

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

<p>Executive Board (EB) Present: Vanessa Rapier, President Lynn Farley, Vice President Emily Cummings, Secretary Savannah Stone, Treasurer</p> <p>Executive Board Absent: Lori Goodrich, Camille Terry</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: Patrick Walker (nominations & recognitions), Jeanette Murphy (membership), Brenda Lyman (bylaws, policies, & procedures)</p> <p>UOTA Student Representatives:</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.
- 3) Website: **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’s role. Emily, as the secretary, is Misha's primary contact for website changes. If you contact Misha directly, always cc Emily (uotasecretary@gmail.com).

Executive Board Reports

President’s Report

Agenda item	Information	Action items	Outcomes
Old Business			
Mentorships	Jen Van Orman		
UOTA Reorganization	Potential restructuring of SPA/RR groups: Did not hear back from SPA committee chairs, but all Region Reps who responded (4/5) were in favor. Feedback from membership poll in April: 70% for SPA focus, 30% for maintaining both—which ultimately means 100% are in favor of SPAs <ul style="list-style-type: none"> ● Motion to restructure 	<ol style="list-style-type: none"> 1. Member at Large (Lori) is going through to compare the role descriptions to see how to mesh the two positions. 2. Vanessa to create slide with QR code for membership mtg. 	
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). Have not heard anything since April, will reach out again. Lynn willing to help volunteer on conference committee since already attending WROTSS.	
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 associations— Explore this needs to be explored as we finalize restructuring SPAs and Regional Representation	1. Can use DOPL list for continuing ed opportunities offered by UOTA. Helping with webinars would be part of SPL duties.	
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	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? EB voting ends May 10th Recognitions: Have been selected (committee voted) will be announced at the	1. Still working to make sure all award recipients are UOTA members. 2. Need to check in procedures to see previous winners. https://utahotassociation.org/about/awards/ . BPPC needs to update procedures/policies to ensure the award winners haven't previously won the same award. 3. Lynn has PPT ready for membership meeting on May 14th.	

	<p>May 14th meeting.</p> <p>Scholarships—Have not heard back from AOTF (David Robertson), Vanessa has reached out for details so we can announce these at the May 14th meeting.</p> <p>BPPC (on nominations process): Still 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>Patrick will plan to present the award winners and the new upcoming officers for UOTA. Patrick will email Lynn the award/nomination winners and photos and award summary.</p> <p>4. Lynn will bring laptop to run the Zoom meeting for the Membership meeting.</p>	
Government Affairs	<p>1. School-based subgroup: statement was sent to district SpEd leaders—Travis met w/DOPL today (5/7/24) to determine whether/how they investigate concerns—next steps would be to file a formal complaint through DOPL, an association can file against specific school districts rather than at a therapist—do not want to put therapists at risk, but want to draw attention to the practice of hiring (and not properly supervising) motor aides in place of OT services in order to keep clients safe, advocate for COTAs and profession in general. Travis will draft a formal complaint and send it to the EB later this week, please watch for that email (and vote).</p> <p>2. HB 534—restructuring: “renames the Physical Therapy Licensing Board as the Physical Therapies Licensing</p> <p style="text-align: right;">32</p>	<p>1. DOPL does not enforce rules on districts, but can reprimand facilities as needed. UOTA does not want to target any therapists in particular. Want to raise awareness of school districts currently using motor aides (especially unsupervised motor aides) to help protect OTA positions in school districts.</p> <p>2. HB 534 combines OT & PT licensing boards starting in Fall 2024. PT didn’t hear about the proposed bill until last-minute and were able to make a few changes. Licensing boards under the umbrella of DOPL.</p>	1.

	<p>Board and modifies the board to include the duties of the Board of Occupational Therapy.” Passed, we did not hear about this until after the fact–Lobbyist?</p> <p>From April:</p> <p>Ad-hoc committee needs to get started–is this something we can request volunteers for at the membership meeting? Vanessa can also add it to membership email. (AdHoc Committee exploration for Practice Act: 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>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]--updates?</p>	<p>Lynn to add slide to membership meeting PPT asking for volunteers for these ad-hoc committees.</p>	
<p>Public Relations</p>	<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: how did it go? 	<ol style="list-style-type: none"> 1 & 2: Melanie will continue to work with Travis to get information needed for this. 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. 	

Tri-Alliance	Still getting up and running, but there is interest again.		
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	As of 5/7/24: 4 OOS/non-OT 52 students 69 OTA 165 OT 2 lifetime 292 total current active members 12% DOPL (1965 licensees), same as April	Meena will help with Learn Worlds, learn the system. Travis will also start doing more with online platforms and continuing ed. Regional Rep list is updated and on drive. SPA reps and liaisons can access those	
Membership Committee	1. Continues looking for volunteer help to transfer management of the Learnworlds CE site to the CE committee. Jeanette has begun training Meena Iyer on Learnworlds for conference purposes. Meena offered to help with Membership Committee tasks, as well. 2. Mailchimp billing has restarted for DOPL emails. This account has also been used to make separate lists for CE class communication and UOTA communication to stakeholders re: motor aides. 3. The updated member list sorted by	1. Jeanette to contact Travis Chamberlain regarding handing over Learnworlds CE courses to the CE committee. 2. Jeanette to send out the discount code once Misha creates it. To be sent to: a. U of U - Jeanette Koski b. SLCC - Kristen Courtney c. Joyce - Chris Walters	

	<p>regions is in the shared folder. This folder can be shared with regional reps.</p> <p>https://docs.google.com/spreadsheets/d/1i4_3JYyuIV8Zw9SVO-UqD4M3Lk_dyMZz/edit?usp=sharing&ouid=105461239052096958695&rtpof=true&sd=true</p> <p>4. It's time to send out the 20% off new grad discount code to all OT/OTA programs.</p>		
Continuing Education (report from Travis for March 2024)	<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.</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>1.</p>	Emily to contact Travis to see if there are graphics that can be used for social media to advertise the online CLASI M1 & M2 courses.	
Annual Conference	<p>Conference Committee</p> <ul style="list-style-type: none"> Chairperson(s): Lyndsay Fait and Jennifer Bolay 	<p>1 presentation submission so far!</p> <p>Membership drive before conference during pre-registration.</p>	

	<ul style="list-style-type: none"> ● 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: Lynn? <p>Student Committee</p> <ul style="list-style-type: none"> ● Elise Goodrich u1022625@utah.edu ● Kylie Martin kylie.w.martin@gmail.com ● Jayden Peterson u1047295@utah.edu ● Ben Cromar bencromar07@gmail.com ● <u>Ashley Wright</u> <p>Keynote speaker is set - Chad Hymas. Waiving his normal fees for us. https://www.chadhymas.com/</p>		
Annual Meetings (Fall)	1.May 14th, 6 pm RMU. DOPL board will be	May meeting on track.	

<p>Business Mtg, Spring Membership Mtg)/ Fundraisers</p>	<p>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.</p>	<ul style="list-style-type: none"> - RMU sponsoring venue and light refreshments (fruit/cheese trays, Cheese and cracker trays, Cookies, GF oreos). - How do we notify winners to be there? <ul style="list-style-type: none"> - Anything else I need to do? - Winners pics on the PP? - Need to advertise!!! <ul style="list-style-type: none"> - FB event - 4 going, 3 interested - Need to create a Zoom link. Send out via DM or email (Emily will create Zoom link, send people to uotasecretary@gmail.com to ask for Zoom link). <p>Need agenda Items for the business meeting</p> <ul style="list-style-type: none"> - Welcome- Vanessa - Business items? - Awards - Nomination results - Training <ul style="list-style-type: none"> - How well do you know your practice act - poll anywhere - DOPL Board - Survey & Certificates? 	
<p>Mentorship</p>			
<p>Secretary Report</p>			
<p>Agenda item</p>	<p>Information</p>	<p>Action items</p>	<p>Outcomes</p>
<p>Ongoing Reminders:</p> <p>1. Please use your UOTA email address for UOTA business (especially when creating UOTA documents) so the information is “owned” by a</p>			


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.

2. Please update the Contact Information List (find it in the UOTA Google Drive under this document name) PRN with your committee members.
3. Calendar: 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).

Old Business			
<p>Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook: 778 page likes (up by 1), 883 followers (up by 3). –Instagram followers: 201 followers (no change from April) –Twitter followers: 8 (no change from April) (*Use this information to tailor social media content on benefits of UOTA membership).</p>	<ol style="list-style-type: none"> 1. Emily will save Vanessa’s OT month email to post for next year (hope that’s okay!). 2. Will do social media posts in the near future for recognizing new grads from each Utah program + reminding about new grad discount code, CLASI course offering advertisement, and Spring RA updates (if info can be shared publicly). 		1.
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: should we plan on drafting a new role description for this new SP liaison/continuing education Planner role? 2. Summer Project: Copy of current 	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 and collect votes through the website (similar to how nominations/recognitions committee works).	

	<p>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. Will also continue to work on updating bylaws PRN.</p>		
Strategic Plan Initiatives			
Course Accreditation	<ol style="list-style-type: none"> 1. Look for more email requests coming your way soon for course accreditation. 1 of the requests needs to be prioritized—I completely missed the email coming through with the information and the customer reached out to UOTA last week inquiring about it. Thanks for responding promptly to these email requests for your vote. 		
Calendar	<ol style="list-style-type: none"> 1. Next meeting: Tuesday, June 4th, 7-8pm. 		
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			

Summary of current budget	(numbers as of 5/1/2024) 2024: Total Revenue = \$7,505.74 Total Expenses = \$6,972.67 Net Profit = \$533.07		
Jobs/Other Advertising	YTD = \$1,300.00		
CEU Revenue	YTD = \$2,105.00		
Accreditation Revenue	YTD = \$600.00		
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 Savannah will provide reimbursement of percentage. 	<ol style="list-style-type: none"> 1. Savannah will write up a proposal for how organizational membership would work–would be helpful if future organizations join. Provo School District employees are okay with how the process ended. 	
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	<ol style="list-style-type: none"> 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 	

	organization—approve this?	JPGs of the stickers when we are ready.	
<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>Mentorship question—has there been follow-up with these two since last meeting? 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>	<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>
<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 4. Email re: SLCC student's promoting OT at Festival of Trees reimbursement.</p>	<p>3. Anja Cieslewicz is president of pre OT club. Waiting for dates for next meeting. 4. SLCC students to send in receipts for reimbursement.</p>	
<p>OTA Membership</p>			
<p>Mentorship</p>	<p>–President (Vanessa Rapier): Jen Van Orman, VP? –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) 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. otarepuota@gmail.com will follow up with student task force to see who is interested</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</p>	

	in mentoring *Kristen Courtney (last OTA rep) can help with this!	good way to build rapport with each other. –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.	
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Member-at-Large Report

Agenda item	Summary of discussion	Action items	Outcomes
Old Business			
Specialty Practice Area Liaisons	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	*Next UOTA Executive Board meeting will be on Tuesday, June 4th, 2024 from 7-8pm. *May 14th–UOTA Annual membership meeting coming up!	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.	