

## WYOTA Retreat Meeting

6/17/16

### I. Meeting called to order 9:05 AM

### II. Roll Call

- a. Members Present: Brittany Siefert, Nicole Harris, Jessica McWilliams, Jenny Lock, Kortni Cassity
- b. Additional Participants: Phylica Niefert

### III. Treasurer Report

- a. Checking: \$15,541.95
- b. Savings: \$15,661.57
- c. Treasure Updates
  - i. Would like to purchase an antivirus for new computer.
  - ii. Would like to connect quickbooks with bank account
  - iii. Wants to check in to paying website host for months/year in advance rather than small checks monthly or see if they have an automatic withdraw option.
  - iv. Reminder that if items purchased are going to cost over \$100 it needs to be voted on by the board
  - v. Past treasurer Heather Lyman needs to be removed from the account still
  - vi. Would like board members to hand in paper filled out with receipts to show what the expenses were for
  - vii. Will need to reimburse Kortni Cassity and Brittany Siefert for travel

### IV. Secretary Update

- a. Website is not sending out reminders for expired members to renew their memberships. Website host says it would cost \$200 to get this feature added. Brittany motioned to add the feature of an automated reminder email to the website for expired members. Kortni seconded, all in favor and motion passed.

### V. Student Update

- a. Scholarships – Nicole will send emails to students in both UND/CC and CC COTA programs about scholarship opportunities to fall conference. Will offer two awards as usual.
- b. New members – Maddie Bjornstad will now be UND/CC student liaison and Jessica Costalez for the CC COTA program.

### VI. Legislative Update

- a. Practice Act – Will get a copy of the new practice act and make it available on our webpage.
- b. BCBS of Wyoming – Kortni will send a new copy of the practice act to BCBS

### VII. Conference Updates

- a. Updates – 17 registered for shoulder course, 21 registered for pediatric course
- b. Board meeting Thursday before conference – Will be at Silverfox at 6:00 PM
- c. Roles – Nicole and Jenny will be in charge of checking people in.
- d. Friday night mixer – Phylicia will check with Casper Orthopedics clinic to see if they would be interested in hosting a Friday night mixer
- e. Business Luncheon – Nicole will check in to possible places for catering

**VIII. New Business**

- a. Update Bylaws – See updated bylaws
- b. Integration and positions available – Positions that will be open in September are President, Vice-President and Secretary. Currently there are people interested in all positions. Their names will be added to the ballots at the conference along with room for people to right in additional nominations.
- c. Strategic Plan – See updated strategic plan

**IX. Adjourn**

- a. Meeting adjourned at 11:50 AM