

UOTA Executive Board Meeting Minutes
5 September 2023
7-9 pm

<p>Executive Board (EB) Present: Vanessa Rapier, VP Savannah Stone, Treasurer Emily Cummings, Secretary</p> <p>Executive Board Absent: VACANT–President VACANT–President-Elect VACANT–Member-at-Large VACANT–OTA Representative</p> <p>Meeting Order for Discussion:</p> <ol style="list-style-type: none"> 1. Any committee chairs present 2. VP 3. Treasurer 4. Secretary 5. Review the President section for anything time-sensitive. 6. Review the Member-at-Large section for anything time-sensitive. 7. Review the OTA Rep section for anything time-sensitive. 	<p>Committee Chairs & Committee Members Present: Melanie Suttner (Public Relations) Krisanne Lewis (Government Affairs) Jeanette Murphy (Membership)</p> <p>UOTA Members Present: All UOTA members invited via social media posts. Jen Van Orman (student task force)</p> <p>Guests Present:</p>
---	---

Agenda item	Information	Action items	Outcomes
Welcome	Meeting led by Vanessa Rapier, UOTA VP.		

Minutes Approvals	<p>Agenda Process –Agenda for an upcoming meeting is a copy of the previous meeting’s minutes–delete 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	<p>Reminder–Again, a volunteer leader provided notice in December of a compromised email message as a fake president email.</p> <p>Be familiar If you receive an email from any UOTA representative, to check the 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 balances before money goes anywhere! All payments go 	

	address. No UOTA leader will ever ask you to contribute yours or UOTA \$\$.	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	OLD: The student assigned and who reached out was Jennifer Neilson, U of U MOT student. Below in the OTA Rep section, it was noted that Kylie Frandsen is a student to be mentored by the President also.	Assure that the incoming President reaches out to Jennifer to continue mentorship.	Kylie Frandsen's email address: u1379417@utah.edu

Website	<p>OLD: Reminder that each committee needs to be responsible for their area of the website and 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 (uotasecretary@gmail.com).</p>	<p>Secretary will be the primary contact person for Misha Conway (website maintenance). Please email uotasecretary@gmail.com for website updates to pass along. –Emily will add a comment to upcoming meeting agendas asking committee chairs to update their respective sections.</p>	
New Business/New Info			
Western Regional OT Spring Symposium (WROTSS)	<p>Need to promote conference for UOTA members for 2025</p>		
ASAP (updates from State Association Presidents) @ AOTA annual conference.	<p>OLD: Hold until Nov 23 meeting: “The next UOTA president may need to speak to the motion re: onboarding and developing an online manual at the 2024 ASAP meeting since it came from Utah in 2023. Brenda has shared info w/Vanessa, A 2nd motion (again from Lyman-Utah) is being held until the 2024 ASAP meeting because time ran out in the meeting. This motion asks for onboarding (online manual that can be easily accessed for specific content and updated as needed) to be written for incoming and existing presidents to reference for basics (meeting structure, prepping motions for the business meeting,</p>		

	<p>FAQs, etc.) The next UOTA president can take this motion forward in the 2024 ASAP meeting.</p> <p>Caution should be taken for upcoming vote on motion to unite states for website cost-sharing as well. “</p>		
HHAU	<p>OLD: Email was received by the HHAU director asking when accreditation would be granted by the UOTA with the expectation there would be no cost for the accreditation fee. From there, discussion around the parameters of the partnership agreement between the UOTA and HHAU found that the partnership agreement contains free advertising but not free nor expected accreditation. A mutual relationship beneficial to both associations needs to exist. HHAU greatly represented us speaking in favor of the OT Compact in the 2022 legislation. Brenda was to contact Matt re this request, re waiving May’s request and then on case-by-case basis moving forward. Process should be explored for granting accreditations without payment/reimbursement by the upcoming/new executive board of 2023–?</p>	<p>Follow up on benefits to UOTA? Annual agreement, look at updating (Emily? Vanessa to contact as well) Add accreditation requests as needed, etc.</p> <p>–BPPC committee can make sure its clear in the future (included in policies) so there are clear expectations with partner organizations in the future.</p>	<p>Look at partner organization agreement in the Google Drive and verify the length of the partnership. Update PRN to reflect what we expect of HHAU and what they can expect from us.</p>
Nominations & Recognitions	<p>Nominations: Elections currently being held for Pres, Member-At-Large, and OTA Rep. Write-ins will be contacted for other open positions (unless elected).</p>	<p>Brenda is willing to serve, do we still need to correct this process? <i>“Write-in candidates will be contacted if they win the election—to determine if they will accept or not accept the position. Feel</i></p>	

	<p>Recognitions: All award categories have award recipients for 2023.</p>	<p><i>free to write-in your own name if you are interested in serving.”</i> Who is working on this currently? Brenda made deal to help w/BPPC!</p>	
<p>Government Affairs</p>	<ol style="list-style-type: none"> 1. Subcommittees are being established for special interest focus—school system workload and mental health—is there a procedure in place for creating a special interest focus? Would it be best to include the school-based focus in the pediatric group, or create a separate group? 2. Kristen Courtney and Lynn Farley are working on a subcommittee re: mental health legislation (e.g., only certain states recognize OT as QMHP [qualified mental health practitioner]). 3. Info forwarded to Krisanne re ASHT group. 4. Lobbyist—Vanessa will contact right away: please share info with any suggestions. (Tri-Alliance has been suggested) 5. Lobbying for OTs to have educator licenses in order to be eligible to be school administration and receive compensation initiatives from the Utah state legislature. 	<ol style="list-style-type: none"> 1. AOTA is offering some feedback on school-based caseloads legislation based on what’s happened in other states. In October, will be looking at lobbying campaigns aimed at legislators who are former educators to ask them to sponsor legislation. –Having the school-based collaboration group (run privately by Krisanne and others) to be sponsored by UOTA instead so we have access to the lobbying power of UOTA and the strengths of numbers. Could be really helpful when looking at generating interest for school-based legislation. –AOTA cautioned that specific language related to OTAs needs to be included in any Utah caseload cap legislation. When 	<ol style="list-style-type: none"> 1. Melanie and Krisanne are going to connect to record a podcast on school-based legislation.

		<p>this language was left off in other states, it did not protect OTAs and affected job security for OTAs.</p> <p>–Hard to compare caseloads when different service models (e.g., involving COTAs, motor aides) are used by different districts.</p>	
Public Relations	<p>New chair!</p> <ol style="list-style-type: none"> 1. Community Connections–PR Committee continues working on finding ongoing and date-specific opportunities to serve. Look on the website for updates. 2. Melanie revived the podcast while interviewing a former classmate–need to share with UOTA membership. 2nd podcast recently shared with OT working in neuro/cognitive therapy who’s created a board game to help address cognitive deficits. 3. Melanie is continuing planning for the Huntington’s Disease Fundraiser around Halloween time. Looking to dovetail with the Huntington’s Disease Foundation fundraiser walk coming up on September 30th. 	<ol style="list-style-type: none"> 1. Email blast with community connections has happened in the past. Jeanette offered to continue sending out email blasts in the future. 2. Emily will post Spotify link for podcasts on our social media. Can also put direct Spotify link on website header for easy access, will also ask website admin to add to website on appropriate page (Emily needs to look to see where/when podcasts have been placed on the website). 3. Melanie plans to share info about our UOTA fundraiser for this same issue at the walk on the 30th. 	
Tri-Alliance	<p>OLD: Vanessa will reach out to schedule the next quarterly meeting, Brenda has shared contact info.</p>	<p>UOTA will need to make sure we are aware of the meeting schedule; they have been sporadic recently. Another board member could be assigned this task as well.</p>	

Strategic Plan Initiatives	OLD: Current focus needs to continue for one-on-one contact with members to grow committees and fill nomination opportunities for 2023. Need to schedule meeting to review plan, Vanessa will send another email as soon as elections are complete.		
Other			
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	As of 9/3/23: 4 OOS/non-OT 78 student 66 OTA 174 OT 2 lifetime 324 total current active members 13.3% DOPL (1802 licensees - down by 100) up from 12% in July.		
Membership Committee	<ol style="list-style-type: none"> 1. Continues looking for volunteer help! 2. Membership blasts going out for free since we are a non-profit. 2nd mailchimp account is paid and used to send out emails to the DOPL list (we have to pay to gain access to the DOPL list and it can only be used to advertise continuing education). We have enough people included on the email list that we continue to need the 	<ol style="list-style-type: none"> 2. Jeanette needs to be reimbursed for the money she paid for keeping the paid Mailchimp account going and will turn in a receipt to Savannah. This expense can be placed in the UOTA conference budget as an unanticipated expense since the bulk of the emails are for conference advertising. She will look at the last Mailchimp email blast to see the stats for how many of the emails were opened/read. Could social 	

	<p>2nd account. It can be “paused” 2x per year; otherwise you can cancel the account but everything gets deleted. Needed especially with the conference coming up (call for papers, conference registration)</p>	<p>media take the place of email blasts? Other email blast services are Constant Contact...please let Jeanette know if you have any other ideas of places to try.</p>	
Continuing Ed	<p>Friday, January 26, 2024, Provo School District.</p> <p>Continue: Photos, social media–#UOTACE, #UOTAcontinuingeducation</p> <p>Continue to ask non-pediatric based OTP to serve on the CE Committee</p>	<p>Emily will ask an OT neighbor who works in skilled nursing about serving on the CE committee.</p>	
Annual Conference	<p>Lynn chairing 2023 Annual Conference Committee. Student volunteers have been super helpful!</p> <p>Location booked: Utah Valley Hosp. Ed center</p> <p>Date: Nov 4th, 2023</p> <p>EB approved Conference Theme and updated pricing for 2023 via email: “Serving - Promoting - Advancing OT In Utah (SPA Day)”</p> <p>Call for papers has ended, 13 presentations–please send Lynn and/or Vanessa any suggestions, a few more sessions are needed to fill the day. Conf.</p>	<p>–Lynn Farley would welcome a co-chair for 2023.</p> <p>–St. George as a location will be considered for the 2024 conference?</p> <p>–Price increases are proposed for this year’s conference; prices have remained the same for several years now.</p> <p>–Students can submit up until October since their projects are due around then.</p> <p>–No advertising or vendors allowed at</p>	<p>Vanessa will follow-up with Kristen Courtney re: facilitating a new grad panel for the next conference. Savannah will be helping with this as well.</p> <p>Brenda is volunteering to facilitate the student hack-a-thon for the conference.</p>

	<p>Committee members are reviewing by 9/7/23.</p> <p>Carry-over suggestions (committee will encourage presentations to have more audience interaction and participation from attendees.</p> <p>–establish an entrepreneurial panel</p> <p>–Kristen is volunteering to facilitate a new grad panel for the conference. Savannah volunteered to share her experience as a new grad volunteering on the UOTA board.</p> <p>–Brenda is volunteering to judge the hack-a-thon for the conference and has submitted this as an abstract (we can ask students for their input on real-life questions e.g., How can we get students to maintain their UOTA membership after graduation?). The more student involvement, the better! Will need EB helpers at the conf.</p>	<p>Utah Valley Hospital.</p> <p>–Questions re: panels. The panel facilitator could go through the abstract process, or could work with the conference committee directly to let the committee know of his/her intention to form a panel.</p> <p>–A company is allowed to submit an abstract to present on a product/service during a session (no tables, sway, etc. allowed). Companies can also advertise on the UOTA website at any time of the year.</p> <p>–Anyone providing a significant amount of service on the conference planning committee can apply to have discounted or free conference registration.</p>	
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)	At conference–new VP by then?		
Mentorship	Jen Van Orman, student mentor, helping on the conference committee again w/student-specific sessions.	Thanks Jen for continuing to help with the conference planning!	
Secretary Report			
Agenda item	Information	Action items	Outcomes
Old Business	1. Please consider using your UOTA email address for UOTA business (especially when creating UOTA	1.	

	<p>documents) so the information is “owned” by a UOTA-related account. This will make transitions smoother long-term when people come and go from UOTA leadership.</p>		
<p>Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook page likes: 851 followers –Instagram followers: 168 –Twitter followers: 6 (*Use this information to tailor social media content– posts can focus on benefits of UOTA membership and encouraging readers to join).</p>	<ol style="list-style-type: none"> 1. Still working on UOTA member spotlights ready to go ahead of time in the absence of a Member-at-Large rep. 2. Reaching out to prospective OT/OTA programs for updates to share on social media (e.g., RMU, Utah Tech, UVU?). –No response this spring from Utah Tech, Emily will reach out again since new program chair is in place. –Reached out the UVU program chair but they are just getting started and didn’t have info to share publicly yet. –Emily will figure out who is a good contact person for the entry-level OTD program at RMU and will reach out for updates. 3. Preferred hashtag for 2023 UOTA Annual Conference: #uotaconference2023. Upcoming sensory processing continuing education event: #uotace 4. Finding ways to connect on social media with new/prospective student members starting OT/OTA school? 	<ol style="list-style-type: none"> 1. UOTA member spotlight order: <ul style="list-style-type: none"> ● Region 1: January, July ● Region 2: February, August ● Region 3: March, September ● Region 4: April, October ● Region 5: May, November ● Region 6: June, December 	


<p>Bylaws, Policies, Procedures Committee (BPPC)</p>	<ol style="list-style-type: none"> 1. Brenda Lyman agreed to be the BPPC chair once her term as president ended—need to follow up to see when she is ready to begin. 		
<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 under “Contact Information List,” let the secretary know if you need access. 		
<p>Course Accreditation</p>	<p>–Courses receiving course accreditation since 7/11/23:</p> <ol style="list-style-type: none"> 1. 3rd Annual Intermountain Healthcare Concussion Conference (sponsored by Intermountain Health) 2. IFunctional Core and Pelvic Floor for Seniors Health and Older Adults (sponsored by Ensign Therapy Services) 3. Root Fx, OT and the Upper and Lower Body (sponsored by Ability Innovations) 4. 2023 Virtual Therapy Workshop (sponsored by HHAU) 5. 2023 Virtual Therapy Workshop (sponsored by Ensign Therapy Services) <p>–2 other course accreditation approval requests have been emailed out and need your yes/no vote soon:</p> <ol style="list-style-type: none"> 1. Wasatch Acute Care Therapy Conference - Promoting Early Therapy by Reducing Barriers to Treatment and 		

	2. The Benefits of Tilt and Recline: Adjusting Bases for Optimal Posture, Pressure relief, Propulsion, and Participation.		
Google Drive (and ways to make transitions smoother when new EB members come and go)	1. End goal: make all UOTA documentation electronic and easily accessible in the UOTA Google Drive! Then it's easy for UOTA leadership to access from all over Utah and we don't have to worry about passing thumb drives, binders, hard copies of documents, etc. along.		
Mentorship	1. UOTA secretary continues to mentor a volunteer from the student task force (Hannah Larsen).	1. Hannah shared info on current happenings in the U of U OT program to share on social media.	
Treasurer Report			
Agenda item	Information	Action items	Outcomes
Old Business	Numbers below are as of 8/31/2023		
Summary of current budget	2023: Total Revenue = \$10,056.49 Total Expenses = \$9,791.90 Net Profit = \$264.59		
Job Advertising	YTD = \$950	Process is on Drive, Emily also updating.	
CEU Revenue	YTD = \$1,990		
Accreditation Revenue	YTD = \$900		
Revenue generating ideas	Organizational membership	Discussion: Working on a process for refunds for organizational membership if	

		<p>people had pre-existing memberships. See email 6/26/23. Figuring out the procedure with the Provo School District. Once the refund procedure is figured out, Savannah will work on writing up an official procedure to put in the Google Drive to further clarify how organizational memberships need to work.</p> <p>–Emily is okay making a donation to UOTA with her refund! Vanessa will check with other co-workers to see if others would like their refund completed.</p>	
Other	Failed payments on Stripe: This last month was 5 of total of 45 transactions	<p>This typically happens if the card you used when you began your membership expires.</p> <p>–in the past, Misha added an extra email reminder if your credit card was set to expire within a month of your membership auto-renewal.</p> <p>–Savannah can let us know at the next meeting if we need to do anyone else.</p>	

OTA Rep Report

Agenda item	Information	Action items	Outcomes
<u>2022-2023 Student UOTA Reps</u>	<p>OLD: SLCC: Brenna Schiwal Joyce U: Marcy Davis University of Utah: Kylie Frandsen (2nd years), Jen Van Orman (1st years) Rocky Mountain: Need a student rep for the coming school year.</p> <p>–U of U report (Jen): working on surviving the rough summer semester. Looking forward to</p>	<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. Per Melanie, Rocky Mountain is also looking into providing a bridge program for COTAs > OTs.</p>	<p>–Elissa will be reaching out to Kristen Courtney for training in the OTA rep position</p> <p>–Elissa will also be reaching out to the program directors of each school to see if they are available for in-person</p>

	<p>moving out of the classroom and into workplaces for Level I fieldworks soon.</p> <p>–Joyce University report (Marcy): UOTA learned too late that there was a threshold for the Cafe Rio fundraiser (we came in just under the threshold and didn't receive any profits. Marcy felt it was an easy fundraiser to set up, and we learned a lot for next time! SOTA clubs need to participate in a fundraiser, and might be willing to help with future fundraisers. Might consider the location next time (only the Sugarhouse location was participating) and also ways to generate more interest.</p>	<p>Kristen will help mentor the next OTA rep to help facilitate the process for getting student reps for next year. Usually the SOTA club faculty mentor is the best contact person for each school. Schools prefer to do their own elections in-house and then let us know who is elected for the coming school year.</p>	<p>meetings.</p>
<p>UOTA/AOTF Scholarship</p>	<p>OLD: New meeting held w/updates and info re deadlines/notification, Utah unable to attend (meeting is during EB meeting), but slides were shared by Lawrence Liff per request and are in shared drive:  ASAPsummer2023Presentation.pptx</p>	<p>–If the meeting was recorded, Vanessa will put it in the Google Drive.</p>	

<p>UOTA Student Task Force</p>	<p>OLD: STF Fundraiser:</p> <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. 	<p>STF Fundraiser:</p> <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 - Per Marcy, we didn’t meet the threshold to receive monies from the Cafe Rio fundraiser. She will follow up with Cafe Rio to confirm since per word of mouth many more people participated. 	<ol style="list-style-type: none"> 1. Emily will ask Misha to add a link to the web once we have the Cafe Press UOTA store situated.
<p>OTA Membership</p>	<p>OLD: Medicare OTA Payment Differential Handout</p>	<p>See Member-at-Large notes for action item. Membership committee chair (Jeanette) will help with this as well</p>	<p>Kristen will place this information on the UOTA website—telehealth updates under the News—telehealth tab and other medicare/medicaid updates under the legislation tab.</p>



CMS emergency rules will end on May 11, 2023 when PHE expires

1. Omnibus 2023 Waiver Extension Telehealth Waivers to Dec. 31, 2024
2. Allows OTs/OTAs/Therapists to continue as Medicare telehealth providers during this time

Legislation .. Reintroduction Pending

Expanded Telehealth Access Act
(H.R. 2168 in 2021/22) Rep. Mikie Sherrill, D-NJ

1. Rep. David McKinley, R-WV
2. 71 Co-Sponsors
3. Would add OTs/OTAs/therapists to list of Medicare telehealth

		<p>providers on a permanent basis</p> <p>Expanded Telehealth Access Act(S3193.. <i>Identical to HR2168 in 2021/22</i>)Sen. Steve Daines (R-MT)</p> <ol style="list-style-type: none">1. Sen. Tina Smith (D=MN)2. Sen. Jerry Moran (R-KS)3. Sen. Jacky Rosen (D-NV)4. Sen. Susan Collins (R-ME)5. Sen. Lisa Murkowski (R-AK)6. Sen. John Boozman (R-AR) <p>Telehealth Modernization ActS.368/H.R.1332 in 2021/22</p> <ol style="list-style-type: none">1. Comprehensive legislation2. Likely Reintroduction with minimal change later this year3. Would give CMS the authority to allow OTs/therapists to provide services via telehealth in Medicare. <p>2022 Omnibus reduced the size of the pending cuts.</p> <ul style="list-style-type: none">● Without Congressional action –Medicare outpatient cuts would have been 15.25% over the years 2021, 2022, and 2023.● With Congressional action, thanks to advocacy, the total cuts were 6.25% over these	
--	--	---	--

		three years.	
Mentorship	<p>OLD: President - VACANT: Jennifer Nielson (Kylie Frandsen?) VP - Vanessa Rapier - Jen Van Orman Secretary - Emily Cummings - Hannah Larsen Treasurer - Savannah Stone - Marcy Davis Member at Large - VACANT - Ranelle Glines OTA Rep - Elissa Coral - Brenna Schiwal</p> <p>Transitions in the fall(?)</p> <p>–Per Jen, there is one SOTA rep for UOTA per school.</p>	<ol style="list-style-type: none"> 1. Brenda was assigned and has mentored Jennifer Neilson MOT student from the U of U although Kylie Frandsen’s name is showing up on this list. Brenda is happy to additionally mentor Kylie, but contact information will need to be provided. 2. Scaffold mentoring of students –phone calls or chat via Zoom if meeting in-person is not available. Email only is not recommended. Discuss how volunteer leadership can make a difference in the OT community, about how you’ve been involved, choose a project to work on together as a resume-building experience for the student. 	<ol style="list-style-type: none"> 1. President (Brenda) charged OTA Rep (Kristen) to compile ideas and steps on how to scaffold mentoring and place the ideas in a written document placed on the UOTA Google Drive prior to the end of her term. 2. Brenna gave suggestions for the future: letting students choose how much to be involved, asking students to help with meaningful projects, doing a mentor/mentee lunch to meet each other also may be a good way to build rapport with each other. :) Asking students to be involved publicly with introducing sessions or emcee opportunities at the annual membership

			meeting, the annual conference, and continuing education events. Get the student in the public eye and speaking to groups.
Member-at-Large Report			
Agenda item	Summary of discussion	Action items	Responsible and date
Member-at-Large Appointment	<ol style="list-style-type: none"> 1. Gmail address established for Member-at-Large position: memberatlargeUOTA@gmail.com. See UOTA Access and Instructions document for password. 2. Can the Executive Board members work together to mentor the new MAL person after the upcoming special election? Can Vanessa help new MAL rep with annual conference details (e.g., reaching out to specialty practice liaisons to organize a roundtable for their respective groups)? Emily can help train new MAL rep on working for regional reps (e.g., helping regional reps connect with the members in their area, using UOTA Zoom account to facilitate virtual meetings, getting member spotlights, getting access to UOTA Drive). Savannah—any aspects of training with which you could help? 		

Specialty Practice Liaisons	1. Need to get specialty practice liaisons thinking about roundtables for the UOTA conference in November.		
Regional Reps	<ol style="list-style-type: none"> 1. Still need Region 1 rep! Vanessa will reach out to potential rep from that region. 2. Difficult time for Emily getting responses to requests for members spotlights. Region 3 rep was responsive to gathering a September member spotlight from this region and was provided with an updated UOTA member list for region 3. Emily will follow up in a few days with the region 3 rep. 3. Looking at meeting as regions at the UOTA conference! 	<ol style="list-style-type: none"> 2. Still working on rounding up UOTA member spotlights for the upcoming months. 3. Having regions stand up together at the UOTA conference for networking. 	
Mentorship	Waiting for new MAL—the current mentee (Ranelle Glines) just graduated, might need to reach out to student task force to find a new mentee for this position.		
Final Notes			
Adjournment	*Next UOTA board meeting will be held on Wednesday, November 1st, 2023 from 7-9pm to take care of last-minute details before the annual conference on 11/4/23.*	EB members will update their sections of the agenda by Sunday evening following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.	