

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

<p>Executive Board (EB) Present: Vanessa Rapier, President Sheila Longpré, President-Elect Lynn Farley, Vice President Camille Terry, OTA representative Emily Cummings, Secretary</p> <p>Executive Board Absent: Lyndsay Fait, Member-at-Large Savannah Stone, Treasurer</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: Brenda Lyman (BPPC)</p> <p>UOTA Student Representatives: Jen Van Orman (U of U) Ashton Tidwell (SLCC)</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
<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			
Western Regional OT Spring Symposium (WROTSS)	Postponed until March 2027		
ASAP (updates from State Association Presidents)	Nothing new		
HHAU	Nothing new		
BPPC	Review Article 3 updates w ARTICLE III Members Bylaws Draft fo...		

	w Article III Summary of Substantive Ch...		
Nominations & Recognitions	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>)	BPPC committee to address this issue when meeting in January.	
Government Affairs	Nice to have DOPL (Lisa Martin) at conference! She is interested in presenting at future conferences. 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)		
Public Relations	Be sure to “like” social media posts, especially w/membership drives and SPA webinars starting January 2025		
Tri-Alliance	No new info		

Other	1. AOTPAC may have Utah rep, need confirmation.		
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	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)	<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
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, but a general email with a link to find your own representatives may work just as well for legislative sessions. 	<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. 	<ul style="list-style-type: none"> - <i>Create a 1 page flier on ways to volunteer for UOTA and time commitment</i>

<p>Continuing Education</p>	<p>1) CLASI sign ups?</p> <p>2) Registration for Vision Seminar, January 31st, is open w/early registration through Dec 15th. Membership pricing code has also been shared w/IOTA (\$50 off)</p> <p>3). Continue to consider webinars and other events via SPA webinars—are these reporting to CE Chair? See also, Member-At-Large section</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 3. Follow-up with Lyndsay to see if IOTA members would get membership rates for all SPA webinars. Each SPA will be hosting 2 webinars per year. Synchronous? Will they be recorded and uploaded to LearnWorlds? Worth it to set a specific day/time for the webinars to happen each month? 	
<p>Annual Conference</p>	<p>Conference Report—feedback was excellent! Food, vendors, and venue were all highly rated, as were courses. One surprise—some said there were too many! Others suggested more should be recorded—LearnWorlds traffic?</p> <p>Saprea (and Friday evening event) well supported.</p> <p>Still waiting on a few invoices, submit receipts asap.</p> <p>Utah Valley Connect—possible multidisciplinary conference, collaborate and hold during UOTA conference month in 2026?</p>	<ol style="list-style-type: none"> 1. ~Just over 190 attendees. <p>EB to consider, need more discussion, would be helpful to host a couple of UOTA-specific activities so that everyone has opportunity to network/visit: Service</p>	

	<p>3. Student pricing, student fund >> make it easier for students to attend conferences or CE events? How would monies from the student fund get allocated to the students?</p>	<p>activity? SPA sessions?</p> <p>3. Find ways to ask if attendees would like to contribute toward getting more students there? Can ask for donations at the time of registration. Need to make sure we cover the costs of food for each conference ticket. Need to make sure discounts are included but food costs are still covered. Something for the CE committee to consider? Make it something consistent on every registration form? Vanessa will follow up with Camille, Lyndsay, and Travis to put together a proposal to send to the board. Sheila to be involved as well to follow up in coming years?</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	Practice Act Committee—from Nov: - Continues to meet, hoping to discuss updates from amendment, w/townhouse re new proposed changes during Spring 2025 Membership Meeting		
Mentorship			
Secretary Report			
Agenda item	Information	Action items	Outcomes
Ongoing Reminders:			
<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			
Social Media (e.g., Facebook, Instagram, Twitter) & UOTA Website –Facebook: 784 page likes (up by 2), 908 followers (up by 11). –Instagram followers: 267 followers (up by 37) –Twitter followers: 27 (up by 3) (*Use this information to tailor social media content on benefits of membership.)	1. Hashtag for conference: Use #UOTAspaday24, #UOTAconf24, #UOTAconference2024		Use the hashtags on social media posts!

<p>Bylaws, Policies, Procedures Committee (BPPC)--Brenda (chair)</p>	<p>1. Watch for vote on Article III revisions coming soon.</p>		
<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 #3: Connect and network with the American Occupational Therapy Association (AOTA) to keep current.</p> <p>–Strategies:</p> <p>A. President or President - Elect attend AOTA Annual Conference + Affiliated State Association Presidents (ASAP) meetings.</p> <p>B. Report on current topics from AOTA.</p> <p>–People Responsible: President (or President-Elect)</p> <p>–Other Comments:</p>		
<p>Course Accreditation</p>			
<p>Calendar</p>	<p>1. Next UOTA Executive Board meeting is scheduled for January 7th, 2025 (first Tuesday in January).</p>		


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.		
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Treasurer Report

Agenda item	Information	Action items	Outcomes
Old Business	N/A		
Summary of current budget	See:Numbers as of 12/1/2024 2024: Total Revenue = \$39,512.29 Total Expenses = \$15,289.22 Net Profit = \$24,223.07		
Jobs/Other Advertising	YTD = \$2,300		
CEU Revenue	YTD = \$3,710		
Accreditation Revenue	YTD = \$1,425		
Revenue generating ideas			
Other/Discussion:	1. Establishing budget for 2025 conference needs to be approved also by EB? 2. <u>Please email Savannah receipts for any reimbursements from conference ASAP</u>	2. Get your conference receipts to Savannah ASAP!	

OTA Rep Report

Agenda item	Information	Action items	Outcomes
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Old Business			
<p>UOTA Student Reps (2024-2025 school year)</p> <p>–Brooklyn Smith (U of U 1st year students)</p> <p>–Elise Goodrich (U of U 2nd year students)</p> <p>–Paige Kennedy (Utah Tech)</p> <p>–SLCC–Ashton Riggs</p> <p>–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.</p>	<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. Pre-OT club president (Anja Cieslewicz) at Utah State to check in on status of club. 4. UVU also has a pre-OT club, we can work to get them involved too (club president: lisa.draper@uvu.edu). 		
UOTA/AOTF Scholarship	<p>Updated info re AOTF scholarships</p> <p> ASAPsummer2023Presentation.pptx</p>		
UOTA Student Task Force	<ol style="list-style-type: none"> 1. New BS COTA program at Weber. 2. Utah Tech OTD began this fall. Vanessa Rapier (vanessa.rapier@utahtech.edu) is contact there for SOTA questions. 3. Pre OT club at USU to follow up on status. 	<ol style="list-style-type: none"> 1. Program at Weber won't be accepting students until 2026, so no student reps needed yet. 2. Anja Cieslewicz is president of pre OT club. Waiting for dates for next meeting. 	
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 conference, and continuing education events. Get the student in the public eye and speaking to groups. 	<ol style="list-style-type: none"> 1. 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
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—completed? 	New SPA Liaisons: <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		

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 January 7th, 2025 from 7-8pm (first Tuesday of January).

(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.