

**WYOTA Monthly Meeting
03/13/2017**

Meeting called to order at: 7:34PM
Dial in Number: 605-475-4000
Code: 638669#

I. Roll Call

- a. Board Members Present: Phylicia Nieft, Jessica McWilliams, Jacque Poole, Shellie Szymd, Jessica Costalez
- b. Board Members Not Present: Maddie Bjornstad, Theresa Robinett
- c. Additional Participants: None

II. Treasurer Report

Checking	\$ 18,620.17
Savings	\$15,665.08
Total	\$34,285.25

- a. Will Contact Rhett for the taxes
- b. Received spreadsheets from Nicole on invoicing for park county
- c. Will be reimbursing students for the AOTA Scholarships
- d. In the By-Laws it states that board members will be reimbursed for mileage, per diem, and attendance. Reimbursement will be payed for, for ASAP meeting at AOTA conference, and other things determined by the board.
- e. Phylicia has payed for flight and hotel so far. Still waiting to register for conference. Has meeting Tuesday and Wednesday.
- f. Jessica talked to Nicole L. and she reported that the association pays for a room, registration and flight.
- g. Shellie suggests creating an itemized invoice for future reference.
- h. **Shellie motions to reimburse expenses for Phylicia for flight, hotel and registration fees, Jessica seconds. All in Favor.**
- i. Need to have a paper trail for everything that is done with the association so that future members are not searching for differing items at different times of the year.

III. Secretary Update

- a. Better way to keep track of membership. Does Jacque have the okay to revise the process and change it to be easier?
- b. Merchant receipts for online payers coming to WYOTA email. Can we switch it to go to the customer so we do not get two emails for each online transaction?
- c. Hotel Accommodations page almost done, need to establish place of conference to get directions page started.
- d. Should we send out Newsletter notifying therapists of recent changes and upcoming news? Phylicia will look into

IV. RA Update

- a. None

V. Student Update

- a. None

VI. Legislative Update

- a. Splinting/Orthotic Reimbursement issues.
- b. Will have more after conference.

VII. Old Business

- a. Did visit a few places. The Ramada seems to be the place that is most accommodating right now. No deposit down, can block rooms until day before conference.
- b. Did visit other hotels and conference spaces. Wolcott galleria could not give us clear-cut pricing, and it was very expensive per day. No place could provide enough space for our needs.
- c. **Phylcia motions to choose Ramada for conference space, Jacque seconds. Will start working on budget.**
- d. Will block 50 rooms primarily for conference, will increase if need be.
- e. Can start on flyers now for conference.

VIII. New Business

- a. Email from Vickie Spires, when she sent out new license registration and sent out WYOTA registrations with the mail as well. Do we want her to send out updated registration or go to website?
- b. Jacque will send her revised copy by the end of this week and update form on the WYOTA website.
- c. Jessica will get Bio and course synopsis from Deb for Infinity Walk Course.

Motion to adjourn meeting by Jacque, Shellie seconds. All in favor. Meeting Adjourned at 8:11PM.