

WYOTA Monthly Meeting
10/10/2016

Meeting called to order at: 7:30pm

Dial in Number: 605-475-4000

Code: 638669#

I. Roll Call

- a. Board Members Present: Jacque Poole, Jessica McWilliams, Shellie Szymd, Phylicia Neft, Jessica Costalez, Theresa Robinett
- b. Board Members Not Present: N/A
- c. Additional Participants: N/A

II. Treasurer Report

- a. Checking: \$30,196.31, after speakers paid, \$13,000 in checking
- b. Savings: \$15,663.14
- c. Total: \$45,859.45
- d. Conference breakdown in quickbooks completed after event by Jessica M.
- e. Conference Total Cost: \$18, 879.36 total (reimbursed 2 people for conference)
- f. Jessica M. developed receipt to send out to people for conference as well.
- g. Need to create invoice on quick books to send out W-9s to school districts.
- h. Jessica M. reports that the association is now receiving another \$3 fee on checking for access to deposit records.
- i. Starting to breakdown membership groups to analyze membership populations in quick books.
- j. Jacque proposed making budget for conference next year, agreed on by board.
- k. Motion to donate to AOTPA by Jessica M. will look into how much and when to donate, tabled at this time until next meeting.

III. Secretary Update

- a. Contacted by UND student about professional assistance programs in the state of WY, and how to advocate for our profession with this matter. Wyoming Professional Assistance Program in WY, helps all different medical boards and professionals. Jacque called Vickie Spires to follow up on WY board of OT being on this program. Vickie explained that we do have access to this program, but have thus far not needed to utilize it; however, it is an option.
- b. Need to distinguish roles of board members, and what each is responsible for.
- c. Biographies needed by Friday for the website and Facebook for new board members to be added to website and old members removed.

IV. RA Update

- a. Getting ready for fall meeting for October 19th.
- b. AOTA member for state of WY contacts RA for questions has not had any thus far from any WY practitioners.
- c. Has been working with other states on literature development and will report back more information with next monthly meeting.

V. Student Update

- a. Have been getting ready for community awareness projects with the CC program.
- b. Just finished backpack awareness fundraiser.

VI. Legislative Update

- a. Phylcia talked to Jenny Lok after conference and she is stepping down from legislative position.
- b. In need of committee for this aspect of the association; posted on Facebook for potential interest.
- c. AOTPAC wanted to know who our legislative position was, and was told we currently don't have one, but are developing a committee at this time.
- d. Phylcia proposes setting up small group for this position of the board.
- e. Trying to find lobbyist for this committee as well for more state level involvement.

VII. Old Business

- a. Rose Parade, would we like to donate and how much?
- b. Shellie motioned to donate \$100 to Rose Parade, Jacque 2nd, voted in by board.
- c. Shellie asked, do we do any form of donations to CC and UND programs? Yes, we do, do two scholarships for AOTA and the state WYOTA conference each year to pay for full tuition; 1 CC student and 1 UND student each time.
- d. Designing a new logo, maybe using CC or UW for designing the new logo, Jacque will contact CC for further inquiry on this matter and report next meeting.

VIII. Conference

- a. Phylcia sent out survey last week via email, and has received some feedback.
- b. Feedback about hosting at a different venue for future conferences.
- c. Frequent complaint that the descriptions of courses had discrepancy in actual course content and presentation.
- d. Handwriting without tiers suggested about by many clinicians for next year.
- e. Shellie proposes researching speakers better for future years so consistent with professional expectations and presentation of valid content.
- f. Maybe consider better menu of foods for next year's conference to accommodate the population better and feed speakers better.
- g. Jacque proposes gathering quotes from hotels for hosting conferences, maybe developing a contract for multiple years if discounted.
- h. Jacque proposes making a hotel accommodations paper and directions sheet to send out with registration forms.
- i. Phylcia will, by December make list of interests in conference courses, and then breaking up among members and looking at potential speakers, and then developing a budget.

IX. New Business

- a. Every year the school district brings in a speaker for low cost, Jessica will get info to post on website.
- b. Facebook Schedule - Phylcia will develop weekly Facebook schedule and send out to board members.
- c. How to be put on government page since we are now registered with the state?
- d. Posting every few days to the liking of all OT populations, and then Student involvement and activities to increase OT communications and connections across the state and with student populations.
- e. Potential meeting with board members for scheduling posts and posting etiquette.

- f. Potentially developing a social media policy or guidelines for the association to uphold professional association boundaries when posting.
- g. Proposed to change passwords, Jacquie will complete task.
- h. Photos and Biographies sent to Jacquie by end of week for website and Facebook.
- i. Responsibilities and roles of all board members covered with board member meeting ASAP.
- j. Second Monday of every month for conference calls at 7:30pm proposed by Phylicia.

Motion to adjourn meeting by Phylicia at 8:40pm.