



**Board Meeting & Annual Strategic Planning Meeting
January 13, 2024**

In attendance

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| Stephanie Lancaster: President | Brandy McCarter - Secretary |
| Kelsey Vaughn: Treasurer | Rosemary Lewis: Advocacy Committee |
| Gwen Foxx: Communications | Morgan Webb: Communications Committee |
| Val Hanks: VP | Audrey Owens: Continuing Education Committee |
| Whitney Joy Sanford: DEI Committee | Susan McDonald: Legislative Committee |
| Kaylin Flamm: Mental Health Committee | Logan Herndon: Mentorship Committee |
| Blaine Coffee: Mentorship Committee | Ashley Robertson: OTA Connect Committee |
| Jennifer Henderson: Student Involvement Comm. | Anne Zachry: West District |
| Sandy Dicks: Rural West District | Gigi Jordan: Middle District |
| Kimberly Jessee: NE District | Martin Davis: SE District |
| Kristen Hocklander: Student Rep, Belmont | Deana Kendall: Student Rep, JSU |
| Jerika Emert: Student Rep, Milligan | Corina Bigsbee: Student Rep, South College Nshvl |
| Kate Henderson: Student Rep, UT-C | Akosua Odei: Student Rep, UTHSC |

Meeting Minutes

Part One of the Meeting – Report for January 2024

- Roll Call by Brandy McCarter (some attended in person, some via Zoom – see list above)
- Motion to approve December Meeting Minutes
 - To accept Jennifer Henderson
 - To second Martin Davis

New Business- Stephanie Lancaster, President

- TNOTA has been chosen as one of the four member states of a pilot program with AOTA and AOTA State Affairs team to have our association be part of a joint association collaborative. We, Tennessee, in addition with Nevada, Missouri, and Ohio are together in the stages of interviewing potential association management companies to take on the administrative responsibilities shared across our four organizations. Our board has voted to approve and we are very excited to be selected. We are in the interviewing stage right now for management companies, which will be taking place next week. We would be looking for a transition to happen probably mid-February. Once we know which proposal the collaborative is pursuing and it is accepted, we will share the information on kind of a ground level transition duties and how it changes the roles of our board members. This will relinquish some of the administrative duties and give our board members more room for creativity and professional advancement. Most of the proposals will be a three-year contract.
- There is a new opportunity for partnership as an affiliate with OT Potential. This would be no cost to TNOTA. We would provide the information on our website on how people can join OT

Potential, which gives them access to some CEUs, as well as a membership database through OT Potential. So, anyone would be able to click on a link through our website and get a 25% discount then as an organization we would get that 25%, so TNOTA could use this as a money maker. We will need to hold off on deciding whether or not to pursue this until the management group is hired.

- Board members may access essential resources for Board members when logged in under their own login on the TNOTA website:
 - TNOTA's google drive folder for [District/Committee Meeting Templates and Resources](#)
 - District Chair manual
 - SOPs
 - [Bylaws](#)
- Open positions:
 - a. East District Vice Chair & Secretary
 - b. Middle District Vice Chair & Secretary
 - c. Membership Chair
 - d. Co-chair of Student Involvement Committee
- Looking for one more site for PAMS in 2024 – currently have those scheduled in Jackson, Chattanooga, and Nashville. Available dates: April 6 or 7 (Sat or Sun)

Conference Report - Valery Hanks, Vice President

- Still recruiting Conference Planning Committee members (students and practitioners)

Treasury Report- Kelsey Vaughn

- November and December Treasury reports were provided:
 - a. November Financial Reports
 - i. Total Income: \$3,917.22
 - ii. Total Expense: \$17,821.33
 - iii. Highest Income: Member Dues
 - iv. Highest Expense: Conference Expenses (i.e., facility)
 - v. Net Income: **-\$13,904.11**
 - vi. YTD Net Income: \$24,480.28
 - b. December Financial Reports
 - i. Total Income: \$4,762.78
 - ii. Total Expense: \$4,803.27
 - iii. Highest Income: Member Dues
 - iv. Highest Expense: Continuing Education (i.e., presenter expense)
 - v. Net Income: **-\$40.49**
 - c. YTD Net Income: \$24,439.79
- The 2023 financials have been closed out and a new budget for 2024 has been set.

Membership Coordinator Report – Sent in by Cindy Poole

- Reporting for the period from 12/1/2023 – 12/31/2023
 - 1st year OT: 29 (-11 from 2022)
 - 1st year OTA: 7 (-15 from 2022)
 - OT: 363: (+28 from 2022)
 - OTA: 85 (+1 from 2022)
 - Retired: 2 (no change from 2022)
 - Student: 372 (-42 from 2022)

- 26 people renewed their membership and 3 rejoined in December. 32 people let their membership lapse.
- At this time last year, we had 903 active members compared to 870 active members as of 12/31/2023. This represents a loss of 33 members or a 3.6% reduction in overall membership numbers. These December numbers were significantly better than the comparative November membership count values.

Committee Reports:

- Advocacy Report- Rosemary Lewis
 - Analysis of survey responses underway
- Communications Report – no issues to report this month
 - Email/phone- Gwen Foxx
 - Marketing Report/Newsletter- Morgan Webb
 - Social Media Report- Sara Lum
- Continuing Education – Audrey Owens
 - Continuing to approve CEU courses as they are submitted.
- DEI – Whitney Joy Sanford
 - Coordinating with two new co-chairs who will be at the Feb. Meeting
 - Planning for the next quarterly call in February
- Legislative – Susan McDonald
 - We are only 2 weeks into 2024, but it has been busy. I attended a presentation from AOTA on January 11, 2024: New Year, New Rules: Policy and Advocacy Updates for OT Practitioners. The presentation included several speakers including Sharmila Sandhu (VP Regulatory Affairs AOTA), Heather Parsons, VP Federal Affairs AOTA, Andy Bopp, Senior Legislative Representative AOTA, and Kim Karr, Coding and Payment Manager AOTA. The presentation included the following updates and issues, Telehealth Updates, Medicare Part B Policy Updates, and Medicare Part A Policy Updates. They also discussed New Programs, which included 1. Lymphedema Treatment Act and Advocacy Issues related to the Act. 2. Intensive Outpatient Program (IOP) and related Advocacy Issues. 3. Guiding an Improved Dementia Experience (GUIDE) Model, which is a voluntary nationwide model that aims to support people living with dementia and their unpaid caregivers. This model offers an exciting opportunity to improve access to OT services for families and caregivers coping with dementia challenges. The program will launch 7/1/24 and runs for 8 years. If you are interested, you must apply on RFA by 1/30/2024. OT practitioners are eligible to apply. More information is on this website: <https://www.aota.org/advocacy/advocacy-news/2023/cms-announces-medicare-dementia-care-model>
 - The second issue is the OT Licensure Compact. See notes below. This is also a timely issue, feedback is needed by January 26, 2024.

OTCC Draft Bylaws Call For Public Comment

The Occupational Therapy Licensure Compact is an ongoing effort nationwide to establish interstate licensure. During the compact creation process, public comments are called for to guide the Occupational Therapy Compact Commission (OTCC) with drafting

rules and bylaws. As of now, the OTCC has published bylaws that are open for public comments and feedback.

The Executive and Rules Committees have drafted and approved the updated OTCC Bylaws. There are actionable next steps for you to take: Review the drafted Bylaws are posted on the OTCompact.org home page for the public comment period until January 26, 2024. The instructions to submit comments are on the home page and in the draft Bylaws. Any questions, concerns, or comments regarding the public comment period for the Occupational Therapy Licensure Compact are to be made directly to the OTCC. To provide feedback/public comments, please send an email to the OTCC Executive Director, Amanda Perry (amanda@asmii.net), before close of business on Friday, January 26, 2024.

- Mental Health – Kaylin Flamm
 - Kaylin is going to step back and play more of a secondary role on this committee with Megan Colletti and Katy Schmidt becoming primaries
 - Scheduling QEP courses in 2024 will begin soon.
- Mentorship – Logan Herndon
 - Applications for our 5th cycle opened Jan. 1 and close Jan. 15.
 - Plans to host two CEU events for the 5th cycle with a few changes to try to increase participation
- OTA Connect – Ashley Robertson
 - Social media series to launch soon
 - Looking to have a long-term goal of OTAs presenting at AOTA conference
 - Next quarterly meeting in March
- Philanthropy – submitted by Missy Bryan (absent)
 - Laura Carpenter (lcarpen3@tnstate.edu) has joined the philanthropy committee. She is the new chair at TSU.
- Student Involvement – Jennifer Henderson
 - Still looking for a co-chair
 - Plan for restarting the “Student Social Media Takeover” in the spring
 - Still working on connecting with programs in the state who don’t have active student representation on the Board
- TNOTF – no report

District Reports:

- East – reported by Stephanie Lancaster
 - New Chair: Robert Mullaney
 - Former Chair Julia Adams resigned 12/19/23
- Middle – Gigi Jordan (new Chair)
- NE – Kimberly Jessee
 - Planning for meetings in 2024
 - Continued goal to improve our student involvement. We have two OT schools in relatively close proximity and we really want to work to kind of collaborate with both of them to improve both the involvement with TNOTA and the community.
- Rural West – Sandy Dicks
 - PAMS scheduled for Nov. 2024 and our annual compliance day will also be in November.

- We are working on a pediatric feeding course live in our community and would like to have a 2-day course. We are currently working with a presenter.
- SE – Martin Davis
 - Planning for dates in 2024.
- West – Anne Zachry
 - Hoping to schedule a social/networking event in Feb./March.

OT/OTA Program Reports:

- Belmont – Kristen Hocklander
- Concorde Academy – no rep
- Jackson State – Deana Kendall
- Lincoln Memorial – absent
- Milligan Univ. – Jericka Emert
 - Our semester started back this past week and everyone is excited to get back into the swing of things. Second years are preparing to work within community involvement and volunteer opportunities. First years had their first biomechanics lab and are continuing their work on developing and building their skills as future OTs.
 - We are beginning the prep work for our research symposium.
 - SOTA has begun preparing for our winter formal at the end of this month.
- Nashville State – absent
- Roane State – no rep
- South College Nashville – Corina Bigsbee
- South College Knoxville – no rep
- Tennessee State Univ. – absent
- Tennessee Wesleyan – no rep
- UT-Chattanooga – Kate Henderson
- UTHSC – Akosua Odei
- Walters State – no rep

Part Two: Annual Strategic Planning

- An overview - Stephanie Lancaster, President
 - Strategic planning is how we determine the impact TNOTA wants to make on behalf of its members. TNOTA's SP is written to cover a 3-year period; this month we will close things out for the 2021-2023 SP and develop the 2024-2026 SP.
 - Strategic planning is a critical look at the internal and external workings of our organization. TNOTA leadership creates a formal strategic plan each year, though the process of strategic planning—considering new policies, allocating funding, goal setting, and addressing unmet needs—is ongoing throughout the year and happens through regular board communication. Strategic planning makes our association agile and responsive, helps focus our resources, shapes our marketing, and guides our decision making.
 - In short, the strategic plan is our roadmap for following our mission, vision, and values. (Adapted from [ASAP Get Strategic: Planning for your Association](#))
 - Review of Vision and Mission of TNOTA
- **Accomplishments in 2023 & Looking Forward: Goals and Plans for 2024**
 - TNOTA Conference – Valerie Hanks, VP

- 2023 Co-conference with TPTA was a great success.
- Had 12 conference sponsors.
- Already have venue booked for 2024. Scarritt Bennett.
- Dates are Sept 13-15, 2024.
- Feasibility of live streaming or recorded sessions was not possible for the 2023 conference. Might be possible for 2024 with AMC?
- Need more people to join the conference committee.
- Budgetary Report – Kelsey Vaughn, Treasurer
 - Goal 8f on previous strategic plan: Increase in ad revenue \$2,400 for 2023:
According to the financial reports for January-December, we accumulated a total of \$2,725.00 in advertisement and sponsorships for the year of 2023 meeting this goal.
 - Income
 - Conference: We projected to have \$20,000 in conference registration this year and our total was \$16,355 so I would suggest that we set a goal to increase this for next year.
 - We projected to have \$4,000 in sponsor revenue for conference and we received \$3,650 so this was not far off, but just wanted to highlight the accomplishment!
 - Member Dues
 - First-year OTA projected member dues were down this year by -\$610
 - Student projected member dues were down by -\$1,120
 - Made up for these differences though in other member due areas
 - Overall, we did well with projected income and actual income with a difference of -\$2,540.85 from what we projected to bring in.
 - Expenses
 - Conference: For conference, we lumped together the facility fee, A/V (audio/visual), food/beverage, and service charges into one fee this year given that we combined with the PTs. We did great staying within overall budget with +\$11,325.49 in conference expenses this year than what was projected. We can discuss possibly decreasing this projected amount because in years past we have only projected to spend in the \$20-25K range and have been able to meet that.
 - Operating Expenses: We did well staying under-budget for operating expenses
 - Overall, we did well with projected expenses and staying under budget by +\$17,245
- Membership Report – Cindy Poole, Membership Coordinator (sent in report on 1/9/24)

- With regard to Membership supported initiatives: Celebrations - Consistent highlight of member benefits and new consistent focus on member spotlight section of newsletter.
- NEEDS: Our overall membership numbers have held relatively steady but gradually declining over the past 2 years. There are monthly fluctuations, but the greatest loss of members is in the student and OTA numbers. With the addition of 2 new programs (100 new students) recently our student numbers should be significantly better.
- We need to reach out to OT program chairs and potentially SOTA organizations to promote the value of student membership. It would be helpful if we could get promotion support from our academic programs. At UTC, we pay for membership for the first 2 years of the program. Our student OT membership has dropped by 50 this year (13%).
- In that same light, is there a way to reach out to OTA programs, to survey them to find out what they want or need in an organization, what member benefits would promote participation, and why do they not see value in membership? We only have 82 OTA members, which is less than 10% of the total membership. We could also do a research survey for students or academic programs in general.
- The job board has not been utilized as much as it could be. Maybe we need to look at the cost of posting. If it was less expensive, maybe it would be used more.
- I did not work on “Explore options to revive “Find an OT” feature (member/specialist database through MC, searchable by consumers) this year. If we were to implement the deep dive into member profiles to find these member specialists features, we will need more than a committee of one! An alternative would be to include a question on membership renewal applications with a consent question to post responses.
- **Idea to add to the new SP under Membership:** Coordinate the mentorship of Capstone students, if any OTD programs want to partner with us for that. One Capstone project idea could be for the student to research and present on the full history of TNOTA. I saw that the PT association has that info on a poster and they display it annually at their conference. They even have a photo of the first PT to be licensed in the state! Another idea for a potential Capstone project – and one that relates to the above about Concorde – could be to have an OTD student work with a program like Concorde (or a newer one) to help them set up and establish a SOTA group for their program.
- **Idea for goal:** Consider partnership with OT Potential (Sarah Lyons) – offer member perk of a discount for our members to join OT Potential as a way to get access to CE info and networking
- Legislative Report – Susan McDonald, Legislative Agent - Report on progress toward strategic plan in 2023:

- 5b. Identify emerging health care issues & strategies in TN & develop member talking points/fact sheets. Action Taken in 2023: Monthly legislative reports were presented/submitted to the Monthly Board meetings. These reports were made available to the membership
- 5c. Host how-to advocacy networking /CE event: Action Taken: No progress on this. Hopefully this can be scheduled early in the year 2024.
- 5d. Improve member awareness of current advocacy issues: Action Taken: Monthly legislative reports were presented/submitted to the Monthly Board meetings. These reports were made available to the membership. These reports included links to AOTA resources for additional information. And occasionally these issues were sent out to the membership via social media.
- 5e. Organize Day on the Hill (pending target issue): Action Taken: No targeted issue was identified to host a Day on the Hill
- 6a. Improve member awareness of current advocacy issues: Action Taken: Advocacy page was on TNOTA website.
- 6b. Monitor status of OT licensure compact nationally: Action taken: Regular updates from AOTA were provided to President, Legislative chair and Advocacy Chair. Attended (virtually and at AOTA INSPIRE 2023) several sessions provided by AOTA for updates on legislative issue nationally.
- 6c. Work with legislative sponsors to pass to practice act amendment for telehealth, dry needling, OTD experiential component: Action taken: Amendments were passed for telehealth, dry needling. TNOTA committee provided input for rules and regulations for dry needling. Still needs to be approved by the State.
- 6e. Continue building relationships with legislators: Action taken: Only individual meetings with legislators were held by members.
- Goals for 2024:
 - Highlight advocacy issues on social media on a regular (and as needed)
 - Target an issue and host a Day on the Hill to involve more of the membership
 - Submit a proposal for presentation for TNOTA conference 2024
 - Work with OT Licensure board to develop rules/regulations for compact act in collaboration with AOTA to be consistent nationwide
 - Attend sessions regarding updates from AOTA and provide updates to membership. Provide input to Committee regarding by-laws.
- Advocacy Report – Rosemary Lewis
- Communications – Morgan Webb & Gwen Foxx – continuing to support all Board and committee/district needs for social media, newsletter, and website plus handling phone

calls, emails, etc. that come in to the admin email address. Goal for 2024: Work with management company to determine role changes and priorities.

- Continuing Ed – Audrey Owens
 - Strengths - so many people have been interested in using the approved provider program, and more and more courses are being submitted for approval!
 - Weaknesses - our biggest challenge as a committee has been communication, but those are discussions we've had internally and we've seen improvements!
 - Opportunities - I think the biggest opportunity with the approved provider program is offering an option for renewal of approval at a discounted rate.
 - Threats - Biggest threat/frustration is that people are submitting their courses with less than a week before they plan to present it. There have been two within the past month that we've rushed through, and I think it would be helpful if there were a way we could control for that on the application.
 - Goals for the committee are to meet or exceed the number of courses we approved last year and to get the course renewal option included in the application.
- DEI – Whitney Sanford
- Mental Health – Kaylin Flamm
- Mentorship – Logan Herndon
- OTA Connect – Ashley Robertson
- Philanthropy – Missy Bryan
 - The 2022/23 philanthropy partner was the Special Olympics. Unfortunately, communication proved to be difficult. TNOTA publicized volunteer opportunities to the TNOT membership for Special Olympics events several times, but we did not hear feedback on whether anyone volunteered. The Pediatric Community of Practice, in conjunction with Stephanie Lancaster and students from UTHSC developed and finalized a Helping Hands Screening Tool for Special Olympics to use as an OT screening at their events. I did not hear any feedback on implementation of the tool. TNOTA has permission to post the screening tool on the TNOTA website.
 - The 2024 Philanthropy partner is the Parkinson's Foundation (PF). Missy and Laura met with the PF development team (Laura Lutrick and Blake Farmer) 1/10/24 to plan for the year. They have well-defined ways for our members to engage. They are also interested in supporting TNOTA and OT schools throughout the state by providing education. Here are some of the opportunities for partnership:
 - TN Chapter Symposium - Chattanooga, June
 - Looking for speakers/trainers
 - Volunteers to work resource tables
 - Educational programs on PF Hospital Safety Guides
 - Murfreesboro, March 23
 - Memphis, June
 - Fundraising/educational events - Moving Day (event usually in the morning)

- Educational booths, movement/ exercise demonstrations, story sharing followed by 1/2-1 mile walk
 - Knoxville, April 20
 - Memphis, September 7
 - Volunteers for setup the day before, help with event day of
- PD 101 Presentations - PF would love to provide these educational presentations (roughly 1 hour, but can flex depending on needs) to universities, as a TNOTA continuing education offering, or at conference. These presentations cover current research and provide information about the PD Comprehensive Care Centers. Laura and I will reach out to schools to see if they would be interested. If TNOTA is interested in providing this at conference or as an evening event, you can reach out to Laura Lutrick via email at llutrick@parkinson.org and Blake Farmer at bfarmer@parkinson.org
- Students and therapists can train as volunteers for support groups and to pack gift bags and distribute to wellness programs
- Parkinson's Awareness Month is April, same as OT month. We will broadcast opportunities as the details become available for each one.
- Goals for 2024:
 - Support the TNOTA philanthropy partner by recruiting volunteers, attendees, or presenters through TNOTA for at least one in-person event in Tennessee in 2024.
 - Support the TNOTA philanthropy partner by sharing information about their cause/educational programming, events, or fundraising needs through TNOTA social media at least once quarterly in 2024.
 - Strengthen the partnership with the TNOTA philanthropy partner by facilitating dissemination of information about their cause/educational resources, events, or fundraising needs to OT/OTA programs through at least two presentations to student groups in 2024.
- Student Involvement – Jennifer Henderson
 - Plan for restarting the “Student Social Media Takeover” in Spring.
 - Resumed virtual student chats in November with the topic on “What can TNOTA do for you?” This is based on the presentation that Cindy had done earlier this year.
 - Some goals moving forward is getting involvement from all the schools within our state with a representative.
- TNOTF – no report
- District Reports:
 - East – new Chair Robert Mullaney to be at Feb. meeting
 - Middle – Gigi Jordan (new chair)
 - NE - Kimberly Jessee
 - We are trying to nail down our meeting dates for 2024.

- One of our big goals is to improve our student involvement. We have two OT schools in relatively close proximity and we really want to work to kind of collaborate with both of them to improve both the involvement with TNOTA and the community.
- Rural West – Barb Meussner
- SE – Martin Davis
- West – Anne Zachry
 - Shared about the model with student co-chair rotation. The Board discussed ideas for developing this further as a template.
 - In 2023, West District hosted 5 CEU events (4 online, 1 in person) with a total of 249 registrants.
- Closing Notes – Stephanie Lancaster, President
 - Reminder of attendance policy – Board members are expected to attend all monthly meetings. When that isn't possible, the member is to send a representative to report on their behalf and/or send a written report before the day of the meeting to the President.
 - Next meeting will be on Feb. 8 at 7 p.m. Look for the agenda the Monday before!
- Motion to Adjourn –
 - To accept Val Hanks
 - To second Gigi Jordan