

**UOTA Executive Board Meeting Minutes
Tuesday // September 3rd, 2024 // 7-8 pm**

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| <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 Emily Cummings, Secretary</p> <p>Executive Board Absent:</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:</p> <p>UOTA Student Representatives: Jen Van Orman (U of U student rep) Elise Goodrich (U of U student rep) Ashton Tidwell (SLCC student rep)</p> <p>Others Present:</p> <p>All UOTA members invited via UOTA website calendar</p> |
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| Agenda item | Information | Action items | Outcomes |
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| 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 |
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| Old Business | See below | | |
| Mentorships | Jen Van Orman | | |
| UOTA Reorganization | Plan to reorganize SPA groups by conference–conference presentations? Brenda has proposed general role description for committee chairs , motion to approve? | General role description for committee chairs was approved in previous meeting, Emily will finalize in the document in the Google Drive. | |
| Western Regional OT Spring Symposium (WROTSS) | Planning meeting next week (pres) | | |
| ASAP (updates from State Association Presidents) @ | Idaho just shared registration info: potential w/Nevada, will continue. | | |

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| AOTA annual conference. | | | |
| HHAU | | | |
| | <p>Motion to approve Articles 1 and 2, see email from Brenda // see proposed updates HERE</p> | <p>Email found w/motion to approve, did this get finalized? Vote by the end of the week on this, check email for Form from Emily.</p> | |
| 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. <p>Vanessa will check with Patrick for progress on this, will announce at conference.</p> | |

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| Government Affairs | <p>1. Travis has sent formal complaint letter on behalf of UOTA, continue to 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–any news from DOPL re name change?</p> <p>3. Ad-hoc committee for Practice Act review has been meeting–Lynn is chairing...</p> <p>4. Krisanne & Sarah continue to work USBE and other issues</p> | 2. DOPL following up on our behalf for name change. | 1. |
| Public Relations | Be sure to “like” social media posts, especially w/membership drive and leading up to conference. | | |
| Tri-Alliance | No new info | | |
| Other | 1. AOTPAC looking for Utah rep–send info | Luis Arabit is western region rep, Vanessa | |

| | through social media? Vanessa will send info in Membership email for September, AOTPAC also recently sent info about research grants and scholarships available, will include. | will follow up with him, conference committee to decide what format they would like (recorded video, etc.?). Emily already posted about AOTF scholarships on our social media, but can also post a few reminders. | |
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| 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 | <ol style="list-style-type: none"> 1. Membership drive going on right now on social media. Share on social media or at least go like the posts. 2. SWAG drawings every saturday until conference for members and conference goers. | |
| Membership Committee | <ol style="list-style-type: none"> 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 sessions to specific regions? A general email with a link may be as helpful. <ol style="list-style-type: none"> 1. Membership campaign underway - Started 9/1 Focus on ways that UOTA is “Pioneering Pathways” for | <ol style="list-style-type: none"> 1. Continue to monitor through zip codes though to see what is happening in the different regions (e.g., growth or decrease in membership). 2. Please engage and share the social media posts. Likes and shares help more people see the posts. | |

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| | <p>OTPs in Utah</p> <ol style="list-style-type: none"> 2. Started with 379 Active memberships on 8.31.24 Will watch the numbers 3. Free sticker for early registration + extra names in drawing for SWAG 4. Saturday SWAG drawings for UOTA SWAG 5. Grand Prize drawing at conference for 1 year free membership? | | |
| Continuing Education | <ol style="list-style-type: none"> 1) CLASI sign ups? 2) Travis has signed an agreement with a presenter for January 31st, 6hrs 3). Continue to consider webinars and other events via SPA webinars and reorganization, make sure this is clear in reorganization paperwork and role descriptions. | <ol style="list-style-type: none"> 1. 1 person signed up so far. uotatreasurer@gmail.com to f/u on payment to CLASI 2. \$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 , | <ul style="list-style-type: none"> ● 27 presentation submissions. Finalizing speakers now, emails will go out soon. ● Food is chosen ● Advertising underway ● Early registration is open <p>Service project with Odyssey House</p> <ul style="list-style-type: none"> ● <p>Discount Codes</p> <ul style="list-style-type: none"> ● Coupon code for 50% off for speakers ● Coupon code for 10% off for student volunteers (if they moderate 2 courses) | |

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| | <ul style="list-style-type: none"> • 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 • Ashley Wright, awrig201@bruinmail.slcc.edu <p>Keynote speaker is set - Chad Hymas. Waiving his normal fees for us. https://www.chadhymas.com/</p> | <ul style="list-style-type: none"> • Coupon code for 100% off for committee/EB members (committee100) go register! <p>Sponsors:</p> <ul style="list-style-type: none"> - 5 Gold sponsors (\$300/each) - Need ideas for who else to reach out to? <p>Friday night service project and dinner</p> <ul style="list-style-type: none"> - Sponsor money should pay for the Pizza and drinks. - putting kits together the night before - networking, service, and pizza. - Day of collect supplies to donate <p>Need ideas for a gift for our Keynote Speaker</p> | |
| <p>Annual Meetings (Fall Business Mtg, Spring Membership Mtg)/ Fundraisers</p> | <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 | |


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| 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 - 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 |
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| <p>Ongoing Reminders:</p> <ol style="list-style-type: none"> 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. Please update the UOTA Contact Information List as needed with your committee members. | | | |
| <p>Old Business</p> | <ol style="list-style-type: none"> Still need to be done: Social media updates: –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. –Still need social media posts for recognizing new grads from each Utah program + reminding about new grad discount code. –Need to post to raise awareness of CLASI course offering through UOTA. | | |
| <p>Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook: 782 page likes (up by 2), 892 followers (up by 3). –Instagram followers: 220 followers (up by 3) –Twitter followers: 27 (up by 18) (*Use this information to</p> | <p>Updates: Emily will continue to work on posting the items listed above. Lynn is doing amazing at getting consistent content out on social media about the upcoming annual conference.</p> <ol style="list-style-type: none"> Can we choose a hashtag for the upcoming conference? | <ol style="list-style-type: none"> Use #UOTAspaday24, #UOTAconf24 | |

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| tailor social media content on benefits of membership.) | | | |
| Bylaws, Policies, Procedures Committee (BPPC)--Brenda (chair) | <p>1. Already listed above in the UOTA president's section, but we need to vote to approve updates of Articles I and II in the Bylaws, as well as a General Role Description for committee chairs.</p> | | |
| How Well Do You Know UOTA's Strategic Plan ? | <p>–CORE VALUE #4: ENGAGE IN ETHICAL AND RESPONSIVE GOVERNANCE TO PROMOTE ADVANCEMENT AND SUSTAINABILITY OF THE ASSOCIATION.</p> <p>–Objective #5: Establish practices that assure the financial sustainability of the organization.</p> <p>–Strategies:</p> <p>A. Board decision-making to always consider short and long-term financial implications.</p> <p>B. Assess membership numbers needed to grow the organization to meet financial goals and balance the budget.</p> <p>C. Make recommendations to the Board after an annual assessment of positive revenue from:</p> <ul style="list-style-type: none"> –Continuing Education events –Annual conference fees –Online courses – Membership fees –Accreditations – Advertising –Other Revenue | | |

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| | <p>D. Budget for and determine monies available and revenue needed yearly from sources other than membership to pay for sudden lobbying and legislative work.</p> <p>E. Review banks or credit unions to house UOTA funds in order to maximize services and interest return rates.</p> <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 | <ol style="list-style-type: none"> 1. Look for 2 more accreditation requests coming through email soon, thanks for your quick responses! | | |
| Calendar | <ol style="list-style-type: none"> 1. October 1st (first Tuesday in October) scheduled for the next EB meeting. | | |
| Mentorship | <ol style="list-style-type: none"> 1. Will start training a UOTA member interested in running for a UOTA leadership position on UOTA secretary duties before my term ends in June 2025. | | |
| Treasurer Report | | | |
| Agenda item | Information | Action items | Outcomes |

| Old Business | N/A | | |
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| Summary of current budget | See:Numbers as of 9/1/24 2024: Total Revenue = \$13,846.51 Total Expenses = \$9,776.45 Net Profit = \$4,070.06 | | |
| Jobs/Other Advertising | YTD = \$1,575 | | |
| CEU Revenue | YTD = \$2,640 | | |
| Accreditation Revenue | YTD = \$1,050 | | |
| Revenue generating ideas | | | |
| Other/Discussion: | 1. | 1. Savannah will look at membership dues from previous years to determine funds available for lobbyist, Vanessa to help. | |
| OTA Rep Report | | | |
| Agenda item | Information | Action items | Outcomes |
| Old Business | 1.Stickers on Cafe Press: Can we put a link for the “UOTA Store” on the website so people can shop whenever they want? This could be easy passive income for the organization–approve this? | 1. Emily will ask Misha (UOTA website admin) to add a link to the website once we have the Cafe Press UOTA store situated; Vanessa has the JPGs of the stickers when we are ready. | |
| UOTA Student Reps (2023-2024 school year) –Elise Goodrich (U of U 1st year students) | 1. SLCC student rep: Ashton (Riggs) Tidwell is the sole rep for both cohorts. 2. Joyce University: contact Dr. Taylor Hoyt (taylor.hoyt@joyce.edu) to see who they | 1. Camille will reach out to student reps to recruit volunteers for the planning committee. | 1 Anja- pre OT club at USU is willing to volunteer. |

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| <p>–Jen Van Orman (U of U 2nd year students) –Joyce University? –SLCC–Ashton Riggs –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 (can contact Dr. Sharon Leonard [program director]: sharon.leonard@rm.edu)</p> | <p>would like to send to UOTA as a student rep. 3. 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). 4. 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>4. UVU also has a pre-OT club, we can work to get them involved too (club president: lisa.draper@uvu.edu). 5. Kylie Frandsen graduated, so no longer available as student rep.</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. Vanessa Rapier (vanessarapier@gmail.com) is contact there for SOTA questions. 3. Pre OT club at USU next month 4. Email re: SLCC student’s promoting OT at Festival of Trees reimbursement.</p> | <p>1. Program at Weber won’t be accepting students until 2026, so no student reps needed yet. 3. Anja Cieslewicz is president of pre OT club. Waiting for dates for next meeting. 4. SLCC students to send in receipts for</p> | |

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| | | reimbursement. | |
| OTA Membership | | | |
| <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> | <ol style="list-style-type: none"> 1. Scaffold mentoring of students. Suggestions from past student task force members for how to make mentoring a great experience for everyone: <ul style="list-style-type: none"> –Phone calls or chat via Zoom if meeting in-person is not available. Email only is not recommended. –Discuss how volunteer leadership can make a difference in the OT community, about how you’ve been involved. –Letting students choose how much to be involved. –Asking students to help with 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 other. –Asking students to be involved publicly with introducing sessions or emcee opportunities at the annual membership meeting, the annual | <ol style="list-style-type: none"> 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 licensure. |

| | | 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 | <ol style="list-style-type: none"> 1. Lyndsay and Vanessa to work together on possible regional rep reorganization. See above in President's notes! | <ul style="list-style-type: none"> -Work with SPA liaisons to put together webinar trainings once per quarter. -regional rep reorganization with Vanessa | |
| <p>Working on how to combine specialty practice liaison and regional representative role</p> <p>Need a rehabilitation liaison and mental health liaison!</p> | <ol style="list-style-type: none"> 1. Need to get reorganization of specialty practice liaison (SPL)/regional reps set in place ASAP so people have time to prepare if asked to present during SPL time (30 min.) as part of conference. 2. Brainstorming OT network for possible rehab SPL candidates—Lyndsay and Lynn can work on asking specific OT/OTA friends working in rehab. | <ul style="list-style-type: none"> –Vanessa can help with business meeting during conference with talking points or organization. Lynn has ideas for sharing more about the practice act during conference. | |
| Mentorship: | | | |

AOTA Representative Assembly (RA) member for Utah (Meena Iyer) // **Reach out to Meena for any AOTA Representative Assembly questions/needs: meenaiyer@gmail.com or utrep@ra.aota.org**

| Agenda Item | Summary of Discussion | Action Items | Outcomes |
|---|-----------------------|--------------|----------|
| Old Business | | | |
| 1. AOTA Representative Assembly updates | | | |

NBCOT Ambassador (Beth Cardell) // **Reach out to Beth for any NBCOT questions/needs: beth.cardell@hsc.utah.edu**

| Agenda Item | Summary of Discussion | Action Items | Outcomes |
|-------------------|---|--------------|----------|
| Old Business | <ul style="list-style-type: none"> • Lynn inquired about having a 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. • Long-standing CEO of NBCOT is retiring, Ben Price is his replacement. Beth attended DOPL 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. • New campaign: “Why Choose OT?” Looking to present to students (even as young as kindergartners) to get more people interested in the profession. • 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. | | |
| 1. NBCOT updates: | | | |

Final Notes

Adjournment

Next UOTA EB meeting will be held on the 1st Tuesday of October: October 1st, 2024 from 7-8pm.

(The meetings will always be on the 1st Tuesday of the month unless there are extenuating circumstances).

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.