

O&M DIVISION
EXECUTIVE COMMITTEE MEETING
AGENDA

December 3, 2018
7:00 p.m. Central

<https://tsbvi.zoom.us/j/916255218>

or

646-876-9923

AGENDA	NOTES
1) <u>CALL TO ORDER</u>	1) Called to order 7:00PM
2) <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)	2) WELCOME a) Attendance; Executive Committee Roll Call Present: Chris Tabb (Chair) JoAnne Chalom (Chair-Elect) Justin Kaiser (Past-Chair) Jennifer Duncan (Secretary) Anne Zanger (Treasurer) Maggie Winn (Dist 3) Claudia Libis (Dist 4) Amanda Stolz (Dist 5) Valery Hering (Dist 6) Not Present: Loana Mason (Dist 1) John McAllister (Dist 2) No guests present.

<p>(6) Valery Hering (Dist 6)</p> <p>iv) Guests:</p> <p>b) Select Parliamentarian Approve the Agenda</p>	<p>b) Select Parliamentarian- Justin Kaiser</p> <p>Agenda Approved at 7:09PM Motion Claudia, Amanda seconds</p>
<p>3) <u>OLD BUSINESS:</u> NONE</p>	<p>3) <u>OLD BUSINESS:</u> NONE</p>
<p>4) <u>NEW BUSINESS:</u></p> <p>a) Treasurer Report – Anne Zanger</p> <p>b) Environmental Access Committee – Donations, TRB Planning, etc.</p> <p>c) Provision of support canes</p> <p>d) Quarterly Zoom Meeting for Division Members</p> <p>e) Ordering additional “Clings” for EAC fundraising</p> <p>Clarifying six week reimbursement window for EAC</p>	<p>4) NEW BUSINESS: 7:10PM</p> <p>a) Treasurer Report – Anne Zanger</p> <ul style="list-style-type: none"> ● Reached out to Angela, did not get a response so there is nothing to report. ● There is no action, so we can accept the report. ● No questions from group. <p>b) 7:11PM Environmental Access Committee – Donations, TRB Planning, etc.</p> <ul style="list-style-type: none"> ● Busy fundraising and requesting donations ● \$596 sold of clings ● \$5200 grant from AFB. Which will cover hotel and transportation. ● \$2000 from Polara Engineering ● \$4380 from AER. All fees applied to registration fees. ● Pre-TRB meeting scheduled this week with Kirk Adams, Peggy Martinez, JoAnne Chalom, and Janet Barlow. ● Will have a post TRB meeting in January to discuss mutually beneficial I interests and their outcomes at TRB. ● Hoping to be sold out of clings after SOMA. ● Will have a silent auction to raise money for fundraising. ● If there is an overage from this year, the money received can be rolled over for the next year. ● Chris suggests creating a document to record the overage which can be used in future years in writing (Email) due to changing in central AER office so everyone is on the same page. ● JoAnne said she can send an email outlining all of the expenses, donations, funds raised, and what money they should currently have so there are multiple people with the same information. <p>c) 7:19PM Provision of support canes</p>

- Valery- COMS with a state agency in Virginia.
- Older folks came in regarding support canes.
- Valery and other COMS believe it is out of the scope of our practice.
- Valery was asked to do research on it and came to realize that she was unable to find position from AER or articles regarding O&M instructors and support canes.
- If they have a support cane, how do we provide instruction? If they do not have one, do we provide it?
- Valery is thinking since we are division 9, wanted to discuss if people were having similar discussions in their state.
- Valery read through the scope of practice, but did not see anything regarding support canes but unsure where we should draw the line.
- Chris mentioned looking into what VAs do regarding having PTs, OTs, and COMS and who is in charge of what.
- Justin discussed that we stayed away from getting too specific because it may encroach on OT, PT area. Scope of practice does discuss instruction, which “may also include adapted cane techniques for people who use other mobility devices (e.g., support canes, walkers, and wheelchairs).” We also work collaboratively with OTs and PTs. If it is a long cane in conjunction with support cane that would be within our scope.
- Chris also mentioned Scott Crawford may be a good resource to look into since he has a lot of direct experience. He may be a good person to be on a sub-committee. Chris said he will reach out to Scott.
- Amanda brought up a question regarding the opposite end of the spectrum of a younger student who receives O&M services based on a multiple disabilities label yet does not receive vision (vision was said to be a “funding label”). Amanda feels that it is a separate topic and the issue may be with labeling.
- Claudia- Noticed that people with multiple impairments did not get proper funding if they do not have vision as a primary or secondary label.
- 7:32PM Valery motioned to form a sub-committee. Justin Seconded.
- Sub-committee includes Valery, Maggie, Chris, and will reach out to Scott Crawford.
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d) 7:34PM Quarterly Zoom Meeting for Division Members

- Valery- Currently Virginia AER past-president and members have discussed that there is a lack of communication with O&Ms in their state. They presented to have a round table phone discussions through the Virginia AER open to members and non-members to discuss with no formal agenda and collaborate different teaching strategies. First was attended by three people. The second meeting had two people. Originally thought to have them as quarterly meetings. The group wants them to be the last week of every month and rotate between the days so if you are unable to meet on a certain day, hopefully you can make another meeting. Meetings are currently informal, maybe it will change in the future and possible expand to other chapters.
- Amanda is now president-elect of South Carolina AER and has had the same discussion regarding TVIs and O&Ms feel that they would like to communicate more too. Amanda-a year ago started having regional meetings. South Carolina AER would like to go digitally.
- Chris asked if it was a webinar and if it would work? The challenge would be how do we facilitate it?
- Valery is currently using it on the phone and asked if she were to use her computer if people raise hands or is there a system for people to use when they want to talk.
- Chris- would like to include ground rules since not everyone is respectful on calls. Possibly have people submit questions ahead of time.
- Valery- Asked if anyone else feels that people wish there was more communication in their district.
- Claudia- Feels that their district does communicate well. Unsure if a lot of meetings would make sense only if there is a topic that people really want to talk about. Otherwise, they are in communication so no need to meet all the time.
- Amanda- South Carolina discussed having regional meetings. Amanda then thought about compiling the information to see if other states around SC are similar to theirs. Would like to ask other divisions if they have the same problems.
- Chris- another thing to consider: the ability to have closed captioning at the meetings..
- Justin- with the new association starting, this would be a good idea to keep in communication.

- Valery- Have each state chapters post it on their websites and social media to promote it within their state.
- e) 7:52PM Ordering additional “Clings” for EAC fundraising
- JoAnne- nearly 399 clings. About 25 left. Originally a giveaway and decided to sell the remainder as fundraiser.
 - Some people say that “Stop, It’s the Law” does not apply to their state or country
 - Do we order more or none?
 - Should something new be designed?
 - Or choose something completely different?
 - Justin- Feels that we have been selling the clings for a while now.
 - JoAnne- Stated they were given away in 2016 and started selling them this year.
 - Chris- Paused to do a background on the clings. One of the reasons there is fundraising for the EAC, AER does not cover all of the expenses and the clings were sold to raise funds for that. AER would assist in cost for transportation research board but that money is for registration (not travel, lodging food, etc.). It is important for O&Ms to attend to get the word out. The money from Polara does not cover all of the expenses, so the clings were sold to cover some of the costs. Chris asked if the original artwork was put on there because it is a safety thing. Asked if it was ever considered to put a general O&M logo?
 - JoAnne- Clarified that typically for TRB they were able to stay in someone’s home and that person’s home is no longer available so the costs of lodging and airfare is expensive.
 - JoAnne- EAC does not have a logo (that she knows of) and suggested someone create a logo.
 - Valery- Wondering if we can open it up for AER members to design a logo.
 - Chris- There may need to be guidelines regarding designing a logo. Suggested JoAnne go back to EAC to ask about criteria to include or not include in the design.
 - JoAnne will put something together to present to the EAC.
 - Returning to the original question, do we stick with clings?
 - Claudia said that people liked that it was only \$2. People also bought it even if they weren’t O&Ms. People also bought once they found out what it is for.

- JoAnne- May need to increase the cost due to absorbing the cost of postage sometimes.
- Chris- suggested that people wanting to order by mail, they would need to pay for postage.
- JoAnne will gather information regarding costs to present at the next meeting.

f) Clarifying six week reimbursement window for EAC

- JoAnne- looking over the verbiage and question is regarding the six week window of the two components for reimbursement 1) registration (happens earlier) 2) expenses when attending TRB
- Question: is there any way to break it down (example: if they register in September can they get reimbursed sooner rather than waiting until they attend the conference in January).
- Chris explains there would need to be a vote in order to change. A motion would need to be introduced, a second, discussion, and a vote. People can always amend the motion.
- Chris asked if it has been a challenge to receive reimbursement in the past.
- JoAnne- It has been an issue. She has submitted receipts in September after registering and does not receive reimbursement until March.
- Chris asked if the motion is something that the O&M division changing the policy would impact or would this be an issue for the central office?
- JoAnne said the issue is the following: AER likes to have all receipts in at before reimbursements are processed. If someone delays submitting receipts, then everyone suffers.
- Chris said that he can present it to AER at the budget meeting, but he is not sure there will be enough time.
- JoAnne-AER outsources accounting so they like everything to be bundled so would like to set up something in writing regarding deadlines.
- O&M Division can include something in the policies and procedures manual to say in order for the Treasurer for the division to request reimbursement (and come up with guidelines) and if people do not follow these guidelines, they are waiving their right to be reimbursed.
- Chris- Reminded all that registration fee is \$865
- 8:21 JoAnne- Would like to make a motion, "Reimbursement for O&M activities: submission for reimbursement to be completed in two cycles: One cycle for payment

	<p>of registration six weeks after the end of early bird registration. The second segment of reimbursement for lodging, food and travel after the completion of the event.”</p> <ul style="list-style-type: none"> ● Claudia- seconds. ● No discussion. ● Vote- all in favor. No opposed. ● Motion passes.
<p><u>5) FROM THE FLOOR</u></p>	<ul style="list-style-type: none"> ● Justin wanted to mention that he had talked about the scope of practice paper at the last meeting. They did present the idea to the editor of JVIB. The authors wrote up a commentary that will be published to use to advocate and raise awareness for that paper. ● Justin is planning (not scheduled yet) for the strategic planning committee before Christmas or in January. Anyone that would like to be a part of that, let him know. ● Justin explained that it arose from division members that people were unaware of what was going on in the division. Designed as a list of goals so everyone is aware of the goals and where we want to be. Designed as a 5-year plan. ● Justin- Will send out the final draft of the strategic plan. ● Chris- Will complete the policy and procedures plan. Still needs to be reviewed and voted on. ● JoAnne- Question about the strategic plan. Asked about a meeting date or time. ● Justin- Unsure of date at this point. Will send out a survey to check availability. ● Claudia- Asking if we ever decided to say anything to the AER international about viewpoint articles that are coming out. ● Chris- back history about viewpoints. Concerns have been brought up regarding information included that has been inaccurate or outdated. It is a third party that AER has contracted with and shared AERs Emails list. Explained that people are not happy and imagine it will be disappearing in the future. ● Claudia- Asked if there could be a sentence included saying that AER may not represent it? ● Chris-AER listserve for O&M is all but dead. ● Valery- Said during the last roundtable discussions, one of the members questioned if there was a place if they can look up a place with information including who is certified, etc. ● Chris- Said to go to ACVREP to see who is certified through there. Guide Dog schools.

	<ul style="list-style-type: none"> • Jennifer- Mentioned that she is currently tasked with getting the word out about the shortage in the field. Willing to add information of what is currently out there on the website www.whyeyeteach.info • Justin- Had been developing provider requirement in every state for kids and adults to link to a website.
<u>6) EXECUTIVE SESSION</u>	None
<u>7) ADJOURN</u>	7) Motion to adjourn @8:48PM by Valery, second by Amanda All in favor