

UOTA Executive Board Meeting Minutes
Thursday // March 7, 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</p> <p>Executive Board Absent: Lori Goodrich, Member-at-Large</p> <p>Meeting Order for Discussion:</p> <ol style="list-style-type: none"> 1. Any UOTA committee chairs present 2. Member-at-Large (any business to review for Lori?) 3. Treasurer 4. Secretary 5. OTA rep 6. Vice President 7. President 8. Beth Cardell–NBCOT Ambassador 9. Meena Iyer–Utah RA delegate to AOTA 	<p>Committee Chairs, Committee Members, or National Liaisons (AOTA or NBCOT) Present: Patrick Walker (nominations & recognitions chair), Krisanne Lewis (government affairs), Jeanette Murphy (membership chair), Meena Iyer (AOTA RA rep for Utah), Beth Cardell (NBCOT Ambassador for Utah).</p> <p>UOTA Student Representatives: Elise Goodrich (U of U 1st years)</p> <p>Others Present: All UOTA members invited via social media post.</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	<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).</p> <p>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)</p>	<p>2. Vanessa will continue to follow up with potential lobbyists. PT lobbyist is looking into contacts. Vanessa reached out to Bonnie Eckman about her interest in lobbying for UT but no response yet.</p>	
Western Regional OT Spring Symposium (WROTSS)	Need to promote conference for UOTA members for 2025		
ASAP (updates from State Association Presidents) @ AOTA annual conference.	Vanessa attended a meeting March 6th to review the agenda for the two-day AOTA ASAP meeting in March–looking forward to it, will share take aways at our April meeting.		
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>Welcome Patrick Walker! New to UOTA, new to the U (Capstone Coordinator).</p> <p>Rehab Liaison–Royce Porter may be</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>interested, need to look at subgroups (Women’s Health) as we potentially reorganize.</p> <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?</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? These should be announced at the May meeting, ballots should go out soon–Patrick meet w/Jeanette?</p> <p>Scholarships–Board voted via email, two recipients chosen, surplus will carry over to next year.</p>	<p><i>your own name if you are interested in serving.</i>”</p> <p>Recognitions: Jeanette and Patrick will meet with Vanessa to get a template ready to gather nominations ASAP. Public relations committee will help report on this too.</p> <p>Scholarships: AOTF got our response re: the two scholarship recipients.</p>	
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</p>	<p>1. 20-25 people attended, lots of SLCC students there. Talked about mental health bill, school-based services, workload cap for school-based providers, discussing reimbursement issues. Krisanne went to several education committee hearings on the Hill. Couldn’t get OTs on SB 52 this year (stipends for educators) due to the Fiscal Note</p>	1.

	<p>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> <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: statement is</p>	<p>already being finalized. Will focus on this issue for 2025. Good response from legislators on mental health bill. Lynn will continue to work contacts for sponsoring the mental health bill (Rep. Judkins gave a list of people to ask since she won't be running for re-election). Will need help from a legislator for updating our practice act in 2025. Lots of good contacts made in the legislature during Hill Day.</p> <p>2. People involved with the practice act renewal last time (2015): Jeanette Koski, Pollie Price, anyone else?</p>	
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	<p>ready to send to district SpEd leaders—can Jeanette send this via mailchimp so it comes from UOTA? Travis & Krisanne have collected email addresses.</p> <ol style="list-style-type: none">1. Suggestion made at last meeting to make sure there is a route for people to provide feedback, perhaps to the “Contact Us” form on 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.2. Public relations committee and member services can also help get the statement out—Travis and Melanie will do a podcast—share link with Vanessa to share in email to membership. <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 practitioner]).</p> <p>3. Info forwarded to Krisanne re: ASHT group.</p>	<ol style="list-style-type: none">1. The UOTA position statement on using motor aides is up front and center on the UOTA website! Will continue to work with DOPL to solidify our position. Working on getting the info sent out to sped directors throughout the state.	
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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. Podcast: looking at doing more podcasts about school-based issues. 3. 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. 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>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 task force and/or student reps for the schools involved.</p>	
Tri-Alliance	UPTA pres responded re lobbyist and possibly sharing—not sure if/how that would work (possible conflict of interest.)		
Strategic Plan Initiatives	When EB approved working doc (Jan 16th), discussed reviewing portions during future EB meetings—who can take this on?		
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			

<p>Membership Stats</p>	<p>As of 3/7/24: 4 OOS/non-OT 51 students (review) 69 OTA 166 OT 2 lifetime 291 total current active members 12.1% DOPL (1941 licensees) down from 12.6% in February</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. 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>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>		

2) Here is the info from CLASI. UOTA can offer M1 and M2 through 12/31/24. We pay CLASI \$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.

–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.

–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.

3) I am still looking forward to a Jan 2025 event. Here is what attendees are looking for:

1. Vision/visual perception/OT vision rehab, or
2. Behavior/emotions/Trauma Informed

–I will explore these ideas and report back.

Pass on any leads if you have them.

4) What needs to be done?

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!	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)/ Fundraisers	<p>1.Spring membership meeting: May 14th, 6 pm @ RMU</p> <p>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.</p>	<p>1. Possible trainings—legal and ethical areas. How well do you know your practice act? Lynn to ask DOPL board to come and let us get to know them.</p> <p>2. Lynn will send out more details via email for NAMI fundraiser walk.</p>	
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: 775 page likes, 882 followers. –Instagram followers: 192 followers –Twitter followers: 8 (up by 2) (*Use this information to tailor social media content on benefits of UOTA membership). OT Month ideas for April?</p>	<ol style="list-style-type: none"> 1. Please pass along any Hill Day pictures you have so I can post them 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). 3. I want to recognize UOTA members speaking at the AOTA conference this month–please pass your pictures along from the conference! So far I see Lynn Farley, Lyndsay Fait, Taylor Hoyt, & Beth Cardell on the AOTA schedule. Brenda Lyman will be recognized as an AOTA Fellow. Vanessa Rapier will represent Utah at the meetings for state association presidents (ASAP). Anyone else you know who is presenting/involved at AOTA? Please pass along their names. 		
<p>Bylaws, Policies, Procedures Committee (BPPC)</p>	<ol style="list-style-type: none"> 1. Any 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. Copy of current bylaws sent to Brenda today (3/7/24). Emily will need to review to highlight areas and 	<ol style="list-style-type: none"> 1. EB members please review email from Vanessa re: reorganization of regional reps sent on 3/6/2024. 2. Once we decide on bylaws that are ready for membership vote, Emily will work with Misha to send out the voting ballot to membership through the website. 	

	old EB meeting minutes from 2022 to remember items 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	<ol style="list-style-type: none"> 1. Our Patient's Mental Health (sponsor: Intermountain Health) 2. An Overview: Program for the Education and Enrichment of Relational Skills (PEERS) for Young Adults (sponsor: Utah Center for Evidence-Based Treatment) 3. Evening With an Occupational Therapist Influencer (sponsor: Rocky Mountain University) 	2. Discuss advertising request from this agency...what needs to be done to move this forward?	
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). 2. Discuss date of April meeting (April 2nd) since it is during spring break for many districts. Should we move it to the following Tuesday (April 9th) instead? 		
Mentorship	1. Looking forward to having a new student mentee for this school year.		
Treasurer Report			
Agenda item	Information	Action items	Outcomes

Old Business		Savannah to work with Camille on process for SOTA members to apply for grant through UOTA to increase OT awareness. Work with advertising requests	
Summary of current budget	(numbers as of 3/1/2024) 2024: Total Revenue = \$4,535.39 Total Expenses = \$5,080.23 Net Profit = (-)\$544.84		
Jobs/Other Advertising	YTD = \$150.00		
CEU Revenue			
Accreditation Revenue	YTD = \$225.00		
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 	<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 	

	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.	led by their SOTA clubs.	
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OTA Rep Report

Agenda item	Information	Action items	Outcomes
Old Business	<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>2. Camille will</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)</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</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.</p>	

and running in fall 2024, so we can ask for a student rep from this program then).			
UOTA/AOTF Scholarship	Updated info re AOTF scholarships  ASAPsummer2023Presentation.pptx		
UOTA Student Task Force	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.		
OTA Membership			
Mentorship	<ul style="list-style-type: none"> -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) 	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. 	

	<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>–Letting students choose how much to be involved.</p> <p>–Asking students to help with 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"> Lori and Vanessa to work together on possible regional rep reorganization. 		

Regional Reps	Still need Region 1 rep!	<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
1. RA Spring meeting is coming up and all AOTA members welcome to join. Virtual meeting.	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
1. Just met with	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> <ul 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	*Next UOTA Executive Board meeting will be on Tuesday, April 9th, 2024 from 7-8pm (note the date change due to Spring Break!).	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.	