

WYOTA Monthly Meeting
11/20/2019

Meeting called to order at: 7:39PM by Phylicia
Dial in Number: 605-475-4000
Code: 638669#

I. Roll Call

- a. Board Members Present: Kelsey Hieb, Phylicia Lipes, Jessica McWilliams, Molly McNicols, Jessica Lambert, Kristine Shaeffer
- b. Board Members Not Present: Shellie Szymd, Emma Mumme
- c. Additional Participants:

II. Treasurer Report

Checking	\$ 15,986.96
Savings	\$ 8174.54
Total	\$ 24,162.50

- a. Received two checks today (Goshen County School District (bounced back) and Sublette county School District (returned to sender))
 - a. Will send out letter to Sheridan, Albany, and Park County for payment
 - b. Still down \$3000 for conference due to missed payments
- b. Shellie to receive 50% of Autism Summit reimbursed. She is waiting on this info to get documentation completed for reimbursement.

III. Secretary Update

- a. All missed certificates for conference were mailed
- b. Website and Facebook is now updated with current information
 - i. Old info still on Google- needs updated.
- c. Worked to create a membership list and assign new membership numbers.
 - i. This was lost in switch to new website
- d. Would like to set up PO box for all WYOTA mail
 - i. Got quotes for cost
 - 1. Smallest 3"x5.5" (\$92/year)
 - 2. **Phylicia motions for smallest PO box, Jessica seconds, all in favor (3 votes).**
 - ii. This will allow others to have access, protect secretary privacy, decrease need for updating everything with new secretary position.
- e. Will be ordering new membership cards pending new mailing address.
 - i. Current ones are outdated
 - ii. Discussion: No reason for address on card.
 - iii. **Motion to remove address on membership cards by Jessica, Seconded by Kelsey, All in favor**
- f. Will be sending new cards to all members and emails to members from 2018 who missed renewal.

IV. RA Update

- a. Had reconvening of RA meeting regarding mandating for OTD as only option for entry level degree. Voted down. It is not going to mandatory doctorate yet.

Programs that are already transitioning are still approved but not mandated. Only two people in Wyoming participated feedback opportunity. Everything else tabled until the Spring meeting.

- b. Plans on going to AOTA's RA meeting.

V. Student Update

- a. Emma not present- asked to remind students that scholarships are due soon
- b. Jessica- No updates. Had guest speakers at last SOTA meeting. Sent email regarding info for scholarship. Was able to answer a couple questions from students regarding scholarships.

VI. Legislative Update

- a. Shellie unable to attend. No news to report currently.

VII. Old Business

- a. Location of conference
 - i. Kristine called Ramkota- unavailable in Sept. except Labor Day weekend
 - 1. Also available: Sept 5-6, August 29-30 (only one room available), Oct 3-4
 - ii. Phylicia reached out to Clarion- wants our business but it is \$600/room/day + \$150 for clean-up and set up.
 - 1. If we block off room and buy food, willing to negotiate.
 - 2. **Kristine motions: Talk to Clarion to see offer and then if unable to work within our budget, email board and then decide between Clarion or booking Oct 3-4 at Ramkota. Jessica Seconds. All in favor.**
 - a. Kristine and Phylicia to meet with Clarion. Try to get email to board by Thanksgiving.
 - b. Hold Ramkota at this time for first weekend of October.
- b. Website
 - i. Board asked to go on website and make sure all information is updated.
 - ii. Talked to Halle (new rep with Townsquare Media)
 - 1. Will redesign new website
 - 2. Halle is motivated to make it look much better
 - a. Halle sent some samples to WYOTA email of other websites and example layouts
 - b. Need group to help with designing website
 - i. Jessica Lambert and Jessica McWilliams to look at some of the samples.
 - ii. Kelsey to send email to Jessica L with sample links from Halle.
 - c. Halle to look into members currently having to log in to view some aspects of website.
 - i. Do we want some areas of website password protected?
 - ii. Goal for August 2020 to have website completed and revamped.

- iii. Board needs to decide what is included in membership and put in Bi-Laws.
 - 1. Table for a vote for next meeting.
- c. WYOTA purpose letter
 - i. Shellie, Phylicia and Kristine to draft letter to members regarding WYOTA purpose.
- d. Conference topics
 - i. Lead for pediatrics topic selection and planning- Kristine
 - 1. Pediatric suggestions: Vision (previously connected with doctor in Laramie and will get research)
 - ii. Lead for Phys Dys topic selection and planning - Phylicia
 - 1. Physical Disabilities suggestions: will post on Facebook to get feedback.
 - iii. All members to think of topic idea prior to next meeting.
 - iv. GOAL: Select topics by January 1st.
- e. Zoom meeting Re: Autism Summit
 - i. Send Shellie email to get scheduled.
- b. Zoom meeting Re: follow up from Lynn Kenney
 - i. To be scheduled for a date in January

VIII. New Business

- a. In Bi-laws- all board members to be AOTA members and WYOTA members.
- b. All members need to ensure they are members of both organizations.

Meeting adjourned by Phylicia at 8:52 pm.