

UOTA Executive Board Meeting Agenda
Tuesday // August 6th, 2024 // 7-8 pm

<p>Executive Board (EB) Present: Vanessa Rapier, President Sheila Longpré, President-Elect Lynn Farley, Vice President Lyndsay Fait, Member-at-Large Camille Terry, OTA representative Savannah Stone, Treasurer</p> <p>Executive Board Absent: Emily Cummings, Secretary</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. OTA Representative 5. Member-at-Large 6. Any AOTA/NBCOT liaisons present 7. Review Secretary’s info (if time) 	<p>Committee Chairs, Committee Members, or AOTA/NBCOT Liaisons Present: Travis Chamberlain (Continuing Education committee chair) Krisanne Lewis (Government Affairs committee chair) Patrick Walker (Nominations & Recognitions committee chair)</p> <p>UOTA Student Representatives: Jen Van Orman (U of U), Elise Goodrich (U of U)</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	See below		
Mentorships	Jen Van Orman		
UOTA Reorganization	100% of votes support reorganization (including 15% of voters interested in Academia focused-group). Motion to officially reorganize? Brenda has proposed general role description, motion to approve?	1. Motion to officially reorganize - majority voted yes. Get ready to include the new SPA areas for the 2024 conference.	
Western Regional OT Spring Symposium (WROTSS)	Will follow up as we receive more info.		
ASAP (updates from State Association Presidents) @	Idaho collaboration, potential w/Nevada, will continue. Need to forward call for papers	uotapresident@gmail.com will check to make sure they got call for papers	

AOTA annual conference.	and registration info to both (Vanessa will double check that's been done)		
HHAU	Motion to approve Articles 1 and 2, see email from Brenda		
Nominations & Recognitions	<ol style="list-style-type: none"> 1. Grant application info sent to membership, will follow up. 2. Eunice Chen award can be announced at conference—(?) <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>	<ol style="list-style-type: none"> 1. f/u at conference if anything is to be awarded. 2. Plaque vs. paper - we have the budget for a plaque. When do we open up for Eunice Chen award? - Patrick will open it up when it feels timely and appropriate. Use social media along with email. 	

Government Affairs	<p>1. Travis has sent formal complaint letter on behalf of UOTA, will watch for updates.</p> <p>2. HB 534—restructuring: “renames the Physical Therapy Licensing Board as the Physical Therapies Licensing”, will follow up with DOPL on this. DOPL has been working on a few changes, NBCOT sent letter requesting name change as well.</p> <p>3. Ad-hoc committee for Practice Act review has been meeting—Florentina and Lynn are co-chairs.</p> <p>4. Krisanne met w/Sen Reibe re importance of OT in school-based practice, report?</p>	<ol style="list-style-type: none"> 1. Nothing said so far. 2. Will take effect in October or November 2024. 3. Practice Act review continues, minor changes for this legislative session with heavier review/changes being considered for next year- Rep. Cutler: DOPL said they can't do a huge overhaul this year. Added dry needling and mental health for this year and should pass for 2025. On the docket for a full review in 2026. He will help us find somebody if he can't help for 2026. 4. Sen Reibe and Sen Vicars - met to include OT in the educator salary adjustment and renewing practice act. Sen Reibe doesn't feel like she's the right fit due to politics (she's a democrat), gave recommendations for other Senators. 5. Sen. Colemore meeting set up for next week. Focusing on ESA and will not focus on practice act this year with them. 	1.
Public Relations			
Tri-Alliance	No new info		
Other	1. AOTPAC looking for Utah rep—send info through social media? Vanessa will send		

	info in Membership email this month, AOTPAC also recently sent info about research grants and scholarships available, will include.		
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	As of 7/9/24: 4 OOS/non-OT 43 students 70 OTA 168 OT 286 lifetime total current active members 11.8% DOPL (2005 licensees), up from 12.1% in June	1. Make it easier for people to join UOTA AND register for the annual conference at the same time–Jeanette and Lynn working to clarify the process. MEMBERSHIP DRIVE!!!	
Membership Committee	1. LearnWorlds management for online UOTA courses has been transferred to CE Committee. 2. The updated member list sorted by regions continues to be helpful—are we sending emails during legislative session to specific regions? A general email with a link may be as helpful.	1. 2. Continue to monitor through zip codes though to see what is happening in the different regions (e.g., growth or decrease in membership).	

Continuing Education	<p>1) CLASI sign ups?</p> <p>2) Travis has signed an agreement with a presenter for January 31st, 6hrs</p> <p>3). Continue to consider webinars and other events via SPA webinars and reorganization, make sure this is clear in reorganization paperwork and role descriptions.</p>	<ol style="list-style-type: none"> 1 person signed up so far. uotatreasurer@gmail.com to f/u on payment to CLASI \$600 for CE for 1/31 - vision specialist. Done virtually, 6 hours 	
Annual Conference	<p>Conference Committee</p> <ul style="list-style-type: none"> • Chairperson(s): Lyndsay Fait and Jennifer Bolay • 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 	<p>20 presentation submissions so far Call for papers extended to August 31. Need more pediatric or Physdis presentations.</p> <p>Work with Jeanette to create a Membership drive before conference during pre-registration, Sep1 - Oct 12</p> <p>UOTA is turning 70 - Planning to incorporate that into the conference theme</p> <ul style="list-style-type: none"> - SPA Day: Pioneering Pathways for 70 years. - Coordinate into membership drive? <p>Presentation: Should we do a practice act presentation on the updates we are proposing?</p> <p>Service project with Odyssey House</p> <ul style="list-style-type: none"> - putting kits together. - Day of, also collect supplies to donate <p>Need to send to Misha for the website registration: (ask if she has templates to</p>	

- SWAG: Students
- Volunteers: Open
- Marketing: Lynn?

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, awrig201@bruinmail.slcc.edu

Keynote speaker is set - Chad Hymas.
Waiving his normal fees for us.

<https://www.chadhymas.com/>

make the updates quick)

- Same pricing structure as last year.
- A note that the building meets accessibility codes but include a checkbox for any physical accommodations needed (if so, a text box to include type of service)
- An option for online attendance only (no lunch, same price)
- An option: Lunch will be buffet style, please indicate if you have any special dietary needs or allergies: vegan, vegetarian, gluten free, ...
- Coupon code for 50% off for speakers
- Coupon code for 50% off for student volunteers (if they meet a certain number of volunteer hours)
- Coupon code for 100% off for committee/EB members (meeting volunteer hour criteria)
- Add a box on registration giving permission for images to be used for social media or advertising.

Additionally, we need sponsor options for payment

- Sponsor/Vendor Pricing
 - Gold = \$300
 - Large logo on conference flyers
 - Large logo on website as sponsor
 - Flyer/Advertisement in SWAG bags
 - Include chosen (donated) item(s) in SWAG bags

		<ul style="list-style-type: none"> ○ Vendor table at conference ● Silver = 200 <ul style="list-style-type: none"> ○ Logo on conference flyers ○ Logo on website as sponsor ○ Included in email blasts ○ Flyers in SWAG bags ● Bronze = 100 <ul style="list-style-type: none"> ○ Logo on conference flyers ○ Logo on website as sponsor ● Vendor Table Only <ul style="list-style-type: none"> ○ \$150 <p>Friday night service project and dinner</p>	
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)/ Fundraisers	<p>1. 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>2. Spring meeting in St. George? Consider registration even though free.</p> <p>-</p>	<p>Fall Business meeting: at conference?</p> <ul style="list-style-type: none"> - What items of business? - Travis is working on Eunice Chen Award nominations and Grant applications for award in November <p>SPA - Continuing education webinars.</p> <ul style="list-style-type: none"> - Quarterly webinars - Can send to DOPL as CEU - Free to UOTA members, fee for non-members - Registration 	
Other		<p>Practice Act Committee</p> <ul style="list-style-type: none"> - Separated into 3 different workgroups: Adults, Peds, Mental Health - 25 survey responses - Each workgroup is meeting separately. Reviewing documents and feedback. Suggesting edits 	

		<ul style="list-style-type: none"> - Will meet again on July 31 to create one draft for review. - Will then send out the draft to EB, and silent reviewers for review. - Hope to have a solid draft by end of August. - Emailed state legislator (Paul Cutler), not heard back. Krisanne also meeting with legislators and putting out feelers. - Rumors that DOPL is updating the practice act? From an email "indicated that he has opened a bill to change the practice act to include dry needling. Another legislator, Dr. Ray Ward, is also supporting the bill. Paul indicated that the Occupational Therapy Licensing Board has already asked for a meeting to discuss the changes." - What is the process here? To what level are we expected to be a part of this process? Can they do this without UOTA input? Do we want input? 	
Mentorship			
Secretary Report			
Agenda item	Information	Action items	Outcomes
<p>Ongoing Reminders:</p> <ol style="list-style-type: none"> 1. Please use your UOTA email address for UOTA business (especially when creating UOTA documents) so the information is "owned" by a UOTA-related account. 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 UOTA Contact Information List as needed with your committee members. 			
Old Business	<ol style="list-style-type: none"> 1. Still need to be done: Social media updates: 		

	<p>–Melanie requested social media posts to recruit more members for PR committee–specifically to focus on Community Connections (finding relevant community events or organizations where OTs/OTAs can be involved.</p> <p>–Still need social media posts for recognizing new grads from each Utah program + reminding about new grad discount code.</p> <p>–Need to post to raise awareness of CLASI course offering through UOTA.</p>		
<p>Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website</p> <p>–Facebook: 780 page likes (up by 3), 889 followers (up by 2).</p> <p>–Instagram followers: 217 followers (up by 7)</p> <p>–Twitter followers: 17 (up by 8)</p> <p>(*Use this information to tailor social media content on benefits of membership.)</p>	<p>Nothing new.</p>		
<p>Bylaws, Policies, Procedures Committee (BPPC)--Brenda (chair)</p>	<p>1. Please review your emails and vote on updating Articles I and II of Bylaws.</p>		

How Well Do You Know
UOTA's [Strategic Plan](#)?

**Not reviewed in August, keep for September
when Emily can share:**

**–CORE VALUE #4: ENGAGE IN ETHICAL AND
RESPONSIVE GOVERNANCE TO PROMOTE
ADVANCEMENT AND SUSTAINABILITY OF THE
ASSOCIATION.**

–Objective #5: Establish practices that assure
the financial sustainability of the organization.

–Strategies:

A. Board decision-making to always consider
short and long-term financial implications.

B. Assess membership numbers needed to grow
the organization to meet financial goals and
balance the budget.

C. Make recommendations to the Board after an
annual assessment of positive revenue from:

–Continuing Education events

–Annual conference fees

–Online courses

– Membership fees

–Accreditations

– Advertising


–Other Revenue

D. Budget for and determine monies available
and revenue needed yearly from sources other
than membership to pay for sudden lobbying
and legislative work.

E. Review banks or credit unions to house
UOTA funds in order to maximize services and
interest return rates.

	<p>-People Responsible: Treasurer (with all of the EB members helping with decision-making).</p> <p>-Other Comments: <i>-Continue to prioritize course accreditations and advertising for ongoing revenue.</i></p> <p><i>-Focus on advertising continuing education courses to other professions as appropriate (e.g., pediatric CEU course sponsored by UOTA in January each year).</i></p>		
Course Accreditation	1. Look for 2 accreditation requests coming through email soon.		
Calendar	1. 1st Tuesday of September (September 3rd) scheduled for the next EB meeting.		
Mentorship	1. Send someone my way if you think they would make a good UOTA secretary! My term ends in June 2025 and I would love to start mentoring someone.		
Treasurer Report			
Agenda item	Information	Action items	Outcomes
Old Business	N/A		
Summary of current budget	<p>See: Numbers as of 8/1/24</p> <p>2024:</p> <p>Total Revenue = \$9,881.31</p> <p>Total Expenses = \$8,827.15</p> <p>Net Profit = (+) 1,054.16</p>		

Jobs/Other Advertising	YTD = \$1,575.00		
CEU Revenue	YTD = \$2,540.00		
Accreditation Revenue	YTD = \$750.00		
Revenue generating ideas			
Other/Discussion:	<ol style="list-style-type: none"> 1. Question from Ashley Vlasov (Intermountain Health) re: how far past an event can you request credit for a CME and how much time in advance we should be asking for approval for education meetings. 2. Does the treasurer pay CLASI for M1/M2 classes? How to pay? 	<ol style="list-style-type: none"> 1. Per Emily (8/19/24): Retroactive course accreditation has occurred in the past (when it was submitted beforehand but our fault it didn't get approved for accreditation (or not approved) before the class began. I wouldn't suggest doing retroactive accreditation on a regular basis—it is misleading for OTs/OTAs to be told they will get CEUs for a course when it hasn't been approved by the UOTA board yet. On the website, it states we need to receive the course accreditation request at least 2 weeks in advance to have time to process the request and put it out for a vote. 2. Discussed in other sections of the meeting 	
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>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 (Students receive mentoring about UOTA leadership from current Executive Board members & the students also form a Student Task Force to increase engagement with UOTA student members).</p>	<p>–President (Vanessa Rapier): Jen Van Orman –Vice President (Lynn Farley): –Secretary (Emily Cummings): –Treasurer (Savannah Stone): –Member at Large (Lyndsay Fait): –OTA Rep (Camille Terry):</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</p>	<p>2. Follow up with finding out new student reps for the upcoming school year. Ask for students interested in mentoring opportunities. Make sure to provide them with a certificate after their service; once they are licensed practitioners they can also use the volunteer hours toward</p>

		<p>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>	licensure.
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Member-at-Large Report			
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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. 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

NBCOT Ambassador (Beth Cardell)

Agenda Item	Summary of Discussion	Action Items	Outcomes
<ol style="list-style-type: none"> 1. Long-standing CEO of NBCOT is retiring, Ben Price is his replacement. Beth attended DOPL 	<p>Reach out to Beth for any NBCOT questions/needs: beth.cardell@hsc.utah.edu.</p> <ol style="list-style-type: none"> 3. Lynn inquired about having a 	<p>Social Media post: alerting practitioners in Utah that the rules for NBCOT have changed with time lapsing in keeping the R through NBCOT - if you go too long you now need to retake the NBCOT again.</p>	

<p>licensure board meeting and saw the name change to “Physical Therapy ...” NBCOT aware and sent a letter of concern about the need for a name change. Beth will give us updates from NBCOT.</p> <p>2. New campaign: “Why Choose OT?” Looking to present to students (even as young as kindergartners) to get more people interested in the profession.</p> <p>3. NBCOT has the Navigator tool which offers free CE options for people registered/certified through NBCOT. Ethics case simulation is an option, which will help you meet state ethics requirements for licensure.</p>	<p>presentation about NBCOT offerings during the annual UOTA conference. Beth willing to present more about NBCOT, might be enough for a full presentation or doing snippets during the lunchtime membership meeting of the conference.</p>	<p>uotasecretary@gmail.com</p>	
Final Notes			
Adjournment	Next UOTA EB meeting will be held on	EB members will update their sections of	

	<p>the <u>1st</u> Tuesday of September: September 3rd, 2024 from 7-8pm.</p> <p>(The meetings will always be on the 1st Tuesday of the month unless there are extenuating circumstances).</p>	<p>the agenda by Sunday evening following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.</p>	
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