

UOTA Executive Board Meeting Minutes

Tuesday //Sept 2, 2026 // 7-8 pm

Officers Present: Sheila Longpré, President Lynn Farley, President-Elect Robyn Thompson, Vice President Jeanette Koski, Secretary Natalie Thompson, OTA rep Lean Carlson, Treasurer Nat Miner, Member-at-large Officers Excused: Officers Absent: Meeting Order for Discussion: 1. Any UOTA committee chairs present 2. Any AOTA/NBCOT liaisons present 3. President 4. Vice President 5. Secretary 6. Treasurer 7. OTA Representative 8. Member-at-Large	Committee Chairs, Committee Members, or AOTA/NBCOT Liaisons Present: Brenda K Lyman (BPPC) Emily Cummings (PR) Jeanette Murphy (Membership) Vanessa Rapier (Membership) Meena Iver (BPPC) Patrick Walker (Nominations and Recognition) Rhonda Roth (Conference Committee) UOTA Student Representatives: Anja Cieslewicz Paige - UVU Others Present: All UOTA members invited via the UOTA website calendar.
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Agenda item	Information	Action items	Outcomes
Welcome: 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.			
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)			

Government Affairs	Bill passed, goes into effect this month. - Allows OT to prescribe DME - Removes the supervision law - moved to rule https://le.utah.gov/Session/2026/bills/static/SB0031.html#:~:text=This%20bill%20modifies%20the%20scope,an%20acupuncturist%20performing%20injection%20therapy	1) Discussed the possibility of having a lobbyist during the legislative session, perhaps creating a PAC 2) Discussed disseminating the information from AOTA to Presidents 3) Update website with important legislation from AOTA	
Strategic Plan	Need to review strategic plan annually, set separate meeting for this.	Set date for strategic plan, doodle poll for EB members this week.	

Public Relations (including social media) email: UOTApr@gmail.com Please send social media items directly to Emily Cummings (cummingsseh@gmail.com).	(Updated 9/1/26) 1. Hashtag for the annual conference: #uotaconference2026. 2. 21 submissions with call for papers ending! 13 practice topic submissions, 4 poster submissions, 3 hands-on workshop submissions, 1 combined submission (research presentation/hands-on workshop). Need to extend deadline? 3. Lynn created some great examples of a digital badge for UOTA members to add to email signatures, etc. Easy advertising for UOTA and helps promote UOTA membership. Misha (website admin) could help upload something to the website that members could download. Thoughts from EB members?	–Once approved, Emily will work with Misha to get code embedded into the new digital badges and to get them uploaded onto a members-only page on the website. –Lynn and Emily will work with Misha to figure out a way to get announcements posted more easily onto the website without incurring excess website management charges. –Emily will work on a new graphic to use when extending the call for papers deadline, and will send it to Misha to get on the website, will post it on social media, and will get it to Vanessa to send out to membership.	
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	Social Media numbers as of 7/7/2026: Facebook: 935 followers (down 1 from last month). Instagram followers: 390 followers (up 1 from last month). X (Twitter) followers: 10 (same as last month)		
Tri-Alliance	No new info to report		
Vice President's Report			
Agenda item	Information	Action items	Outcomes
Membership Stats	As of 9/1/26: 3 OOS/non-OT (+1) 124 students (+10) 77 OTA (-3) 183 OT (no change) 3 lifetime (no change) 263 total active members (+2 from July) 337 licensed OTP 12.2% DOPL (2150 licensees, down from 12.5% last month) Goal 20%		

Membership Committee	Jeanette M. reached out to Misha about a member being charged for auto-renewal but the system took the payment. Savannah has refunded. A new grad discount code has been created for 20% off first professional membership for new grads this year. The QR code link on the website is active.	Pending: Jeanette M. and Vanessa will review the procedure for canceling memberships and update information to make it more clear on the website. Members must cancel their own subscription to cancel membership renewal. Jeanette M. will create a social media post.	In progress still 7/7/26 Jeanette K will check with Misha about the website ribbon
Continuing Education	Any report from cont. Ed chair? Aarone Cefalo Lynn- report on Dry needling Current Focus- Annual UOTA Conference		
Nominations and Recognitions	No report		

Annual Conference	Committee: Robyn Thompson, Rhonda Roth, Vanessa Rapier, Emily Cummings, Lynn Farley Dates: Nov. 6-7, 2026 Location: UVU - Friday- Two day long workshops 6hr Trauma Informed 1 & 2 Microcredential Training 6 Hr Beyond Intimacy: Addressing Sexuality in OT Friday Night- Networking Dinner 4:30pm Saturday- 8am-5pm; Breakfast, Keynote, short courses, Vendors, Student Trivia, Research Posters Hotel Discounts available Misha now has the most updated conference information and is working on getting update up on the website	Need additional committee members - First call for papers closed yesterday - Call for papers will open again and be extended to Sept. 14 Would like a more robust poster session -Any other members have a current research poster to share? - more students with posters	
Annual Meetings (Fall Business Mtg, Spring Membership Mtg)			
Secretary Report			
Agenda item	Information	Action items	Outcomes

Bylaws, Policies, Procedures Committee (Brenda Lyman, Chair)	Discussion needed for Articles X-XVIII and student SOTA club grant policy, procedure, etc. as drafts and forms have been developed awaiting EB feedback. Once X-XVIII articles, revised, are approved by the EB—all will move to become an action item to go to membership for vote – inclusive of Articles V-XVIII (as Articles V-IX, revised, have already been approved by the EB). The secretary will prepare the voting form; the membership chair will send it for a vote. As adopted, revision for 2026 Bylaws in totality will be placed on the Google Drive.	Will send to board with two week deadline to make comments and if no comments/questions, board will vote online, if discussion is needed then it will be done in the October meeting. All UOTA announcements and events go on the website first and then social media. Lynn and Emily will work with Misha to create an announcement page so that the website is being updated regularly on the webpage so that the primary communication comes through the website.	
Strategic Plan	Need to review strategic plan annually, set separate meeting for this.		
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. Secretary will be organizing policies into one document for ease of access, please review all policies, particularly as they relate your your role.	https://drive.google.com/drive/folders/0B2PQO6L057cHMG9xVm1CQUxuTGs?resourcekey=0-Cl_uhB3q8EM18LqGheOwhw	
Treasurer Report			
Agenda item	Information	Action items	Outcomes

Summary of current budget	Numbers as of 9/1/26 (Jan-August) Total Checking/Savings = \$137,582.87 Total Revenue = \$3,825.18 Total Expenses = \$689.29 Net Profit = \$3,135.89		
Jobs/Other Advertising	YTD = \$1175		
CEU Revenue	YTD = \$345		
Accreditation Revenue	YTD = \$1125		
Membership Dues	YTD = \$6,440		
Other/Discussion:	Proposed Fiscal year budget all set up! Shared a copy to all of the Board members.	The annual budget will be moved to the July 1 - June 30 year with the new treasurer Include line-item to have an accountant to review the budget twice a year. Vote to add Vice-President as the additional signatory on the bank account	EB voted yes EB voted yes EB voted yes
OTA Rep Report			
Agenda item	Information	Action items	Outcomes
UOTA SOTA grants	See above		

UOTA/AOTF Scholarship		Sheila is reviewing policy about 2 awardees	
UOTA Student Task Force	1. Weber just started their BS COTA program last week 2. Have we received any more student papers or presentations? Should I resend email to them?		
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).	Ideas for UOTA student member mentoring & involvement document. 1. Connect two confirmed students to reps 2. Google form sent out– hoping to get more interest this semester		
Website info	- Still need to take Joyce off the website as they no longer have an OTA program - Need to add UVU and Weber to website		
Member-at-Large Report			
Agenda item	Summary of discussion	Action items	Outcomes
MAL	Training in process - Would like access to most current membership list - Sent out a poll for when to meet next		

Specialty Practice Area (SPA) Liaisons	Upcoming Webinar Series Events: -Will be meeting to set up dates for webinar series for 2026 -Great ideas from members New SPA representatives for 2026: Phillip Eddings: Rehabilitation Rhonda Roth: Pediatrics Robyn Thompson: Academia Robin Meyer: Mental Health TBD: Entrepreneur	Jeanette 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			
NBCOT Ambassador (incoming: Patrick Walker) // Reach out to Patrick for any NBCOT questions/needs: patrick.walker@utah.edu			
Agenda Item	Summary of Discussion	Action Items	Outcomes
1. NBCOT updates:			
Final Notes			
Adjournment			

