

**WYOTA Monthly Meeting
05/06/2017**

Meeting held at Wolcott Galleria started at: 10:15AM

I. Roll Call

- a. Board Members Present: Phylcia Niefert, Jacque Poole, Jessica McWilliams
- b. Board Members Not Present: Shellie Szmyd, Theresa Robinett, Maddie Bjonstad, Jessica Costalez
- c. Additional Participants: None

II. Treasurer Report

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| Checking | \$ 16,853.41 |
| Savings | \$15,665.84 |
| Total | \$32,519.25 |

- a. Taxes will be filled with month
- b. All W-9s have been sent out. Only hold up was Rhett the CPA calling about Amy Stahl for K-Tape course. Since we are filing late on that there might be a fee. There might be an issue of she is claiming the income, if not the company.
- c. Emailed Amy to clarify status and have not heard back from her yet. Told Rhett to go ahead and file it after the W-9 was sent to him.
- d. Looking into maybe transitioning to a bank that will fulfill our needs better as an organization. Jess will look into pros and cons of differing banks that are accessible around the state for future board members.
- e. Insurance amendment received but correct names are not added. Will contact them to get this set up correctly.
- f. Secretary of state business services, annual report fee being looked into by Jessica and updated if needed (changing board member names, etc.) Phylcia found form for amending new officers so she will get this completed for new members. Will do this every October for amendment of new members on the board by the president.
- g. Jessica changed emails on authorize net and Trustwave to the WYOTA email for congruency.

III. Secretary Update

- a. Looking at taking everything digital and getting away from using binders the record everything so that transitioning to different officers will be easier and seamless.
- b. Months leading up to the conference posting things about each course to increase understanding of the courses and draw practitioners in. Will have mailed out by June 1st

IV. RA Update

- a. None

V. Student Update

- a. None

VI. Legislative Update

- a. Phylcia was contacted by PT State organization about WY Workers Comp not reimbursing more than 20 dollars per evaluation. Classified differing categories for evaluation complexity. Basing treatment units at 8 dollars a treatment unit for reimbursement.

- b. Sent out a letter to workers' comp about these issues with the PT organization and it was taken into consideration. WY workers comp will be now reimbursing all evaluations retroactive back to January 2017. Phylicia will post on Facebook, and will send out confirmation letter to Jacque so that she can post to website.

VII. Conference

- a. Will print out registration packets by June 1ST for conference.

VIII. Old Business

- a. ASAP meeting talked about notifying other states of our conference dates, and also working with them to develop reciprocity agreements.
- b. According to the By-Laws the president position is off one year. Phylicia is letting the position go to a vote for if she should go up for vote in the president position this year at conference or serve for three years total. Board in favor of three year term. Jessica motions Phylicia serve 3 year term, Jacque seconds.
Phylicia will serve 3 year term.

IX. New Business

- a. Ideas at AOTA that were brought up include, working on our strategic plan (using it in each meeting), Phylicia will resend strategic plan to each person.
- b. Wants to establish a budget annually for conference, scholarships, and other expenses, so that annual expenses are accounted for and established.
- c. Beefing up the student role for the association. Jacque will email the last two scholarship recipients and ask for a write-up for the association to share with members.
- d. Jacque will email Nicole or Breann at UND program, WYOTA would like to have student involvement for the conference; here are our ideas and what are yours? Student presenters (SOTA and COTA program), keynote speaker for Sunday lunch, booths. Phylicia will email COTA program.
- e. Welcome letter, go through vista print for membership cards.
- f. Discuss budget at the retreat. Jess will see if accountant has any ideas or templates for a budgeting plan.
- g. Transitioning and what we want to accomplish for making the transition period between old and new officers coming onto the board. At the retreat we will define and delineate roles between members and where things should go.

Motion to adjourn meeting by Phylicia at 12:50PM.