

2017-2018 DOT(WA)Inc AGM Reports

Annual Report

Another year has passed and the DOT(WA) executive committee have been working hard over the last year on several projects and all in all, we feel like we have had a successful year! There continues to be projects that still haven't been completed, but for a group of volunteers, we have certainly achieved a lot this year.

In 2017, DOT(WA) hosted Jill Zwicker who ran "Developmental Coordination Disorder (DCD) & Handwriting: Printing Like a Pro!" PD. Then in 2018, we held "Changing Children's Brains: Providing Evidence-Based Occupational Therapy that Maximises Neuroplasticity", run by our own Jacqui Hunt. Both were hugely successful and sold out! We are looking at holding Jacqui's PD again in the future. Both PDs received positive feedback and were successful one day PDs; a format that we had not previously tried.

For our monthly PD, we have had a wide range of presenters from many different organisations. We have presentations on things such as; Rock Ability, we had an interactive session about Key Word Sign, ADHD, local research into Autism, the JiJi Programme (run by the Mardi community and Curtin Uni) and more.

We put the Mentor Connect programme on the backburner at the start of 2018 as we had so many projects happening. The 2017 programme was run successfully and we thank Hannah Owens for running that. We have just opened the programme for 2018!

This year has had us focusing on using Facebook more. We have noticed a lot more engagement for members/those who follow our page than previous years. We hope to continue to build on this.

The 2017-18 financial year also saw us finally redo and launch our new website. This has been a long process but well worth it. We have been able to revamp the way information is sorted, we have made the website 'responsive' (easier to read on mobiles and tablets) and fixed some problems with the website. We are still learning exactly how the website works, but it huge step in the right direction. Huge thanks to Rachael Fallows for her help as website coordinator.

This year has seen the completion 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 were in need of an overhaul to reflect current service deliver models and best practice in therapy provision and be functionally based. These were launched in late June and we available on our website for our members, other therapists, teachers, families etc to download, free of charge. Thank you to our project officer Natasha Cox, our illustrator Andrea Brown and our expert panel; Rachael Fallows, Susan Peirce, Tarryn Laver and myself.

We had a very successful Sundowner following The Changing Brains PD to launch both the Early Skills for Living and Learning Handouts and the new website.

This year we did not offer the research grant or hold the journal club as we have had varying levels of success with these. We had hoped to progress a little further with the research side of DOT(WA) but time has gotten away from us. We are currently reviewing this process and will make an announcement in the near shortly.

Last financial year we committed to providing funding to the Dysgraphia working party and this was paid this financial year. We also committed to a similar grant of up to \$2500 in the 2017-18 financial year to the DCD working party. These two projects have been the focus for the DOT(WA) research arm this year and we are looking forward to having them available on our website in the near future once they have been styled/formatted by a graphic designer. As usual, the project was bigger than first anticipated and has mainly been done by volunteers (with the exception of the collation, writing, editing and professional review section which was managed by a project officer through the grant).

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.

This year we have had an increase in the frequency of therapists dialing into meetings. This has been from both metro and regional therapists and we hope this trend continues. We have had changes to the process for Video Conferencing in recent times (actually not this financial year) and we hope these clearer instructions will assist people dialing in regularly.

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 have become such a large organisation and many of us are struggling to maintain DOT(WA) on top of our work commitments and personal lives, particularly when we had vacancies in key positions such as membership Secretary for most of the year.

On the DOT(WA) committee in 2017-18, we had:

- Chairperson – Fiona Kemp
- Deputy Chairperson – Jacqui Hunt
- Treasurer –Alycia Keys
- Meetings Secretary –Tennille Archer
- Library coordinator – Zoe Simmons (library)
- Membership Secretary – Isabelle Pontre
- Email Coordinator – Alana Walsh
- PD Coordinator (national/international PD) – Sam Johnson & Felicity Emery
- PD Coordinator (monthly meetings) – Dayna Bruce
- Marketing – Bec Czaplinska
- Website Coordinator – Rachael Fallows
- Research – Hannah Toster
- Rural and remote – Aimee Middas
- General Committee member – Helena Blackley

Fiona Kemp
DOT(WA) Chairperson

OT Associations Report

2018 has seen the commencement of a formal link between DOT(WA) and the WA division of Occupational Therapy Australia [OTA(WA)]. This has been a year in the making and consequently, DOT(WA) now hold the same agreements with both our state association, WAOTA and OTA(WA). The signed MOU's that we hold with both associations are available for members to view on request. In summary, both agreement offers discounts for WAOTA/OTA(WA) members to DOT(WA) membership and PD events and as a new addition, DOT(WA) members are now eligible for discounts to paediatric specific PD that is run by WAOTA and OTA(WA).

The MOUs with WAOTA and OTA(WA) also encourage collaboration between DOT(WA) and both of these associations when providing responses or raising the profile of any paediatric specific OT issues or political discussions in the Western Australian arena. The MOU with WAOTA will be reviewed and considered for renewal by both parties before it ends in July, 2019. The MOU with OTA(WA) will be reviewed and considered for renewal by both parties before it ends in June, 2020.

At the WAOTA AGM, membership costs for all of their interest groups were discussed with a view to increase prices. As we are an independent entity, and in accordance with our MOU, DOT(WA) members can be assured that our membership costs will only change via processes internal to DOT(WA) and will not be influenced by any decisions made by WAOTA.

In 2017 DOT(WA) two working parties formed as part of a project with WAOTA and DOT(WA) anticipates that the work from these groups will be available to members in the very near future. The Clinical Practice Guidelines for Occupational Therapists in Western Australia for Motor Dysgraphia are complete and were presented to members at a monthly meeting at the end of 2017. The final products from this working party (including full guidelines for therapists and a smaller information package for parents and teachers) will be available on the website once we have finalized the parent-teacher version and had the guidelines formatted by a graphic designer. The Clinical Practice Guidelines for Occupational Therapists in Western Australia for Developmental Coordination Disorder are also near completion and they will be presented to all members at a monthly PD session in the coming months and published on the DOT(WA) website soon after.

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.

There have been minimal difficulties with registering/ renewing membership this year; the website issues of 2017 are definitely behind us, with a brand new website that is working well, even if we are still learning how to use it properly.

New and renewing members are currently able to register at the price of:
\$60 full price (including OTs and OT students); or
\$55, if also a member of WA Occupational Therapy Association **or** Occupational Therapy Australia WA Chapter

Membership registrations remain steady, and currently there are approximately 370 registered members.

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, discounts to our PD events, as well as other benefits throughout the year.

Isabelle Pontre
DOT(WA) Membership Secretary

Finance Report

The 2017-18 financial year, DOT(WA) has seen a profit again. This year's income was primarily from the Developmental Coordination Disorder (DCD) and Understanding the Brain professional development (PD) that we ran. Some of the income we have seen from PD is actually from payments for the upcoming Sequential Oral Sensory (SOS) PD being run in the 2018-19 financial year. We also saw an income from memberships and 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. PayPal continues to be the easiest way to allow credit card payments and although this incurs a small cost, the functionality and low cost still makes it the best option available.

Costs are mainly due to PD however the costs are less than income generated. There has continued to be time and money that has gone into the new website this year as we continue to develop the functionality of it. A large amount of the Education Department Non-Government Centre Support (NGCS) grant money received in the 2015-16 financial year was spent this financial year and the project was completed. We also provided a clinical support grant to allow the Dysgraphia working parties to develop a formal pathway for WA OT's with diagnosing and supporting children and families. A similar grant was approved for the DCD working party but was not spent until the 2018-19 financial year.

Alycia Keys
DOT(WA) Treasurer

Overview of DOT(WA) Finances

OPENING BALANCE	Cheque account (306-051 0195086): Telenet Saver (302-162 0409357): Paypal: Total:	\$10,833.09 \$142,032.04 \$19,016.56 \$171,881.69
CLOSING BALANCE	Cheque account (306-051 0195086): Telenet Saver (302-162 0409357): Paypal: Total:	\$7910.84 \$141,453.87 \$54,082.06 \$203,446.77
INCOME	Interest: Professional Development: Membership: OT Association: Play & Learning Handout: Total:	\$1,609.75 \$71,320.00 \$7,780.00 \$200.00 \$0.00 \$80,909.75
EXPENSES	PayPal Fees: Professional Development: Website: Research Grant- Dysgraphia Library: Insurance: Gifts, Prizes & Donations: Mentoring: Association Memberships: OT Week: Meetings: NGCS: Total:	\$1,924.50 \$16,228.62 \$4,801.39 \$2,477.67 \$70.00 \$2,458.02 \$1,912.98 \$0.00 \$720.00 \$330.00 \$603.64 \$17,817.85 \$49,344.67
	TOTAL PROFIT:	\$ 31,565.08

DOT(WA) Finance Three Year Comparison

3 Year Comparison

<u>Income:</u>	2017-2018	2016-2017	2015-2016
Interest	\$1,609.75	\$2,502.67	\$1,908.17
Professional Development	\$71,320.00	\$46,425.00	\$15,985.00
Membership	\$7,780.00	\$16,805.00	\$14,050.00
OTA(WA)	\$200.00	\$200.00	\$200.00
Play & Learning handouts	\$0.00	\$60	\$134.00
Education Dept grant	\$0.00	\$0	\$27,400.00
Donation	\$0.00	\$970	N/A
TOTAL	\$80,909.75	\$66,962.67	\$59,677.17
<u>Expenses:</u>			
PayPal Fees	\$1,924.50	\$1,214.02	\$500.15
Refunds	\$0.00	\$1,150.00	\$0.00
Website	\$4,801.39	\$2,762.16	\$640.00
Library	\$70.00	\$557.02	\$131.35
Gifts/awards/prizes/donations	\$1,912.98	\$593.00	\$943.84
Stationary	\$0.00	\$2,199.61	\$0.00
IT	\$0.00	\$506.31	\$0.00
Insurance	\$2,458.02	\$2,435.00	\$3,390.74
Meetings expenses	\$603.64	\$66.89	\$160.00
NGCS Project (Play & Learning handout)	\$17,817.85	\$5,749.50	\$0.00
Professional Development	\$16,228.62	\$20,292.48	\$24,192.41
Clinical Project Grants	\$2,477.67	\$0	\$2500.00
OT Week	\$330.00	\$152.00	\$0.00
OT Association Memberships	\$720.00	\$1,545.01	\$360.00
Mentoring	\$0.00	\$0.00	\$0.00
Survey Monkey	\$0.00	\$228	\$228
	\$49,344.67	\$39,223.00	\$33,046.49
Total for the year:	\$31,565.08	\$26,878.77	\$26,630.68