

**UOTA Executive Board Meeting Minutes**  
**Tuesday // January 2nd, 2024 // 7-8 pm**

<p><b>Executive Board (EB) Present:</b> Vanessa Rapier, President Emily Cummings, Secretary Lori Goodrich, Member-at-Large Camille Terry, OTA representative Savannah Stone, Treasurer</p> <p><b>Executive Board Absent:</b> Lynn Farley, VP</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> <b>Travis Chamberlain (Gov. Affairs/Cont. Ed.)</b> <b>Jeanette Murphy (membership)</b> <b>Melanie Suttner (public relations)</b></p> <p><b>UOTA Student Representatives: Ashley Wright</b></p> <p><b>Others Present:</b> –All UOTA members are invited via website calendar. –Meena Iyer</p>
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Agenda item	Information	Action items	Outcomes
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Welcome	Meeting led by Vanessa Rapier, UOTA Pres.	*Propose changing UOTA Executive board meetings to monthly (instead of bi-monthly) for 2024 with the hope of getting through business quicker since issues won't be piling up, time-keeper could be assigned to help manage time at each meeting.	
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.          –EB members will update their sections of the agenda by Sunday evening, January 7th, 2024 following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.</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 address. No UOTA leader will ever ask you to contribute yours or UOTA \$\$.</p>	<ol style="list-style-type: none"> <li>1. First thing–check email address (look for small discrepancies).</li> <li>2. UOTA does not do business this way–there are many checks and balances before money goes anywhere! All payments go through the treasurer and are approved by the Executive Board.</li> <li>3. Feel free to forward the clarifying email from Brenda (sent 7/5/22) to committee chairs, regional reps, etc.</li> </ol>	

		<p>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) [meenaiyer@gmail.com](mailto:meenaiyer@gmail.com) or [UTRep@ra.aota.org](mailto:UTRep@ra.aota.org)**

Agenda item	Information	Action items	Outcomes
1. Upcoming AOTA dates for action items.	1. Meena to send draft email re: AOTA's RA Update to Jeanette, Jeanette will send out email blast to UOTA membership so everyone is aware recent RA actions and can give input if needed.		
2.			
3.			
4.			
5.			

**Executive Board Reports Old Business and New Business**

**President's Report**

Agenda item	Information	Action items	Outcomes
Old Business	See previous agendas		
Mentorships	Jen Van Orman; Kylie Frandsen's ( <a href="mailto:u1379417@utah.edu">u1379417@utah.edu</a> )		

	Jennifer Neilson, U of U MOT still need to be contacted, may be available for mentorship by others.		
Website	<b>Reminder</b> that each committee needs to be responsible for their area of the website and report updates to the executive board liaison. <b>Please look through for updates that may be needed, work through the secretary for website updates.</b> 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).	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. –Emily will add a comment to upcoming meeting agendas asking committee chairs to update their respective sections.	
New Business/New Info	1. Proposed change to meeting monthly, 60 mins 2. Lobbyist–Fees are much higher than we've paid before! (\$3500 for 2023 legislative session). Most are quoting 5-10K/mo, one who would assign a jr. associate to us for 3K/mo. New offer (Kory Richins, who represents HHAU and USHA) for \$1,000/mo or \$10/session. No current legislation (see above concerns). Kory willing to meet with us to discuss. Kory is also a former SpEd educator, may be able to help in that particular effort. Other thoughts?		
Western Regional OT Spring Symposium (WROTSS)	<b>Need to promote conference for UOTA members for 2025</b>		
ASAP (updates from State Association Presidents) @	Vanessa will attend meeting in March, share info following meeting.		

AOTA annual conference.			
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>Still need Region 1 Rep, Rehab Liaison, Nominations/Recognitions chair, Web taskforce (especially for CE/Learnworlds), CE committee (non-pediatric), ....</p> <p>Recognitions: All award categories had award recipients for 2023. <b>Without a chair for this committee right now, when does</b></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 your own name if you are interested in serving.”</i></p>	

	<p><b>information about nominations need to go out?</b></p>		
<p>Government Affairs</p>	<p>1.School-based subgroup: concern about how school districts are using motor aides, that motor aides are working outside of their scope of practice. –Need to raise awareness, the subgroup put together a statement about the use of motor aides in school-based practice.</p> <p>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]).</p> <p>3.Info forwarded to Krisanne re: ASHT group.</p> <p>4. Meena noted national school-based legislation discussed in the AOTA RA meeting on 11/15/23. AOTA members only can access the document. School-based issues are prioritized by AOTA recently: caseload/workload issues, making OTPs eligible to serve in school admin roles, national OT/OTA guidelines that align with scope of practice.</p> <p>5. UOTA still needs a replacement lobbyist! We’ve used a “monitor” more in the past where we paid a la carte when there was a</p>	<p>1. EB voted tonight to move forward with reviewing the motor aide statement. EB to review motor aide statement within the next 2 weeks, give UOTA EB a chance to make suggestions or changes. Want to send a finished statement to school districts and DOPL; also post to the website to make UOTA's position public. 2 week deadline is January 16th.</p>	<p>1.</p>

	<p>particular issue. Potential to go with lobbyist who works with HHAU and USHA who would represent at a discounted rate or at a rate per session (former sped educator). Also looked at using law students from local colleges to help with advocacy. Sarah Brough (Gov. Affairs co-chair) also follows bills and is active in the legislature. Sarah also has things in mind for the upcoming Hill Day (scheduled for Feb. 6th). Pressing issues coming up in this session (e.g., school-based practice issues), no specific bills directly affecting OT at the moment.</p>		
Public Relations	<ol style="list-style-type: none"> <li>1. Looking to focus on helping with advocacy for OT to be better recognized in school-based settings.</li> <li>2. Melanie has a family member working at the state capitol, will ask for help to look at the language being used in current bills. Can also consult with a lobbyist (working outside of Utah) to know the best way to help OTPs in Utah advocate.</li> <li>3. Podcast: looking at doing more podcasts about school-based issues.</li> <li>4. Community connections: not as many things available with which to help in the winter (unless near to Park City). Will continue to inform us when they find the events.</li> </ol>	<p>3. Travis and PR committee will work together to raise awareness of UOTA's position statement on motor aides.</p>	
Tri-Alliance	<p>Vanessa has reached out, they have not</p>		

	been meeting, will continue to contact.		
Strategic Plan Initiatives	1. Still need to schedule meeting to review plan, now that we have functioning board! Jan 16th?	1. Vanessa will send out email separately to schedule with the EB.	
Other	Clarification/request from IAT to supervise 3 COTAs, up to 80 hrs/wk, bylaws currently state “supervise no more than two full-time occupational therapy assistants at one time, or four part-time occupational therapy assistants if the combined work hours of the assistants do not exceed 40 hours per week, <b>unless otherwise approved by the division in collaboration with the board</b> ”		
<b>Vice President’s Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Old Business			
Membership Stats	As of 1/2/24: 4 OOS/non-OT 67 student 72 OTA 168 OT 2 lifetime 312 total current active members 12.6% DOPL (1904 licensees) down from 13% in November.		
Membership Committee	1. Continues looking for volunteer help to transfer management of the Learnworlds CE site to the CE committee.	1. Need tech-savvy liaison to help with the Learnworlds >>> Travis volunteered to start learning the Learnworlds platform, Meena also	




	<p>2. The expense of the 2nd MailChimp account for DOPL emails was to be added to the UOTA conference budget as an unanticipated expense (\$211.80 total July-Nov) since the bulk of the emails are for conference advertising. In December, this account was used to send CE advertisement emails to the DOPL (\$48.26). It can be “paused” 2x per year; otherwise you can cancel the account but everything gets deleted. This account is typically used for conference advertisement (starting ~May) and CE events (Dec/Jan). Do we want to send 1 more DOPL email before and pause the service before the next billing date (Jan. 17)?</p>	<p>offered to help.</p> <p>2. Travis to let Jeanette know if we want to use 2nd Mail Chimp account to send info about upcoming peds CE event (DOPL list only available for CE events advertising).</p>	
Continuing Ed	<p>Friday, January 26, 2024, Provo School District. 54 currently registered.</p> <p>Send photos to Emily (uotasecretary@gmail.com), social media hashtag–#UOTACE</p> <p>Continue to ask non-pediatric based OTP to serve on the CE Committee</p> <p>–Proposal from Travis: have specialty practice liaisons (SPL) work on putting together continuing education events in their own practice area. Good financially for UOTA to have more events and good for members to have CE events in their practice area.</p>	<p>Needs: Provo SD motor team (~8 people) will help, volunteers need to come at 7:30am.</p> <p>–coolers/ice needed for drinks (2 needed–Vanessa)</p> <p>–Starbucks run for coffee (need at least 1 big one), they will provide cups/creamer</p> <p>–certificate of attendance (Vanessa)</p> <p>–print off participant list for registration (no day-of registration)</p> <p>–Travis will bring food/snacks, people on their own for lunch.</p> <p>–Presentation starts at 9am.</p> <p>–Possible need: a list of nearby restaurants (lots within walking distance).</p>	<p>–Read email from Travis re: proposal to use SPL to organize CE events in their practice area.</p>

Annual Conference	147 total attended (in-person+virtual)		
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)	Membership meeting needs to be scheduled for April/May 2024		
Mentorship			
<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>1. Please use your UOTA email address for UOTA business (especially when creating UOTA documents) so the information is “owned” by a UOTA-related account.</li> <li>2. All of the UOTA Gmail addresses already have access to the UOTA Google Drive. We need to make all documentation electronic and stored in the UOTA Google Drive so it is easy to access for UOTA leadership all over the state.</li> </ol>		

<p>Social Media (e.g., Facebook, Instagram, Twitter) &amp; UOTA Website          –Facebook: 772 page likes, 875 followers.          –Instagram followers: 183 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 upcoming sensory processing continuing education event in January 2024: #uotace</li> <li>2. Planning again to do live posting on social media throughout the day of the sensory processing continuing education event. If you get a good picture of the speaker please text it to Emily (801-419-2103) or <a href="mailto:uotasecretary@gmail.com">uotasecretary@gmail.com</a> for the posts (we have permission to post the speaker’s image on social media).</li> <li>3. Will continue to recognize speakers/presenters for the 2023 annual conference...we have pictures of many of the presentations but not all. If you have any pictures lurking on your phone’s camera roll, please pass them along (along with the speaker’s name/class) to Emily (see contact info above).</li> </ol>		
<p>Bylaws, Policies, Procedures Committee (BPPC)</p>	<ol style="list-style-type: none"> <li>1. BPPC business got set aside during much of 2023 as UOTA became short-staffed and other things were a bigger priority. Emily and Brenda Lyman (<a href="mailto:lyman@hanover.edu">lyman@hanover.edu</a>) need to meet to resurrect the bylaws document and see where we left things in early 2023. Emily will continue to serve as the Executive</li> </ol>		


	Board liaison to the BPPC committee.		
Contact List	<ol style="list-style-type: none"> <li>1. All of the EB members are a liaison to the different UOTA committees. Please ask the committee chairs with whom you collaborate to update their committee members on the contact list so we can update the website as well (or they can email the contact info/updates to Emily and she can update the contact list, uotasecretary@gmail.com). Ideally, it would be great to have a picture and bio for committee members as well to recognize them for their service.</li> </ol>		
Course Accreditation	<p>–Courses receiving course accreditation since November 2023:</p> <ol style="list-style-type: none"> <li>1. Fall Prediction in Inpatient Rehabilitation (intermountain Health).</li> </ol>		
Calendar	<ol style="list-style-type: none"> <li>1. See the proposed calendar for monthly UOTA EB meetings on the website <a href="#">homepage</a> (usually the 1st Tuesday of the month from 7-8pm). We are looking to keep these meetings to an hour or less since we will be discussing/handling business more often.</li> </ol>		
Mentorship	<ol style="list-style-type: none"> <li>1. Looking forward to having a new student mentee for this school year.</li> </ol>		

**Treasurer Report**

Agenda item	Information	Action items	Outcomes
Old Business			
Summary of current budget	(numbers as of 1/1/2024) <b>2023:</b> <b>Total Revenue</b> = \$37,112.77 <b>Total Expenses</b> = \$20,494.29 <b>Net Profit</b> = \$16,618.48		
Jobs/Other Advertising	<b>YTD</b> = \$1,050.00		
CEU Revenue	<b>YTD</b> = \$9,027.50 *Other profit may have happened prior to 2023 for Feeding Feeding: \$1,210.00* Ethics: \$815.00 Dysregulation: \$7,002.50		
Accreditation Revenue	<b>YTD</b> = \$1,500.00		
Revenue generating ideas			
Other	<ul style="list-style-type: none"> <li>- Do we want professional insurance again? (\$1,085/year)</li> <li>- Review Proposed EB Budget for 2024</li> <li>  2024 Proposed Annual Budget...           </li> <li>- Review Expenses in total for 2023 if wanted</li> </ul>	<ol style="list-style-type: none"> <li>1. EB members—please review the proposed 2024 budget before the strategic planning meeting.</li> <li>2. Savannah to follow up with Brenda/Rebecca to learn the background behind UOTA carrying a professional insurance policy. Emily to review the UOTA bylaws to see what is written about the organization carrying professional insurance. Can be handled within the board.</li> </ol>	

**OTA Rep Report**

Agenda item	Information	Action items	Outcomes
Old Business	<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—approve this?</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 when we are ready.</li> </ol>	
<p>UOTA Student Reps (2023-2024 school year)</p> <ul style="list-style-type: none"> <li>–Elise Goodrich (U of U 1st year students)</li> <li>–Jen Van Orman (U of U 2nd year students)</li> <li>–Joyce University?</li> <li>–SLCC–Ashley Wright</li> <li>–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).</li> </ul>	<ol style="list-style-type: none"> <li>1. SLCC student rep: Ashley Wright is the sole rep for both cohorts.</li> <li>2. Joyce University: Need to verify if Marcy Davis (22/23 school year rep) is continuing for this school year (darren.marcy91@gmail.com).</li> <li>4. Camille will reach out to pre-OT club president (Anja Cieslewicz) 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).</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> </ol>	

UOTA/AOTF Scholarship	Updated info re AOTF scholarships  ASAPsummer2023Presentation.pptx		
UOTA Student Task Force	<ol style="list-style-type: none"> <li>1. New BS COTA program at Weber.</li> <li>2. Utah Tech OTD to begin next fall. Shelia Longpre is contact there.</li> <li>3. Pre OT club at USU next month</li> <li>3. Email re: SLCC student's promoting OT at Festival of Trees reimbursement.</li> </ol>		
OTA Membership			
Mentorship	<p>–President (Vanessa Rapier): Jen Van Orman, will follow up w/  –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</li> </ul> </li> </ol>	

		<p>student.</p> <p>–Doing a mentor/mentee lunch to meet each other also may be a good way to build rapport with each other.</p> <p>–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.</p>	
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**Member-at-Large Report**

<b>Agenda item</b>	<b>Summary of discussion</b>	<b>Action items</b>	<b>Outcomes</b>
Old Business			
Specialty Practice Liaisons			



Regional Reps	1.Still need Region 1 rep!	<ol style="list-style-type: none"> <li>1. Still working on rounding up UOTA member spotlights for the upcoming months.</li> <li>2. 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> </li> <li>3. Emily to reach out to Ashley Wright (SLCC student rep) to be January 2024 spotlight.</li> <li>4. Lori to reach out to the person who volunteered to be the Region 1 rep (but was unable to commit due to moving out of the country) to ask for suggestions re: other people in the area to ask to serve.</li> </ol>	
Mentorship			
<b>Final Notes</b>			
Adjournment	<p><b>*Next UOTA Executive Board meeting will be on Tuesday, February 6th, 2024 from 7-8pm.</b></p> <p><b>Meeting adjourned at 8:37pm, EB will plan to meet on 1/16/24 to discuss strategic plan for the year.</b></p>	EB members will update their sections of the agenda by Sunday evening, January 7th, 2024 following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.	