

**UOTA Executive Board Meeting Minutes**  
**6 September 2022**  
**UOTA Executive Board Meeting: 7-9 pm**

<p><b>Executive Board (EB) Present:</b>          Brenda K. Lyman, President          Vanessa Rapiet, VP          Savannah Stone, Treasurer          Diane Peake, Member at Large          Kristen Courtney, OTA Rep          Emily Cummings, Secretary</p> <p><b>Executive Board Absent: N/A</b></p> <p><b>Meeting Order for Discussion:</b></p> <ol style="list-style-type: none"> <li>1. OTA Rep</li> <li>2. Member-at-Large</li> <li>3. Treasurer</li> <li>4. VP</li> <li>5. Secretary</li> <li>6. President</li> </ol>	<p><b>Committee Chairs &amp; Committee Members Present:</b>  <b>Vanessa Russell (nominations/recognitions committee)</b></p> <p><b>UOTA Members Present:</b></p> <p><b>Guests Present:</b>          –University of Utah students from Pollie Price’s class:  <b>Madeline Halperin, Hannah Larsen, Abbie Staten, Katie Kirk, Sadie Croshaw, Jen Van Orman, Taylor Worley, Jini Choi, Bailey Wilson, Jessica Smith, Alex Recor, Amy Kenney, Aubrey Strong, Gabriella Borbolla, Kira Hamblin, Payton Battles, Samantha Bourgoyne, Katy Grieb, Amanda Doering, Seeley Schaefer, Paige Reynolds, Faith Friend, Mekenzie Olsen, Reagan Graff, Brecklyn Hobbs</b></p>
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Agenda item	Information	Action items	Outcomes
Welcome	Welcome Tonight we have several students from the U of U joining us to see how a state board meeting runs. We welcome all students and hope if you are not currently a member of	Agenda will be modified this evening (as is stated above) so that those who normally present later, may have an opportunity to present earlier in the meeting.	

	the UOTA, that you will consider joining (student membership fee is only \$20).		
Minutes Approvals	May and July minutes review.	Motion to approve.	
UOTA Hacks	<p>Reminder–There has been at least one hack since the July meeting. Please review action items.</p> <p>Be familiar If you receive an email from any UOTA representative, to check the email address. No UOTA leader will ever ask you to contribute yours or UOTA \$\$.</p>	<ol style="list-style-type: none"> <li>1. First thing–check email address (look for small discrepancies).</li> <li>2. UOTA does not do business this way–there are many checks and balances before money goes anywhere! All payments go through the treasurer and are approved by the Executive Board.</li> <li>3. Feel free to forward the clarifying email from Brenda (sent 7/5/22) to committee chairs, regional reps, etc. so everyone is aware.</li> <li>4. No EB member would ever ask UOTA members to contribute personal or UOTA monies as no financial decisions or requests are solo–everything goes to the Executive Board for approval.</li> </ol>	
<b>Review Online and Old Business and Motions</b>			
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<b>Executive Board Reports Old Business and New Business</b>			
<b>President’s Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Old Business	Reminder for the Executive Board (and new board members to learn this process)–to be	<ol style="list-style-type: none"> <li>1. The Secretary will send out November 2022 Agenda ASAP.</li> </ol>	

	<p>mindful; to be timely; to be intentional to update the meeting agenda about your role (when the secretary sends out) before board meetings. ****Each board member is responsible to update their section every two months prior to the board meeting so we have current on the agenda what you need to discuss. The secretary during the meeting will add info on action items and follow up in future months about outcomes. Identifying individual agendas is each of our responsibility. The UOTA needs a historical account of UOTA activity plus our service as leaders for the association.</p>	<p>Next EB meeting is scheduled for 11/1/22, 7-9pm. Try to update as soon as possible or at least 1 hour before the next EB meeting.</p>	
Mentorships	<p>Reminder of the importance of mentoring and the UOTA's initiative. Reach out to the OTA Rep to get a student to mentor. The OTA Rep oversees students and student projects.</p>	<p>Each EB member should be mentoring someone in order for newer OT professionals to feel free to join and flourish in UOTA.</p>	
Website	<p>Reminder that each committee needs to be responsible for their area of the website and report updates to the executive board liaison. That liaison informs Emily (as secretary) to work with Misha. Misha needs "one" contact only.</p>	<p>Secretary will be the contact person for Misha Conway (website maintenance). Please email <a href="mailto:uotasecretary@gmail.com">uotasecretary@gmail.com</a> for website updates to pass along.</p>	
WROTSS	<p>The August WROTSS conference committee meeting was canceled. Once the president-elect is announced, she will be invited to future meetings to allow for a smooth transition for 2024.</p>	<p>Please see the UOTA website for WROTSS info on the scrolling bar. An email blast and Facebook announcement for call for papers will be forthcoming.</p>	
ASAP (updates from State Association Presidents) @	<p>UOTA has volunteered to participate in a pilot to work with other states to share</p>	<p>Utah was not chosen for this pilot project.</p>	

AOTA annual conference.	services/expenses, etc. Presidents serve on that task force. There will be under ten Presidents who will be advising.		
HHAU	No report.		
Nominations/Recognitions	Vanessa Russell—to announce the 2023 President Elect.  Plaques for the representative and senator are ready to order still, and will be followed up with.	1. Sarah Gray will start attending EB meetings in November as the President-Elect.	
Government Affairs	Committee is meeting the 4th Tuesday of each month—see the UOTA website calendar. RSVP to one of the government affairs co-chairs to get the Zoom link to attend the meeting (see contact information for the gov. affairs committee on the UOTA website).	1. The committee is hoping to establish an ad hoc committee in various areas. A student is hoped to be on each ad hoc committee. 2. The BPPC committee can look at the Government Affairs committee's handbook (draft) or can look at the Annual Conference Committee's handbook (final edition).	
Public Relations	No report		
Tri-Alliance	No report.		
Strategic Plan Initiatives	President to review the draft sent by the secretary so it can be posted for the membership on the website.	1. President will continue to review the Strategic Plan with the Secretary to get it ready for approval from UOTA leadership.	
<b>Vice President's Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>

Old Business			
Membership Stats	<p>2 OOS/non-OT  83 student  72 OTA  143 OT  1 lifetime  301 total current active members (9/5/22)  11.7% DOPL (1852 licensees)</p>		
Membership Committee	<p>Lifetime membership category - establishing an initiative to award 1 lifetime member per year—Membership committee will continue to work on defining who is eligible for lifetime membership (part of strategic plan for the coming year?). Criteria per Bylaws Art. III, Sect. I, D: “Lifetime member shall be: An individual recommended and approved by the Executive Board for gratis membership based on lifetime service, longstanding retirement, or other circumstances.”</p> <p>Update from Jeanette: “Brenda recommended Eila Cagle as a lifetime member. I wrote to Brenda for some more information, because by doing a DOPL and Google search, it looks like Eila’s license is expired, and she sold her house to her son in April. So, we don’t have current contact information.”</p> <p>Jeanette will plan to have a membership table at conference.</p>	<p>Need to review bylaws to see if UOTA membership is a prerequisite to receiving a lifetime membership award.</p>	<p>According to the current bylaws, a “lifetime member shall be: An individual recommended and approved by the Executive Board for gratis membership based on lifetime service, longstanding retirement, or other circumstances.” UOTA membership is not a prerequisite to receiving a lifetime membership award (2020-2021 Bylaws &gt; Article III Members &gt; Section I. Membership Classes and Qualifications)</p>

<p>Continuing Ed</p>	<p>Pediatric feeding course: Jan 27, 2023  Karen Dilfer, MS OTR/L  Date: Fri, January 27, 2023; 9 am to 4 pm;  Location: Weber Innovation Center off of  12th Street in Ogden  Lunch: Possible sponsorship by Nick  Sidwell  Travis will prep information for event posting  on website, VP will send.</p> <p>Upcoming course in Sept. 2022 put on by U  of U/Primary Children's called "Pediatric  Feeding–Consider the Factors.", may share  on our website–<i>not on website, is this open  to others, have they paid to advertise?</i></p> <p>The CE Committee is currently made up of  only pediatric therapists–</p>	<ol style="list-style-type: none"> <li>1. Exact dollar amount needs to be determined. EB needs to approve or deny. Treasurer will work with VP to work on reimbursements needed.</li> <li>2. Bring up proposal to USHA?</li> <li>3. Unanimous EB approval for course, Vanessa to let Travis know to go ahead with plans for the course.</li> </ol>	
<p>Annual Conference</p>	<p>Conference theme: "Looking Back →  Moving Forward"</p> <p>Save the date notices have been on social  media, are on website.</p> <p>Call for abstracts extended to Sept 1st, 3  more received. Allowance to be made for  students (Oct 21) but they will be asked to  follow same procedure.</p> <p>Registration to open Sept 15th, website  updates are done.</p> <p>Learnworlds being considered for  prerecorded sessions, committee is looking  at it, will likely be used for conference.</p>	<ol style="list-style-type: none"> <li>1. Motion brought up and seconded to plan on having the UOTA 2023 Annual Conference at Utah Tech University in St. George. After the discussion, the EB vote was unanimous. Vanessa let Meena know the motion passed and she can start researching potential dates.</li> </ol> <p>1.</p>	

	<p>Next conference planning meeting: <b>Wed. Sept. 14th @ 8pm // email Vanessa (<a href="mailto:vanessarapier@gmail.com">vanessarapier@gmail.com</a>) to participate in conference planning and help the day of the conference.</b></p> <p><b>Request from Meena to discuss planning for next year's conference to be in St. George.</b></p>		
Annual Membership Meeting	VP will start prepping info for next Annual Membership mtg (Nov), will reach out with slides soon.	1. Next membership meeting will be held during annual conference in Nov.	
Mentorship			
Secretary Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Social Media (e.g., Facebook, Instagram)	<p>–UOTA continued to add new followers on Facebook during July/August/September. Emily finally figured out how to post simultaneously on Facebook and Instagram. Will continue to direct social media followers to the UOTA website for more information.</p> <p>–We need more hashtags to stay relevant (e.g., see California OT association hashtags)!</p> <p>–Is anyone using Twitter regularly for social media? Would a UOTA account be helpful there?</p> <p>–Secretary will ask Misha to add a link to our Instagram account on top of the UOTA main page.</p>	<p>–Compile list of relevant hashtags to use whenever making a social media post (#utahotassociation #OT #utahota #utahot #ota #occupationaltherapy #utahoccupationaltherapyassociation)</p> <p>–Might need to revise member highlight questions to make them more succinct–had to leave multiple questions out so the post wasn't too long for Instagram (not an issue on Facebook). Will continue to add the rest of the questions that couldn't be in the main part to the comments section on Instagram so they don't get completely left out.</p>	

Bylaws, Policies, Procedures Committee	<ol style="list-style-type: none"> <li>1. BPPC met on 7/28/22 and got through the rest of the UOTA general bylaws document. Will start on other procedural documents next.</li> <li>2. Nominations/recognitions committee doesn't have a handbook or role description for the committee chair written yet.</li> <li>3. Need to schedule an upcoming meeting for the end of September.</li> </ol>	<ol style="list-style-type: none"> <li>1. Because there are no potential BPPC updates needing EB approval before going out for a general UOTA membership vote, Secretary is considering sending the proposed changes to the EB via a Google Form instead of presenting so much information in this meeting. Some of the proposed changes are more in-depth and I want the process to be thoughtful, not rushed. Will this work okay for everyone?</li> <li>2. Perhaps BPPC can take draft handbooks and review (i.e. gov't affairs has just completed a draft). Maybe BPPC can prioritize putting together a draft handbook in order to encourage UOTA members to volunteer to chair or participate on this committee.</li> <li>3. Emily will send out a scheduling email to BPPC committee.</li> </ol>	
Contact List	<ol style="list-style-type: none"> <li>1. Updated to include DEI task force!</li> </ol>	<ol style="list-style-type: none"> <li>1. Will update DEI task force members as this committee becomes fully staffed. Treasurer listed as EB liaison so far.</li> </ol>	
Course Accreditation	<ol style="list-style-type: none"> <li>1. Understanding Multiple Sclerosis (IHC)</li> <li>2. Motivational Interviewing Home Care (IHC)</li> </ol>	Course accreditation request process is becoming more error-free! The website	

	<ol style="list-style-type: none"> <li>3. Intermountain Vestibular Professional Group Workshop 2022</li> <li>4. Stroke Workshop–IT STICKS</li> <li>5. Contracture Management Orthotic Therapy</li> <li>6. Alpine Rehab Conference</li> </ol>	<p>changes we made have been helpful. Requests submitted on the UOTA website are regularly coming to the secretary's email; treasurer, please continue to forward payment receipts so the secretary can confirm payment has been made.</p>	
Mentorship	<ol style="list-style-type: none"> <li>1. UOTA President working to mentor UOTA secretary re: UOTA website.</li> </ol>	<ol style="list-style-type: none"> <li>1. Brenda will continue to brainstorm with Emily and hand over website items as needed to officially pass the website responsibility “baton” back to the secretary (per the job description).</li> </ol>	
<b>Treasurer Report</b>			
Agenda item	Information	Action items	Outcomes
Old Business		<p>***DEI Task force- SURVEY! Treasurer is contacting previous COTAD members (a group from the U of U), a professor who may be willing to present at the conference. Meena Iverson has agreed to be the DEI chairperson.</p>	Treasurer will send out the survey to EB members to review.
Summary of current budget	<p><b>Total Revenue</b> = \$5,122  <b>Total Expenses</b> = \$5,237.96  <b>Net Profit</b> = \$(115.96)</p>	<p>Total revenue (as of 8/3): \$7,233  Total expenses (as of 8/3): \$7,202.04  Net profit (as of 8/3): \$30.96</p>	
Job Advertising	<b>YTD</b> = \$750		
Online Course Revenue/HWOT	<p>Online: YTD = \$140  HWOT: YTD = \$1,387</p>		
Accreditation Revenue	<b>YTD</b> = \$150.00		

AOTF Scholarship	No report.	Treasurer spoke with Lawrence Liff regarding the funds available for AOTF scholarship- we currently have \$3,145 (\$2000 from last year when no scholarship was awarded is included here)	Students, PLEASE APPLY!!!!!!
Revenue generating ideas	<p><b>Organizational Membership vs Partnership</b></p> <p><b>Organizational Membership:</b> Proposed cost for membership: \$250 Benefits for organization:</p> <ul style="list-style-type: none"> <li>● 1 Free Premium Advertisement per year and 25% off additional advertising (website, jobs)</li> <li>● 25% off memberships for employees of organizational member <ul style="list-style-type: none"> <li>○ Expiration date on discount code</li> <li>○ Have members scan in their badges or other verification of employment</li> </ul> </li> <li>● Organization's name and logo on the UOTA website</li> <li>● Email blast to introduce new organizational member</li> </ul> <p>EB to approve new organizational memberships</p>	<p>Treasurer to send organizational membership benefits to Misha to Upload onto the UOTA website.</p> <p>Reach out to specific organizations to market organizational membership benefits. (All Board Members to reach out to contacts)</p> <p>Treasurer to send EB the questions from Misha regarding the new membership type.</p>	Treasurer sent EB questions from Misha regarding the new membership type. EB responded to questions, and the treasurer clarified with Misha to get it posted to the website.
DEI Task Force	<b>Meena Iverson has volunteered to chair this task force.</b>	Call for DEI task force members.	
<b>OTA Rep Report</b>			

Agenda item	Information	Action items	Outcomes
Old Business	<p><b>2022-2023 Student UOTA Reps</b>  SLCC: Desiree Smith/Kimball Tingey  Joyce U: Holding elections next week  University of Utah: Waiting on response from Jeannette Koski</p>	<p>Will reach out for new UOTA Reps from each school</p>	
UOTA/AOTF Scholarship	<p>1. <b>Students must submit their application by September 29, 2022. No changes will be permitted to online applications once they have been submitted. Please review your application carefully prior to that time to ensure that all answers are true and up-to-date and then click the SUBMIT button.</b></p> <p>2. References (two are required) and Program Directors must submit their online forms by <b>October 27, 2022.</b></p> <p><b>\$1000 to an OT student</b></p> <p><b>\$1000 to an OTA student</b></p> <p><a href="https://www.aotf.org/Scholarships/How-to-Ap-ply">https://www.aotf.org/Scholarships/How-to-Ap-ply</a></p>	<ul style="list-style-type: none"> <li>- <b>Advertise on FB/Instagram</b></li> <li>- <b>Share with programs</b></li> </ul>	
UOTA Student Task Force	Mentorship Program	<p><b>By end of September:</b> Establish 1st Meeting of STF in the month of September.</p> <p><b>By end of October -</b> Have plan for Fundraiser.</p>	
OTA Membership	Medicare OTA Payment Differential Handout	<p>Still needs to be completed.</p> <p>See Member-at-Large notes for action</p>	

	Member-at-Large working on delineating out OT and OTA persons in regions.	item. Membership committee chair (Jeanette) will help with this as well.	
Mentorship	President - Brenda Lyman - VP - Vanessa Rapier - Secretary - Emily Cummings - Treasurer - Savannah Stone - Member at Large - Diane Peake - OTA Rep - Kristen Courtney -	Present to U of U, Ameritech, and SLCC SOTA clubs to recruit for STF. Specifically address recruitment of students for the Mentorship Program <b>by September 31st.</b>	Will focus on students for mentorship program; will continue to focus on UOTA retention for new grads.
<b>Member-at-Large Report</b>			
Agenda item	Summary of discussion	Action items	Responsible and date
Specialty Interest Section Liaisons	MaryAnn Gunnuciso has agreed to serve as rehabilitation specialty practice liaison  Andrea Thompson has agreed to serve as geriatric specialty practice liaison	MaryAnn held a marketing event with her former co-workers at the VA to encourage the new management to provide UOTA membership as a benefit. She is working on an event for Compassion Fatigue, her husband is a chaplin and will speak with participants on Zoom.	
Regional Reps	Rebecca White has agreed to serve as Region 4 (Utah, Millard, etc.) regional rep as her term as treasurer ends June 30.  Ali Bean has agreed to serve as Region 5 regional rep.  Regional Reps are looking for direction on their role in their region. Working to build confidence in regional reps fow holding town hall meetings.  Motion to move Millard County to be part of	Region 1 (Morgan, Box Elder, Cache, Davis, Morgan, and Rich) and Region 5 (Carbon, Emery, San Juan, Grand, Sevier, and Wayne counties). are currently open. Alli Bean resigned because she moved out of state. Rebecca is currently assisting in finding replacement members. I am having difficulty in getting the membership highlights from the reps in a timely manner. Brenda requested that I try to get them a month in advance. Rebecca is working on that right now. Having the	Diane has needed to take an unofficial LOA and Rebecca White is providing coverage through the end of October at the most (voted upon by UOTA Executive Board). UOTA communication will go to Rebecca and be cc'ed to Diane so she stays in the loop as well.  I have not worked on delineating out OT and

	<p>Region 4 (Utah County) vs. region 6..Passed.</p> <p>*Jordan Benson resigned as regional rep for Region 1 (northern Utah). Diane is looking for replacement and will cover the member highlight for July from region 1.</p>	<p>membership list updated by region would be very helpful for the reps to easily find someone to highlight and put on the drive. I hope to return to that project in October.</p>	<p>OTA persons in regions.</p> <p>Emily will email UOTA website admin to remove Ali Bean as region 5 rep. Will continue to advertise on social media as needed to recruit new regional reps.</p>
Mentorship	No report.		
Adjournment	EB meeting was adjourned at 8:30pm.		