.
- As of October 1st, 2015, Marj Hackett will be President of COTF.

OT Month

- PEIOTS held the OT Month Social at Marc's Studio with a very special presentation; the first Joy Mill Award for Outstanding Contribution to Occupational Therapy, awarded to Heather Cutcliffe in recognition of her many years of hard work and dedication to the profession of Occupational Therapy.
- PEIOTS reimbursed members for OT Month coffee breaks/displays/OT Month promotional materials.
- Banners, posters and lanyards were purchased for Society members. Banners were used during OT Month activities. Lanyards will be provided to all Society members and may be handed out during 2017 CAOT Conference as well. Posters are available to all Society members to post in their workplace or community.
- A Promotional Activities Policy, which would include OT Month, has been developed and the draft is attached as Appendix A, for your information. The final version will be posted on the Society website.

Union

- Colleen MacPherson and Heather Cutcliffe are part of a working group along with representatives from our physiotherapy counterparts and have made great progress with this project.

Website

- The Society website is being updated on a regular basis. Jolene Coffin has agreed to be the Society's website liaison and will be working with the executive committee and the PEIOTRB to facilitate website modifications and updates.
- We have entered in a contract with a new website designer, GoldNet.

Membership

- The PEIOTS Life Membership will now become The PEIOTS Life Member Award to recognize members who make an outstanding contribution to the Society. A draft of the process for nomination(s) is attached for your feedback; please provide any feedback directly to hkcutcliffe@gmail.com. The final

version will be posted on the website in the very near future. The change reflects how this former type of membership is being managed across the country.

OT Promotion

- Members participated in career days & job fairs utilizing the pop-up banners and bookmarks.

Executive committee positions

- Heather Gauthier, Colleen MacPherson, and Katie Anderson have volunteered to extend their positions on the executive committee by another term of 2 years. Manon Gallant will be leaving her post to work with Heather Cutcliffe as co-convenors of the 2017 CAOT Conference; as such, they will both be ad-hoc members of the executive.
- There is now one executive committee position available for a 2-year term.

New Business

- 1) Lobby for occupational therapy to be included on insurance plans
- 2) Increase promotion of Occupational Therapy throughout the year, increase social media opportunities
- 3) Start preparing for CAOT Conference 2017
- 4) Create welcome package for new registrants to PEI explaining purpose of OT Society

Submitted by:

Manon Gallant
June 16, 2015

PEI OCCUPATIONAL THERAPY SOCIETY

DRAFT

PROMOTIONAL ACTIVITIES POLICY

Effective Date: June 30, 2015

Review Date: May 2017

1.0 Policy

During any fiscal year, a variety of promotional activities may be held to increase and enhance the awareness of the profession of occupational therapy locally, regionally and/or provincially.

2.0 Definitions

Society - Refers to the Prince Edward Island Occupational Therapy Society.

Members - Refers to practicing, non-practicing, associate and life members of the Society.

Events - Refers to receptions or activities that are hosted by the Society to: a) recognize an individual/group, b) celebrate a milestone/achievement of the Society or Regulatory organization, c) fundraising e.g. fun run for a not-for profit organization, etc. ,or d) for other purposes deemed appropriate by members of the executive

Work Site Activities - Refers to activities such as displays, quizzes with prizes, coffee breaks, celebratory cake, etc. that are carried out at the work site to thank colleagues and increase awareness of the profession.

Media Campaigns - Refers to social media or print media campaigns focused on specific key points and/or aspects of the profession.

3.0 Purpose/Scope

3.1. The purpose of the Policy is to formalize and clarify expectations for members, committees of the Society and the general public.

3.2. Promotional Activities may include :

- a) events
- b) work site activities
- c) media campaigns
- d) other activities, as deemed appropriate

3.3. The Policy contains procedures for the various activities

4.0 Procedures

Events

4.1. Events hosted by the Society may be sponsored by another group, providing every effort is made to ensure a conflict of interest does not occur e.g. may extend an opportunity for vendors to sponsor or co-sponsor event.

4.3. A committee will be struck to organize each event; tasks may include preparing a budget, choosing a venue, arranging speakers, etc. utilizing the resources of the Society in a responsible manner.

4.4. Unless otherwise determined, invitations to events will be extended to all registered occupational therapists as well as life members of the society and any other guests that are appropriate to the purpose of the event (e.g. family of individual being recognized, vendors, etc.)

4.5. An evaluation of the event will include at minimum, demographics, costs and feedback and will be made available within 4 weeks of the date of the event.

Work Site Activities

4.6. Members are encouraged to host activities at their worksites to thank colleagues and increase awareness of the profession.

4.7. Members may be reimbursed for costs related to a work site activity, providing the proper paperwork has been completed (OT Society expense form plus original itemized receipts). Unless prior authorization has been received, reimbursement will not exceed the following:

- a) a maximum of \$50 per individual

b) a maximum of \$150 per work site

Media Campaigns

4.8. The Society may develop a media campaign to highlight particular topics related to the profession of occupational therapy using either social media or print ads.

4.9. A committee will be struck to organize the campaign; tasks may include, developing messages, determining media format, etc.

4.10 An evaluation of the campaign will include at minimum costs and feedback and will be made available within 6 weeks of the date of the campaign.

Other

4.11. A committee will be struck to organize any other activity

4.10 An evaluation of the activity will be made available within 4 weeks of the date of the activity.

5.0. Monitoring

The Society will be responsible for ensuring this policy is reviewed every two years.

The PEIOTS Life Member Award



The PEIOTS will recognize longstanding members of the Society who have made a significant contribution to the Society. The award is intended to heighten awareness within the profession and instill a desire to contribute to the development of the society. This award was at one time a membership category for those who active members who had been working a minimum of 25 years.

Nominations must meet the following criteria:

1. Nominees must hold current membership and have been a member for not less than 20 years (this does not have to consecutive years).
2. Nominees must have worked as an occupational therapist on PEI for a minimum of 20 years.
3. Nominees must have demonstrated an outstanding contribution(s) to the Society through demonstrated leadership on the executive, or committees, or other activities such as conferences, etc.

Nominations will be considered annually, but the award will be presented only when recognition is deemed merited in accordance with stated criteria.

Nominators are required to be a member of the Prince Edward Island Occupational Therapy Society. **Please submit one electronic version and one original version of the nomination forms (pages 2 and 3) and the narrative by _____.**



The PEIOTS Life Member Award Nomination Form

To be completed by the two Nominators:

We nominate _____ for The PEIOTS Life Member Award.

Name of Nominator: _____

Address: _____

City: _____ Province: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

Signature: _____

Name of Nominator: _____

Address: _____

City: _____ Province: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

Signature: _____

Nominee's Information:

Name of Nominee: _____

Address: _____

City: _____ Province: _____ Code: _____

Phone: _____ Fax: _____ E-mail: _____

Date submitted: _____

The award recipient will be announced and presentation of the award will be given to recipient in October at an Occupational Therapy Event, celebrating Occupational Therapy month.

**The Life Membership Award
Nomination Form**



Name of Nominee: _____

Names of Persons Writing the Narrative: _____

The purpose of the narrative is to describe **why the candidate was nominated for this award and to highlight the contributions of this occupational therapist to the Society.**

The narrative must include explicit examples of the nominee's contribution to the society as contributing evidence of, and reasons for, the nomination of the candidate.

The narrative should not exceed one (1) typewritten pages and should include:

1. Educational background
2. Summarized work experience, including number of years working as an occupational therapist
3. Relevant information regarding the nominee's contributions toward the award criteria in the narrative.

Please submit one electronic version and one original version of the nomination forms (pages 2 and 3) and the narrative by _____ to the address listed below.

Spokesperson, PEIOTS
PO Box 2248, Stn Central
Charlottetown, PE
C1A 8B9