

UOTA Executive Board Meeting Minutes
7 March 2023
7-9 pm

| | |
|--|--|
| <p>Executive Board (EB) Present: Brenda K. Lyman, President Vanessa Rapier, VP Savannah Stone, Treasurer Emily Cummings, Secretary Kristen Courtney, OTA rep</p> <p>Executive Board Absent: Bonnie Eckman, Member-at-Large</p> <p>Meeting Order for Discussion: Welcome from UOTA President</p> <ol style="list-style-type: none"> 1. Vanessa Russell (Public Relations, Nominations & Recognitions) 2. Jeanette Murphy (Membership Services) 3. Krisanne Lewis (Government Affairs) 4. Treasurer 5. VP 6. OTA rep 7. Secretary 8. President | <p>Committee Chairs & Committee Members Present: Krisanne Lewis (Government Affairs), Vanessa Russell (Public Relations, Nominations & Recognitions), Jeanette Murphy (Membership Services)</p> <p>UOTA Members Present: Marcy Davis (student task force member & Joyce University student rep), Brenna Schiwal (student task force member & Salt Lake Community College student rep), Colby Groneman. All members invited via social media posts.</p> <p>Guests Present:</p> |
|--|--|

| Agenda item | Information | Action items | Outcomes |
|-------------|-------------|--------------|----------|
| Welcome | Welcome | | |

| | | | |
|-------------------|--|---|--|
| | | | |
| Minutes Approvals | <p>January 2023 minutes posted on website.</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> | | 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. |
| UOTA Hacks | Reminder–Again, a volunteer leader provided notice in December of a compromised email message as a fake president email. | <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 | | | |
| | | | |
| Executive Board Reports Old Business and New Business | | | |
| President's Report | | | |
| Agenda item | Information | Action items | Outcomes |
| Old Business | | | |
| Mentorships | Mentoring has been initiated for the President's position—Jennifer Nielson U of U MOT student. | 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 | WROTSS was a success! This was the 3rd WROTSS and 2nd "in-person" symposium. Brenda Lyman is the last of the founding presidents on the symposium committee and attending. The president of each state association represents the symposium committee with virtual monthly planning meetings all year long. | Brenda requested the Presidents have a Presidential Leadership Meeting at each WROTSS. This year's meeting was attended by all five state presidents (and incoming presidents) and the AOTA President. Discussion focused on moving ASAP into an official body with the AOTA to revisit the terms of the ASAP/state association affiliation agreements at the next AOTA Board Meeting—Alyson Stover, AOTA President committed to add it to the agenda. Brenda will request it also be added to the ASAP agenda for the Kansas City ASAP meeting. | Each state receives a kickback of \$\$ based on the % of registrations that come from that state. This amount will be determined after the debrief meeting or within the next couple months. |
| ASAP (updates from State Association Presidents) @ AOTA annual conference. | UOTA will be represented in April at the annual ASAP meeting in Kansas City by Brenda since we do not yet have a president-elect (Sarah Gray was elected but now moving out-of-state). | | |
| HHAU | Discussion around the parameters of a partnership were discussed. There needs to be a mutual relationship so the partnership is beneficial to both parties. HHAU greatly represented us speaking in favor of the OT Compact in the 2022 legislation. | Retrieve the contract/partnership agreement and assure it is on the google drive/share with the executive board for the development of terms—to be charged to the BPPC to develop. | |
| Nominations & | | Please be mindful and intentional to not | Thus far one nomination |

| | | | |
|--|---|---|--|
| <p>Recognitions Vanessa Russell (committee member reporting)</p> | <p>–The committee currently consists of five members–Lynn Farley, Krisanne Lewis, Jennifer Nielson (student), Anita Williams, and Vanessa Russell</p> <p>–Nominations: Nominees needed for President, Secretary, OTA Rep This is Brenda’s final term (2-term limit), Emily will re-run for secretary, Kristen will not re-run.</p> <p>–Recognitions: Check in the archive file on the website–as past award winners are all listed there.</p> <p>Date for nominations extended to March 25th.</p> | <p>nominate members currently serving in EB positions (to keep the process transparent for members), with special exceptions made for people who are ending their UOTA leadership positions. Instead, please nominate people working outside of the EB to help them gain recognition for their achievements. Encourage our co-workers to nominate people in their OT network who are contributing!</p> <ul style="list-style-type: none"> –Vanessa Russell will request Misha (website admin) to send out the ballot. –Jeanette Murphy will email blast the call –Emily Cummings will reinforce the deadline on social media | <p>for Secretary and one nomination for OTA Rep has been received.</p> <p>Thus far a couple recognition awards nominations have been received.</p> |
| <p>Government Affairs Krisanne Lewis (co-chair reporting)</p> | <ol style="list-style-type: none"> 1. Capitol Hill Day was the morning of February 7, 2023. Our lobbyist, committee chairs, the President, three UOTA members, one U of U MOT student, and loads of Salt Lake Community College students were in attendance. Some were successful in meeting with legislative leaders. Sensory regulation gifts were distributed. 2. Committee is invested in school workload cap legislation. AOTA has begun addressing this issue on a national level. 3. As the 2023 legislative session winds down, this committee’s work will focus on recruitment for the committee. The committee meets on the 4th Tuesday of | <p>–A Capitol Hill Day manual is in development as part of Sarah Brough’s graduate studies project.</p> <p>–See Secretary’s report–BPPC has been charged to review the draft of a government affairs handbook written by a previous government affairs committee chair. BPPC was unable to complete this in January–so can address it at an upcoming meeting.</p> | <p>Treasurer requests receipts for the self-regulation kits at Capitol Hill Day so reimbursement can be made.</p> |

| | | | |
|---|--|---|--|
| | <p>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>4. OT compact—22 states currently on board, 15 additional states working on legislation this year. WROTSS provided an update. Brenda reported that the Idaho OT association has another legislative effort this year to focus on so it hopes to address the compact in the 2024 session. Nevada’s legislature meets every 2 years so the plan is to present it in 2025. California is undecided. Utah’s neighboring states of Wyoming, Colorado, and Arizona have all been successful in passing the compact. It benefits Utah practitioners when neighboring states are part of the compact as well.</p> | | |
| <p>Public Relations Vanessa Russell (chair reporting)</p> | <p>Public Relations is again in full swing after several years of minimal activity.</p> <p>The focus is to get OT on various state boards and agencies to better represent the OT profession in Utah. The board ratified the public relations committee plan.</p> <p>—Vanessa Russell is contacting various state agencies to inquire about 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> | <p>—UOTA Board and members are asked to inform Vanessa Russell:</p> <ol style="list-style-type: none"> 1) Known OTs & OTAs currently serving on boards or advisory committees 2) What different volunteer/service/involvement (e.g., fundraiser walks) opportunities available in each region. 3) Persons in various regions who may be interested in serving on boards. | |

| | <p>–Email was sent out to UOTA membership to recruit members to join public relations task forces–i.e., a podcast task force and a community connections task force</p> | <p>–Collaboration is needed with member-at-large to engage the regional representatives into this initiative. –The secretary will continue to collaborate with the PR committee to raise awareness of their efforts through social media. –Membership committee chair will continue to use email blasts to let membership know of opportunities.</p> <p>Success will require a team effort! This should be an ongoing strategic plan goal over time!</p> | |
|----------------------------|--|---|----------|
| Tri-Alliance | No news. | | |
| Strategic Plan Initiatives | Current focus needs to be one-on-one contact with members to grow committees and fill nomination opportunities for 2023. | | |
| Vice President’s Report | | | |
| Agenda item | Information | Action items | Outcomes |
| Old Business | | | |
| Membership Stats | <p>3 OOS/non-OT 87 student 65 OTA 160 OT 1 lifetime 316 total current active members 11.8% DOPL (1901 licensees) up from 11.6% in January.</p> | <p>1. Keep working to get up to 20% of DOPL OT & OTA licensees as UOTA members. We love UOTA student members too!</p> | |

| | | | |
|-----------------------------|--|---|---|
| <p>Membership Committee</p> | <p>Jeanette sent out a form for lifetime membership award nominations via a member email blast. Deadline 3/10. 4 received, so far, for 2 nominees— As we consider a recipient, what are goals for this award (description includes that they are retired—)</p> <p>2. Website issues related to membership— —updates for expiring cards —old emails, how do members change email address contacts (additional email addresses associated with accounts on website, where is confusion coming from, is there something else to request from Misha (another level?) —and mail chimp has extra email addresses Could a meeting be set up w/Misha to go over some of these issues? Can this be done by membership? (Jeanette can also invite Savannah and Vanessa, whoever else might need to be involved.)</p> <p>3. Volunteer recruiting— Jeanette planning an mail follow up in April/May to share opportunities available to committees (Volunteers for officers is open until 3/25, may get some ideas from nominations as well.)</p> <p>4. UATT— partner organization? Share info re conferences, advertising, etc., Is accreditation free for partner organizations?</p> | <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>What is the next step for Jeanette once the deadline closes? This deadline can be extended to have everything end on the same day. Jeanette can present a candidate at the next EB meeting in May and can make a recommendation based on information received during the meeting.</p> <p>2. System is not letting members renew their membership with a new card if their credit card has expired. Had to problem-solve for a long time with a UOTA member who was having this problem. Concern that we might be losing members if this is happening with them and it is too time-consuming to fix. Issues with the back-end of our website? These issues need to be resolved ASAP so it doesn't affect membership. Membership committee can meet with Misha over Zoom to resolve these issues quickly. Vanessa Ra, Jeanette, and Emily should be involved in meeting with Misha, Brenda can also join as needed. Anyone else?</p> | <ol style="list-style-type: none"> 1. Jeanette will clarify re: the criteria decided upon for this award, especially the distinction that they must not still be in UOTA leadership. Will consider changing this so we can retain members who have contributed to UOTA in some way over their careers. 2. EB needs to reach out to Misha to see what her hours are for the month (our current agreement allows for 5 hours of support from her per month). These hours carry over from month to month if they aren't used. Vanessa Ra will reach out to set up with meeting with Misha. 4. BPPC will put together a policy and procedure process for partner organizations. We already have experience with this |
|-----------------------------|--|---|---|

| | | | |
|---------------|---|---|---|
| | | <p>3. Jeanette will wait to send out this email blast until the deadline for EB candidates has passed.</p> <p>4. More clarification needed re: partner organizations how this would benefit UOTA and other organizations who might have limits on the funds they have available for things like advertising, etc. Brenda will look for more information in current UOTA documents to see how HHAU became a partner organization. We are also partners with AOTA through an affiliation agreement. There needs to be mutual benefit to both organizations. Information can be shared through social media. BPPC committee can put together a policy for partner organizations.</p> | <p>from becoming partners with HHAU and will draw from these documents. The committee will come up with recommendations for the EB to consider, then the EB will make the final decision.</p> |
| Continuing Ed | <p>Pediatric feeding course: Feeding conference went really well! All but one who signed up attended even with a rough-weather drive. Feedback from conference was great. What is refund policy (one participant). Net profit, +/- \$2,400</p> <p>Travis has been working on options for sensory-themed CE for next January and will make recommendation soon. Options from one presenter include virtual, he is interested in sending out an email to membership to ask preferences (virtual, in-person, or both). In-person seemed to be well-received with feeding conf, and was</p> | | |

| | | | |
|--------------------------|---|---|--|
| | <p>well-attended.</p> <p>Travis Chamberlain assumed the role of CE Committee Chairperson in October 2022. Anita Williams is joining the CE Committee, and has been helpful, Travis would appreciate additional help if possible!</p> <p>Photos, social media—#UOTACE How did this go?</p> | | |
| <p>Annual Conference</p> | <p>Lynn has agreed to chair the 2023 Annual Conference Committee and will begin committee meetings this month.</p> <p>Previously the board voted for the 2023 Annual Conference to be held in St. George as it had been requested by Utah Tech U OTD Program program director. Recommendation is to wait until 2024 for St. George to allow for an additional year of planning:</p> <ul style="list-style-type: none"> — advertising, hotels, etc. — have an established student base (volunteers, etc.) as the program’s start date is Aug 2023 — Recruit a chair/co-chairs local to St. George as Meena was unable to commit to the co-chair position for 2023. <p>Carry-over suggestions:</p> <ul style="list-style-type: none"> — encourage presentations to have more audience interaction and participation from attendees. — establish an entrepreneurial panel — streamline the call for papers and vet | <p>Vanessa Rapiery will reach out to Meena Lyers at Utah Tech U to inquire about the 2023 UOTA Annual Conference location to be in St. George or repeated again at IHC in Provo.</p> <p>Lynn Farley would welcome a co-chair for 2023.</p> <p>Several UOTA members participated as paper reviewers for WROTSS—add those persons on the conference committee to help vet presenters and establish a process.</p> | <p>Meena agreed that a repeat of an already established Provo IHC location would be the best for 2023.</p> |

| | presenters ahead of time (e.g., the way WROTSS did the call for papers was impressive). Seeking more feedback on presentation styles from presenters. | | |
|--|---|--|--|
| Annual Membership Meeting (Business Mtg) | A date is needed for mid to later in May. | May 18th, 2023 @ 7pm via Zoom | |
| 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 | 1. Any luck getting UOTA member spotlights lined up to post on the website and social media? These are definitely our most popular posts! Can we get regional reps to start working on them in advance so the spotlights can be posted on the first day of the month? | 1. Secretary will keep in contact with MAL in preparation for an April 2023 UOTA member spotlight from region 4. | |
| Bylaws, Policies, Procedures Committee (BPPC) | 1. BPPC committee met on 1/7/23. | 1. Compiled a general committee chair role description that applies to any committee chair. Will share this with all committee chairs when it is finalized; will | BPPC agreed to meet monthly for shorter meeting times and to tackle the work needed in smaller chunks. |

| | | | |
|---------------------|--|---|--|
| | | <p>also continue to revise unique role descriptions for each specific committee. Also worked during this meeting on unique role descriptions for Recognitions/Nominations committee chair and Public Relations Committee Chair. Urgent need to work in the next BPPC meeting on updating the current draft of the Government Affairs handbook so this committee has accurate information for the rest of the legislative session. After this, will begin work on a handbook for the Recognitions/Nominations committee (can probably use the Government Affairs handbook as a template once this is finalized).</p> | |
| <p>Contact List</p> | <ol style="list-style-type: none"> 1. Please let the 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; let the secretary know if you need access. 2. Lots of new committee members volunteering, yay! Please let the secretary know so we can get their names, pictures, and a short bio added to the website "Meet the Team" page. Please ask for bios and pictures from all committee members; we want them to feel recognized for their contributions. | | |

| Course Accreditation | <p>–Courses receiving course accreditation since 1/2/23:</p> <ol style="list-style-type: none"> 1. Abilities Care Approach Rehabilitation & Communication for Patients with Neurocognitive Impairments (sponsored by Ensign Services) 2. Utah Stroke & Neuro-Rehabilitation Conference (sponsored by Intermountain Healthcare and the University of Utah). | | |
|---------------------------|--|---|----------|
| Mentorship | <ol style="list-style-type: none"> 1. UOTA secretary continues to mentor a volunteer from the student task force (Hannah Larsen). | <ol style="list-style-type: none"> 1. Will ask Hannah to help with advertising for the upcoming student task force fundraiser. | |
| Treasurer Report | | | |
| Agenda item | Information | Action items | Outcomes |
| Old Business | | | |
| Summary of current budget | <p>Total Revenue = \$3,985.38 Total Expenses = \$5,207.49 Net Profit = - (\$1,222.11)</p> | <p>Discussion re: 2023 Annual Budget</p> <ul style="list-style-type: none"> - Learnworlds (hosts online ethics course for UOTA as well as other things) vs other platforms. For example, last year UOTA had about \$100 in profits from courses on Learnworlds but the platform cost \$800 for an annual subscription. - Visible Bodies is on the budget as well, EB needs to discuss if we need to keep this as a line item in the budget. | |
| Job Advertising | YTD = \$0 | | |

| | | | |
|----------------------------|--|---|--|
| Online Course Revenue/HWOT | 2022: Online (e.g, online courses always available from UOTA), Handwriting Without Tears CEU course, Get Permission pediatric feeding conference | <p>Discussion re: refunds for people who were not able to attend an event they paid for (i.e. feeding conference for Sidwells)</p> <p>Get Permission Pediatric Feeding Conference overview: Profit of \$2,606.03 for this conference. Expenses: 3143.97 Income: 5770 Profit: 2606.03</p> | |
| Accreditation Revenue | YTD = \$75 | | |
| AOTF Scholarship | No new information yet, waiting to hear scholarship recipients. | | |
| Revenue generating ideas | Organizational membership | <p>Discussion re: Organizational Membership (Provo School District)</p> <ul style="list-style-type: none"> - How should we do the login (currently has someone's name and email)? - Will we refund people who did pay for a membership previously? - Treasurer made a motion to issue prorated refunds to UOTA members affected by this issue, motion was seconded by OTA rep (Emily and Vanessa Ra abstained from voting and discussion due to conflict of interest as Provo SD employees). The other EB members discussed the issues and agreed on a giving a prorated refund of the 25% discount (as part of the organizational | <ol style="list-style-type: none"> 1. Treasurer will create a step-by-step of this process to share with BPPC for future use. |

| | | membership) as a code (can be used for continuing education, registration on the UOTA website) to Provo SD members who had already renewed personal memberships back in Nov. 2022 but then their district purchased an organizational membership in Feb. 2023. | |
|-----------------------|--|---|---|
| DEI Task Force | | | |
| OTA Rep Report | | | |
| Agenda item | Information | Action items | Outcomes |
| | <p><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)</p> <p>All four student representatives are on the UOTA website.</p> | Bryan Gee, Rocky Mountain U reached out to Brenda to connect re: UOTA involvement. Brenda will be asking for a student representative—as Rocky Mountain now has an entry OTD program. | |
| UOTA/AOTF Scholarship | U of U and SLCC students have applied for this scholarship to be awarded in 2023. Have we made a decision on this? | Per Brenda, the response times from AOTF have been inconsistent in letting us know the scholarship recipients. Brenda will contact AOTF for updates on when scholarship winners will be notified. UOTA has highlighted the winners at the spring membership meeting in the past. UOTA would prefer to be notified as well re: the winners so we are aware when the scholarships have been awarded. Great way to engage with membership if | After conferring with AOTF, Brenda confirmed the scholarship winners will be announced in April 2023. |

| | | | |
|-------------------------|--|--|--|
| | | students are seeing UOTA supporting them in their schooling and future careers. | |
| UOTA Student Task Force | STF Fundraiser: <ul style="list-style-type: none"> - Cafe Rio in Sugarhouse: <ul style="list-style-type: none"> - Thursday, April 13th - 1235 E 2100 S - Salt Lake City, UT 84106 - 20% back - Need to coordinate with - Stickers on Cafe Press - Can we put a link for the “UOTA Store” on the website so people can shop whenever they want? This could be easy passive income for the organization. | STF Fundraiser: <ul style="list-style-type: none"> - Need to coordinate with Emily about advertising <ul style="list-style-type: none"> - Cafe Rio - Stickers to be put on Cafe Press | <ol style="list-style-type: none"> 1. Emily will ask Misha to add a link to the website for Cafe Press merchandise. |
| 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 | <ul style="list-style-type: none"> ● President - Brenda Lyman > mentoring Kylie Frandsen ● VP - Vanessa Rapier > mentoring Jen Van Orman ● Secretary - Emily Cummings > mentoring Hannah Larsen ● Treasurer - Savannah Stone > mentoring Marcy Davis ● Member at Large - Bonnie Eckman > mentoring Ranelle Glines ● OTA Rep - Kristen Courtney > mentoring Brenna Schiwal | 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 | No report | | |
| Specialty Practice Liaisons | No report | | |
| Regional Reps | No report | We are missing three months for member spotlights. | Please start working with region 4 rep (Rebecca White) to have a UOTA member spotlight ready for April 2023. |
| Mentorship | No report | | |
| Adjournment | EB meeting was adjourned at 9:26pm. | EB members will update their sections of the agenda within 24 hours in preparation to post the meeting minutes on the UOTA website. | |