

February 2024 UOTA Executive Board Meeting Minutes
Tuesday // February 13, 2024 // 7-8 pm

<p>Executive Board (EB) Present: Vanessa Rapier, President Lynn Farley, Vice President Emily Cummings, Secretary Lori Goodrich, Member-at-Large Camille Terry, OTA representative Savannah Stone, Treasurer</p> <p>Executive Board Absent:</p> <p>Meeting Order for Discussion:</p> <ol style="list-style-type: none">1. Any UOTA committee chairs present2. Treasurer3. OTA rep4. Secretary5. President6. Vice President7. member-at-large8. Meena Iyer–Utah RA delegate to AOTA–not attending	<p>Committee Chairs & Committee Members Present:</p> <p>UOTA Student Representatives:</p> <p>Others Present: –All UOTA members are invited via website calendar.</p>
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Agenda item	Information	Action items	Outcomes
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Welcome	Meeting led by Vanessa Rapier, UOTA Pres.	We will end at 8 regardless. Please keep conversations to the point, we can finalize anything by email that does not get covered.	
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 the Sunday evening following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.</p>		
UOTA Hacks	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 \$\$.	<ol style="list-style-type: none"> 1. First thing–check email address (look for small discrepancies). 2. UOTA does not do business this way–all payments go through the treasurer and are approved by the Executive Board. 3. 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.	
AOTA Representative Assembly (RA) member for Utah (Meena Iyer) meenaiyer@gmail.com or UTRep@ra.aota.org			
Agenda item	Information	Action items	Outcomes
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2.			
3.			
4.			
5.			
Executive Board Reports Old Business and New Business			
President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Mentorships	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?)		

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. –Emily will add a comment to upcoming meeting agendas asking committee chairs to update their respective sections.</p>	
New Business/New Info	<p>1. Beth Cardell is NBCOT liaison for Utah, will update her info on website, she will attend EB meetings when possible (starting in March). 2. Lobbyist–Kory Richins/asst Audry was at Hill Day, (represents HHAU and USHA) for \$1,000/mo or \$10/session. Kory willing to meet with us to discuss. Kory is also a former SpEd educator, may be able to help in that particular effort. Continue to discuss options for UOTA member becoming lobbyist–will this be enough next year? (Practice Act) 3. Member At Large section–Vanessa heard back from most of the Region Reps, all who responded are in favor of reorganizing as SPAs, need to address how that will look–vote to approve exploring this option?</p>	<p>2. Vanessa will continue to follow up with potential lobbyists.</p>	
Western Regional OT Spring Symposium (WROTSS)	<p>Need to promote conference for UOTA members for 2025</p>		
ASAP (updates from State	<p>Vanessa will attend meeting at AOTA in</p>		

Association Presidents) @ AOTA annual conference.	March.		
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>Rehab Liaison–Royce Porter may be interested, need to look at subgroups (Women’s Health) as we potentially reorganize.</p> <p>May have Nominations/Recognitions chair–Patrick Walker from the U (Capstone Coordinator), expressed interest today!</p> <p>Web taskforce (especially for CE/Learnworlds), may have one person interested (Zach), would fall under Jeanette right now to train but should be under CE Committee–role clarification?</p> <p>Recognitions: All award categories had award recipients for 2023. Without a chair for this committee right now, when does information about nominations need to go out?</p> <p>Scholarships–AOTF reached out today to</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>	

	ask about a contact, will send those to Vanessa, will forward info to board.		
Government Affairs	<p>Things are going great! Hill Day was well attended, and we were able to meet in person with about 10 different legislators. Everyone that I am aware of indicated support for adding OT as a mental health provider, and we had great response to school issues. Sarah was able to talk with Sen Riebe, who was very supportive of adding OT to the ESA. SB52 was discussed in the education committee. OT was brought up several times and the committee expressed support for adding OTP next year. At this point, the fiscal note could not be amended (meaning, OT cannot be added to SB52 this year), but I feel very positive about our chances next year. I was able to speak during the public comment.</p> <p>The Government Affairs committee is going to meet again on March 12, and we will start planning for next year. Our immediate goal is to identify a legislator to sponsor a bill adding OT to the ESA. Our long-term goal is to start looking at legislative options for school-based caseload caps. Based on movements in other states, we feel our best course of action is to try to get a caseload study funded. Fingers crossed!</p> <p>In addition, we are also working on finalizing a guidance document for motor aides in schools.</p>		1.

	<p>At our next meeting, we also would like to update everyone on the progress of the mental health bill so that we can support this effort.</p> <p>One more issue that has recently come up is that OT continues to require physician's orders for home health. We are looking into pursuing this over the next year.</p> <p>-Krisanne</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>1. Travis made a motion to go forward with the motor aide statement, secretary and treasurer seconded the motion. Discussion—we don't have feedback yet from OTs/COTAs working in districts using motor aides, the document has been internal-only until now. We appreciate the parts of the document referring to the level of supervision for motor aides and the references to the practice act and scope of practice for OT. Suggestion to move forward by posting it on the UOTA website, send it out to district sped supervisors, send it out to the state board of education, send it to the DOPL board, send it out to membership. Suggestion made to make sure there is a route for people to provide feedback, perhaps to the "Contact Us" form on</p>	
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		<p>the UOTA website. Proposal to have a follow-up statement with FAQs. Can ask DOPL board to consider our statement and provide a clarification/share their stance, our practice act renewal is coming up soon in 2025. Remember to provide the statement to OT/OTA programs in the state since they are also stakeholders.</p> <ol style="list-style-type: none"> 2. Public relations committee and member services can also help get the statement out. 3. The UOTA statement on motor aides is officially approved per EB vote! 	
Public Relations	<ol style="list-style-type: none"> 1. Looking to focus on helping with advocacy for OT to be better recognized in school-based settings. 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. 3. Podcast: looking at doing more podcasts about school-based 	<ol style="list-style-type: none"> 3. Travis and PR committee will work together to raise awareness of UOTA's position statement on motor aides. 	

	<p>issues.</p> <p>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.</p>		
Tri-Alliance	Vanessa has reached out, they have not been meeting, UPTA pres is interested, just got USHA pres info, Vanessa will reach out again.		
Strategic Plan Initiatives	EB approved working doc (Jan 16th), review ongoing needs/work through doc at EB meetings		
Other	Practice Act is due for review—do we need to set up an official task force/committee? Gov Affairs?		
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	<p>As of 1/2/24:</p> <p>4 OOS/non-OT</p> <p>67 student</p> <p>72 OTA</p> <p>168 OT</p> <p>2 lifetime</p> <p>312 total current active members</p> <p>12.6% DOPL (1904 licensees) down from 13% in November.</p>		

Membership Committee	<p>1. Continues looking for volunteer help to transfer management of the Learnworlds CE site to the CE committee. (Zach Payne?) Travis also offered to help.</p> <p>2. Need to pause Mail Chimp? Needed for May 14th, anything else?</p>		
Continuing Education	<ol style="list-style-type: none"> 1. Travis did follow-up with CLASI to see about bringing them back to Utah—might be cost-prohibitive if we have to pay the same cost they charge (~\$12000) to bring them here. 2. Might be easier to have people go through UOTA as a “middle-man” to take the M2 and M3 trainings from CLASI themselves—we do make some \$\$\$ from each person registered if we go this route. People would need to do M1 on their own. 3. Need to see who does M1 and M2 before thinking about hosting M3 here in Utah because it would be costly. 		
Annual Conference	Nov 2, 2024 UVU!	<ol style="list-style-type: none"> 1. Lynn still working to put conference committee board together! Lots of room available this year in the space we have at UVU. 	
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)	May 14th, 6 pm RMU	<ol style="list-style-type: none"> 1. Possible trainings—legal and ethical areas. How well do you know your practice act? 2. Lynn to ask DOPL board to come and let us get to know 	

		them.	
Mentorship			
Secretary Report			
Agenda item	Information	Action items	Outcomes
<p>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.		
<p>Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook: 774 page likes, 882 followers. –Instagram followers: 190 followers (up by 7) –Twitter followers: 8 (up by 2) (*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. Emily didn't take enough pictures during the CLASI event, please pass them along if you have any! Will work on getting Hill Day pictures posted too. 2. Will continue to recognize speakers/presenters for the 2023 annual conference...please pass along any pictures you might still have to Emily (uotasecretary@gmail.com). 		
Bylaws, Policies, Procedures Committee (BPPC)	<ol style="list-style-type: none"> 1. Vote passed by EB tonight to explore 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. Copy of current bylaws needed by 	<ol style="list-style-type: none"> 1. EB members please review email from Vanessa re: reorganization of regional reps. 2. UOTA Secretary to send to Brenda a copy of the most recent bylaws. 	

	Brenda, need to review to highlight areas that were approved by EB but didn't get a membership vote to move forward.		
Contact List	1. Please update PRN with your committee members!		
Course Accreditation	1. 3 course accreditation requests coming your way soon for approval! Please keep your eyes open for the emails.		
Calendar	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	1. Looking forward to having a new student mentee for this school year.		
Treasurer Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Summary of current budget	(numbers as of 2/1/2024) 2024: Total Revenue = \$2,905.19 Total Expenses = \$1,682.90 Net Profit = \$1,222.29		
Jobs/Other Advertising	YTD = \$150.00		

CEU Revenue	YTD = \$1,975.00 CLASI Event Revenue: \$9,107.50 CLASI Event Expenses: \$3,242.05 CLASI Event Profit: \$5,865.45	Savannah inserted numbers for profit of recent CEU event in column to the Left.	
Accreditation Revenue	YTD = \$75.00		
Revenue generating ideas			
Other	<ul style="list-style-type: none"> - Review Proposed EB Budget for 2024  2024 Proposed Annual Budget... - Review Expenses in total for 2023 if wanted - otarepuota@gmail.com let Ashley Wright know to submit receipts to uotatreasurer@gmail.com for SOTA club reimbursement. - Consider application process for grants for student projects? If they submit details ahead of time, then we can approve/not approve ahead of time. Savannah will work on getting a draft form prepared for student grants and to add a line to our 2024 budget. Motion to set aside \$250 per program in Utah (\$1250) to be used as student grant money. 	<ol style="list-style-type: none"> 1. EB members—please review the proposed 2024 budget before the strategic planning meeting. 2. Savannah did follow up with Rebecca regarding liability insurance and policy was renewed for 2024. <ol style="list-style-type: none"> a. Emily to review the UOTA bylaws to see what is written about the organization carrying professional insurance. Can be handled within the board. 3. Camille to work with Savannah to streamline the process for having grant money available for projects led by their SOTA clubs. 	
OTA Rep Report			
Agenda item	Information	Action items	Outcomes

<p>Old Business</p>	<p>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?</p>	<p>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>	
<p>UOTA Student Reps (2023-2024 school year) –Elise Goodrich (U of U 1st year students) –Jen Van Orman (U of U 2nd year students) –Joyce University? –SLCC–Ashley Wright –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. 2. Joyce University: Need to verify if Marcy Davis (22/23 school year rep) is continuing for this school year (darren.marcy91@gmail.com). 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.</p>	
<p>UOTA/AOTF Scholarship</p>	<p>Updated info re AOTF scholarships  ASAPsummer2023Presentation.pptx</p>		

<p>UOTA Student Task Force</p>	<p>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 3. Email re: SLCC student's promoting OT at Festival of Trees reimbursement.</p>		
<p>OTA Membership</p>			
<p>Mentorship</p>	<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> <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>1. Scaffold mentoring of students. Suggestions from past student task force members for how to make mentoring a great experience for everyone: –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 meaningful projects. Choose a project to work on together as a resume-building experience for the student. –Doing a mentor/mentee lunch to meet each other also may be a good way to build rapport with each</p>	

		<p>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>	
Member-at-Large Report			
Agenda item	Summary of discussion	Action items	Outcomes
Old Business			
Specialty Practice Area Liaisons	<ol style="list-style-type: none"> Lori and Vanessa to work together on possible regional rep reorganization. 		
Regional Reps	<p>Still need Region 1 rep!</p> <ol style="list-style-type: none"> Emily will pass along student UOTA member spotlight questions on a Joyce U student in the Provo school district to complete for the March spotlight. 	<ol style="list-style-type: none"> Still working on rounding up UOTA member spotlights for the upcoming months. 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>3. Emily to reach out to Ashley Wright (SLCC student rep) to be January 2024 spotlight.</p> <p>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.</p>	
Mentorship			
Final Notes			
Adjournment	<p>*Next UOTA Executive Board meeting will be on Tuesday, March 5th, 2024 from 7-8pm.</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>	