

WYOTA Board Meeting
July 27, 2015

I. Roll Call

- a. Members Present: Brittany Seifert, Kortni Cassity, Nicole Harris, Jenny Lok, Deb McMillan, Andrea Young, Kristin Taylor and Shayna Shaffer
- b. Members not Present: Theresa Robinett

II. Secretary/Treasurer Report – Nicole

- a. Approval of last month's minutes: Brittany motioned to approve minutes, Kortni seconded motion, all in favor, minutes approved.
- b. Budget/Financial Reports
 - i. Checking balance: \$21,339.10
 - ii. Savings balance: \$15,657.64
 - iii. Total: \$36,996.74
 - iv. Approval of account balances: Kortni motioned to accept, Brittany seconded motion, all in favor, account balances approved.

III. Representative Assembly – Theresa

- a. Member not present. No recent meetings have needed to be attended

IV. Student Highlights

- a. Casper College COTA Rep: Kristin Taylor – 17 students from program were able to take a trip to Billings, MT to tour St. Vincent Hospital, St. Mary's, and Blue Skies (facility for children with autism). Program director Cassidy Hoff and instructor Missy Neff were able to secure a grant from Casper College to fund the trip.
- b. UND OT Rep: Shayna Shaffer – New Year 3 students finishing up second level 2 fieldwork. 17 new students working on first semester in program

V. Legislative Chairs – Jenny and Deb

- a. Update: Meeting in May with practitioners around the state to work on wording in OT framework for Wyoming. Working with Chuck Willworth to match wording with what is used by AOTA. Also going to include habilitation and telehealth in framework.
- b. Capitol Hill Day – Scheduled for Sept 28th, will check in to when legislators will be in session in Wyoming
 - i. Will schedule meetings with Senator Barasso and Senator Enzi
 - ii. Preparing handouts – AOTA has tips and premade handouts on website. Also has a weblink with "cookie cutter" emails that can be sent to legislators regarding specific issues.

VI. Conference Update

- a. Kinesiotaping Course: Currently 20 registered, 4 spots left
 - i. Will contact instructor to see if an assistant can be hired and more spots can be opened up.
- b. Foundations Course: Currently 12 registered, 28 spots left

VII. Strategic Planning

- a. SOAR – separate document
- b. Strategic Planning Module – separate document
- c. Domains of Association Management – separate document
- d. Review of past strategic plan - Reviewed progress and made updates for future year

VIII. Role Delineation:

- a. reviewed individual roles and assigned immediate tasks based on current job/responsibilities

IX. Website:

- a. Switching from Elevation back to Wyoming Network. Wyoming Network working on rewriting/revising website to most up to date language necessary to pass PCI compliance. Nicole and Kortni will collaborate to work with developers and designers.

X. Open Discussion:

- a. Discussed separating Secretary/Treasurer board position back in to two separate spots as involvement in WYOTA is increasing. Nicole motioned to divide positions, Kortni seconded, all in favor, motion passed. Board would like to try and recruit a COTA for board member to have representation and COTA presence on board.

XI. Next Meeting:

- a. August 24, 2015 at 7:00 PM

XII. Adjourn:

- a. Meeting called to order at 12:21 PM