

UOTA Executive Board Meeting Minutes
Tuesday // October 1st, 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 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: Meena Iyer (AOTA Rep. Assembly member for Utah) Travis Chamberlain (continuing education committee chair) Jeanette Murphy (membership committee chair) Sarah Brough (government affairs committee chair)</p> <p>UOTA Student Representatives: Jen Van Orman (U of U student rep—Almost graduated!) Elise Goodrich (U of U student rep, 2nd years) Ashton Tidwell (SLCC student rep) Brooklyn Smith (U of U student rep, 1st years) Christen Ellis (RMU entry-level OTD student rep)</p> <p>Others Present: Camryn Hansen (U of U student) Dakota Thompson (U of U student) Melanie Casal (U of U student)</p> <p>All UOTA members invited via UOTA website calendar</p>
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Agenda item	Information	Action items	Outcomes
<p>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.</p>			

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	Plan to announce reorganization of SPA groups at conference–conference presentations?		
Western Regional OT Spring Symposium (WROTSS)	Info shared w/exec board via email. Basics: March, 2025 @ the Tuscany resort in Las Vegas. –States responsible for advertising (website & social media), reviewing submissions, and volunteering at the event.		
ASAP (updates from State)	Idaho just shared registration info:		

Association Presidents) @ AOTA annual conference.	potential w/Nevada, will continue. Early reg open thru 10/7/24, use code		
HHAU	No updates		
BPPC	Review Article 3 updates w ARTICLE III Members Bylaws Draft fo... w Article III Summary of Substantive Ch...		
Nominations & Recognitions	Patrick unable to attend, working on Eunice Chen Mentorship award, will announce at conference. 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>)		

Government Affairs	<p>1. Travis sent formal complaint letter on behalf of UOTA, still watching for updates, DOPL has been undergoing reorganization.</p> <p>2. HB 534–restructuring: “renames Board as the Physical Therapies Licensing”, DOPL has been working on an update to the name on our behalf, will hopefully share info at our conference. Discussed having new liaison introduce herself during the business meeting, having seat at table near membership.</p> <p>3. Ad-hoc committee for Practice Act review has been meeting–minor updates proposed for this legislative session (2025), will continue to review more major updates for next year (Lynn, chairing committee)</p> <p>4. Krisanne has resigned, taking job w/USBE! Sarah continues as chair.</p>		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 still looking for Utah rep.		
Vice President’s Report			
Agenda item	Information	Action items	Outcomes
Old Business			

<p>Membership Stats</p>	<p>As of 10/1/24: 4 OOS/non-OT 82 students 77 OTA 172 OT 2 lifetime 337 total current active members 12.1% DOPL (2060 licensees)</p>	<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 early registration is done (10/13) for members and conference goers. 3. Continue SWAG contests until conference. 	<ul style="list-style-type: none"> • 31 new memberships (a few each day) • Increased engagement on social media
<p>Membership Committee</p>	<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 OTPs in Utah 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? 	<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. 	<p>- <i>Create a 1 page flier on ways to volunteer for UOTA and time commitment</i></p>

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. 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 , ● 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? 	<ul style="list-style-type: none"> ● 65 registered ● 5-6 rooms of presentations going all day. ● Food is chosen ● Advertising underway ● Early registration is open until 10/13 <p>Service project with Odyssey House</p> <ul style="list-style-type: none"> ● Fell through ● New project with Saprea.org <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) ● 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? 	<ul style="list-style-type: none"> - One slide for each committee and/or chairperson for annual meeting - Lisa Martin - DOPL

	<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>	<p>Friday night service project and dinner to benefit Saprea.org</p> <ul style="list-style-type: none"> - Sponsor money should pay for the Pizza and drinks. - Crafting bookmarks and cards for Saprea retreats - Day of collect supplies to donate <p>Need ideas for a gift for our Keynote Speaker</p> <p>Need items for business meeting</p> <ul style="list-style-type: none"> • <p>Need to know how to pay UVU for catering and tech (still waiting for possible prices on tech)</p>	
<p>Annual Meetings (Fall Business Mtg, Spring Membership Mtg)/ Fundraisers</p>	<p>Fall Business meeting: at conference?</p> <ul style="list-style-type: none"> - What items of business? - Patrick 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 - 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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Ongoing Reminders:

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: –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. 		
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<p>Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook: 784 page likes (up by 2), 895 followers (up by 3). –Instagram followers: 230 followers (up by 10) –Twitter followers: 27 (up by 3) (*Use this information to tailor social media content on benefits of membership.)</p>	<ol style="list-style-type: none"> 1. Hashtag for the upcoming conference: Use #UOTAspaday24, #UOTAconf24, #UOTAconference2024 2. Advertisements for jobs: what should be put on the UOTA website home page? Should they just be on the job board? Or be on both? 	<ol style="list-style-type: none"> 2. Decided to include a post on UOTA home page and on the UOTA job board. 	<p>Use the hashtags on social media posts!</p>
<p>Bylaws, Policies, Procedures Committee (BPPC)--Brenda (chair)</p>	<ol style="list-style-type: none"> 1. Please check your email to vote yes/no to approve updates of Articles I and II in the Bylaws 2. Watch for vote on Article III revisions coming soon. 		
<p>How Well Do You Know UOTA's Strategic Plan?</p>	<p>–CORE VALUE #4: ENGAGE IN ETHICAL AND RESPONSIVE GOVERNANCE TO PROMOTE ADVANCEMENT AND SUSTAINABILITY OF THE ASSOCIATION.</p> <p>–Objective #4: Establish consistent procedures for Board operations.</p> <p>–Strategies:</p> <p>A. Each board and committee chair ensures that any changes to their role descriptions and any policy are communicated to the BPPC chair to ensure compliance with bylaws.</p> <p>B. Review one policy per month with two policies reviewed per Executive Board meeting.</p> <p>–People Responsible: BPPC, Secretary</p>		

	<p>–Other Comments: <i>–Continue to prioritize course accreditations and advertising for ongoing revenue.</i></p> <p><i>—Establish a timeline for consistent BPPC committee meetings; the secretary will continue to report proposed changes during Executive Board meetings.</i></p>		
<p>Course Accreditation</p>	<ol style="list-style-type: none"> 1. Working with Misha to figure out why course accreditation requests haven't been consistently sent to the UOTA Secretary email for the last few months. 2. I had an inquiry from someone at the U of U who is a PT but is in charge of continuing education courses that OTs often attend. We just approved a course of theirs for accreditation, and on our continuing education certificate we list it as CEUs. This person was previously told the certificate also needed to say "UOTA: This course meets the requirement for 10 NBCOT PDUs." I thought CEUs could easily be listed as PDUs when filling out your NBCOT renewal information every 3 years so it wasn't imperative to have this statement, but I looked it up in the NBCOT renewal handbook and I am wondering if we are using the term "CEUs" 	<ol style="list-style-type: none"> 2. Per Vanessa: We could ask if there is an assessment component, that does change the conversion. For the UOTA Conference, we list things in contact hours with the conversion at the bottom of the certificate, and people can record their own. It seems like they are just trying to account for the variety of ways CE, contact hours, and PD are offered, so I don't know that it matters what we choose. I'll see if there is anything else specific I can find from NBCOT. Maybe we could ask Beth Cardell too for her thoughts? <p>Per Meena: the process is much more complicated when doing course accreditation approval for AOTA. It seems best to simply the process for UOTA needs.</p>	

incorrectly, based on NBCOT's definition. Any thoughts?

***From NBCOT Renewal Handbook:
How to Convert Units to PDU
Continuing Education Units (CEU)
and contact hours can be
converted into PDU as described
below. Certificants can convert
CEU to PDU using the PDU
Calculator available through their
MyNBCOT account under Renewal
Log.***

- 1 contact hour (not to include meals or breaks) = 1 PDU***
- 1 clock hour (not to include meals or breaks) = 1 PDU***
- 0.1 Continuing Education Unit (CEU) = 1 PDU***
- One contact hour earned through successfully completed education (workshops, seminars, online courses, or conferences) with an assessment component at the end of the program (scored test project, paper) = 1.25 PDU***
- 1 Competency Assessment Unit (CAU) = 1 Contact Hour or 1 PDU***


Please Note: NBCOT adheres to the CEU definition defined by the International Association for Continuing Education and Training (IACET) of 1 CEU = 10 Contact Hours.

Calendar	1. November 5th (first Tuesday in November) scheduled for the next EB meeting. Would it be more helpful to reschedule this meeting to be before the UOTA Annual Conference? The last Tuesday in October (October 29th) could be an option?	1. Will keep the next EB meeting as scheduled on 11/5/24. Conference committee feels ready to go for the event without needing to meet one more time.	
Mentorship	1. Will start mentoring 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		
Summary of current budget	See:Numbers as of 10/1/24 2024: Total Revenue = \$20,621.70 Total Expenses = \$12,611.18 Net Profit = \$8,010.52		
Jobs/Other Advertising	YTD = \$2,300		
CEU Revenue	YTD = \$2,975		
Accreditation Revenue	YTD = \$1,275		
Revenue generating ideas			
Other/Discussion:			

		<ol style="list-style-type: none"> 1. Working to contact/figure out “pending” registration for conference from Stripe end 2. Shared advertising spreadsheet with VP for social media 	
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?	<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 JPGs of the stickers when we are ready. 	

<p>UOTA Student Reps (2023-2024 school year)</p> <ul style="list-style-type: none"> –Elise Goodrich (U of U 1st year students) –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 and MOT bridge programs @ RMU are either hybrid or virtual-only with students all over the country, so no UOTA rep needed. 	<ol style="list-style-type: none"> 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 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). 	<ol style="list-style-type: none"> 1. Camille will reach out to student reps to recruit volunteers for the planning committee. 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>1 Anja- pre OT club at USU is willing to volunteer.</p>
<p>UOTA/AOTF Scholarship</p>	<p>Updated info re AOTF scholarships</p> <p> ASAPsummer2023Presentation.pptx</p>		
<p>UOTA Student Task Force</p>	<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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 reimbursement. 	
<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>	<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 conference, and continuing education events. Get the student in the public eye and speaking to groups. 	<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.
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Member-at-Large Report

Agenda item	Summary of discussion	Action items	Outcomes
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Old Business			
Specialty Practice Area (SPA) Liaisons	1. New Spa Liaisons established	<ol style="list-style-type: none"> 1. Will be meeting with new liaisons every other month 2. Need to send out thank you emails and certificates to previous representatives 3. New SPA Liaison Role Description 	<p>New SPA Liaisons:</p> <ol style="list-style-type: none"> 1. Entrepreneur: Rhonda Roth, OTR/L Otrhonda@gmail.com 2. Pediatrics: Nick Sidwell, OTR/L nick@abilityinnovations.com 3. Mental Health: Robin Meyer, OTR/L roasme@gmail.com 4. Rehabilitation: Jon Farrington, OTR/L jofarring@gmail.com 5. Academia: Jennifer Bolay, OTR/L jennifer.bolay@gmail.com
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	RA 2025 meetings Request for brief presentation at the		

	UOTA Conference		
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	<p>Next UOTA EB meeting will be held on the <u>1st</u> Tuesday of November: November 5th, 2024 from 7-8pm.</p> <p>(The meetings will always be on the 1st</p>	EB members will update their sections of the agenda by Sunday evening following the meeting in preparation to post the meeting minutes on the UOTA website on Monday AM.	

	Tuesday of the month unless there are extenuating circumstances).		
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