

2019-2020 DOT(WA)Inc AGM Reports

Annual Report

And yet again another year flies by... although for the committee it has only been an 11month year. This year saw lots of big changes for DOT(WA)! After many, many years of 9am meetings on the first Friday of the month at State CDS, we moved for meetings to every second month, in the evenings, on varying days and weeks of the month and at ECU Mount Lawley and via Zoom! So overall, I'd say the DOT(WA) executive committee have been working hard over the last year.

I feel a bit stumped trying to even remember what has happened over the last year, but we have achieved a bit even with all the chaos that has been 2020.

We were only able to hold one professional development event as we had to put the brakes on other events we were planning. Attention Autism was an interactive and hands on PD that we held twice in February. Both sold out and the PD was very well received by those who attended.

For our monthly PD, we have had a wide range of presenters from many different organisations. We had presentations on the SOS approach to feeding, continence issues in kids, Autism research, Animal Fun and a self-regulation programme being run in Perth schools.

This year also saw us say goodbye to Scopia and the Health Departments video conference system and hello to Zoom. As we had only just given explicit instructions for using Scopia, I tried to keep it going at ECU, but the systems just did connect and the committee convinced me to make the shift and we haven't looked back... and thank God we did given what happened shortly afterwards!

The Executive Committee have been so pleased with the amazing turn out at the evening PDs at ECU and via Zoom. We have gone from getting 10-20 people to a meeting, to getting 40-60 people. Even before COVID, we were getting lots of people local and from regional areas dialing into the meetings as well. The evening meetings were initially on a one year trial, but due to the overwhelming success, we will be sticking to this format for the foreseeable future. Due to restrictions still in place in WA, the unfolding second wave in Victoria and potentially NSW, and the minimal amount of time students are spending on campus, we will be continuing to run our monthly meetings and PD via Zoom for now. But remember when we do go back to face to face meetings, if you prefer Zoom, you can still dial into all meetings and PDs.!

We ran Mentor Connect again this year, and after a slow start to getting mentors, we were eventually able to match all mentees up with a mentor. That programme has continued in the background over the last few months.

Another big shake up, and thing that has been on our 'to do' list for years was moving from a Word-based newsletter to MailChimp. We feel that the new format looks much better and is easier for members to access links to information as we can embed hyperlinks into the

newsletter. It also makes it easier to access info on phones and has allowed us to keep some links permanently in the newsletter. It also allows us to get stats on what people click on etc... although we aren't really using that feature too much at the moment.

We also have tried to continue to build on our Facebook presence with 541 people currently following our page. We had talked about using the event feature of Facebook more with the new monthly meetings, but we are yet to really look at doing that.

We revisited the survey that we conducted in 2018-19 to see what members wanted from us and the main thing we got from that survey was the changed format, which we have obviously tried. Members also showed a desire for more information on research, which inspired a few PDs, especially tonight's. Members also expressed a desire to have PDs recorded and available to watch on our website later on, but so far this hasn't been done as it wasn't until we started using Zoom that we could even record the PD and it has raised some issues. One main issue is privacy. Many presentations contain images or videos of children and often consent is not gained to be recorded by third parties. Plus some presentations include research that has not yet been published or is still in progress.

For OT Week in 2019, we again some social media games after they were so successful the year before. Our OT Week events for this year will be very COVID dependent, but we would consider having a table the WAOTA breakfast if the membership would like this.

This year also saw us commit to the new way we administer the research grant. Previously we had opened applications open up once a year for about a one month period, but this was obviously very limiting, so we instead have applications open all year round and we do not limit the number of grants we award each year nor are they compared to each other and are instead assessed on their own merit. So far we have funded two grants this 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 have a couple of projects that we would like to get up and running, but at this stage the Executive Committee is at full workload capacity and these will require grant funding to get off the ground.

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 definitely 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.

On the DOT(WA) committee in 2019-20, we had:

- Chairperson – Fiona Kemp
- Deputy Chairperson – Jacqui Hunt
- Treasurer –Monika More
- Meetings Secretary –Tennille Archer
- Library coordinator – Tennille Archer
- Membership Secretary – Isabelle Pontre
- Email Coordinator – Sam Johnson & Felicity Emery

- PD Coordinator (national/international PD) – Jess Grenfell-Boyle and Natalie Revy
- PD Coordinator (monthly meetings) –Nicola Hawkins and Marion Roland
- Marketing – Sam Johnson & Felicity Emery
- Website Coordinator – Rhianna Bransby
- Research – Ornissa Naidoo
- Rural and remote – Rachel Banks
- General Committee member – Helena Blackley and Bec Czaplinska

Fiona Kemp
DOT(WA) Chairperson

OT Associations Report

Throughout 2019/2020 DOT(WA) has continued to work towards a robust relationship with both the National and State OT Associations.

A renewed Memorandum of Understanding with WAOTA was signed in February 2020. A minor change to this document was suggested by DOT(WA) executive which was the statement that DOT(WA) executive will assist with the selection of the “Clinical Excellence in Paediatrics Award” from nominations received to WAOTA and present the “Clinical Excellence in Paediatrics Award” at the annual WAOTA OT Week Breakfast as required.

DOT(WA) chair and deputy chair attended the WAOTA AGM and the deputy chairperson remains the point of communication between DOT(WA) and the state association. WAOTA have been very active in their promotion of DOT(WA) meetings and PD events and DOT(WA) are very thankful for the ongoing collaboration between the DOT(WA) deputy chairperson and Lorna Celenza, administrator at WAOTA.

Lea Rawling, former state manager of the WA division of Occupational Therapy Australia [OTA(WA)] has moved interstate and in 2019, the new state manager of OTA(WA) (Erin Clinch) met with the chairperson and deputy chairperson of DOT(WA). Before signing a new MOU with OTA(WA), a number of questions were raised by DOT(WA) about the nature of the relationship between OTA and DOT(WA). Discussions with OTA(WA) are ongoing and we hope that DOT(WA) can be seen as a primary contact for OTA(WA) in regards to paediatric OT in WA.

A paper to discuss DOT(WA)’s clinical guidelines for OT in WA was accepted for presentation at the OTA(WA) inaugural OT exchange in June 2020. However, due to COVID-19 restrictions, the conference will be held (online) in late 2020 and DOT(WA) look forward to sharing our work with Australian occupational therapists. The deputy chairperson continues to explore further collaboration with OT’s around Australia so that we might share guidelines and other resources with each other.

Jacqui Hunt
Deputy Chairperson
DOT(WA) 2019/2020

Membership Report

DOT(WA) continues to have a solid membership base with, 212 registered members in the 2019-20 financial year. Membership is slightly down, and this is most likely attributed to the low number of PD events held this year, and the PD we did hold only had very limited numbers.

The renewals for the new financial year have been steady, which has been pleasing to see! Membership continues to be available only to occupational therapists or occupational therapy students who currently reside in Western Australia, as per the constitution. We have had a few little issues with registering/ renewing memberships; these have been easily and quickly solved, and we have appreciated everybody's patience with this.

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 registered with the WA Occupational Therapy Association. Current members receive the DOT(WA) newsletters and emails, and are granted access to the membership sections of the website. They are also eligible for Mentor Connect; research grants; discounts to our PD events; the DOT(WA) library; to advertise private practice; and many other benefits throughout the year.

2019-20 was a great year; here's to making 2020-21 even better!

Isabelle Pontre
DOT(WA) Membership Secretary

Finance Report 2019-2020

The 2019-20 financial year, DOT(WA) has seen a profit. This year's income has been from the Attention Autism PD that we ran in February 2020 and DOT(WA) memberships. We also saw a small income from interest on the funds in the bank.

Cost incurred this year were mainly due to the PD, but the costs have been less than income generated so the event was a success with approximately \$8000 profit. The Clinical Research Grant was awarded to DOT(WA) member Amy Hodges in two separate projects for her project as part of her PhD titled- *The development and evaluation of a school-based intervention to improve the school participation and connectedness of students with Autism Spectrum Disorder (ASD) mainstream primary schools*. We also provided funded for production of the DCD guidelines. We also decided to trial a maintenance package for the website with the aim of fixing plugin issues, updates etc. This will be an ongoing cost for the smooth running of the website and timely resolution of related issues (hopefully). It also appears to be saving irregular website costs as issues seem to be mainly covered under the maintenance package.

We continue to run DOT(WA)Inc's finances electronically. Electronic payments are almost exclusively accepted 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. Although this incurs a small cost, the functionality and low cost still makes it the best option available.

Earlier this year DOT(WA) Chairperson- Fiona and I have updated the Financial Policy, so that it reflects DOT(WA)'s procedural requirements more accurately. This also included eliminating cash or cheques where ever possible.

Monika More
DOT(WA) Treasurer

Overview of DOT(WA) Finances

OPENING BALANCE	Cheque account (306-051 0195086):	\$685.63
	Telenet Saver (302-162 0409357):	\$221,177.47
	PayPal:	\$1,387.46
	Total:	\$223,250.56
CLOSING BALANCE	Cheque account (306-051 0195086):	\$1,615.08
	Telenet Saver (302-162 0409357):	\$230,047.27
	PayPal:	\$933.28
	Total:	\$232,595.63
INCOME	Interest:	\$869.80
	Professional Development:	\$22,620.00
	Membership:	\$12,675.00
	OT Association:	\$0.00
	Play & Learning Handout:	\$0.00
	Total:	\$36,164.80
EXPENSES	PayPal Fees:	\$603.43
	Survey Monkey	\$296.64
	PD excl PayPal fees:	\$14,017.38
	Website/IT	\$773.25
	Research Grant:	\$5,000.00
	Insurance:	\$2,732.00
	DCD Guidelines	\$495.00
	Gifts, Prizes & Donations:	\$300.00
	Library:	\$0.00
	Mentoring:	\$0.00
	Association Memberships:	\$1,694.00
	Play & Learning Handout:	\$0.00
	OT Week:	\$100.00
	Meetings:	\$808.03
	Total:	\$26,819.73
TOTAL PROFIT:		\$9,345.07

DOT(WA) Finance Three Year Comparison

3 Year Comparison			
<u>Income:</u>	2019-2020	2018-2019	2017-2018
Interest	\$869.80	\$2,223.60	\$1,609.75
Professional Development	\$22,620.00	\$138,025.00	\$71,320.00
Membership	\$12,675.00	\$12,165.00	\$7,780.00
OTA(WA)	\$0.00	\$0.00	\$200.00
Play & Learning handouts	\$0.00	\$0.00	\$0.00
Donation	\$0.00	\$0.00	\$0.00
Gross Revenue	\$36,164.80	\$152,413.60	\$80,909.75
<u>Expenses:</u>			
PayPal Fees	\$603.43	\$1,985.20	\$1,924.50
Website/IT	\$773.25	\$5,573.26	\$4,801.39
Library	\$0	\$0.00	\$70.00
Gifts/awards/prizes/donations	\$300.00	\$473.20	\$1,912.98
Stationary	\$0.00	\$0.00	\$0.00
Insurance	\$2,732.00	\$2,553.52	\$2,458.02
Meetings expenses	\$808.03	\$459	\$603.64
NGCS Project	\$0.00	\$0.00	\$17,817.85
Professional Dev. (excl of PayPal fees)	\$ 14,017.38	\$115,223.20	\$16,228.62
Clinical Project Grants	\$5,000.00	\$4,729.43	\$2,477.67
DCD Guidelines	\$495		
OT Week	\$100.00	\$150	\$330.00
OT Association Memberships	\$1,694.00	\$1,175.00	\$720.00
Mentoring	\$0.00	\$0.00	\$0.00
Survey Monkey	\$296.64	\$288	\$0.00
	\$26,819.73	\$132,609.81	\$49,344.67
Net Revenue	\$9,345.07	\$19,803.79	\$31,565.08

Notes:

- There was modest income in 2019-20 financial year **\$9,345.07**
- Costs towards website development/maintenance have been low this year, **\$773.25**
- 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).