

**UOTA Executive Board Meeting Minutes**  
**Tuesday // February 4th, 2025 // 7-8 pm**

<p><b>Executive Board (EB) Present:</b>          Vanessa Rapier, President          Sheila Longpré, President-Elect          Lynn Farley, Vice President          Emily Cummings, Secretary          Savannah Stone, Treasurer</p> <p><b>Executive Board Excused:</b>          Camille Terry (updated OTA rep section on agenda)          Lyndsay Fait (updated Member-at-Large section on agenda)</p> <p><b>Meeting Order for Discussion:</b></p> <ol style="list-style-type: none"> <li>1. Any UOTA committee chairs present</li> <li>2. President</li> <li>3. Vice President</li> <li>4. Secretary</li> <li>5. Treasurer</li> <li>6. OTA Representative</li> <li>7. Member-at-Large</li> <li>8. Any AOTA/NBCOT liaisons present</li> </ol>	<p><b>Committee Chairs, Committee Members, or AOTA/NBCOT Liaisons Present:</b>          Jeanette Murphy (membership committee)          Travis Chamberlain (continuing education committee)          Patrick Walker (nominations &amp; recognitions committee + incoming NBCOT liaison)</p> <p><b>UOTA Student Representatives:</b>          Ashton Tidwell (SLCC)          Brooklyn Smith (U of U 1st year rep)          Christen Ellis (RMU)          Elise Goodrich (U of U 2nd year rep)</p> <p><b>Others Present:</b></p> <p>All UOTA members invited via UOTA website calendar</p>
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Agenda item	Information	Action items	Outcomes
<p><b>Welcome:</b>            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).

<b>Executive Board Reports</b>
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<b>President’s Report</b>
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Agenda item	Information	Action items	Outcomes
Old Business	See below		
Mentorships			
Western Regional OT Spring Symposium (WROTSS)	Postponed until March 2027		
ASAP (updates from State Association Presidents)	Attending meeting at AOTA Conf in April		
HHAU	Nothing new		

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	Hill day: Feb 11th, 10 am Registration (free) added to website.  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—Presenting on proposed legislation February 5th: Lynn Farley, Trent Brown, Sam DeLong with Representative Cutler.)	Hill Day—SLCC SOTA club putting together swag bags w/leftover items from conference.	
Public Relations	Be sure to “like” social media posts, especially w/membership drives and SPA webinars starting January 2025		
Tri-Alliance	No new info to report		
Other	IOTA would like to proceed with CE conference in Salt Lake in May (w/ICDL,	This weekend of May 16/17 might interfere with holding the UOTA	

	DIR and DIRFloortime [AKA Floortime]) No cost to UOTA, help for marketing and event day.	membership meeting in St. George.	
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Old Business			
Membership Stats	As of 2/4/25: 4 OOS/non-OT 92 students 82 OTA 182 OT 2 lifetime 360 total current active members 12.5% DOPL (2128 licensees)	1.	•
Membership Committee	1. Jeanette has been fielding messages from members attempting to register for courses with member discounts but being unable to do so. In most cases, logging out and back in again or logging in on a different browser solves this issue	<ul style="list-style-type: none"> <li>- <i>Jeanette to contact Misha to report the concern that members appear to be logged in when they are not. Can any settings be changed?</i></li> <li>- <i>Create a 1 page flier on ways to volunteer for UOTA and time commitment</i></li> </ul>	

<p>Continuing Education</p>	<p>1) CLASI CE option ended 12/31/24. We had three participants register for M1 and M2. We made ~ \$120. I am not going to pursue the in person M3 as we needed to have approximately 10 individuals to break even.</p> <p>2) Enhancing Visual Function is Friday 1/31. We currently have 41 practitioners registered.</p> <p>3). Are the Specialty Practice Area Reps under CE or another area? How do we operationalize their role? Are these events always going to be free?</p> <p>4) Term limits are good! I anticipate leaving CE in 2 years (2027).</p>	<ol style="list-style-type: none"> <li>1. Nothing</li> <li>2. \$600 payment to Jeff Foster at the end of the workshop. Travis needs UOTA Zoom login. We are cleared to record and offer this training on demand!</li> <li>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?</li> <li>4. Consider who I can add as a committee member who would like to run CE.</li> </ol>	
<p>Annual Conference</p>	<p><b>Conference Report</b>—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><b>Utah Valley Connect</b>—possible</p>	<ol style="list-style-type: none"> <li>1. ~Just over 190 attendees.</li> </ol> <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 activity? SPA sessions?</p> <ol style="list-style-type: none"> <li>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</li> </ol>	

	<p>multidisciplinary conference, collaborate and hold during UOTA conference month in 2026?</p> <p>3. Student pricing, student fund &gt;&gt; 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>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"> <li>- What items of business?</li> <li>- Patrick is working on Eunice Chen Award nominations and Grant applications for award in November</li> </ul> <p>SPA - Continuing education webinars.</p> <ul style="list-style-type: none"> <li>- Quarterly webinars</li> <li>- Can send to DOPL as CEU</li> <li>- Free to UOTA members, fee for non-members</li> <li>- Registration</li> </ul>	<p>Spring meeting - St. George? Potential</p> <p>Date: Saturday, March 22nd, 2025 (late morning time, maybe food for lunch afterwards).</p> <ul style="list-style-type: none"> <li>- Utah Tech - can be free if used by UT students and booked by the OTD program. Vanessa &amp; Sheila will check on an available room for 30+ people.</li> <li>- Practice Act feedback session—planning to include CEU opportunities so can use DOPL list and will invite ALL OT/OTAs in Utah to attend.</li> </ul>	
<p>Other</p>	<p>Practice Act Committee—from Nov:</p> <ul style="list-style-type: none"> <li>- Continues to meet, hoping to discuss updates from amendment, w/townhouse re new proposed changes during Spring 2025 Membership Meeting</li> </ul>	<p>Presenting to the legislative committee on Monday, Feb 10th at 3:40 pm. Lynn, Trent Brown, and Sam DeLong.</p> <p>HB 188 - Dry Needling Amendment</p> <ul style="list-style-type: none"> <li>- Dry needling</li> <li>- Duty to refer</li> <li>- Not act as a “mental health therapist”</li> </ul>	

Mentorship			
<b>Secretary Report</b>			
Agenda item	Information	Action items	Outcomes
<b>Ongoing Reminders:</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>2. Please update the <a href="#">UOTA Contact Information List</a> as needed with your committee members.</li> </ol>			
Old Business			
<p>Social Media (e.g., Facebook, Instagram, Twitter) &amp; UOTA Website</p> <p>–Facebook: 789 page likes (same as last month), 911 followers (up by 3).</p> <p>–Instagram followers: 274 followers (same as last month)</p> <p>–Twitter followers: 6 (down by 31–I got rid of all of the scam accounts following UOTA)</p> <p>(*Use this information to tailor social media content on benefits of membership.)</p>	<ol style="list-style-type: none"> <li>1. Send anything you need posted my way!</li> </ol>		
<p>Bylaws, Policies, Procedures Committee (BPPC)--Brenda (chair)</p>	<ol style="list-style-type: none"> <li>1. Updated and EB-approved articles from the UOTA bylaws will go out in a Google Form for a membership vote in an</li> </ol>		<a href="#">UOTA Bylaws (2024-2025)--working copy</a>

	<p>upcoming President's newsletter.</p>		
<p>How Well Do You Know UOTA's <a href="#">Strategic Plan</a>?</p>	<p>1. This is from our strategic plan and justifies the need to always increase Utah's visibility with AOTA:</p> <p><b>CORE VALUE #4: ENGAGE IN ETHICAL AND RESPONSIVE GOVERNANCE TO PROMOTE ADVANCEMENT AND SUSTAINABILITY OF THE ASSOCIATION.</b></p> <p><b>–Objective #3:</b> Connect and network with the American Occupational Therapy Association (AOTA) to keep current.</p> <p><b>–Strategies:</b></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> <ul style="list-style-type: none"> <li>• I would like to make a motion to approve an extra emergency stipend for the UOTA President to represent Utah at AOTA and ASAP meetings this year. Historically, UOTA provided a \$1000 stipend for the UOTA president to attend. I would like to propose we raise the stipend amount to up to \$2500 this year because Philadelphia is extremely expensive and we need the UOTA President there to fulfill this portion of our strategic plan! (We can talk about a permanent increased stipend in subsequent years). –To attend ASAP meetings and represent UOTA throughout the</li> </ul>	<p>1. The Secretary raised a motion to approve a stipend of up to \$2500 for the UOTA President to represent our association at the AOTA conference this year. Treasurer seconded the motion. A majority of the EB voted to approve a \$2500 stipend for this year. EB agreed to include this stipend for the President to represent UOTA at the AOTA conference in the annual budget at the beginning of each year and will adjust the amount as needed based on the AOTA conference costs.</p>	



conference, the president needs to fly in on Monday evening and stay through Saturday evening = at least \$250 is the going rate per night, 6 hotel nights is already over the \$1000 allotted stipend. –UOTA President also has to pay for a flight (at least \$500) and conference registration, plus meals, transportation, etc.

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New information to share for 2/4/25 meeting:

**1. CORE VALUE #4:**

**ENGAGE IN ETHICAL AND RESPONSIVE GOVERNANCE TO PROMOTE ADVANCEMENT AND SUSTAINABILITY OF THE ASSOCIATION.**

–**Objective #1.** Develop sustainable organizational leadership.

–**Strategies:**

A. Refine UOTA role descriptions and link to policies and bylaws.

B. Ensure that all UOTA organizational documents are available on Google shared drive for UOTA leadership.

C. Ensure backup copies exist for all UOTA documents.

D. Add to committee role descriptions the responsibility for the chair to form a committee with a minimum of three persons (per bylaws).


E. Add to the committee role descriptions to establish one to three yearly goals with a phased plan.

	<p>F. Develop, maintain, and update conference and committee handbooks</p> <p><b>–Responsible parties:</b> BPPC, Secretary, President, All UOTA Committee Chairs + Committee Members</p> <p><b>–Other comments:</b> <i>–Continue to schedule regular BPPC committee meetings every other month. Add a general statement about how to transfer ownership of digital documents, Google Drive sharing, etc. when we have personnel changes in UOTA leadership positions.</i></p> <p><i>–Continue to assure committee role descriptions are updated.</i></p> <p><i>–The annual conference committee has a handbook but it has needed frequent updates due to changes in conference formats.</i></p> <p><i>–Google Drive: update documents, but this drive is shared only with current UOTA leadership. Make sure all UOTA documents are shared only with current UOTA leadership.</i></p>		
Course Accreditation	<p>Per NBCOT: 1 contact hour = 0.1 CEUs = 1 PDU</p> <p>Change how we list it on certificates: For example, a class that is 3.25 hours long now has this listed on the CEU certificate from UOTA:</p> <p>3.25 contact hours/0.325 CEUs</p> <p>–Using contact hours/CEUs since this is how we keep up with state</p>		

	licensure; people can figure out PDUs themselves when they are renewing their NBCOT renewal.		
Calendar	1. Next UOTA Executive Board meeting is scheduled for March 4th, 2025 (first Tuesday in March).		
Treasurer Report			
Agenda item	Information	Action items	Outcomes
Old Business	I have made all reimbursements for receipts I have received for conference/etc.		
Summary of current budget	See: Numbers as of 2/3/2025 <b>Total Revenue</b> = \$3,788.21 <b>Total Expenses</b> = \$1,839.14 <b>Net Profit</b> = \$1,949.07		
Jobs/Other Advertising	<b>YTD</b> = \$175		
CEU Revenue	<b>YTD</b> = \$2,638.00		
Accreditation Revenue	<b>YTD</b> = \$225		
Revenue generating ideas			
Other/Discussion:	<ol style="list-style-type: none"> <li>1. Should the conference budget included or separate from EB/Full budget (currently is outlined as something that is separate)</li> <li>2. Approval for annual budget 2025 <a href="#">2025 Proposed Annual Budget</a></li> </ol>	<ol style="list-style-type: none"> <li>5. Savannah will send SOTA Grant stuff to Misha so that it can be set up on the website (or get it to Camille to disperse to all of the clubs). It will be put into a Google Form, and the UOTA student reps volunteered to share it with their SOTA club.</li> </ol>	

**OTA Rep Report**

Agenda item	Information	Action items	Outcomes
Old Business			
<p>UOTA Student Reps (2024-2025 school year)                      –Brooklyn Smith (U of U 1st year students)                      –Elise Goodrich (U of U 2nd year students)                      –Paige Kennedy (Utah Tech)                      –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.</p>	<ol style="list-style-type: none"> <li>1. SLCC student rep: Ashton (Riggs) Tidwell is the sole rep for both cohorts.</li> <li>2. Joyce University: contact Dr. Taylor Hoyt (<a href="mailto:taylor.hoyt@joyce.edu">taylor.hoyt@joyce.edu</a>) to see who they would like to send to UOTA as a student rep.</li> <li>3. Pre-OT club president (Anja Cieslewicz) at Utah State to check in on status of club.</li> <li>4. UVU also has a pre-OT club, we can work to get them involved too (club president: <a href="mailto:lisa.draper@uvu.edu">lisa.draper@uvu.edu</a>).</li> <li>5: SOTA club grants:                             <ol style="list-style-type: none"> <li>1. Student to submit proposal of project (below) to UOTA Treasurer at <a href="mailto:uotatreasurer@gmail.com">uotatreasurer@gmail.com</a></li> <li>2. Treasurer to submit proposal of project to UOTA Executive Board Members for a vote.</li> <li>3. Upon approval, students will be granted up to \$250.00 for approved projects upon submitting all receipts to UOTA Treasurer. Receipts must be submitted prior to distribution of funds.</li> <li>4. Students receiving grant funds will be asked to share the impact of the project at the UOTA Annual</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• <i>Follow up with Ashton re swag bags for Hill Day.</i></li> </ul> <p>Have sent several emails to Taylor at Joyce without reply. Is there a better person to reach out?</p> <p>Pre-OT club at USU reports ~10 members. Anja will be graduating soon and will inform of new president.</p> <p>Email sent to Lisa.</p>	

	Conference.		
UOTA/AOTF Scholarship	Updated info re AOTF scholarships  ASAPsummer2023Presentation.pptx		
UOTA Student Task Force	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.	1. Program at Weber won't be accepting students until 2026, so no student reps needed yet.	
OTA Membership			
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).	<a href="#">Ideas for UOTA student member mentoring &amp; involvement document.</a>		
<b>Member-at-Large Report</b>			
<b>Agenda item</b>	<b>Summary of discussion</b>	<b>Action items</b>	<b>Outcomes</b>
Old Business	-First Specialty practice area webinar series was in January (entrepreneur 101) and was decently attended for a first time webinar (8 attendees not including the panel experts) -Feb- SPA Webinar series will be a	Need to send out certificates to those who attended the SPA Webinar Series in January	

	pre-recorded event (pediatric topic) -Working on getting a page on the UOTA website to link all SPA Webinar Series recordings as part of free CE for UOTA members		
Specialty Practice Area (SPA) Liaisons	UOTA Webinar Series 2025 January 24 7pm Entrepreneurship 101. <a href="#">Flyer</a>	Email sent to member list	
Mentorship:			
<b>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</b>			
<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action Items</b>	<b>Outcomes</b>
Old Business			
1. AOTA Representative Assembly updates			
<b>NBCOT Ambassador (incoming: Patrick Walker) // Reach out to Patrick for any NBCOT questions/needs: patrick.walker@utah.edu</b>			
<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action Items</b>	<b>Outcomes</b>
Old Business			
1. NBCOT updates:			
<b>Final Notes</b>			
Adjournment	Next UOTA Executive Board meeting is scheduled for March 4th, 2025 (first Tuesday in March).	EB members will update their sections of the agenda by Sunday evening following the meeting in preparation to	

	<b>(The meetings will always be on the 1st Tuesday of the month unless there are extenuating circumstances).</b>	post the meeting minutes on the UOTA website on Monday AM.	
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