

**Minutes**  
**CAOT-BC Advisory Committee Meeting**  
**October 16, 2017: 330pm-530pm (Pacific)**

Chair: Laura Bulk  
Vice Chair: Gabrielle Trepanier  
Secretary: Sarah Slocombe

Attendees: Flora To-Miles, Karly Greczmiel, Sharon Campbell, Anica Villamayor, Les Smith, Andrea McNeil, Giovanna Boniface

**1. Welcome**

**2. Minutes (September 11, 2017)**

Finalize, approve

**3. Roundtable**

*Anica* – OTSS working on gOTspirit video; new MOTI representative will be attending cOnnect Day on Oct 28.

*Sharon* – No OT month updates yet; IH very busy right now; Will be attending cOnnect Day on Oct 28.

*Flora* – Will be attending cOnnect Day and Rehabilitation Sciences Research Day to present research poster.

*Karly* – Will also be attending cOnnect Day; UofA spirit committee has been spreading OT awareness this month and presenting to undergraduate programs about OT. Also working on gOTspirit video.

*Laura* – Working on PhD; will be attending cOnnect Day and Rehabilitation Sciences Research Day; Planning CAOT workshop for OTs in Low Vision Rehabilitation; Getting excited for conference 2018 and will be co-chairing accessibility committee.

*Gabrielle* – Enjoying her first week in new job in NICU at Women's Hospital.

*Andrea* – Very busy at WSBC, lots of new contracts.

**4. Planning 2017/2018**

- a) CAOT-BC Region Visits/Forums
  - CAOT-BC will be visiting BC health regions to deliver update and provide forum for feedback/questions in February 2018
  - Difficulty reaching private practice clinicians; could host one session at private practice site in addition to GF Strong (e.g. CTI)
  - Interior Health – suggestion to visit Kamloops
  - **Action:** Sharon to connect Sarah with Lynn Wallace from Kamloops
  - Northern BC – smaller numbers of staff in NW and NE; recommendation to visit Prince George; possibility of using telehealth to reach other communities
  - **Action:** Les to connect Sarah w/ appropriate person for room booking
  
- b) Conference 2018
  - Update: Committee members met in September; all working hard on conferencing planning
  - Volunteers will need to fill out volunteer form (to be posted to website soon); coordinator will confirm details with each volunteer prior to event
  - Discussion re: planning an Advisory Committee social activity vs. BC Social Event (UBC/CAOT-BC) – could plan for 1 hr after sessions complete
  - Suggestion for a lunch meeting (bring lunches to a reserved room)
  - Breakfast meeting would need to take place prior to 7:30am start
  - **Action:** Giovanna/Sarah to look into booking room for 1-hour lunch meeting
  - CAOT-BC will have booth in CAOT Marketplace display area; suggestion for AC member “shifts” to man booth
  - Agreement that AC members should have identifying piece of clothing/accessory at conference
  
- c) Citation Award – BC
  - Submission for Citation Award (BC) nominations is now open; deadline is December 1<sup>st</sup>, 2017.

## 5. CAOT-BC Activity Updates

- a) Infographics
  - Working on 3 new infographics that include an updated message to match new government priorities (mental health and addictions, seniors, how OT adds value to health system)
  - Will be circulated to AC members once first draft is complete
- b) Membership
  - Currently have 912 paying members and 316 lapsed members
  - At 67% of target for 2018
  - 2016-17 membership year closed with 1511 members
- c) Government relations
  - Letters have been sent to every new MLA
  - Some meetings have been confirmed
- d) COTBC-UBC-CAOTBC joint day (Oct 28, Richmond)
  - 1 hour time slot for CAOT-BC presentation and awards
  - Many AC members will be attending
  - Secured space for an in-person meeting following 1:15pm adjournment
  - Good opportunity to discuss planning and vision for Advisory Committee moving forward
  - Connect with Sarah for reimbursement for any travel costs

## 6. Other Business

### CAOT Conference abstract submission

- Consensus that a 'conversation' format may be preferred to a poster presentation
- Discussion regarding use of LEADS Framework
- **Action:** Giovanna to share [LEADS information](#) with committee members
- Suggestion to include CAOT-BC Satisfaction Survey results
- **Action:** Sarah to share with committee members
- **Action:** AC members to review [draft abstract \(on Google doc\)](#) by **October 23, 2017**

## 7. Meeting schedule (all meetings 4-530pm by GoToMeeting/teleconference)

December 11, 2017

February 5, 2018

April 9, 2018

June 11, 2018  
September 10, 2018