

UOTA Executive Board Meeting Minutes
Tuesday // April 9th, 2024 // 7-8 pm

<p>Executive Board (EB) Present: Vanessa Rapier, President Lynn Farley, Vice President Emily Cummings, Secretary Camille Terry, OTA representative Savannah Stone, Treasurer Lori Goodrich, Member-at-Large</p> <p>Executive Board Absent: Savannah Stone</p> <p>Meeting Order for Discussion:</p> <ol style="list-style-type: none"> 1. Any UOTA committee chairs present 2. President 3. Vice President 4. Secretary 5. Treasurer 6. OTA Representative 7. Member-at-Large 8. Any AOTA/NBCOT liaisons present 	<p>Committee Chairs, Committee Members, or AOTA/NBCOT Liaisons Present: Meena Iyer (AOTA)</p> <p>UOTA Student Representatives: Jen Van Orman, Ashley Wright, Elise Goodrich</p> <p>Others Present: All UOTA members invited via UOTA website calendar</p>
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Agenda item	Information	Action items	Outcomes
Welcome:			
Meeting led by Vanessa Rapier, UOTA President. We will end at 8pm regardless. Please keep conversations to the point, we can finalize anything by email that does not get covered.			
Ongoing Reminders:			
1) Approving minutes: This agenda is a copy of the meeting minutes from the previous month. Anything unresolved, add to the “old			

business” section at the top of your section. Delete all other information and update for the current month. Each Executive Board member or UOTA Committee Chair is responsible to update their own content in the agenda. After the meeting concludes, please review your section of the agenda by the following Sunday evening so the agenda can become the official meeting minutes for the month. The monthly meeting minutes will be posted on the UOTA website on Monday AM.

- 2) **UOTA Hacks:** Beware if you receive any emails to your UOTA email address asking for money. Check the email address and look for small discrepancies. UOTA will never do business this way or ask members to use their personal money. All financial decisions are made through Executive Board vote.

Executive Board Reports

President’s Report

Agenda item	Information	Action items	Outcomes
Old Business			
Mentorships	<p>Jen Van Orman–connected but busy, will help where possible. Kylie Frandsen’s (u1379417@utah.edu) Jennifer Neilson, U of U MOT still need to be contacted, may be available for mentorship by others (VP?--Will OTA Rep follow up re Jennifer?)</p>		
Website	<p>Reminder that each committee needs to be responsible for their area of the website and report updates to the executive board liaison. Please look through for updates that may be needed, 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.</p>	

New Business/New Info			
Western Regional OT Spring Symposium (WROTSS)	Need to promote conference for UOTA members for 2025	<ol style="list-style-type: none"> 1. Vanessa received confirmation of the WROTSS conference happening in 2025 (same location in Las Vegas). Look for ways to help if interested (e.g., rate abstracts, present). 	
ASAP (updates from State Association Presidents) @ AOTA annual conference.	Updates from ASAP meetings: Utah paired w/other states of approx same size. Membership and volunteer time are similar concerns. Regular webinars seem to be helping some—	<ol style="list-style-type: none"> 1. Some states are providing free continuing education (webinars) on a regular basis (e.g., quarterly, monthly) that rotated topics by specialty practice areas. Need to finish the specialty practice liaison/regional rep reorganization first before pursuing this (need UOTA membership vote on this). Member at Large currently in charge of specialty practice liaisons, VP currently in charge of continuing ed. Free for association members and a small charge (~\$10 or so) for non-members. DOPL lists give us access to ALL OT practitioners in Utah. Could use this list to raise interest in UOTA membership. Other smaller states had issues with lobbyists as well. Could also involve student reps to get feedback on what topics students are interested in, help with student networking as they are getting closer to paid employment. 2. Motion was passed for AOTA to explore further—we are affiliated with 	

		AOTA right now but are not a “Utah chapter” of AOTA. Looking to consolidate resources, etc.	
HHAU	BPPC committee to clarify expectations with partner organizations in the future. 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.		
Nominations & Recognitions	<p>Web taskforce (especially for CE/Learnworlds), still looking for help. Would fall under Jeanette right now to train but should be under CE Committee—role clarification needed by BPPC?</p> <p>1. Recognitions: Patrick—submissions?</p> <p>Scholarships—Board voted via email, two recipients chosen, surplus will carry over to next year.</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>1. Need to ask Patrick for updates on UOTA awards. Board needs to vote on recipients of the UOTA awards so they can be announced at the May membership meetings.</p> <p>Scholarships: AOTF got our response re: the two scholarship recipients.</p>	
Government Affairs	<p>1. School-based subgroup: statement was sent to district SpEd leaders.</p> <p>2. Kristen Courtney and Lynn Farley continue working on a subcommittee re: mental health legislation (e.g., only certain states recognize OT as QMHP [qualified mental health</p>		1.

	<p>practitioner].</p> <p>3. Need Ad-hoc committee needed to explore renewal of practice act needed in 2025. Vanessa raised motion to set up this committee; Emily & Lynn seconded this motion. Executive Board voted yes to set up this committee.</p>	<p>3. Kasey Mitchell, Pollie Price, Jeanette Koski...people who were involved in the practice act renewal last time. Meena Iyer volunteered to be on the ad hoc committee as well.</p>	
<p>Public Relations</p>	<p>1. Looking to focus on helping with advocacy for OT to be better recognized in school-based settings.</p> <p>2. Podcast: looking at doing more podcasts about school-based issues.</p> <p>3. Community connections: not as many things available with which to help in the winter (unless near to Park City). Will continue to inform</p>	<p>1 & 2: Melanie will continue to work with Travis to get information needed for this.</p> <p>2. Josh (OT student in grad school) working at state prison. Seeing lots of inmates needing help with ADLs. Working on podcast with Melanie for April talking about how OT can help in mental health settings & correctional facilities.</p> <p>4. Melanie hoping to get OT/OTA students involved in volunteering and serving at the event. Camille will help get the student</p>	

	<p>us when they find the events.</p> <p>4. Huntington's disease fundraiser: Melanie coordinated with Utah Huntington foundation to organize a Masquerade/Dance Party event. Family-friendly event from 2-4pm in Kaysville, at the Gardens chapel in Kaysville.</p>	<p>task force and/or student reps for the schools involved.</p> <p>Ashley will spread the word to SLCC students if they wanted to volunteer.</p>	
Tri-Alliance	Still getting up and running, but there is interest again.		
Strategic Plan Initiatives	When EB approved working doc (Jan 16th), discussed reviewing portions during future EB meetings—who can take this on?	1. Emily will move this down to the secretary section and will have info ready for the May meeting.	
Other	Practice Act is due for review—motion to set up an official task force/committee? Gov Affairs?	1. See above!	

Vice President's Report

Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	<p>As of 4/9/24:</p> <p>4 OOS/non-OT</p> <p>52 students</p> <p>68 OTA</p> <p>164 OT</p> <p>2 lifetime</p> <p>290 total current active members</p> <p>12% DOPL (1941 licensees) down from 12.1% in March</p>		

<p>Membership Committee</p>	<p>1. Continues looking for volunteer help to transfer management of the Learnworlds CE site to the CE committee. (Zach Payne unable) Travis also offered to help.</p> <p>2. Mailchimp was extended for free until mid-April and then will start charging. Needed for May 14th, sending info to districts/USBE. Also will be needed in May to send conference save the date and call for papers.</p> <p>3. Jeanette discovered some errors in member demographic information (mainly counties), which was making the task of creating a member list sorted by regions very time-consuming. This information has now been corrected. The updated member list sorted by regions is in the shared folder. https://docs.google.com/spreadsheets/d/1i4_3JYyuIV8Zw9SVO-UqD4M3Lk_dyMZz/edit?usp=sharing&ouid=105461239052096958695&rtpof=true&sd=true</p>		
<p>Continuing Education (report from Travis for March 2024)</p>	<p>1) Feedback from Sensory Course: –N=14 (We only had 14 responses, so be careful with interpretation) –What was liked: topic, the application of the topic –What was not liked: room was crowded, no outlets, not enough Tx ideas, too basic, too short –How did you first learn about this event? 66% from email, 33% word of mouth; perhaps we could do better with social media and website? –How many are going to complete M1? 10 –How many are going to complete M2? 10 –How many want to participate in M3? 9</p> <p>2) Here is the info from CLASI. UOTA can offer M1 and M2 through 12/31/24. We pay CLASI</p>		

	<p>\$160, and we would charge \$200 and offer the courses to members only. The Rates are established by CLASI through contract. We cannot offer the course any less than \$200 but we could go higher. The regular price is \$225 or \$200 for AOTA Members. I am recommending we offer the \$200 cost for OTA and OTR.</p> <p>–The process for individual members to sign up will be challenging. Members would sign up on UOTA website, we would then pay CLASI \$160, CLASI then enrolls the participant into their website. This process can take up to 1 month.</p> <p>–I am not recommending anything with M3 at this time. I would like to wait and see how many complete M2 and assess in January 2025. Bringing M3 to SLC will cost approximately \$12,000+. There are a lot of fees and requirements including finding a location with clinical space for 4 days. CLASI requires us to charge a minimum of \$855 pp per their contract. There is the potential to make a lot if we have the numbers, but there is risk.</p> <p>3) I am still looking forward to a Jan 2025 event. Here is what attendees are looking for:</p> <ol style="list-style-type: none"> 1. Vision/visual perception/OT vision rehab, or 2. Behavior/emotions/Trauma Informed <p>–I will explore these ideas and report back. Pass on any leads if you have them.</p> <p>4) What needs to be done?</p> <ol style="list-style-type: none"> 1. I need someone to review CLASI's MOU to verify we are ready to move forward and sign. 2. I need a vote to get M1 and M2 on the webpage. 		
Annual Conference	Nov 2, 2024 UVU!	Conference Committee <ul style="list-style-type: none"> • Chairperson(s): 	

- Venue: Lyndsay Fait
lyndsayfait@gmail.com
- Catering: Stacey Sillitoe
ssillitoe89@gmail.com
- Presentations: Jennifer Bolay
jennifer.bolay@gmail.com ,
Jeanette Koski
jeanette.koski@gmail.com
- Online Platform: Jeanette Murphy
jeanettesmurphy@yahoo.com ,
Meena Iyer meenaiyer@gmail.com ,
- Service Project: Emma Brooks
otbrooksee@gmail.com , Jana
Larsen, Hailey Hunter
- Vendors: Ron Honey
ronald.honey@rm.edu
- Registration: Jeanette Murphy
- SOTA/Students: Elise -
u1022625@utah.edu
- SWAG: Students
- Volunteers: Open
- Marketing: Open

Student Committee

- Elise Goodrich u1022625@utah.edu
- Kylie Martin kylie.w.martin@gmail.com
- Jayden Peterson u1047295@utah.edu
- Ben Cromar bencromar07@gmail.com
- Ashley Wright

Keynote speaker is set - Chad Hymas.
Waiving his normal fees for us.
<https://www.chadhymas.com/>

Annual Meetings (Fall Business Mtg, Spring Membership Mtg)/ Fundraisers	1. May 14th, 6 pm RMU. DOPL board will be panelists. "How well do you know your practice act?" quiz planned. Q & A with DOPL board afterward. 2. UOTA was asked to sponsor the NAMI walk for Utah this year. We can sponsor and put together a team for free, but donations are requested. It will happen on Saturday, May 18th, 9am @ Veteran's Park in West Jordan.	1. May meeting on track. RMU sponsoring venue and light refreshments. Save the date is ready. Emily will post ads on social media/website when they are ready. 2. Lynn will have the meeting agenda PowerPoint ready by 5/7 to review and adjust	
Mentorship			
Secretary Report			
Agenda item	Information	Action items	Outcomes
<p style="text-align: center;">Reminders: Please use your UOTA email address for UOTA business (especially when creating UOTA documents) so the information is "owned" by a UOTA-related account. All of the UOTA Gmail addresses already have access to the UOTA Google Drive. Make all documentation electronic and stored in the UOTA Google Drive so it is easy to access for UOTA leadership all over the state.</p>			
Old Business	1.		
Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook: 777 page likes (up by 2), 883 followers (up by 1). –Instagram followers: 201 followers (up by 9) –Twitter followers: 8 (up by 2) (*Use this information to tailor social media content on benefits of UOTA membership).	1. OT Month ideas for April? Lynn started working on some ABCs of OT postings. AOTA has free info.		

Bylaws, Policies, Procedures Committee (BPPC)	<ol style="list-style-type: none"> 1. Updates on exploring the idea of reviewing and possibly reorganizing the role of regional reps > looking to have them transition into helping more in specialty practice areas and continuing education related to their area of practice? 2. Summer Project: Copy of current bylaws sent on to Brenda. Emily will need to review to highlight areas and old EB meeting minutes from 2022 to remember items that were approved by EB but didn't get a membership vote to move forward. 	<ol style="list-style-type: none"> 1. EB members please review email from Vanessa re: reorganization of regional reps sent in March 2024. 2. Once we decide on bylaws that are ready for membership vote, Emily can create a Google form to send to Jeanette for a member email blast. Or do we collect votes through the website? Please clarify if you know! 	
Contact List	<ol style="list-style-type: none"> 1. Please update PRN with your committee members. 		
Course Accreditation	<ol style="list-style-type: none"> 1. Look for 2-3 more email requests coming your way soon for course accreditation. 		
Calendar	<ol style="list-style-type: none"> 1. See the proposed calendar for monthly UOTA EB meetings on the website homepage (usually the 1st Tuesday of the month from 7-8pm, any business not completed by 8pm will be moved to email). 		
Mentorship	<ol style="list-style-type: none"> 1. Looking forward to having a new student mentee for this school year. 		
Treasurer Report			
Agenda item	Information	Action items	Outcomes
Old Business	- uotasecretary@gmail.com just sent		

	<p>you an email with the information for a social media posting needed for an ad request.</p> <ul style="list-style-type: none"> - Created process for grant for SOTA members to apply for grant money SOTA Grant Proposal - Currently working on advertising emails/requests - Gathering CEU info for CLASI with Travis C. 		
Summary of current budget	<p>(numbers as of 4/1/2024)</p> <p>2024: Total Revenue = \$6,505.56 Total Expenses = \$6,382.26 Net Profit = \$123.30</p>		
Jobs/Other Advertising	YTD = \$1,125		
CEU Revenue	YTD = \$2,105		
Accreditation Revenue	YTD = \$300		
Revenue generating ideas			
Other	<ul style="list-style-type: none"> - Process for Organizational Membership- Provo District did sign up for organizational membership in February. Organizational Memberships Need to agree on a process. Previously we discussed having the organization submit a list of the employees that will need a discount on their membership fee and then 	<ul style="list-style-type: none"> - Still waiting on receipts for SOTA reimbursement otarepuota@gmail.com let Ashley Wright know to submit receipts to uotatreasurer@gmail.com for SOTA club reimbursement. 	<p>Ashley reports that there are no cc receipts to turn in. She understands and will pass on the process going forward.</p>

	Savannah will provide reimbursement of percentage.		
OTA Rep Report			
Agenda item	Information	Action items	Outcomes
Old Business	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?	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.	
<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–Ashley Wright</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>1. SLCC student rep: Ashley Wright is the sole rep for both cohorts.</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>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).</p>	<p>1. Camille will reach out to student reps to recruit volunteers for the planning committee.</p> <p>4.</p>	<p>1 Anja- pre OT club at USU is willing to volunteer. Will check with SOTA club members after finals to see if others are willing/avail.</p>

UOTA/AOTF Scholarship	Updated info re AOTF scholarships  ASAPsummer2023Presentation.pptx		
UOTA Student Task Force	<ol style="list-style-type: none"> 1. New BS COTA program at Weber. 2. Utah Tech OTD to begin next fall. Shelia Longpre is contact there. 3. Pre OT club at USU next month 4. Email re: SLCC student's promoting OT at Festival of Trees reimbursement. 	<ol style="list-style-type: none"> 3. Anja Cieslewicz is president of pre OT club. Waiting for dates for next meeting. 4. SLCC students to send in receipts for reimbursement. 	
OTA Membership			
Mentorship	<p>–President (Vanessa Rapier): Jen Van Orman, VP?</p> <p>–Secretary (Emily Cummings) ? (last year: Hannah Larsen)</p> <p>–Treasurer (Savannah Stone): ? (last year: Marcy Davis)</p> <p>–Member at Large (Lori Goodrich): ? (last year: Ranelle Glines)</p> <p>–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</p>	<ol style="list-style-type: none"> 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"> –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. –Letting students choose how much to be involved. –Asking students to help with 	

	<p>should fill these student mentee spots again so UOTA student members can start learning about state association leadership.</p> <p>otarepuota@gmail.com will follow up with student task force to see who is interested in mentoring *Kristen Courtney (last OTA rep) can help with this!</p>	<p>meaningful projects. Choose a project to work on together as a resume-building experience for the 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

Agenda item	Summary of discussion	Action items	Outcomes
Old Business			
Specialty Practice Area Liaisons	<ol style="list-style-type: none"> 1. Lori and Vanessa to work together on possible regional rep reorganization. See above in President's notes! 		

<p>Working on how to combine specialty practice liaison and regional representative role</p> <p>Need a rehabilitation liaison</p>	<p>Still need Region 1 rep!</p>	<ol style="list-style-type: none"> 1. Still working on rounding up UOTA member spotlights for the upcoming months. 2. 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 3. 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. 	
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Mentorship:			
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AOTA Representative Assembly (RA) member for Utah (Meena Iyer) meenaiyer@gmail.com or UTRep@ra.aota.org

Agenda Item	Summary of Discussion	Action Items	Outcomes
<ol style="list-style-type: none"> 1. RA Spring meeting is coming up and all AOTA members welcome to join. Virtual meeting. 	<ol style="list-style-type: none"> 1. Meena will share meeting link when available. Emily will post on social media and on website. 		

NBCOT Ambassador (Beth Cardell)

Agenda Item	Summary of Discussion	Action Items	Outcomes
<ol style="list-style-type: none"> 1. Just met with 	<ol style="list-style-type: none"> 4. Reach out to Beth for any NBCOT 		

<p>NBCOT: there is a change now where if people let NBCOT certification lapse for 3 cycles (9 years), starting in 2027 they would have to take the NBCOT boards again to re-certified or re-registered.</p> <ol style="list-style-type: none">2. Use NBCOT3. CE broker feature now available on nbcot.org as part of your certification or registration.4. NBCOT has access to data helpful to state organizations (e.g., does a state allow temporary licenses, practice acts for states, how long does it take to get licensed in a particular state?). Can ask for data if needed when Utah needs to renew its practice act.5. NBCOT initiative: JEDI (about justice, diversity, equity, and inclusion. Videos available to	<p>questions/needs: beth.cardell@hsc.utah.edu.</p>		
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all.			
Final Notes			
Adjournment	<p>*Next UOTA Executive Board meeting will be on Tuesday, May 7th, 2024 from 7-8pm.</p> <p>*May 14th–UOTA Annual membership meeting coming up!</p>	<p>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.</p>	