

2016-2017 DOT(WA)Inc AGM Reports

Chairperson's Report

Who can believe another year has past. The DOT(WA) Executive committee have been working hard over the last year on several projects. Sometimes I feel like nothing has happened or we have made slow progress, but then I do this report each year and it makes me realise just how much we have achieved. There have been many challenges faced by DOT(WA) this year but the team have rallied together and our members have continued to show their support and we have overcome most of them... even if I am doing DOT(WA) jobs at midnight.

In 2017, DOT(WA) hosted professor Karen Stagnitti, who ran her Learn to Play Therapy and her Advanced Learn to Play Therapy workshops. We had 54 people attend the workshops and we received positive feedback from attendees.

As a follow-up from last years Occupational Performance Coaching PD, we organised a teleconference with Ann during OT week, on the 26th October 2016. Unfortunately due to technical difficulties, the PD was difficult to hear and had to be cut short. Luckily those who attended either in person or also via VC didn't mind and we were able to chat amongst ourselves about OPC.

For our monthly PD, we have had a wide range of presenters from many different organisations. We have presentations on local research projects, Autism, NDIS eligibility, Handwriting, the ECIA National Guidelines for Best Practice in Early Intervention, Positive Behaviour Support and much more.

Mentor Connect, DOT(WA)'s mentorship programme, ran again this year. Again we had a significant difference with the number of mentees verses how many mentors we had available, but we did the best we could with the numbers we had. A big thank you to Hannah Owens who took over the role to coordinate Mentor Connect for us this year.

With the appointment of Bec as our marketing rep, we have been able to focus more on our Facebook page. We have had about 65 more people like our page and we are getting much more activity and visibility on many of our posts! Thanks to everyone who has engaged with us via Facebook this year. Bec has also organised new DOT(WA) bags and pens for use at things such as our PD events.

The website has caused major issues this year after the membership module had a glitch. Unfortunately it was a very slow process to get it fixed, but it is working well again. We have engaged the services of a website company and are finalising details of what we would like changed on the website to ensure it is meeting the needs of today's therapists, families and those working with the children we see. We don't expect it to be a fast change but the website functionality and look will get an overhaul this year! We would also still like to have the monthly PD recordings

uploaded onto the website but this is currently being worked out and we hope to have that reinstated soon.

This year has seen the start of our “Early Skills for Living and Learning Handouts” project (funded by NGCS). This is an update on the skills based DOT(WA) Handouts that have been used for many years, both around Perth and beyond! These handouts were originally created in 1999 and are in need of an overhaul to reflect current service deliver models and best practice in therapy provision and be functionally based. We are progressing towards these being available in 2018 for our members, other therapists, teachers and families to be able to access for free from our website.

There were no applicants for the 2016-17 Clinical Project Grant. In 2017, the DCD and Dysgraphia working party approached the Executive committee to request funding to finalise the documentation of the Dysgraphia component. Upon completion of an application, a grant of up to \$2500 was given with Jane Yeates taking on the role of project officer.

Other research activities have included having a number of researchers present at DOT(WA) meetings to share research that is going on in WA and two journal club sessions run by Jodie Armstrong. We are aiming to hold two journal clubs each year.

DOT(WA) also continues to sponsor student prizes for both Curtin and Edith Cowan Universities. This year we presented one ECU Award and two awards to Curtin students.

We still have had low videoconference requests from regional therapists. In 2016 we conducted a survey of regional members to see how we can better support them. From this, we have made a few changes such as altering the rural to include more therapists and we introduced a lunch reimbursement when regional therapists are attending our PDs. We are also working on developing instructions for dialling into meetings and we hope that a regional therapist may join our Executive committee to strength our links with regional therapists.

Finally I'd like to acknowledge the hard work of the Executive Committee. Everyone on the committee are volunteers and without their dedication and work, DOT(WA) would not be possible. We will need to explore the option of paid support in the future as we (or at least I am) struggling to maintain DOT(WA) on top of our work commitments and personal lives, particularly when we have vacancies in key positions such as Email Coordinator.

On the DOT(WA) committee in 2016-17, we had:

- o Chairperson – Fiona Kemp
- o Deputy Chairperson – Jacqui Hunt
- o Treasurer –Alycia Pitts
- o Meetings Secretary –Brionhny Dempsey and Zoe Simmons
- o Membership Secretary – Isabelle Pontre
- o Email Coordinator – Alana Walsh
- o PD Coordinator (national/international PD) – Sam Johnson & Felicity Emery
- o PD Coordinator (monthly meetings) – Helena Blackley

- o Marketing – Bec Czaplinska
- o Website Coordinator – Rachael Fallows
- o Research – Jodie Armstrong
- o Rural and remote – Hannah Toster

Fiona Kemp
DOT(WA) Chairperson

OT Associations Report

Throughout 2016-17 DOT(WA) sought to establish a more formalised relationship with both the Western Australian and the National OT associations. Historically, DOT(WA) has been considered the Paediatric Interest Group affiliated with the state association (WAOTA). Despite this, neither DOT(WA) or WAOTA had current, written documentation of any relationship between the associations. The relationship meant that WAOTA members received discounts to DOT(WA) memberships and PD and DOT(WA) was able to advertise upcoming events in the Early InWAOTA monthly newsletters.

In the past, DOT(WA) did not have a formalised link with the OTA or the state division, OTA(WA). We felt it was important to establish equitable links with both the national association, via OTA(WA), and our local, state association (WAOTA). Therefore, DOT(WA) executive have conducted meetings with the staff from both the state and national associations in order to negotiate memorandums of understanding (MOU) between DOT(WA) and both OT associations.

The MOU with WAOTA was signed off just after this financial year and is available for members to view on request. In summary, this agreement offers:

- discounts for WAOTA members to DOT(WA) membership,
- discounts for WAOTA members to DOT(WA) PD events,
- DOT(WA) members are now eligible for discounts to paediatric specific PD that is run by WAOTA. (NEW BENEFIT)

The MOU also encourages collaboration between DOT(WA) and WAOTA when providing responses or raising the profile of any paediatric specific OT issues or political discussions in the Western Australian arena. This MOU will be reviewed and considered for renewal by both parties before it ends in July, 2019. We will also just be known as DOT(WA), rather than also holding the name of the Paediatric Interest Group.

The MOU between the WA division of the national association OTA(WA) outlines the same agreements and has been verbally agreed to but not yet signed off.

In the future, DOT(WA) hopes to foster the new relationship with OTA(WA) and further develop the long standing link with WAOTA to provide the best possible outcomes for paediatric occupational therapists in WA and ultimately to provide the best services to the children and families with whom we work.

DOT(WA) has also continued to progress with the Developmental Coordination Disorder, Dyspraxia and Dysgraphia working party as part of a project with WAOTA. The Dysgraphia component has progressed significantly and we are in the process of appointing a project officer to complete this write up. We are hoping the DCD component will be ready for writing up soon.

Jacqui Hunt
DOT(WA) Deputy Chairperson

Membership Report

DOT(WA) continues to have a solid membership base with frequent queries from people keen to join the interest group. As per the constitution, membership continues to be available only to occupational therapists or occupational therapy students who currently reside in Western Australia.

Membership access was difficult for the first half of the past financial year (2016/2017), with the membership module on the website preventing members from being able to renew their membership. As a result, all active memberships from the 2015/2016 financial year were automatically rolled over. New members were able to register at the price of:

\$50 full price (including OTs and students), or
\$45 if also registered with the WA Occupational Therapy Association.

Once the issue with the website was resolved, members were given time to renew membership for the second half of the 2016/2017 financial year until the end of the 2017/2018 financial year. These members were able to register/ renew at the price of:

\$95 full price (including OTs and students), or
\$85 if also registered with the WA Occupational Therapy Association.

As of 1st July, 2017, members are able to renew/ register for the 2017/2018 financial year at the revised price of:

\$60 full price (including OTs and students), or
\$55 if also registered with the WA Occupational Therapy Association.

Membership registrations remain steady and currently there were approximately 230 registered members in 2016-17.

Current members receive the DOT(WA) newsletters and emails, and are granted access to the membership sections of the website. They are also eligible to apply for Mentor Connect, apply for the research project grant, discount to our PD and other benefits from time to time.

Isabelle Pontre
DOT(WA) Membership Secretary

Finance Report

The 2016-17 financial year, DOT(WA) has seen a profit again. This year's income was primarily from the professional development that we ran as well as memberships. We again also saw an income from interest on the funds in the bank.

We continue to run most of DOT(WA)Inc's finances electronically, with electronic payments preferred as these are less labor intensive, result in faster payments and banking and make account keeping easier.

Costs are mainly due to professional development however the costs are less than income generated. There has been a significant amount of time and money gone into the website this year as we continue to develop the functionality of it. Paypal continues to be the easiest way to allow credit card payments and although this incurs a cost, the functionality and low cost still makes it the best option available.

Alycia Pitts
DOT(WA) Treasurer

Overview of DOT(WA) Finances

OPENING BALANCE	Cheque account (306-051 0195086): Telenet Saver (302-162 0409357): Paypal: <div style="text-align: right;">Total:</div>	<div style="text-align: right;">\$2,374.76 \$142,390.27 \$237.89 \$ 145,002.92</div>
CLOSING BALANCE	Cheque account (306-051 0195086): Telenet Saver (302-162 0409357): Paypal: <div style="text-align: right;">Total:</div>	<div style="text-align: right;">10,833.09 \$142,032.04 \$19,016.56 \$ 171,881.69</div>
INCOME	Interest: \$1,641.77 Professional Development: \$46,425.00 Membership: \$16,805.00 OT Association: \$200.00 Therapy Focus: \$970.00 Play & Learning Handout: \$60.00 <div style="text-align: right;">Total: \$66,101.77</div>	
EXPENSES	PayPal Fees: \$1,214.02 Refunds: \$ 1,150.00 Professional Development: \$20,292.48 Website: \$2,762.16 Stationary: \$2,199.61 Survey Monkey: \$228.00 IT: \$278.31 Research Grant: \$0.00 Library: \$557.02 Insurance: \$2,435.00 Gifts, Prizes & Donations: \$593.00 Mentoring: \$0.00 Association Memberships: \$1,545.01 OT Week: \$152.00 Meetings: \$66.89 NGCS: \$5,749.50 <div style="text-align: right;">Total: \$39,223.00</div>	
	TOTAL PROFIT:	\$ 26,878.77

Note- \$21,650.50 of NGCS grant money to spend in the above total.

DOT(WA) Finance Three Year Comparison

<u>Income:</u>	2016-2017	2015-2016	2014-2015
Interest	\$2,502.67	\$1,908.17	\$2,193.92
Professional Development	\$46,425.00	\$15,985.00	\$14,300.00
Membership	\$16,805.00	\$14,050.00	\$16,985.00
OTA(WA)	\$200.00	\$200.00	\$0.00
Play & Learning handouts	\$60	\$134.00	\$160.00
Education Dept grant	\$0	\$27,400.00	\$0
Therapy Focus	\$970		
TOTAL	\$66,962.67	\$59,677.17	\$33,688.92
<u>Expenses:</u>			
PayPal Fees	\$1,214.02	\$500.15	\$499.34
Refunds	\$1,150.00	\$0	\$0
Website	\$2,762.16	\$640.00	\$3,730.00
Library	\$557.02	\$131.35	\$0.00
Gifts/awards/prizes/donations	\$593.00	\$943.84	\$1,841.22
Stationary	\$2,199.61	\$0.00	\$904.32
Business			
IT	\$506.31	\$0.00	\$886.05
Insurance	\$2,435.00	\$3,390.74	\$2,390.00
Meetings expenses	\$66.89	\$160.00	\$241.20
NGCS Project (Play & Learning handout)	\$5,749.50	\$0.00	\$0.00
Professional Development	\$20,292.48	\$24,192.41	\$4,581.84
Clinical Project Grants	\$0	\$2500.00	\$2,500.00
OT Week	\$152.00	\$0.00	\$0.00
OT Association Memberships	\$1,545.01	\$360.00	\$710.00
Mentoring	\$0.00	\$0.00	\$0.00
Miscellaneous (Survey Monkey)	\$228	\$228	\$240.11
	\$39,223.00	\$33,046.49	\$18,524.08
Total for the year:	\$26,878.77	\$26,630.68	\$15,114.84