

## **TNOTA Board Meeting May 8, 2024**

**In attendance:** Alyssa Campbell, Ashley Robertson, Audrey Owens, Bhumika Patel, Brittany Ford, Caitlyn Obrian, Cameron Jean, Christy Watt, Cindy Blackwell, David Eades, Gigi Jordan, Gwen Foxx, Jennie Douglas, Jennifer Crowder, Katy Schmidt, Madi Cary, Maggie Davidson, Molly Boothroyd, Morgan Webb, Nicole Ayers, Stedmon Hopkins, Stephanie Lancaster, Taylor Kozell, Valery Hanks

**Not in attendance:** Abby Hightower, Abby Peacock, Abigail Jones, Abilene Hurd, Amanda Newbern, Anne Zachry, Ashlyn Getway, Audra Larson, Barbara Meussner, Blaine Coffey, Brandy McCarter, Elise Foust, Jayden Malugin, Jennifer Henderson, Kaylie Garner, Kimberly Jessee, Macy Franks, Marisa Cruse, Martin Davis, Mary Dreyer Smith, Reagan Turner, Robert Mullaney, Rosemary Lewis, Sandra Dicks,

**Staff in attendance:** Zach McElgunn

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

### **Important TNOTA Board announcements**

- Please make notes on [this form](#) about any ideas and contacts you have for possible CE events
- Committee and/or district chairs who want to have a meet-up at conference, please connect with Val to request that by May 23 so we can have that information for scheduling purposes.
- The Annual Conference Hotel Room Block can be accessed here –  
<https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=MKLDTDT&arrivalDate=2025-09-12&departureDate=2025-09-13&groupCode=CDTTOT&room1NumAdults=1&cid=OM%2CWW%2CHILTONLINK%2CEN%2CDirectLink>
  - If prompted the discount code is TOT - you should only be prompted for this if you are booking your room through the Hilton Honors app

### **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.
- TNOTA is coordinating a fundraising competition to help our Philanthropy Partner, BrightStone, acquire a 15 passenger van. The SOTA/Program that contributes the most will be recognized at the end of the year.

- To participate, just [make a donation](#) on BrightStone's website, and forward proof of donation (screenshots work!) to [admin@tnota.org](mailto:admin@tnota.org) along with the SOTA/Program that you would like your donation logged with.

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

- Please submit any district, committee, or CEU events ASAP for 2025 using the [Executive Board webpage](#)
- June Newsletter submissions are due **May 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))
- 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**

- [May 19](#) – Aquatic Therapy Community of Practice Quarterly Meeting
- [May 20](#) – What Managers Look For in Ideal OT Candidates
- [May 20](#) – The National Black Occupational Therapy Caucus: A conversation with Dr. Nardia Aldridge
- **Please watch our social media and website for announcements and information about continuing education events as more learning opportunities are planned.**

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### **Announcements**

- New Business
  - Board member news
  - The June board meeting will be dedicated to strategic planning as a culmination of the work of the task forces which have been meeting over the past several months. **Please plan to meet from 6:30 - 8 p.m. Central time on our regularly scheduled board meeting night next month (June 12).** I will email on the Monday before with the agenda and a request for any updates and announcements to be shared in writing on the agenda.
  - Conference discounts
    - After last year we took a look at the conference revenue in depth and saw that about ½ of potential conference revenue was left on the table through discounts
    - Proposal is for
      - Full discount to go to elected positions, conference committee, committee/district chairs/co-chairs;

- 50% discount for vice chairs, district officers, committee members who have attended at least 5 committee meetings in 2025, and speakers excluding poster presenters
  - 25% discount for poster presenters and people who are on the board/volunteering without a formalized role
  - Discussion:
    - Criteria of measurable involvement is appreciated
    - Being intentional is appropriate
    - With the CE committee, that doesn't "meet" frequently, we may need to consider another criteria for assessing involvement
- Preview of an idea that has come out of the work of one of the task forces: Proposal for the development of a Leadership Development Program, a structured 10-month long program designed to foster leadership skills through training and mentorship. Stay tuned for further development of this. Open to thoughts if anyone wants to share theirs. We will have an open call for volunteers to help in the development of this programming in the future.
- Please note plans for upcoming or possible CE events on [this form](#)
- When your committee or district hosts an event, please use that as an opportunity to promote the benefits of TNOTA membership. Here is [a link to a one-pager](#) you can share and here's [a link to the TNOTA branded slide deck](#) (preferred but not required).
- When you are unable to attend a monthly board meeting, please watch for the meeting minutes to come out via email early the following week so you can read those and catch up on what you missed. Please be sure to share that information to groups you represent.
- Please copy Stephanie Lancaster on correspondence about plans or issues so that she can maintain awareness about the functioning and health of the organization. She is always happy to jump on a call to chat, listen, brainstorm, etc.!
- TNOTA Annual Conference Updates
  - Conference will be **Sept. 12-14 in Jackson.**
  - If you have contacts for anyone/business/vendor that might be interested in sponsoring, please send that information to [admin@tnota.org](mailto:admin@tnota.org) or [conferencecommittee@tnota.org](mailto:conferencecommittee@tnota.org)
  - Call for Papers deadline extended to May 23
  - Committee and/or district chairs who want to have a meet-up at conference, please connect with Val to request that by May 23 so we can have that information for scheduling purposes.
  - Trivia night fundraiser for TNOTF on Saturday night at the DoubleTree
    - Separate registration will be advertised broadly
  - Hotel Room Block can be accessed here – <https://www.hilton.com/en/book/reservation/rooms/?ctyhocn=MKLDTDT&arrivalDate=2025-09-12&departureDate=2025-09-13&groupCode=CDTTOT&room1NumAdults=1&cid=OM%2CWW%2CHILTONLINK%2CEN%2CDirectLink>
    - If prompted the discount code is TOT - you should only be prompted for this if you are booking your room through the Hilton Honors app

- Financial update
  - TNOTA Financial Report
    - Total Assets – \$198,264.15
    - TOTAL LIABILITIES & EQUITY – \$198,264.15
    - Income for April – \$4,960.98
    - Expenses for January-March ( YTD) – 20,725.92
    - Income for January-March – 25,686.90
    - Revenue/expense distribution
      - INCOME For 1st Quarter – 44% continuing education; 53% Membership dues; Conference 1%; Other 2%
      - EXPENSE for 1st Quarter - Legal/Professional 74%, Board/Leadership 4%; Continuing Ed 17%; Operations 5%
  - [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 for committees and districts and a speaker one-page guide. A meeting was held May 5, and this document is currently in review/edits.
  - New website: ongoing; met April 22 and plan to meet again May 20 to review the new homepage mockup.
  - Mentorship Committee/Occupational Therapy Mentorship Program support: Stephanie, Logan and Morgan finalized the “Overview of the TNOTA Occupational Therapy Mentorship Program for the OT Licensure Board” document that was presented at the April 24 TN OT Board meeting by Stephanie with Morgan in attendance. The document seeks to support TNOTA’s request for the TN Board of OT to grant CE approval for mentors mentoring students in a formal mentorship program and for mentees in a formal mentorship program. The TN Board of OT agreed to work with TNOTA to provide a red-lined document for TNOTA’s proposed document that will be discussed at the July 24, 2025 TN Board of OT meeting.
- Update on task force meetings
  - At this point, four of the task forces from the strategic planning meeting have convened to prioritize goals/objectives, and identify next steps and potential groups/individuals to “hold” the work outlined.
  - Those task forces are:
    - Marketing
    - Education
    - Leadership
    - Membership
  - In the weeks ahead, the actions identified at these meetings will be slotted into the existing strategic plan and shared back with the board for review and confirmation

- Membership Update
  - 1st year OT: 33 (+4)
  - 1st year OTA: 8 (+1)
  - OT: 376 (+8)
  - OTA: 89 (+6)
  - Retired: 3 (+1)
  - Student: 325 (-)
  - 35 people renewed their membership and 17 joined in the preceding month.
  - 22 people let their membership lapse and 5 rejoined.
  - At this time last year, we had 796 (2,970 including Prospects) active members compared to 854 (3,144 including Prospects) active members as of 4/30/2025.
  - This represents a gain of 58 members or a 7.29% increase in overall membership numbers from last year. This increase of members is concentrated in the gain of OT and OTA members.
  - This also represents a growth of 174 individuals in TNOTA's audience or a 5.86% increase in the overall audience.
  
- Legislative updates
  - AOTA is Tracking the following federally:
    - Since mid-April, there was a bill introduced called the States Handling Access to Reciprocity for Employment (SHARE) Act, which will allow states to share federal background checks in the context of the Licensure Compact
    - Working with congress to try and protect funding for OT and disabilities studies research
  - State level bills:
    - Dismantling DEI Departments Act, which would prohibit statewide agencies from using "DEI criteria" in their hiring decisions
    - Requiring local agencies to provide IEP documentation at least 10 days in advance
    - TNCARE Medicare Modernization Act - seeking to make reimbursements more competitive
  
- Advocacy Committee
  - We have a new committee member, Cameron Jean, who is a student from the University of Tennessee at Chattanooga!
  - The plan will be to schedule our next meeting for the end of June. During this meeting we will discuss planning 1-2 more CE events for the year, planning 1-2 advocacy opportunities, and begin discussing a timeline for organizing/preparing for Hill Day 2026.
  - Looking at having a booth (or similar) at the conference with information about communication with state legislators.

- 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)
  - June Newsletter submissions are due May 20. You can submit on the [Executive Board webpage](#).
- Continuing Education Committee
  - Wrapped up reviewing the last few requests for approval last month, and are currently in a holding pattern
- Diversity & Inclusion Committee
  - [Nardia Aldridge](#), President of the South Florida [Black Occupational Therapy Caucus](#), is presenting on 5/20 at 6:00 pm Central
  - Three new members on the committee
  - Still developing a resource guide, last meeting the topic areas for the guide were discussed
  - Thinking about pride month and what the D & I Committee can do for June
  - One of the committee members is interested in legislative activity related to DEI, and there may be an opportunity to collaborate with Cindy our legislative chair
- Mental Health Committee
  - Nothing new to report, but continuing ahead with the suicide prevention courses
- Mentorship Committee
  - Collaborative event with the Student Involvement Committee is taking place on May 20
- OTA Connect Committee
  - One member gained this week from UT, which is great
  - Zooming into student programs to discuss the committee and its work is something that has been floated as a potential programming opportunity
- Philanthropy Committee
  - Continuing to work with BrightStone
  - Fundraising competition for a 15 passenger van
    - We want to recognize the SOTA/Program that contributes the most at the end of the year
    - To participate, just forward proof of donation (screenshots work!) to [admin@tnota.org](mailto:admin@tnota.org)
- Student Involvement Committee
  - Student video contest has concluded with UTHSC winning, and UT-C coming in second place

- Both videos will be shown at conference
  - Virtual chat on May 20 about what hiring managers look for in ideal OT candidates
    - There will be time reserved for participants to ask questions directly, so this is a great opportunity to hear what is most important to the “decision makers” in terms of hiring
- TNOTF
  - TNOTF will be revising the scholarship applications this month and will likely open applications in mid June/early July.
  - We are also organizing a trivia night fundraiser at conference. The cost will be \$15 (except students which will be \$10).
  - Also, quick update on the AOTA RA:
    - The spring meeting was held (virtually) April 24. The RA voted on 5 issues: 1) Revisions to the model of continuing competence requirements; 2) CCC Standard operating procedures; 3) Agenda Committee Standard operating procedures; 4) Ethics Committee Standard operating procedures; and 5) updates to the Code of Ethics.
- East District
  - Not in attendance
- Middle District
  - CE event was hosted in April with Morgan, which went great
  - Still coordinating a student gathering from all of the Nashville area universities
- Northeast District
  - ETSU had their research symposium today
  - Caroline Hillyard will be presenting on Disability Mentorship
  - Virtual mental health CEU is on the horizon
- Rural West District
  - Working to coordinate practitioners for a CE course
- Southeast District
  - Currently working on getting 2 CEUs set up and finalizing the details for one in July
- West District
  - Held a CEU this past Tuesday with Katy Schmidt which went really well (43 people were registered)

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

- Belmont University
  - Not in attendance

- East TN State
  - Research symposium this evening, which was awesome
- Lincoln Memorial University
  - 2nd and 3rd years presented their research projects and capstone projects.
  - We just had a cohort graduate! wooh!
  - We are about to welcome a new cohort on May 19th.
  - We are on summer break right now as well.
  - Our 2nd Years are about to start their level 2 fieldworks so wish them luck!
- Milligan University
  - Our second years are about to begin their Level 2 Fieldwork.
  - First years are off on summer break and working on research periodically throughout the summer.
- Nashville State
  - Not in attendance
- Roane State
  - Second years finished up level 2 fieldwork and will be graduating in the next few days, board exam to follow
  - Final exams concluded yesterday
- South College Nashville
  - South College OTA students have finished their pediatric field rotations and have now moved on to our psychosocial rotations
  - The OTA program is having an information session on May 12th for anyone interested in the program and it is required if you want to be in the program this fall.
- Tennessee State University
  - First years just finished exams last week, starting the third semester back up Monday
  - The second-year students have completed their didactic coursework and are preparing to begin Level II fieldwork.
  - Dr. Jordan, Dr. Eades, our SOTA president, and I are in the early stages of planning an event to bring together OT students from the Middle TN area.
- Tennessee Wesleyan
  - Not in attendance
- UT- Chattanooga
  - Third years just successfully defended capstones and graduated
  - Second years just started their first level 2 fieldwork



- Nice to meet you Cameron!
- UTHSC (Memphis)
  - Students are back from spring break and fieldwork and back in the swing of things
  - There is a SOTA fundraiser coming up, which is a Pasta Cookoff, which will be held on May 29th from 11:15- 1:15.
  - There was a successful bake sale fundraiser in April that helped raise awareness for our profession
  - The whole class is super excited that we won the student video contest, and we loved getting to show our friends and families the videos!
- Walters State Community College
  - We wrapped up our finals on Tuesday and we all did well and finished strong!
  - The seniors graduated last night
  - We are excited for our summer break and ready for next year!

**MSC Meeting was adjourned**

**Next meeting is taking place via Zoom June 12 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
June Newsletter submissions are due <b>May 20th</b> . You can submit on the <a href="#">Executive Board webpage</a>	May 20	Board
Continue to engage with TNOTA social media posts	Rolling	Board
Diversity & Inclusion Committee is seeking members	Rolling	Board

OTA Connect 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