

**UOTA Executive Board Meeting Minutes  
\*WEDNESDAY\* November 1, 2023 7-9 pm**

(\*note the Wednesday meeting day–moved up to accommodate last-minute conference discussions)

<p><b>Executive Board (EB) Present:</b> Vanessa Rapier, President Emily Cummings, Secretary Lori Goodrich, Member-at-Large Camille Terry, OTA representative</p> <p><b>Executive Board Absent:</b> Savannah Stone, Treasurer (out of town) Vice President (appointee will begin after the 2023 conference) VACANT–President-Elect</p> <p><b>Meeting Order for Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Any committee chairs present</li> <li>2. Meena Iyer–Utah RA delegate to AOTA</li> <li>3. President/VP</li> <li>4. Secretary</li> <li>5. OTA rep</li> <li>6. Member-at-Large</li> </ol>	<p><b>Committee Chairs &amp; Committee Members Present:</b></p> <p><b>UOTA Student Representatives:</b> Elise Goodrich (1st year U of U student rep), Jen Van Orman (2nd year U of U student rep, student task force member, conference committee member)</p> <p><b>Others Present:</b> –All UOTA members are invited via website calendar. –Meena Iyer (Utah delegate to the AOTA Representative Assembly [RA]). –University of Utah OT students: Katie Nelson, Addison Belford, Ashley Adiwidjaja, Heidi Stewart, Kallie, Lea Hawkins, Megan Latta</p>
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Agenda item	Information	Action items	Outcomes
Welcome	Meeting led by Vanessa Rapier, UOTA Pres.		

Minutes Approvals	<p><b>Agenda Process</b>          –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><b>Minutes Process</b>          –Review past meeting minutes to be ready to vote.          –After each board meeting–each board member to update their section within 48 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>		
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"> <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</li> </ol>	

	address. No UOTA leader will ever ask you to contribute yours or UOTA \$\$.	<p>the Executive Board.</p> <p>3. Feel free to forward the clarifying email from Brenda (sent 7/5/22) to committee chairs, regional reps, etc. so everyone is aware.</p> <p>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.</p>	
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**AOTA Representative Assembly (RA) member for Utah (Meena Iyer)**

<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
1. Inform Board members of Utah member's committee positions in the RA.			
2. Inform the Board what the RA does.			
3. Keep the board informed of upcoming opportunities for UT OTPs to get involved with AOTA and what is going on in the RA.			
4. Request that our state association has an RA page on the website.			
5. Notify our members			

<p>of the Utah RA member's position and how they can submit a request for action as well as what the RA does either at the State Conference and/or via email.</p>			
<p><b>Executive Board Reports Old Business and New Business</b></p>			
<p><b>President's Report</b></p>			
<p><b>Agenda item</b></p>	<p><b>Information</b></p>	<p><b>Action items</b></p>	<p><b>Outcomes</b></p>
<p>Old Business</p>			
<p>Mentorships</p>	<p>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.</p>	<p>Need to decide which will be best moving forward—e.g., had thought Jen Van Orman might stay with Vanessa (was mentee for VP, helping a ton w/annual conference), but with new VP, she may want to stay there. Will discuss w/OTA Rep and Student Rep, make a plan together.</p>	<p>Kylie Frandsen's email address: u1379417@utah.edu</p>

Website	<p><b>Reminder</b> 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 <a href="mailto:uotasecretary@gmail.com">uotasecretary@gmail.com</a> for website updates to pass along.</p> <p>–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><b>Need to promote conference for UOTA members for 2025</b></p>		
ASAP (updates from State Association Presidents) @ AOTA annual conference.	<p>Hold until next meeting (Jan 24): “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, FAQs, etc.) The next UOTA president can</p>		

	<p>take this motion forward in the 2024 ASAP meeting, scheduled for March 2023 at AOTA conf.</p> <p>Caution should be taken for upcoming vote on motion to unite states for website cost-sharing as well. “</p>		
HHAU	<p><b>Not sure if this was addressed or still needs to be clarified by BPPC:</b> 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.</p> <p>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>Pres, Member-At-Large, and OTA Rep were elected recently. Brenda Lyman has been appointed to BPPC, Lynn Farley will be VP (starting after conference);</p>	<p>We need to clarify the way some of the processes are written (e.g. <i>“Write-in candidates will be contacted if they win the election—to determine if they will accept or not accept the position. Feel free to write-in</i></p>	

	<p>Recognitions: All award categories had award recipients for 2023.</p>	<p><i>your own name if you are interested in serving.”</i></p>	
<p>Government Affairs</p>	<p>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 still working on this, fees are much higher than we’ve paid before! (\$3500 for 2023 legislative session). Most are quoting 5-10K/mo, found one who would assign a jr. associate to us for 3K/mo). 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.</p>	<p>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 this language was left off in other states, it did not protect OTAs and affected job security for OTAs. –Hard to compare caseloads when different service models (e.g., involving COTAs, motor aides) are used by different districts.</p>	<p>1. Melanie and Krisanne are going to connect to record a podcast on school-based legislation.</p>

Public Relations	<p>New chair-Melanie Suttner</p> <ol style="list-style-type: none"> <li>1. Community Connections–PR Committee continues working on finding ongoing and date-specific opportunities to serve. Look on the website for updates.</li> <li>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.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Email blast with community connections has happened in the past. Jeanette offered to continue sending out email blasts in the future.</li> <li>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).</li> <li>3. Melanie plans to share info about our UOTA fundraiser for this same issue at the walk on the 30th.</li> </ol>	
Tri-Alliance	Vanessa has reached out, no response, will try again.	Old– they have been sporadic recently. Another board member could be assigned this task as well.	
Strategic Plan Initiatives	OLD: Current focus needs to continue for one-to-one contact with members to grow committees and fill nomination opportunities for 2023. Need to schedule meeting to review plan, now that we have functioning board! Could we do early December?		
Other			
<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>As of 11/1/23:  4 OOS/non-OT  70 student  69 OTA  172 OT  2 lifetime  316 total current active members  13% DOPL (1859 licensees) up from 13.3% in September.</p>		
Membership Committee	<ol style="list-style-type: none"> <li>1. Continues looking for volunteer help!</li> <li>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 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)</li> </ol>	<ol style="list-style-type: none"> <li>1. Website help—someone who could specifically be trained on LearnWorlds would be a big help—should actually be going through the CE committee but Jeanette started helping with it when we used it heavily for the online-only conferences and has continued to manage it herself. A Website Taskforce that could support any committee might be a good idea—and support secretary’s website activities?</li> <li>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 media take the place of email blasts? Other email blast services are Constant</li> </ol>	

		Contact...please let Jeanette know if you have any other ideas of places to try.	
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>	Emily will ask an OT neighbor who works in skilled nursing about serving on the CE committee.	
Annual Conference	Please plan to be there, business casual, help where you can–Lynn will be running things!		
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)	<p>Annual Business Meeting will be held during lunch at conference, plan to be there:</p> <p> Nov 2023 UOTA Business Meeting.pptx</p>		
Mentorship	Jen Van Orman, student mentor, helping on the conference committee again w/student-specific sessions.		
<b>Secretary Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Old Business	<ol style="list-style-type: none"> <li>Please consider using your UOTA email address for UOTA business (especially when creating UOTA documents) so the information is “owned” by a UOTA-related account.</li> </ol>	<ol style="list-style-type: none"> <li>Please let Emily know if you have any problems accessing your UOTA gmail account or formatting any aspect of it.</li> </ol>	

	<p>This will make transitions smoother long-term when people come and go from UOTA leadership.</p>		
<p>Social Media (e.g., Facebook, Instagram, Twitter) &amp; UOTA Website          –Facebook page likes: 866 followers.          –Instagram followers: 176 followers.          –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"> <li>1. Preferred hashtag for 2023 UOTA Annual Conference: #uotaconference2023.              –Upcoming sensory processing continuing education event: #uotace</li> <li>2. Planning again to do live posting on social media throughout the day of the conference. Please send pictures of the classes you are in (speakers only in the pictures please, we have their permission to use their image for social media posts) to Emily (801-419-2103) or <a href="mailto:uotasecretary@gmail.com">uotasecretary@gmail.com</a> for the posts.</li> </ol>		
<p>Bylaws, Policies, Procedures Committee (BPPC)</p>	<ol style="list-style-type: none"> <li>1. Brenda Lyman is officially taking over as BPPC committee chair as of 10/28/23. Please use <a href="mailto:lyman@hanover.edu">lyman@hanover.edu</a> as her email contact address. Emily will continue to serve as the Executive Board liaison to the BPPC committee.</li> </ol>		
<p>Contact List</p>	<ol style="list-style-type: none"> <li>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.</li> </ol>		

<p>Course Accreditation</p>	<p>–Courses receiving course accreditation since 9/5/23:</p> <ol style="list-style-type: none"> <li>1. Wasatch Acute Care Therapy Conference - Promoting Early Therapy by Reducing Barriers to Treatment (sponsored by U of U Health).</li> <li>2. The Benefits of Tilt and Recline: Adjusting Bases for Optimal Posture, Pressure relief, Propulsion, and Participation (sponsored by Alpine Home Medical).</li> <li>3. Neuro Specialty Rehabilitation Units Monthly Education (sponsored by Intermountain Health).</li> <li>4. 2023 HHAU Home Health &amp; Hospice Fall Virtual Conference (sponsored by HHAU).</li> <li>5. Intermountain Rehabilitation Services 6th Annual ROMS Outcomes Conference: Translating Evidence into Practice (sponsored by Intermountain Health).</li> <li>6. Alpine Rehab Conference (Alpine Home Medical).</li> <li>7. Tai Chi for Arthritis for Fall Prevention (sponsored by Ensign Services, Inc.).</li> <li>8. Interdisciplinary Management of Right Hemisphere Stroke Syndrome: Identification and Strategies (sponsored by University of Utah Physical Medicine and Rehabilitation Department).</li> </ol>		
<p>Google Drive (and ways to</p>	<ol style="list-style-type: none"> <li>1. Please make sure you have access</li> </ol>		

make transitions smoother when new EB members come and go)	to the UOTA Google Drive (all of the UOTA Gmail addresses should already have access). We are looking to make all documentation electronic and stored in the drive so it is easy to access for UOTA leadership all over the state. Please let Emily know if you need access to the UOTA Google Drive.		
Mentorship	1. Are we changing student mentees for the new school year?		
<b>Treasurer Report</b>			
Agenda item	Information	Action items	Outcomes
Old	Numbers below are of 11/1/23		
Summary of current budget	<b>2023:</b> <b>Total Revenue</b> = \$25,921.88 <b>Total Expenses</b> = \$12,473.45 <b>Net Profit</b> = \$13,448.43		
Job Advertising	<b>YTD</b> = \$950.00		
CEU Revenue	<b>YTD</b> = \$1,990.00		
Accreditation Revenue	<b>YTD</b> = \$1,425.00		
Revenue generating ideas	Organizational membership		
Other	Conference sponsor discussion with Emily took place and was resolved.		
<b>OTA Rep Report</b>			

Agenda item	Information	Action items	Outcomes
OTA Rep Business	1. Welcome Camille Terry to the UOTA Executive Board!	1. Emily added Camille's contact information to the UOTA contact list.	
<p>UOTA Student Reps (2023-2024 school year)</p> <p>–Elise Goodrich (U of U 1st year students)</p> <p>–Jen Van Orman (U of U 2nd year students)</p> <p>–Joyce University?</p> <p>–SLCC?</p> <p>–Rocky Mountain University entry-level OTD program: Christen Ellis (this program has students living locally in Utah; the post-professional OTD program @ RMU is virtual with students all over the country, so no UOTA rep needed. The MOT bridge program @ RMU will be up and running in fall 2024, so we can ask for a student rep from this program then).</p> <p>*Kristen Courtney (old OTA rep, email address: kristencourtney@gmail.com) will help mentor the next OTA rep to facilitate the process for getting student reps for next year. Usually the SOTA club faculty mentor is the best contact person for</p>	<p>1. SLCC student rep: Need to verify if Brenna Schiwal (22/23 school year student rep) is continuing for this school year (bmccand2@bruinmail.slcc.edu).</p> <p>2. Joyce University: Need to verify if Marcy Davis (22/23 school year rep) is continuing for this school year (darren.marcy91@gmail.com).</p> <p>3. Emily heard back from the entry-level OTD program director at Rocky Mountain University (Dr. Bryan Gee) and Christen Ellis will be the new UOTA student rep for this program. Emily &amp; Vanessa have been in contact with Christen and have her information to post on the UOTA website.</p> <p>4. Camille will reach out to pre-OT club president at Utah State to see if they would be interested in sending a student rep to UOTA (need to check bylaws to see if reps need to be from official school programs).</p>	1.	

<p>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>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>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Ashley Wright from SLCC SOTA club contacted Camille regarding the upcoming Cafe Zupa’s fundraiser and a fundraiser at the Festival of Trees in November.</li> </ol>	<ol style="list-style-type: none"> <li>1. Emily will ask Misha (UOTA website admin) to add a link to the website once we have the Cafe Press UOTA store situated; Vanessa has the JPGs of the stickers.</li> <li>2. Camille will act as the liaison between SLCC and UOTA for these fundraisers. Once Camille receives advertising for the 2 fundraisers (e.g., JPG images, flyers), she will pass them along to Emily for posting on the UOTA website and on the UOTA social media pages.</li> </ol>	
<p>OTA Membership</p>	<ol style="list-style-type: none"> <li>1. Emily erased the legislative updates re: OTA reimbursement and telehealth and asked Misha to add them to the News &gt; Telehealth page on the website under 2023 updates.</li> </ol>	<ol style="list-style-type: none"> <li>1. See them posted here: <a href="https://utahotassociation.org/telehealth/">https://utahotassociation.org/telehealth/</a>.</li> </ol>	

<p>Mentorship</p>	<p>–President (Vanessa Rapier): ?  –VP - ? (last year: Jen Van Orman)  –Secretary (Emily Cummings) ? (last year: Hannah Larsen)  –Treasurer (Savannah Stone): ? (last year: Marcy Davis)  –Member at Large (Lori Goodrich): ? (last year: Ranelle Glines)  –OTA Rep (Camille Terry): ? (last year: Brenna Schiwal)</p> <p>Transitions in the fall(?)--Once the student task force for this school year is going, we should fill these student mentee spots again so UOTA student members can start learning about state association leadership.</p>	<ol style="list-style-type: none"> <li>1. Scaffold mentoring of students. Suggestions from past student task force members for how to make mentoring a great experience for everyone: <ul style="list-style-type: none"> <li>–Phone calls or chat via Zoom if meeting in-person is not available. Email only is not recommended.</li> <li>–Discuss how volunteer leadership can make a difference in the OT community, about how you’ve been involved.</li> <li>–Letting students choose how much to be involved.</li> <li>–Asking students to help with meaningful projects. Choose a project to work on together as a resume-building experience for the student.</li> <li>–Doing a mentor/mentee lunch to meet each other also may be a good way to build rapport with each other.</li> <li>–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.</li> </ul> </li> </ol>	
<b>Member-at-Large Report</b>			
<b>Agenda item</b>	<b>Summary of discussion</b>	<b>Action items</b>	<b>Responsible and date</b>

<p>Member-at-Large Business</p> <p>Email address: memberatlargeUOTA@gmail.com.</p>	<p>2. Welcome Lori Goodrich to the UOTA Executive Board!</p>	<p>2. Emily added Lori's contact information to the UOTA contact list.</p>	
<p>Specialty Practice Liaisons</p>	<p>1. Specialty practice liaisons should have their roundtables planned for the UOTA conference on 11/4/23. Any follow-up needed?</p>		
<p>Regional Reps</p>	<p>1. Still need Region 1 rep! 2. Planning to meet as regions at the UOTA conference. 3. November 2023 member spotlight from Region 5: as of right now, Steven Duke (region 5 rep) is the only UOTA member in region 5 and he's already been a spotlight. He was agreeable to having a UOTA student member spotlighted instead, Emily has reached out to a UOTA student member who agreed to be the November 2023 spotlight.</p>	<p>1. Still working on rounding up UOTA member spotlights for the upcoming months. 2. Having regions stand up together at the UOTA conference for networking. 3. UOTA member spotlight order:  <ul style="list-style-type: none"> <li>● Region 1: January, July</li> <li>● Region 2: February, August</li> <li>● Region 3: March, September</li> <li>● Region 4: April, October</li> <li>● Region 5: May, November</li> <li>● Region 6: June, December</li> </ul> </p>	
<p>Mentorship</p>			
<b>Final Notes</b>			
<p>Adjournment</p>	<p><b>*Next UOTA Executive Board meeting will be on Tuesday, January 2, 2024 from 7-9pm* (meetings usually held every other month from 7-9pm over Zoom on the 1st Tuesday of the month).</b></p>	<p>EB members will update their sections of the agenda by Sunday evening, November 5th, 2023 following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.</p>	