

UOTA Executive Board Meeting Minutes
3 January 2023
7-9 pm

<p>Executive Board (EB) Present: Brenda K. Lyman, President Sarah Gray, President-Elect Vanessa Rapier, VP Savannah Stone, Treasurer Emily Cummings, Secretary Bonnie Eckman, New Member-at-Large</p> <p>Executive Board Absent: Kristen Courtney (OTA Rep–sick)</p> <p>Meeting Order for Discussion:</p> <ol style="list-style-type: none"> 1. Sarah Gray (president-elect) 2. Continuing Education Committee Chair 3. Government Affairs Committee Co-Chair 4. Vice President 5. Treasurer 6. Secretary 7. Member-at-Large 8. President 	<p>Committee Chairs & Committee Members Present: Travis Chamberlain (continuing education committee chair), Sarah Brough (government affairs committee co-chair), Anita Williams (continuing education committee member).</p> <p>UOTA Members Present: Jen Van Orman (student task force member mentoring with UOTA VP), Marcy Davis (student task force member mentoring with UOTA treasurer). All members invited via social media posts.</p> <p>Guests Present: N/A</p>
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Agenda item	Information	Action items	Outcomes
Welcome	Welcome		

Minutes Approvals	<p>November minutes review.</p> <p>Agenda Process –Agenda for an upcoming meeting is a copy of the previous meeting’s minutes–white out the past script and type in the new info Each EB member is responsible to delete their content and insert new. You have previous content as a reminder of tasks and to follow up on previous tasks in your report.</p> <p>Minutes Process –Review past meeting minutes to be ready to vote. –After each board meeting–each board member to update their section within 24 hours. –The UOTA Secretary will send a link and reminder if a board member has not updated. –The minutes will stand approved as written within 48 hours–so a review by all board members with comments is needed within this time period. –The minutes will then be posted to the UOTA website within a week of the meeting for members to access.</p>		<p>!. Secretary will send out a reminder for EB to update sections of their minutes. Name is updated to “Minutes” instead of “Agenda.” Secretary can send the minutes out 24 hours after the meeting for approval. After minutes are approved, then will be updated.</p>
UOTA Hacks	<p>Reminder–Again, a volunteer leader provided notice in December of a compromised email message as a fake president email.</p>	<ol style="list-style-type: none"> 1. First thing–check email address (look for small discrepancies). 2. UOTA does not do business this way–there are many checks and 	

	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 \$\$.	balances before money goes anywhere! All payments go through the treasurer and are approved by the Executive Board. 3. Feel free to forward the clarifying email from Brenda (sent 7/5/22) to committee chairs, regional reps, etc. so everyone is aware. 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.	
Review Online and Old Business and Motions			
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Executive Board Reports Old Business and New Business			
President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Mentorships	Student has been identified for mentoring with the President.	Reminder—a UOTA initiative is for each EB member should be mentoring someone in order for newer OT professionals to feel free to join and flourish in UOTA. That someone can be a new member or a student.	
Website	Reminder that each committee needs to be responsible for their area of the website and	Secretary will be the primary contact person for Misha Conway (website	

	report updates to the executive board liaison. Work through the secretary for website updates. The website is part of the secretary role. Emily, as the secretary, is Misha's primary contact for website changes. If you contact Misha directly, always cc Emily.	maintenance). Please email uotasecretary@gmail.com for website updates to pass along.	
WROTSS March 3-5, 2023 Las Vegas, Nevada	<p>–Thank you to the five UOTA members who reviewed the “call for papers” for WROTSS.2023.</p> <p>–Within the next week–the schedule will be finalized and registration available.</p> <p>–March 3 (Friday) time has been set aside for an Executive Board event between states. The AOTA President will be attending. All board members and UOTA leaders are invited to attend.to discuss inter-state and inter-association type issues and problem solve with one another. Is anyone interested in attending?</p>	Please see the UOTA website for WROTSS info on the scrolling bar. Begin planning for attending WROTSS now. Each state receives a kickback of \$\$ based on the % of registrations that come from that state. Promote the conference.	
ASAP (updates from State Association Presidents) @ AOTA annual conference.	Brenda will attend the AOTA conference ASAP meeting.		
HHAU	No report.		
Nominations/Recognitions	Member-at-Large: Rebecca White graciously stepped into the Member-At-Large role as interim for two months in 2022 due to the resignation of Diane Peake. She was unable to continue in the position for a longer extension. Emily Cummings then served to keep the member spotlights published. Please thank both	Add President to nominations for 2023-2025.	

	<p>Rebecca and Emily for their help in the interim. Bonnie Eckman, mental health specialty practice liaison has agreed to accept the appointment of this position from Jan 1-June 30, 2023. Please welcome Bonnie to the board and add her to all the email/executive board distribution lists.</p> <p>President-Elect: Sarah Gray announced that she will be moving to Colorado so unable to continue as president-elect and then president to begin July 1, 2023. Nomination for president will need to be added to the spring 2023 nominations. Brenda will have completed two terms as of Jun 30, 2023.</p>		
<p>Government Affairs Sarah Brough Co-Chair reporting.</p>	<p>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).</p> <p>Sarah intends to utilize the Capitol Hill Day event as part of her graduate work. This will include developing a manual on the steps of putting it together for efficiency for volunteers in the future. Hoping to offer a virtual option for people who cannot attend in person. Plan to present all legislators with a thank-you card for supporting the passage of the interstate compact in 2022. Intend to build self-regulation kits for</p>	<p>See Secretary’s report—BPPC for need to review and provide advice on content with the government affairs handbook drafted by a previous government affairs committee chair.</p> <p>Bonnie Eckman has lists prepared for the uses of the self-regulation items that she has used in the past and will share.</p> <p>Motion made and seconded to provide the committee with up to \$200 to purchase promotional items for self-regulation kits to hand out to legislators at Capitol Hill Day. Motion passed. The committee is putting together an itemized list. If the cost exceeds \$200, the committee may</p>	<p>BPPC is scheduled to meet in January 2023 for oversight and review of the draft of the government affairs committee handbook developed in 2022.</p>

	<p>participants to present to the legislators with explanations of why each item is included. Developing a demographic info sheet for legislators to explain the impact OT makes. Hope to collect feedback from participants on what is found to be most effective and how to improve the event. Bonnie Eckman suggested adding info for how OT is contributing to mental health support for first responders and military personnel as this is a current event in our profession.</p>	<p>request extra \$\$ be allocated prior to the event. Reimbursement will be provided. Sarah Brough and Bonnie Eckman will collaborate after the meeting to discuss the development of self-regulation kits.</p>	
Public Relations	<p>Vanessa Russel is contacting various state agencies to ask if there might be openings on local boards for OT volunteer service. The goal is to get OTs and OTAs serving on various boards and with agencies in Utah.</p>		
Tri-Alliance	<p>Meetings are quarterly. Meeting took place Nov 4 at 5:30 pm</p>	<p>New PT President to begin January 2023.</p> <p>Remember that we can advertise one event a year with our partners to their members free of charge.</p>	
Strategic Plan Initiatives	<p>Current focus needs to be one-on-one contact with members to grow committees and fill nomination opportunities for 2023.</p>		
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	0 OOS/non-OT		

	<p>91 student 64 OTA 156 OT 1 lifetime 312 total current active members 11.6% DOPL (1901 licensees) up from 11.2% in Nov.</p>		
Membership Committee	<ol style="list-style-type: none"> 1. Lifetime membership category - establishing an initiative to award one lifetime member per year. 2. Jeanette sending form for lifetime membership award nominations via a member email blast. 3. Jeanette had membership table at conference—UOTA swags—report on sign-ups for committees? Brenda picked up the main volunteer sign up sheet. There were no DEI volunteers. Meena has a list of those who attended the Entrepreneur group. Sydnee Hancock did not attend. Is she still interested in running the Entrepreneur group? 	<p>Criteria for lifetime membership discussed:and approved by the Executive Board: –has demonstrated UOTA membership over majority of lifetime/Utah residency –has demonstrated UOTA volunteer leadership over majority of lifetime/Utah residency –is retired from OT practice</p> <p>Jeanette announced at the UOTA conference business meeting that lifetime membership award nominations will be coming via email soon. Jeanette will send it out this month.</p> <p>Brenda has now sent sign-up sheet info to membership (1/10/23)</p> <p>Jeanette has created membership list by region, list is in shared drive and will be updated quarterly.</p>	
Continuing Ed	<p>Pediatric feeding course: Currently signed up (1/2/23): 51 (19 OTR Member, 7 OTA Member, 7 OTR NM, 5 OTA NM; 7 Other professionals; Discount: From Weber 4 w/discount, plus Travis & Nick</p>	<p>Travis doing feedback survey, Vanessa will prep certificate to be sent upon completion of survey.</p> <p>Emily C. will take pictures that day and</p>	

	<p>each waived. 30 participants reached break even point.</p> <p>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: Sponsorship by Nick Sidwell Cost (approved by board in July): (Member/Non Member Pricing: OTR: \$100 \$150 OTA: \$90 \$130 University Students: \$50 \$70 Other Professionals \$95 \$150) Travis has prepped information for event posting on website after the annual conference, announced on the day of the conference. Flyer was emailed to membership after the conference (membership chair) and Emily C. has been posting on social media. Post again in January (weekly?). Has also been shared w/USHA, but not Tri-Alliance.</p> <p>Travis Chamberlain assumed the role of CE Committee Chairperson in October 2022. Anita Williams is joining the CE Committee, yay!!!</p> <p>Photos, social media—#UOTACE</p>	<p>post them on social media. Hashtag to use: #UOTACE</p> <p>Registration deadline will be set (Monday Jan 23rd at noon) prior to conf, will then send total expected to Nick for ordering lunches (Vanessa).</p> <p>Need to share on social media 2-3x in January (Emily C), send membership email again (Jeanette), and send to USHA and to Brenda to forward to Tri-Alliance (Vanessa).</p>	
Annual Conference	<ol style="list-style-type: none"> 1. Conference theme: “Looking Back → Moving Forward” 19 sessions + Posters, SIS, Bus. Mtg., and 5 virtual presentations (also streaming & recording 5 in-person sessions for virtual access) 	<p>Thinking ahead to next year: –Will continue to need to think about programs needed to present portions of the conference virtually. –Please continue to think about potential committee co-chairs to support Lynn</p>	<p>Google Drive folder for conference pictures: https://drive.google.com/drive/folders/1jkS2V9oh_mRv_oxsp7X01Em0yz8uTmT6D?usp=sharing</p>

	<ol style="list-style-type: none"> 2. Online offerings: Keynote, most popular–12 viewed video through LearnWorlds; 4-9 ave for other videos. All views took place by Nov 7th. 3. Lynn and Meena did an amazing job, Lynn has agreed to chair again next year. Meena should focus on venue/program, can we find another co-chair for Lynn? 4. Student volunteers were awesome! 	<p>Farley. Meena will continue to focus on getting the venue situated and to help with the hosting.</p> <p>–Suggestion from Brenda to have panels included for next year–need to update presentations to have more audience interaction and participation from attendees.</p> <p>–Thinking of ways to streamline the call for papers and vetting presenters ahead of time (e.g., the way WROTSS did the call for papers was impressive). Seeking more feedback on presentation styles from presenters.</p> <p>–Student volunteers from St. George will be needed to make the conference successful in a new setting. Suggestion to have student task force members step in to help with logistics to help students from northern Utah to attend in St. George (e.g., having students in St. George host students from SLCC or U of U).</p>	<p>Hashtag to use for posting conference pictures: #UOTAconference2022</p> <p>Vanessa will share conference feedback from surveys at next EB mtg.</p>
<p>Annual Membership Meeting (Business Mtg)</p>	<ol style="list-style-type: none"> 1. Business Meeting: Well done, everyone (especially Brenda!) Thoughts for any changes for next year? 2. Photographs taken for social media. How did that go for 2022? 3. Add hashtag for 2023 Annual Conference pictures, encourage people to tag UOTA! 4. From last meeting: “DEI survey is ready in Google forms. To obtain a representative sampling of member 	<p>–Need to find other ways to get responses to the DEI survey. Vanessa to check with Meena/Lynn to see who has paper surveys (if any).</p>	

	input–distribution will include a QR code added to provide input during the business meeting, a membership email blast, after the DEI presentation, and in paper copy at the registration table.” Is any follow-up needed?		
Mentorship	Jen Van Orman, student mentor, helped on the conference committee–huge help during conference, will invite to committee meetings this coming year.		
Secretary Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website	<ol style="list-style-type: none"> 1. We need a member-at-large and regional reps fully staffed to help facilitate UOTA monthly member spotlights! Lots of communication with region 6 rep for a December spotlight but didn’t happen. Region 1 (currently doesn’t have a regional rep) is scheduled to provide a member spotlight for January 2023. What can be our process for getting the monthly member spotlights ready until we have a member-at-large again and regional reps fully staffed? 2. Anyone good at creating JPG or PNG graphics? It would be great to have a picture to use for promoting the upcoming UOTA Capitol Hill Day! 	<ol style="list-style-type: none"> 1. Secretary emailed the UOTA president and member services committee chair to ask for help identifying UOTA members in region 1. Secretary will start emailing UOTA members in region 1 to find someone for the January 2023 member spotlight. The member-at-large will begin working with the region 2 rep to make sure we have a member spotlight lined up for February 2023. 2. The Secretary will begin social media posting to ramp up excitement for the upcoming pediatric feeding course and 	

		Capitol Hill day. Secretary will reach out to Brenna Schiwal (student task force member) to ask for help in designing a graphic to use for advertising.	
Bylaws, Policies, Procedures Committee (BPPC)	1. Email sent out to schedule upcoming meeting.	1. Need to begin work on a handbook for the Recognitions/Nominations committee, as well as updating role descriptions for this committee and the Public Relations Committee. Will also need to work on reviewing the draft of the Government Affairs handbook.	BPPC committee will meet on 1/7/23.
Contact List	1. Please let UOTA Secretary know if your info needs to be updated, or feel free to update it yourself. Contact list is located in the UOTA Google Drive.		
Course Accreditation	<p>–Course accreditation miscommunication: UOTA member emailed re: a course taken back in April 2022 for which she never received CEUs. Statement on course website: <i>“If you do not see certification approval for your accrediting body listed, please reach out to them directly.”</i> Course providers did not submit a course accreditation request through UOTA. This is misleading information for course attendees who take the course in good faith expecting to receive CEUs.</p> <p>–Courses receiving course accreditation</p>	<p>–Email communication with UOTA member to explain the course accreditation process through UOTA. Shared that UOTA typically accredits a specific course, but doesn’t provide CEUs on a case-by-case basis. Encouraged her to reach out to course providers in the future if UOTA is not listed as a CEU provider in order to ask the course to submit an accreditation request through the UOTA website.</p> <p>–Question about if accreditation matters</p>	<p>–Consider adding wording to UOTA website to remind members that they can reach out to course providers in the future if UOTA is not listed as a CEU provider to request the course providers submit an accreditation request through the UOTA website.</p> <p>–Secretary to email U of U</p>

	<p>since 11/2/22:</p> <ol style="list-style-type: none"> 1. The Relationship between Nutrition and Cognition (sponsored by IHC). 2. Abilities Care Approach Rehabilitation & Communication for Patients with Neurocognitive Impairments (sponsored by Ensign Services). <p>–Unusual course accreditation request from the U of U graduate nursing program. Would appreciate a 2nd opinion from EB members since we need to deviate from the usual course accreditation procedure to make it happen.</p>	<p>when renewing national registration or certification from NBCOT. Wording from the NBCOT website on course requirements: “Attend workshops, seminars, lectures, professional conferences, or online courses that are approved by one of the following:</p> <ul style="list-style-type: none"> • Regionally accredited college/ university • State regulatory board for licensure renewal • Continuing-education providers (e.g., state associations, continuing-education companies) • Third party entity” 	<p>graduate nursing program (contact: Jacquie) with EB decision to not approve course accreditation, as their courses do not align with the objectives & requirements of UOTA.</p>
Mentorship	<ol style="list-style-type: none"> 1. UOTA secretary will begin to mentor a volunteer from the student task force (Hannah Larsen). 	<ol style="list-style-type: none"> 1. Secretary will ask Hannah and student task force members for social media post ideas re: “elevator talk” (i.e., quick ways to pitch OT) for students and OTs/OTAs to use when introducing themselves to legislators during Capitol Hill Day. 2. If Hannah is attending Capitol Hill Day, the Secretary will ask her (and other student task force members) to take pictures, notes, observations, etc. to use to document the event on social media. 	
Treasurer Report			
Agenda item	Information	Action items	Outcomes

Old Business			
Summary of current budget	Total Revenue = \$28,788.50 Total Expenses = \$13,268.89 Net Profit = \$(15,519.61)	Robin Meyer- updated membership and feeding conference. Jeanette enabled her through 1/13 to update her card info. Jacquie course accreditation- CEUs for webinars? Discussed with EB regarding the U of U College of Nursing CEU request, Secretary to email Jacquie with our decision, as their courses do not align with objectives/requirements of UOTA.	
Job Advertising	YTD = \$750		
Online Course Revenue/HWOT	Online (e.g, online courses always available from UOTA): YTD = \$165 Handwriting Without Tears CEU course: YTD = \$2,587 Get Permission pediatric feeding conference: \$4,585		
Accreditation Revenue	YTD = \$1425		
AOTF Scholarship	No new information yet, waiting to hear scholarship recipients.		
Revenue generating ideas	Organizational Membership vs Partnership Organizational Membership: Proposed cost for membership: \$250 Benefits for organization:	Organizational membership added to website.	

	<ul style="list-style-type: none"> ● 1 Free Premium Advertisement per year and 25% off additional advertising (website, jobs) ● 25% off memberships for employees of organizational member <ul style="list-style-type: none"> ○ Expiration date on discount code ○ Have members scan in their badges or other verification of employment ● Organization's name and logo on the UOTA website ● Email blast to introduce new organizational member <p>EB to approve new organizational memberships</p>		
DEI Task Force			
OTA Rep Report			
Agenda item	Information	Action items	Outcomes
Old Business	<u>2022-2023 Student UOTA Reps</u> SLCC: Brenna Schiwal Joyce U: Marcy Davis University of Utah: Kylie Frandsen (2nd years), Jen Van Orman (1st years)	Need to update our photos on our website. Kristen will email all 4 students to ask for a picture and bio to add to the UOTA website. Go to UOTA website > About Us > Meet the Team page to see examples of what others have done.	All three schools represented!
UOTA/AOTF Scholarship	U of U and SLCC students have applied for this scholarship to be awarded in 2023.	Brenda will receive the names of the winners when the scholarships are awarded and will share them with the secretary. Emily will post on the UOTA social media pages. We are all anxious	

		to learn who the winners will be!	
UOTA Student Task Force	<p>Mentorship Program - Every EB Member has a student!</p> <p>STF Fundraiser: Cafe Rio originally planned for December 1st needs to be rescheduled for spring 2023, locations to be determined. We also would like to submit sticker designs for UOTA Executive Board Approval.</p> <p>Social Media Sub-Committee: Going to begin working with Emily Cummings on developing a social media posting calendar so we always have content being published and stay connected with membership.</p>	<p>STF Fundraiser:</p> <ul style="list-style-type: none"> - Email UOTA EB with date (20% back for UOTA on the purchases. - Approve sticker designs by UOTA EB—both designs were approved, Kristen will follow up with student task force to put plans into action. Motion passed. <p>Social Media Sub-Committee: Set up meeting/email thread with students and Emily.</p>	OTA rep to work on rescheduling STF fundraiser.
OTA Membership	Medicare OTA Payment Differential Handout	See Member-at-Large notes for action item. Membership committee chair (Jeanette) will help with this as well.	
Mentorship	<p>President - Brenda Lyman/Sarah Gray: Kylie Frandsen</p> <p>VP - Vanessa Rapier - Jen Van Orman</p> <p>Secretary - Emily Cummings - Hannah Larsen</p> <p>Treasurer - Savannah Stone - Marcy Davis</p> <p>Member at Large - Bonnie Eckman - Ranelle Glines</p> <p>OTA Rep - Kristen Courtney - Brenna Schiwal</p>	Students to connect with UOTA EB. Utah is the first state to incorporate a student task force in its state organization!	
Member-at-Large Report			

Agenda item	Summary of discussion	Action items	Responsible and date
Member-at-Large Appointment	<p>Bonnie Eckman has been appointed to serve Jan 1-Jun 30, 2023.</p> <p>Rebecca White served as interim for two months and Emily Cummings covered the spotlights for another two months since the elected member's resignation. Thanks to each for stepping in.</p>	President will begin mentoring into the role.	
Specialty Practice Liaisons	Bonnie will serve a dual role by continuing as the mental health specialty practice liaison and Member-at-Large Executive Board Member for the time being.		
Regional Reps	Regions 1 & 6 have open positions which were Dec and Jan member spotlights. Bonnie will recruit.	Contact all regional reps with the month they need to provide a member spotlight for 2023 so they can begin early and be prepared to submit a member spotlight a month early.	
Mentorship	Bonnie will begin mentorship with a student who inquired with the previous Member-at-Large.		
Adjournment	EB meeting was adjourned at 8:47 pm	EB members reminded to attend Capitol Hill Day and update this agenda to become minutes for this meeting.	