

**UOTA Executive Board Meeting Minutes**

**Tuesday // January 13, 2026 // 7-8 pm**

<p><b>Officers Present:</b> Sheila Longpré, President Jeanette Koski, Secretary Natalie Thompson, OTA rep</p> <p><b>Officers Excused:</b> Lynn Farley, Vice President Lyndsay Fait, Member-at-Large Savannah Stone, Treasurer</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> Patrick Walker Meena Iver Brenda Lyman</p> <p><b>UOTA Student Representatives:</b> Brianna Sierra Melanie</p> <p><b>Others Present:</b></p> <p>All UOTA members invited via the UOTA website calendar.</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</p>			

email that does not get covered.

**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..	
Nominations & Recognitions	See below		
Dual positions	Board members of UOTA may also hold positions with AOTA as long as there is no evident conflict of interest.		
Government Affairs	Need to start planning Hill Day - reach out to Sarah Brough	Sheila will reach out to Sarah to try to get the Hill day date publicized to the OT/OTA programs in December.	

	<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 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>	<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> <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>		
<p>Tri-Alliance</p>	<p>No new info to report</p>		
<p><b>Vice President’s Report</b></p>			

Agenda item	Information	Action items	Outcomes
Membership Stats	<p>As of 1/13/26:            2 OOS/non-OT            108 students            82 OTA            182 OT            3 lifetime            377 total active members (up from 370)            266 licensed OTP (down from 276)            13.1% DOPL (2023 licensees) down from            13.9% - Goal 20%</p>		
Membership Committee		<p>Jeanette Murphy is meeting with Vanessa Rapier next week about involving her in membership.</p>	
Continuing Education	<p>MOVE training in January - Cancelled due to low enrollment</p> <p>Looking at a Handwriting Without Tears event for 2027</p> <p>Potential for Dry Needling Training. The provider cost is 1900.00. They are sending out a survey to get an idea of interest from membership.</p> <p>Travis will be stepping down from Continuing Education Jan 2027</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?		
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>	March 21? March 28? April 11? May 16?	Sheila and Lynn will work to set date and location or Spring annual meeting. Once set they will let Patrick know for nominations, etc.
<b>Secretary Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Bylaws, Policies, Procedures Committee	BPPC has drafted revisions/updates to bylaws Articles VI, VI, and VIII sent to the board 1/13.  Program development grants were approved by the board in 2017 Policy 18, but this policy approval does not require a budget be established annually if monies are needed elsewhere. If the Board approves a budget	Need to vote or suggest revisions on Articles IV, VI, VII.  Substantive changes will be sent to membership for vote.  Propose ad Hoc committee for Program Development and student grants. BPPC	Board voted to approve and the Article IV, VI, and VII.  Needs to be sent to membership for vote

	<p>for grants in 2026, then a means to notify membership for the application due date in February is needed. The BPPC recommends we look at criteria for these grants so that ethics of whether executive board members &amp; leaders of UOTA and respective institutions continue to be eligible or not for grant funding. Strategic plan focus and priority of funding expenses should be considered as to what expenses best benefit the organization. This is absolutely a gray area. The EB may want to table for 2026 until this can be well thought out.</p> <p>Student grant budgeting also needs to be voted on by the board. Savannah reports there is a line item in the budget for these grants, however the policy needs to be written and then be approved by the board before we offer student grants. BPPC will be working on this project after the current bylaw articles are finalized. Policies for student grant and practitioner grant are in the Policies folder  <a href="https://docs.google.com/document/d/1rrvMr0wuxN1s1duN0tWdjuDUh-MrzPloKA9SusKWb70/edit?tab=t.0">https://docs.google.com/document/d/1rrvMr0wuxN1s1duN0tWdjuDUh-MrzPloKA9SusKWb70/edit?tab=t.0</a></p>	<p>will work on job description for this committee for review in Feb.</p>	
<p><a href="#">Strategic Plan</a></p>			
<p>Roles and responsibilities</p>	<p>Everyone needs to check the Roles and Responsibilities for their roles.</p>	<p><a href="https://drive.google.com/drive/folders/OB2PQO6L057cHMG9xVm1CQUxuTGs?r">https://drive.google.com/drive/folders/OB2PQO6L057cHMG9xVm1CQUxuTGs?r</a></p>	

	Orientation to the Drive and Folders, ensuring everyone is saving their documents to the drive.	<a href="#">esourcekey=0-Cl_uhB3q8EM18LqGheOwhw</a>	
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<b>Treasurer Report</b>			
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Agenda item	Information	Action items	Outcomes
Summary of current budget	See: Numbers as of 1/1/2026 (for 2025 totals)  <b>Total Revenue = \$</b> <b>Total Expenses = \$</b> <b>Net Profit = \$</b>	Question about whether we are filing a 501c. Secretary to check with Treasurer to make sure this is being done.  Need to send budget for approval.	
Jobs/Other Advertising	<b>YTD = \$</b>		
CEU Revenue	<b>YTD = \$</b> This includes the registrations (\$) for the Trauma Informed Care to accompany conf		
Accreditation Revenue	<b>YTD = \$</b>		
Membership Dues	<b>YTD = \$</b>		
Other/Discussion:	- Discussion of 2026 budget and board vote to approve		

<b>OTA Rep Report</b>			
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Agenda item	Information	Action items	Outcomes
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UOTA SOTA grants	See above		
UOTA/AOTF Scholarship			
UOTA Student Task Force	1. New BS COTA program at Weber (first cohort Fall 2026) 2. BS COTA program at UVU (first cohort Spring 2026)		
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>		

**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</p>	Jeanette to make sure contact list is updated for SPA representatives.	

	Robin Meyer: Mental Health TBD: Entrepreneur		
AOTA Representative Assembly (RA) member for Utah (Meena Iyer) // <b>Reach out to Meena for any AOTA Representative Assembly questions/needs: meenaiyer@gmail.com</b>			
Agenda Item	Summary of Discussion	Action Items	Outcomes
AOTA Representative Assembly updates			I
AOTA Advocacy	AOTA wants to send the advocacy information to the membership regarding legislation for student loans for professional programs (OT as a professional degree)	Will send this to the EB for vote tonight.	
AOTA Fact sheets	These have been updated and are on the AOTA Website. Meena asked Membership chair to send these to the membership	Meena will follow up to make sure this was sent by Jeanette Murphy	
NBCOT Ambassador (incoming: Patrick Walker) // <b>Reach out to Patrick for any NBCOT questions/needs: patrick.walker@utah.edu</b>			
Agenda Item	Summary of Discussion	Action Items	Outcomes
1. NBCOT updates:			
<b>Final Notes</b>			

Adjournment			
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