

## **TNOTA Board Meeting February 13, 2024**

**In attendance:** Stephanie Lancaster, David Eades, Taylor Kozell, Morgan Webb, Audrey Owens, Brittany Ford, Alyssa Campbell, Sandra Dicks, Abby Peacock, Stedmon Hopkins, Jennie Douglas, Kimberly Jessie, Ashley Robertson, Katy Schmidt, Rosemary Lewis, Amanda Newbern, Mary Dreyer Smith,

**Not in attendance:** Valery Hanks, Brandy McCarter, Christie Watt, Cindy Blackwell, Elise Foust, Tanner Petty, Gabe Borman, Megan Colletti, Blaine Coffey, Cynthia Hickman, Jennifer Henderson, Robert Mullaney, Gigi Jordan, Jennifer Crowder, Barb Meussner, Kaylie Garner, Martin Davis, Bhumika Patel, Anne Zachry, Caitlyn O'Brian, Abby Hightower, Hannah Wiggs, Ashlyn Getway, Jayden Malugin, Josh Giudice, Madison Craighead, Jenni Schwartz, Maggie Pierce, Abilene Hurd, Audra Larson

**Staff in attendance:** Zach McElgunn, Peggy McElgunn

---

***MSC to accept the minutes as submitted***

### **Important TNOTA Board announcements**

- AOTA Elections are [currently ongoing through February 21](#).

### **Please share this information with your personal network(s)**

- **TNOTA 2025 Annual Conference** – We have a venue and dates for the 2025 annual conference! The conference will take place at the **J Walter Barnes Conference Center at Jackson General Hospital, September 12-14**. You can [check back here](#) for more information as the planning gets underway.
- Disability Day on the Hill is March 11-12, 2025! TNOTA and the TN Disability Coalition are working together to coordinate participation at DDH events. [Read more about the events here!](#)
  - [Please RSVP Here!](#)
- AOTA Elections: happening now through Friday, February 21, 2025, at 11:59 am ET. This is the first election under the new bylaws, and we need 100 votes or 10% of the state membership (whichever is smaller) to meet the quorum for RA Representative positions.
  - Every vote counts! You can vote for a candidate or abstain—both count toward the quorum.
  - [Review candidates, access the ballot, and vote now.](#)

### **Action Items for TNOTA Board members**

- Please submit any district, committee, or CEU events ASAP for 2025 using the [Executive Board webpage](#)

- February Newsletter submissions are due **February 20th**. You can submit on the [Executive Board webpage](#)
- Please send a notice of any leadership changes - personnel and roles - in your district or on your committee to [admin@tnota.org](mailto:admin@tnota.org)
- Please continue to engage with TNOTA social media posts.
- Please provide personal contacts for potential vendor support and sponsorship involvement to the Conference Committee ([conferencecommittee@tnota.org](mailto:conferencecommittee@tnota.org))
- Reach out to Stedmon (stedmondeon@gmail.com) with your suggestions of OTPs for the Diversity & Inclusion Committee to highlight for Black History Month **before February 24**
- If you are interested in learning more about a resource guide for students about the OT/OTA relationship and/or having a guest speaker come in and talk to your students about understanding the dynamics between OTs and OTAs please reach out to Ashley Robertson ([ashleycota7@gmail.com](mailto:ashleycota7@gmail.com)) for more information

### **Upcoming Events**

- [February 17](#) – Aquatic Therapy CoP Meeting
- [February 18](#) – Ethics & Jurisprudence in Occupational Therapy
- [February 25](#) – Student Quarterly Virtual Chat: Resume Writing Workshop
- [February 28](#) – OTA Connect Committee Quarterly Virtual Chat
- [March 12](#) – Disability Day on the Hill
- **Please watch our social media and website for announcements and information about continuing education events as more learning opportunities are planned.**

---

### **Announcements**

- New Business
  - Elise Foust will be stepping back from some of her previous roles
  - Considering moving the board meetings up by 30 minutes
  - Discussion and vote on the 2025 budget proposal
  - AOTA Elections: happening now through Friday, February 21, 2025, at 11:59 am ET. This is the first election under the new bylaws, and we need 100 votes or 10% of the state membership (whichever is smaller) to meet the quorum for RA Representative positions.
    - Every vote counts! You can vote for a candidate or abstain—both count toward the quorum.
    - [Review candidates, access the ballot, and vote now.](#)
- TNOTA Annual Conference Updates
  - 15 or so people are participating on the Conference Planning committee, which is fantastic!
  - Scheduled for **September 12 – 14th** at West TN Healthcare in Jackson TN.
  - First meeting scheduled for next week, Tuesday, February 18

- Meetings will take place on the first Tuesday of the month starting in March
- If have contacts for anyone/business/vendor that might be interested in sponsoring, we will be asking for that info soon
- Financial update
  - TNOTA Financial Report
    - Total Assets – 193,844.04
    - TOTAL LIABILITIES & EQUITY – \$193,844.04
    - Income for January-December – \$6,644.96
    - Expenses for January-December – \$3,582.00
    - Net Income for January-December – \$3,062.96
    - The income is roughly 58% from PAMs CE, 42% is membership
  - [New form for expense reporting](#) is available online!
- Special Projects
  - Currently collaborating with GPS Staff to create a one-page guide regarding how to set up an event.
  - New website: ongoing and currently awaiting an update from GPS.
  - Mentorship Committee/Occupational Therapy Mentorship Program support: ongoing efforts to support the committee in strengthening the Program in order to seek TN Board of OT CE approval for practitioners mentoring students.
- Discussion and vote on the [2025 budget proposal](#)
  - Why was the conference projection higher than the Memphis conference in 2022?
    - With the addition of staff to promote and provide assets to members who can scale the marketing effort
    - There are a lot of expenses that are variable, so our goal is to maintain the net amount through decision making over time.
    - In 2022, there may still have been covid-related anxieties about travel and in-person gathering, which could have impacted attendance
    - Once the theme, and some other conference details have been settled, we will poll the TNOTA membership in advance about their intention to attend in person to get a clear understanding of potential attendance
  - Line 122 → the \$4,000 processing costs represent the cost of processing transactions on Memberclicks
  - Line 136 → the increase from 2024 to 2025 reflects the prorated rate that staff were paid starting in May of 2024.

**MSC The budget was approved as delivered**

- Membership updates

- 1st year OT: 32 (+1)
- 1st year OTA: 8 (+2)
- OT: 367 (+1)
- OTA: 77 (+1)
- Retired: 2 (-)
- Student: 337 (-10)
- 38 people renewed their membership and 19 joined in the preceding month.
- 19 people let their membership lapse and 3 rejoined.
- At this time last year, we had 856 (2,991 including Prospects) active members compared to 842 (3,104 including Prospects) active members as of 1/31/2025.
- This represents a loss of 14 members or a 1.64% reduction in overall membership numbers from last year. This reduction of members is concentrated in the loss of Student members.
- This also represents a growth of 113 individuals in TNOTA's audience or a 3.77% increase in the overall audience.
- Membership drive
  - Doing a drive around the conference, and capping it off with World OT Month in October
- Legislative updates
  - **Federal Legislative update coming soon**
- Advocacy Committee
  - Working to put together a [Day on the Hill this spring on March 12](#) in partnership with the TN Disability Coalition
  - Keep an eye out for a communication and toolkit in the coming week with information about [HB0387/SB0474](#), which is legislation that places limits around specific questions/conversations that can be held between healthcare providers and patients, specifically in relation to patient firearm ownership
- Marketing
  - Please submit any district, committee, or CEU events ASAP for 2025 using the [Executive Board webpage](#).
    - You can also email [admin@tnota.org](mailto:admin@tnota.org)
  - February Newsletter submissions are due February 20. You can submit on the [Executive Board webpage](#).
- Continuing Education Committee
  - TNOTA provides speaker certificates for events/CEUs hosted by any district or committee. If your district or committee is hosting a CEU, please email us before the event at [continuinged@tnota.org](mailto:continuinged@tnota.org) to have us create the speaker certificates. Include the name of the presentation; the date, length, and location of the presentation; and the speaker's name/credentials.
  - 4 courses have been submitted for approval through the [Approved Provider Program](#)

- TNOTA is involved in an ongoing collaboration with the OT state associations from Louisiana, Georgia, and Alabama, through which one collaborative CE event per year is made freely accessible for all 4 associations' members
    - Topics, schedule, etc coming soon!
- Diversity & Inclusion Committee
  - Two posts coming up for BHM containing information about what DEI is, and how you can get involved in TNOTA's DEI efforts
    - [Survey attached](#)
  - In celebration of Black History month, we are asking you to send photos/bios/suggestions of who the Diversity & Inclusion committee should highlight through our Black History Month posts
    - Reach out to Stedmon ([stedmondeon@gmail.com](mailto:stedmondeon@gmail.com)) with your suggestions!
  - [Nardia Aldridge](#), is working with us in her role as the Eastern Region Coordinator for the [National Black Occupational Therapy Caucus \(NBOTC\)](#) to coordinate an event for 2025
- Mental Health Committee
  - A suicide prevention course took place with Kaylin Lawrence using the new curriculum on February 6
  - Kaylin delivered some great feedback about using the prepared materials to teach the course, which will lead to the materials' improvement for future courses
  - All suicide prevention courses for the year are currently up on the website
  - Mental Health OT Interstate Coalition has been meeting every couple of months to brainstorm about how to advocate most effectively for Mental Health OT
- Mentorship Committee
  - Logan and Stephanie attended the TN OT Licensure Board meeting earlier this month and were informed of the action steps needed to move forward in the process of getting approval for CE credit for OT practitioners mentoring students through the TNOTA Mentorship Program.
  - The committee is putting together a one-pager to streamline their request to the TN OT Licensure Board, which will be reviewed by the board at their April 24 meeting.
  - Mentor-mentee pairings have been made and the 6th cycle of the mentorship program is beginning February 15 with the orientation set for February 20.
- OTA Connect Committee
  - Quarterly meeting for OTA connect group is [Friday February 28th at 7pm central](#) so if you want to join contact [otaconnect@tnota.com](mailto:otaconnect@tnota.com)
  - Announcement for program directors: if you are interested in learning more about a resource guide for students about the OT/OTA relationship and/or having a guest speaker come in and talk to your students about understanding the dynamics between OTs and OTAs please reach out to Ashley Robertson ([ashleycota7@gmail.com](mailto:ashleycota7@gmail.com)) for more information.

- Philanthropy Committee
  - In the process of beginning work with our philanthropy partner, BrightStone, with more details about how TNOTA can support that organization to come soon.
- Student Involvement Committee
  - Coming up on February 25, the student involvement committee will host a resume writing workshop.
    - [Zoom link has been posted](#)
  - The Student Involvement and Mentorship committees are collaborating to put together a panel diving into different practice areas
  - Planning for this year's student lounge at conference has begun – a survey will be going to the students who signed in this past year to get their feedback about what was great, what could be improved, etc.
- TNOTF
  - Scholarship applications are coming up soon!
- East District
  - The district is planning to meet in the next 30 days to try and set up the calendar for the rest of the year
- Northeast District
  - Working on a student-practitioner collaborative networking opportunity
- Middle District
  - Middle District leadership is meeting within the next 30 days to plan our events for 2025
- Rural West District
  - Working on scheduling meetings as the calendars fall into alignment!
- Southeast District
  - Representative not in attendance
- West District
  - The February event for pelvic health went well
  - Finalizing a CE event and speaker for May

### **Student Representatives & School Reports**

- Belmont University
  - First year students are currently in their psychosocial level I fieldwork, while

- second year students are in their pediatric level I fieldwork. Hosting an informational session this Monday to gauge interest for AOTA conference. Overall classes are going well for everyone!
- East TN State
  - Unable to attend. Update: Classes are going well for everyone. We just had our OTD Formal on the 8th. It was a good time for us to have fun and not have to think about school for a day.
- Lincoln Memorial University
  - Representative not in attendance
- Milligan University
  - Our first years volunteered at Night to Shine this past weekend and had a great time. Our second years are currently hosting group OT at different sites across Johnson City for community based. Both classes are looking forward to a week of level 1 fieldwork in March! Pediatric rotation for first years and adult dysfunction for 2nd years. Looking forward to our research symposium in April as the second years prepare for fieldwork in May.
- South College Nashville
  - Representative not in attendance
- Tennessee State University
  - Representative not in attendance
- Tennessee Wesleyan
  - Midterms are coming up in the next couple weeks
  - Volunteering opportunities Feb. 22 for [League of Angels](#)
  - Another volunteer opportunity is on March 29 - [the Butterfly Run](#)
- UT- Chattanooga
  - SOTA fundraising for AOTA coming up
  - OT/PT formal this past weekend was fun
  - Third years have been working on capstones
    - They presented to the second years this past week
  - Second years going to senior communities doing bingo
  - Geriatric fieldwork starts in a little over a week
  - First years started first level 1 fieldwork on adults
    - They went to a local prosthetics building business
- UTHSC (Memphis)
  - Zoom with Nashville State to discuss all things A.I. and OT
    - There will be a collaborative project stemming out of that meeting

- First years had a chance to go to a wheelchair basketball game with the [Memphis Rollin Grizzlies](#)
- Walters State Community College
  - Representative not in attendance
- Dates about the task force meeting will be going out tomorrow
  - Board members are invited to participate in any and all activities

**MSC Meeting was adjourned**

**Next meeting is taking place via Zoom March 13 at 7:00 pm Central**

Action	Date	Who
Please submit any district, committee, or CEU events ASAP for 2024 using the <a href="#">Executive Board webpage</a>	ASAP	Board
March Newsletter submissions are due <b>February 20th</b> . You can submit on the <a href="#">Executive Board webpage</a>	February 20	Board
Continue to engage with TNOTA social media posts	Rolling	Board
Diversity & Inclusion Committee is seeking members	Rolling	Board
Provide personal contacts for potential vendor support and sponsorship involvement to the Conference Committee ( <a href="mailto:conferencecommittee@tnota.org">conferencecommittee@tnota.org</a> )	Rolling	Board



<p>Reach out to Stedmon  <a href="mailto:stedmondeon@gmail.com"> (stedmondeon@gmail.com) </a>  with your suggestions of  OTPs for the Diversity &amp;  Inclusion Committee to  highlight for Black History  Month</p>	<p>February 24</p>	<p>Board</p>
<p>If you are interested in  learning more about a  resource guide for students  about the OT/OTA  relationship and/or having a  guest speaker come in and  talk to your students about  understanding the dynamics  between OTs and OTAs,  please reach out to Ashley  Robertson  <a href="mailto:ashleycota7@gmail.com"> (ashleycota7@gmail.com) </a></p>	<p>Rolling</p>	<p>Board</p>