

**UOTA Executive Board Meeting Minutes**

**Tuesday // February 3, 2026 // 7-8 pm**

<p><b>Officers Present:</b> Sheila Longpré, President Jeanette Koski, Secretary Natalie Thompson, OTA rep Lynn Farley, Vice President Lyndsay Fait, Member-at-Large Savannah Stone, Treasurer</p> <p><b>Officers Excused:</b></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. Any AOTA/NBCOT liaisons present</li><li>3. President</li><li>4. Vice President</li><li>5. Secretary</li><li>6. Treasurer</li><li>7. OTA Representative</li><li>8. Member-at-Large</li></ol>	<p><b>Committee Chairs, Committee Members, or AOTA/NBCOT Liaisons Present:</b> Brenda Lyman, BPPC Jeanette Murphy, Membership</p> <p><b>UOTA Student Representatives:</b> Brooklyn Smith, UofU Paige Burwell, UVU</p> <p><b>Others Present:</b></p> <p><b>All UOTA members invited via the UOTA website calendar.</b></p>
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Agenda item	Information	Action items	Outcomes
<p><b>Welcome:</b> Meeting led by Sheila Longpré, UOTA President. We will end promptly at 8pm. Please keep conversations to the point, we can finalize anything by email that does not get covered.</p>			

**Ongoing Reminders:**

- 1) Each Executive Board member or UOTA Committee Chair is responsible for updating their own content in the agenda. After the meeting concludes, the minutes will be sent to the EB for review and approval. Minutes will be posted on the UOTA Website and Drive.
- 2) Please use your UOTA email address for UOTA business so the information is “owned” by a UOTA-related account. Make all documentation electronic and stored in the UOTA Google Drive so it is easy to access for UOTA leadership all over the state.
- 3) **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.
- 4) Website: The UOTA Secretary is Misha's primary contact for website changes, please send any updates needed for the website to the UOTA Secretary (uotasecretary@gmail.com).

**Executive Board Reports**

**President’s Report**

Agenda item	Information	Action items	Outcomes
ASAP (updates from State Association Presidents)	Multiple states have been working toward updating regulations based on various aspects from licensure to practice.	Sheila will present to people who are interested in getting all of the information..	
Dual positions	Board members of UOTA may also hold positions with AOTA as long as there is no evident conflict of interest.		
Government Affairs	<p>Need to start planning Hill Day - reach out to Sarah Brough</p> <p>Lynn will send the legislation and committees for feedback on the 2 proposed bills.</p> <p>Lynn meeting again with USBE, Travis, Vanessa and OPLR - to continue discussion on</p>	<p>Sheila will reach out to Sarah to try to get the Hill day date publicized to the OT/OTA programs in December.</p> <p>Hill Day: February 10, 2026:</p> <ul style="list-style-type: none"> <li>- Need talking points</li> <li>- Flyers</li> <li>- Email templates</li> </ul>	

	<p>the use of motor aides in school-based services. Meetings will be ongoing to propose and develop workable solutions.</p> <p>Issues identified:</p> <ul style="list-style-type: none"> <li>- COTAs without a BS degree are not legally able to “supervise” aides - not considered educators</li> <li>- Not enough OTPs to serve needs</li> </ul>	<ul style="list-style-type: none"> <li>- Advertise to schools and UOTA members</li> </ul>	
<p>Public Relations (including social media) UOTA pr@gmail.com</p> <p>Please send social media items to Emily Cummings (UOTApr@gmail.com).</p>	<p><b>1. (from Emily, 12/9/25): I didn’t receive any pictures from the UOTA Conference from anyone! Please send them my way ASAP if you took any (email: <a href="mailto:UOTApr@gmail.com">UOTApr@gmail.com</a> or text 801-419-2103). I only have the ones I took.</b></p> <p>Social Media numbers as of 12/9/25:          Facebook: 788 page likes (same as last month), 924 followers (up 6 from last month).          Instagram followers: 354 followers (up by 23 from last month)          Twitter followers: 10 (same as last month)</p>		
Tri-Alliance	No new info to report		
<b>Vice President’s Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Membership Stats	As of 2/3/26: 2 OOS/non-OT		

	<p>112 students  82 OTA  182 OT  3 lifetime  381 total active members (up from 377)  266 licensed OTP  13% DOPL (2039 licensees) down from 13.1%  - Goal 20%</p>		
Membership Committee	<p>Vanessa Rapier will be gradually taking on membership responsibilities throughout the year, with a plan for Jeanette M. to step down at the end of 2026.</p>	<p>Jeanette is training Vanessa and Sheila will need to appoint, after a year of shadowing in 2026.  Will meet with Misha about membership and the website soon.</p>	
Continuing Education	<p>Looking at a Handwriting Without Tears event for 2027</p> <p>Potential for Dry Needling Training. The provider cost is 1900.00. Survey to membership: 24 responses so far. 22 willing to attend on those dates. 21 willing to pay the cost. TH, Fr, Sa in June and _____</p> <p>UVU will host. Lynn has a meeting with provider tomorrow morning to firm up cancellation policy.</p> <p>Travis will be stepping down from Continuing Education Jan 2027</p>		<p>Proposed budget for dry needling course will be sent to board for approval</p> <p><a href="mailto:pjawalker17@gmail.com">pjawalker17@gmail.com</a> Nominations committee to work on getting candidates for CE chair.</p>

Annual Conference	Looking for a new conference chair/committee  Dates: October 23-24, 2026 or Nov. 6-7, 2026  Location: UVU (Lehi/Orem)? or RMU?		<a href="mailto:pjawalker17@gmail.com">pjawalker17@gmail.com</a> Nominations committee to recruit for Conference Chair.
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)	Business meeting - Spring Need Date/Location: Utah Tech? <b>Items</b> <ul style="list-style-type: none"> <li>- Annual awards</li> <li>- Board Elections</li> </ul> <b>Training?</b> <ul style="list-style-type: none"> <li>- RA information?</li> <li>- Tutorial on CEU vs. PDU? The AOTA Approved provider program has information on this.</li> <li>- License renewal?</li> <li>- Licensure compact update (choosing compact or not)</li> </ul>	May 16 @ 10:00 am at Utah Tech.	Lynn will create a save the date for social media and email
<b>Secretary Report</b>			
Agenda item	Information	Action items	Outcomes
Bylaws, Policies, Procedures Committee	The mission and vision support the concept of program development grants, but the 2025 strategic plan does not list the grants as a goal. Program development grants were approved by the board in 2017 Policy 18, but this policy approval does not require a budget be established annually. There have been two grants awarded, The secretary will	Propose ad Hoc committee for Program Development and student grants. BPPC will develop job descriptions for this committee to review.  Follow up about organizational partnership in policies and also a procedure for informing conference	Article IV, VI, and VII need to be sent to membership for vote

	give a quick overview of these. Additionally the policy should be updated with criteria for who is eligible to apply for this grant funding (e.g. would members of the EB be eligible, ethics, etc)	chair about who is on this list.	
<a href="#">Strategic Plan</a>	How often does the strategic plan get reviewed? If annually, we need the president to set a date.		Jeanette Koski will follow up with the timing and frequency of review vs. redo the strategic plan and propose a date for the review.
Roles and responsibilities	Everyone needs to check the Roles and Responsibilities for their roles. Orientation to the Drive and Folders, ensuring everyone is saving their documents to the drive.	<a href="https://drive.google.com/drive/folders/0B2PQO6L057cHMG9xVm1CQUxuTGs?resourcekey=0-Cl_uhB3q8EM18LqGheOwhw">https://drive.google.com/drive/folders/0B2PQO6L057cHMG9xVm1CQUxuTGs?resourcekey=0-Cl_uhB3q8EM18LqGheOwhw</a>	
<b>Treasurer Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Summary of current budget	See: Numbers as of 2/1/2026 (for 2025 totals)  <b>Total Revenue</b> = \$1,725.22 <b>Total Expenses</b> = \$1,714.15 <b>Net Profit</b> = \$11.07	Treasurer to make sure that the 501c is being submitted.  Savannah reports that we submit the Form 990-N	Board approved budget for 2026.

Jobs/Other Advertising	YTD = \$375		
CEU Revenue	YTD = \$160		
Accreditation Revenue	YTD = \$375		
Membership Dues	YTD = \$815		
Other/Discussion:	<ul style="list-style-type: none"> <li>- Discussion of 2026 budget and board vote to approve: <a href="#">2026 Proposed Annual Budget UOTA</a></li> <li>- Still need Lyndsey to send me receipts to finish paying for the UOTA Conf</li> <li>- Org membership reimbursement/stripe issues</li> </ul>		

**OTA Rep Report**

Agenda item	Information	Action items	Outcomes
UOTA SOTA grants	See above		
UOTA/AOTF Scholarship			
UOTA Student Task Force	<ol style="list-style-type: none"> <li>1. New BS COTA program at Weber (first cohort Fall 2026)</li> <li>2. BS COTA program at UVU (first cohort Spring 2026)</li> </ol>		
Mentorship (Students receive mentoring about UOTA)	<a href="#">Ideas for UOTA student member mentoring &amp; involvement document.</a>		

leadership from current Executive Board members & the students also form a Student Task Force to increase engagement with UOTA student members).			
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**Member-at-Large Report**

Agenda item	Summary of discussion	Action items	Outcomes
Specialty Practice Area (SPA) Liaisons	<p><b>Upcoming Webinar Series Events:</b>            -Will be meeting to set up dates for webinar series for 2026            -Great ideas from members</p> <p><b>New SPA representatives for 2026:</b>            Phillip Eddings: Rehabilitation            Rhonda Roth: Pediatrics            Robyn Thompson: Academia            Robin Meyer: Mental Health            TBD: Entrepreneur</p>	Jeanette Murphy to make sure contact list is updated for SPA representatives.	

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

Agenda Item	Summary of Discussion	Action Items	Outcomes
AOTA Representative Assembly updates			I

AOTA Advocacy			
AOTA Fact sheets			
NBCOT Ambassador (incoming: Patrick Walker) // Reach out to Patrick for any NBCOT questions/needs: <a href="mailto:patrick.walker@utah.edu">patrick.walker@utah.edu</a>			
Agenda Item	Summary of Discussion	Action Items	Outcomes
1. NBCOT updates:			
<b>Final Notes</b>			
Adjournment			