

**UOTA Executive Board Meeting Minutes**

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

<p><b>Officers Present:</b> Sheila Longpré, President Jeanette Koski, Secretary Natalie Thompson, OTA rep Lynn Farley, Vice President</p> <p><b>Officers Excused:</b> 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> Travis Chamberlain, Emily Cummings (PR committee), Meena Iyer, Patrick Walker.</p> <p><b>UOTA Student Representatives:</b> Anja Cieslewicz Jennie Steeneck Rujuta Deo</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)	ASAP agreement is in the process of being signed. .	Sheila is working on getting this signed.	
Government Affairs	This will be up for vote, updates terminology in the practice act and changes in the supervision (4 to 1, based on setting) from Act to Rule. <a href="https://le.utah.gov/Session/2026/bills/static/SB0031.html#:~:text=This%20bill%20modifies%20the%20scope,an%20acupuncturist%20performing%20injection%20therapy">https://le.utah.gov/Session/2026/bills/static/SB0031.html#:~:text=This%20bill%20modifies%20the%20scope,an%20acupuncturist%20performing%20injection%20therapy</a>		

<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>1. Working on following up with older PR committee members listed on the UOTA contact information list (Bryant Edwards) and UOTA website (Danielle Friberg and Janeal [Irish] Madruga). I want to see if they are still interested in being on the committee and what ideas they have to move the committee forward.</p> <p>Social Media numbers as of 3/3/2026: Facebook: 788 page likes (same as last month), 929 followers (up 5 from last month). Instagram followers: 363 followers (up 7 from last month) Twitter followers: 10 (same as last month)</p>	<p>Will be posting nominations and recognitions on social media: due March 15.</p>	
<p>Tri-Alliance</p>	<p>No new info to report</p>		
<p><b>Vice President's Report</b></p>			
<p><b>Agenda item</b></p>	<p><b>Information</b></p>	<p><b>Action items</b></p>	<p><b>Outcomes</b></p>
<p>Membership Stats</p>	<p>As of 3/4/26: 2 OOS/non-OT 114 students 82 OTA 181 OT 3 lifetime 381 total active members (same as last</p>		

	<p>month)  263 licensed OTP  12.9% DOPL (2039 licensees) down from 13%  - 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>Handwriting Without Tears virtual event for 2027, Travis will be sending for vote. Talked about advertising at Fall Conference, HWT is interested in getting a booth at Fall Conference</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. UVU will host. Email with details was sent for vote.</p>	<p>Jeanette Koski will send the HWT for EB vote, by Monday March 9.</p>	<p>Board vote for dry needling training:  4 approved, 2 via email &amp; 2 via text</p>
Nominations and Recognitions	<p>Elections and awards are open, and nominations need to be completed by 3/15/2026.</p> <p>Can we market for officers and awards?</p>	<p>PR/Marketing announcements. See PR committee</p>	

Annual Conference	Looking for a new conference chair/committee Committee: Rhonda Roth, Vanessa Rapier, Emily Cummings (call for papers/scheduling),  Dates: October 23-24, 2026 or Nov. 6-7, 2026  Location: UVU (Lehi/Orem)? or RMU?	Need additional committee members <ul style="list-style-type: none"> <li>- First meeting this month</li> <li>- Call for papers needs to go out ASAP.</li> </ul>	
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. <ul style="list-style-type: none"> <li>- Lynn will create a save the date for social media and email</li> <li>- Save the Date is on social media</li> <li>- needs to get put on the website &amp; Set up a Zoom meeting</li> </ul>	
<b>Secretary Report</b>			
<b>Agenda item</b>	<b>Information</b>	<b>Action items</b>	<b>Outcomes</b>
Bylaws, Policies, Procedures Committee	Tabled until April meeting  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 chair about who is on this list.  Article IV, VI, and VII need to be sent to	

	Program development grants were approved by the board in 2017 Policy 18, but this policy approval does not require a budget be established annually. 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)	membership for vote	
<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>			
Agenda item	Information	Action items	Outcomes
Summary of current budget	See: Numbers as of 3/1/26  <b>Total Revenue</b> = \$3,385.40 <b>Total Expenses</b> = \$2,268.70 (still need the rest of the CONF charges) <b>Net Profit</b> = \$1,116.70	Lyndsey Fait to send the rest of the conference expenses from 2025 UOTA conference	

Jobs/Other Advertising	YTD = \$725		
CEU Revenue	YTD = \$160		
Accreditation Revenue	YTD = \$450		
Membership Dues	YTD = \$3,605		
Other/Discussion:	<ul style="list-style-type: none"> <li>- Still need Lyndsey to send me receipts to finish paying for the UOTA Conf</li> <li>- Looking for new treasurer to be training as I have a new commitment on Tuesdays</li> </ul>		

**OTA Rep Report**

Agenda item	Information	Action items	Outcomes
UOTA SOTA grants	See above Has a policy been voted on for this? Can students still apply for this year?		
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 leadership from current	<a href="#">Ideas for UOTA student member mentoring &amp; involvement document.</a>		

Executive Board members & the students also form a Student Task Force to increase engagement with UOTA student members).	Talked about having student mentees for each board member.		
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<b>Member-at-Large Report</b>			
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<b>Agenda item</b>	<b>Summary of discussion</b>	<b>Action items</b>	<b>Outcomes</b>
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 to make sure contact list is updated for SPA representatives.	

<b>AOTA Representative Assembly (RA) member for Utah (Meena Iyer) // Reach out to Meena for any AOTA Representative Assembly questions/needs: meenaiyer@gmail.com</b>			
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<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action Items</b>	<b>Outcomes</b>
AOTA Representative Assembly updates	<p>Rhonda Roth is the new AOTA rep</p> <p>CommunOT was discussed and drafting is in progress, vote will be toward the end of spring. Dates are on the UOTA website.</p>		Regarding the student loan reduction, there was a post for comment for the public.

	Any UOTA member can attend the RA meetings.		
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>If your NBCOT certification has lapsed for more than three years as of 2027, you will be required to retake the entry-level examination.</b>	Suggested email blast to membership and social media; include in May meeting notification so DOPL list can be used. Patrick will coordinate.	
<b>Final Notes</b>			
Adjournment			