

2018-2019 DOT(WA)Inc AGM Reports

Annual Report

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, even if we feel like it disappeared in a heart beat! There continues to be projects that still haven't been completed, but for a group of volunteers, we have managed to wrap up quite a few things.

In 2018-2019, we held one professional development course- 'When Children Won't Eat: Picky Eaters versus Problem Feeders. Assessment and Treatment using the SOS Approach to Feeding' with Dr Kay Toomey and Bethany Kortsha. There was HUGE interest in this PD with over 190 attendees. The event sold out well before registrations closed off, so we then squeezing in a few extra seats to manage the waitlist. I think everyone who attended would agree, it was the most beautiful venue we have ever had an event at (but don't get your hopes up that we will be there again anytime soon!). We received great feedback from the event and it was financially a great success for DOT(WA) too. A huge thanks to Sam and Felicity who coordinate basically the whole thing for DOT(WA).

For our monthly PD, we have had a wide range of presenters from many different organisations. We have presentations on sleep, Motor Dysgraphia, a tour of the new OT space at PCH and so much more. This year we encountered a few issues with presenters getting sick at the last minute but the committee worked hard to try and bring together a presentation when we could.

We put the Mentor Connect programme on hold last year as we did not have anyone out their hand up to be an mentor. We are opening up the programme again today and we hope to get some more mentors volunteer to allow us to continue to offer the programme.

We continue to build on our Facebook presence with 481 people currently following our page. With the new monthly PD format, we hope to use the Facebook events feature to advertise the PD, add further info as it comes to hand etc, but this will be a work in progress as Facebook doesn't always work as smoothly as we would like.

Membership survey was conducted at the end of the 2018-19 financial year (but still within the DOT(WA) year). We had a good response with lots of different suggestions. Some of the key findings to come out of this include-

- Overall we received positive feedback on what DOT(WA) are doing and offering.
- Five top reasons for joining DOT(WA) are; access to emails, access to training/workshops, monthly meetings and PD, because it is reasonably priced and networking.
- People primarily still get info via our newsletters (approx 82%).
- High interested in trialling meetings at a different time of the day with evening meetings being most popular in the definitely/probably and the maybe category (hence us trialling evening meetings for the next year).
- Most people were more likely to attend the meetings being held every 2-3 months rather than monthly (although less variability here).

- Definitely preference for 1-1.5 hour and possibly 1.5-2 hours- people did not want longer than this.
- Main reason for not attend PDs (big and small) is being unable to get time off work/unable to prioritise the PD over other commitments)
- People are interested in follow up monthly PD session after a big training (where appropriate).
- Generally very positive feedback on our website and new format for the Clinical Project Grants.
- Members would like to watch recorded PDs, we will continue to work on this.

This year we did not run an OT Week social event as we had recently had the sundowner for the website and handout launch, plus it was very close to SOS (and the committee were overwhelmed with that). We did run a social media competition, which was lots of fun, and we had great engagement from members.

This year also saw the change of the way we administer the research grant. Previously we had opened it up once a year for about a one month period. This meant that someone's research grant had to fit within that timeframe. Due to low requests for funding/people trying to pull together an application when they weren't really ready, we decided to instead change the application process to an open application. This also means that we will fund multiple applications in a year if multiple, worthy applications are received. So far we have agreed to fund two projects in 2019. We were running it as a one year trial and so far things are looking good for it to continue this way. We also felt that DOT(WA) has the funds to support more than one project, so we would try and help as many people as we can. If this became unmanageable in the future, we may need to revise it.

I am also excited that in 2018-19 the Developmental Coordination Disorder and Motor Dysgraphia Guidelines were finalised. The full guidelines are now freely available on the website for members to access (you must log into the website to access them). There is also a brief information sheet for each topic available in both the members and non-members sections of the website- these are designed to be used with families and professionals.

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 therapists consistently 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 and we hope these clearer instructions will assist people dialing in regularly. We will ensure that members will continue to be able to dial into meetings with the change in time and location of DOT(WA) meetings. If the current format is hard to support with the changed time slot, we have a back up system ready to trial.

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 2018-19, 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 – Bec Czaplinska
- PD Coordinator (national/international PD) – Sam Johnson & Felicity Emery
- PD Coordinator (monthly meetings) – Marion Roland and Nicola Hawkins
- Marketing – Vacant
- Website Coordinator – Rachael Fallows
- Research – Dayna Bruce, then Ornissa Naidoo
- Rural and remote – Aimee Middas
- General Committee member – Helena Blackley

Fiona Kemp
DOT(WA) Chairperson

OT Associations Report

In 2018/19, DOT(WA) has maintained a relationship in agreement with the existing Memorandum of Understanding with both the National and State Associations. The deputy chairperson remains the point of communication between DOT(WA) and both the Associations and as such, the deputy chair attended both the OTA WA Division annual meeting in October, 2018 and the WAOTA AGM in April, 2019. DOT(WA) are thankful for the ongoing collaboration with the Associations and the communication from Lea Rawling, state manager of the WA division of Occupational Therapy Australia [OTA(WA)] and Lorna Celenza, administrator at WAOTA.

DOT(WA) liaised with OTA(WA) to organise two Hot Topic PD events for WA therapists: The Occupation of Play presented by Jacqui Hunt and Leigh Dix in March, 2019; and What does it really mean to be family-centred by Denise Luscombe and Sebastian Della Maddalena. In agreement with the MOU, DOT(WA) receive a 10% discount to paediatric specific PD run by the WA division of OTA and this was extended to our members for these hot topic sessions.

The work of the Motor Dysgraphia and DCD working parties (originally formed as part of a project with WAOTA and DOT(WA) in 2017) was completed this year with the publication of both sets of guidelines for occupational therapist and one page information sheets accessible to the public on the DOT(WA) website.

Jacqui Hunt
Deputy Chairperson
DOT(WA) 2018/2019

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 some difficulties with registering/ renewing membership this year; a few little teething issues with the first year of renewal on our new website, however these have been sorted and all is working well.

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 were 228 in the 2018-19 year, which seems steady based on the numbers we had in our mailing lists over the last few years.

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 a Clinical Project Grant, and Mentor Connect, receive discounts to our PD events, have access to the Clinical Guidelines, as well as other benefits throughout the year.

Isabelle Pontre
DOT(WA) Membership Secretary

Finance Report

The 2018-19 financial year, DOT(WA) has seen a profit again. This year's income was primarily from the SOS Approach to Feeding PD that we ran. 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 was also a significant amount of money again invested into our website, but this was invoices for the work redoing our website that concluded at the end the previous financial year. We also provided a clinical support grants to allow the Developmental Coordination Disorder and Motor Dysgraphia working parties to further develop a formal pathway and documents for WA OT's with diagnosing and supporting children and families with these diagnosis.

Alycia Keys
DOT(WA) Treasurer

Overview of DOT(WA) Finances

OPENING BALANCE	Cheque account (306-051 0195086): Telenet Saver (302-162 0409357): Paypal: Total:	\$7,910.84 \$141,453.87 \$54,082.06 \$203,446.77
CLOSING BALANCE	Cheque account (306-051 0195086): Telenet Saver (302-162 0409357): Paypal: Total:	\$685.63 \$221,177.47 \$1,387.46 \$223,250.56
INCOME	Interest: Professional Development: Membership: OT Association: Total:	\$2,223.60 \$138,025.00 \$12,165.00 \$0.00 \$152,413.60
EXPENSES	PayPal Fees: Professional Development: Website: IT: Research Grant - DCD Library: Insurance: Gifts, Prizes & Donations: Mentoring: Association Memberships: Play & Learning Handout: OT Week: Meetings: Total:	\$1,985.20 \$115,223.20 \$5,573.26 \$288.00 \$4,729.43 \$0.00 \$2,553.52 \$473.20 \$0.00 \$1,175.00 \$0.00 \$150.00 \$459.00 \$132,609.81
	TOTAL PROFIT:	\$19,803.79

DOT(WA) Finance Three Year Comparison

3 Year Comparison			
<u>Income:</u>	2018-2019	2017-2018	2016-2017
Interest	\$2,223.60	\$1,609.75	\$2,502.67
Professional Development	\$138,025.00	\$71,320.00	\$46,425.00
Membership	\$12,165.00	\$7,780.00	\$16,805.00
OTA(WA)	\$0.00	\$200.00	\$200.00
Play & Learning handouts	\$0.00	\$0.00	\$60
Donation	\$0.00	\$0.00	\$970
TOTAL	\$152,413.60	\$80,909.75	\$66,962.67
<u>Expenses:</u>			
PayPal Fees	\$1,985.20	\$1,924.50	\$1,214.02
Website	\$5,573.26	\$4,801.39	\$2,762.16
Library	\$0.00	\$70.00	\$557.02
Gifts/awards/prizes/donations	\$473.20	\$1,912.98	\$593.00
Stationary	\$0.00	\$0.00	\$2,199.61
Insurance	\$2,553.52	\$2,458.02	\$2,435.00
Meetings expenses	\$459	\$603.64	\$66.89
NGCS Project	\$0.00	\$17,817.85	\$5,749.50
Professional Development	\$115,223.20	\$16,228.62	\$20,292.48
Clinical Project Grants	\$4,729.43	\$2,477.67	\$0
OT Week	\$150	\$330.00	\$152.00
OT Association Memberships	\$1,175.00	\$720.00	\$1,545.01
Mentoring	\$0.00	\$0.00	\$0.00
Survey Monkey	\$288	\$0.00	\$228
	\$132,609.81	\$49,344.67	\$39,223.00
Total for the year:	\$19,803.79	\$31,565.08	\$26,878.77

Notes:

- There was significant SOS income in 2017-18 financial year (although costs were in the 2018-19 financial year)
- Website redesign costs came out in 2017-18 and 2018-19 years (just over \$10,000)
- DOT(WA) need to repay NGCS about \$3800 of money not spent from the grant received (DOT(WA) also need to pay for an audit of the grant funds).