



**New Mexico Occupational Therapy Association
Full Board Meeting
Agenda and Minutes**

Date: Thursday, July 13, 2023

Time: 6:00pm

Meeting ID <https://hsc-unm.zoom.us/j/93761882123> Passcode: NMOTA
+1 669 444 9171 US Passcode: 846025

Note: Due to no quorum on 5/11/2022, the meeting was ended at 6:24pm. Attendance information is below.

A.	Call to Order (President/Vice-President): Called to order at 6:04
B.	<p>Roll Call of Voting Members and Establishment of Quorum</p> <p><u>President (Dara Sanders-Aceves)</u>: Present <u>Vice President (Vanessa Stroman)</u>: Present <u>Treasurer (Melissa Tencza)</u>: Present <u>Secretary (Mary Thelander Hill)</u>: Present Membership Chair (Sue Shelley): Present Social Media/Communications Chair (Rachel Wainwright passing to Morgan Martinez and Dana Boyle): Continuing Education Chair (vacant): N/A Nominating Chair (Sarah Sutherlin): Present Legislative Chair (Jessica Salazar) : Present Conference Chair (Alondra Jimenez/Shyla Ervin/Breanna Gass): Alo Practice Areas Chair (Karen Mestas-Harris): Present WROTSS Co-Chairs (Vacant) <i>ad hoc</i>: N/A <i>*Officers of the Association are underlined.</i></p>
	<p>Quorum established with at least 50% of filled Board positions (including two officers of the Association)? 4 of 4 board members present More than 50% of filled board positions present</p>
C.	<p>Roll Call of Ex Officio (Non-Voting) Members (Secretary): Breanna Gass (ENMUR OTA Representative): Just passed NBCOT ENMU will pursue a new REP Kelly Holinger, Chantal Bluehorse (San Juan College OTA Representative): Dana Boyle (UNM OT Representative): Present Carmen McClelland (RA rep): Present</p>



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D. Discussion & Possible Action (Vice-President):

- Approval of *Minutes* from below meetings **2023 Mar 9**
 - i. [2023 March 9 NMOTA Full Board Minutes](#)
 - ii. No minutes from May 11, 2023 meeting as no quorum was established.
- Approval of *Agenda 3/9/2023*:
- Move to approve [MTH], 2nd [FW], [X] motion passed, [] motion not passed

E. Member Comment (President): This is an opportunity for members of the association to address the NMOTA Board for up to five minutes with comments or issues, whether or not they are posted on the agenda. The President may reduce the time for each participant to speak to ensure adequate time to conduct NMOTA Board business. The maximum total time to be spent on this item is not to exceed 30 minutes.

Report of Officers

The Executive Board will report on administrative duties and activities of the office they hold. No action may be taken on any of these items.

F. President Report (Dara.Sanders-Aceves@enmu.edu):

- DS continues to work closely with ASAP to compare notes for best practices from other states including ways to get our members what they need to thrive.
- DS is speaking with Laurance Liff (AOTF)
 - i. The Julia Sweeny Scholarship fund will open on 8/28, the decision is made in 2024.
 - At least 2 UNM students did apply in 2022. No students have been funded for scholarships in the past year. No NM students have received scholarships (per the AOTF annual report) in the previous year. Prior recipients were paid their scholarship very late (well after graduation and fieldwork).
 - Any OT practitioner student who applies must be a member of both their state association and AOTA
- DS is researching other state association websites.

G. Vice-President Report (Vanessa Stroman):

Vanessa received an email asking for the following from Daniel Markels the state Legislative Affairs Manager:

- On the list currently for New Mexico is HB 392– OT Compact but are there any other priority legislative bills that should be added to the list for New Mexico?
- If yes, send the bill number/s to Daniel Markels to add to the list:



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- Daniel Markels: assistance to support state legislative advocacy program
- Title: State Legislative Affairs Manager
- American Occupational Therapy Association
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
301-652-2682 ext. 1174
Direct – 240-752-1174
dmarkels@aota.org

Vice president has been active with Conference Committee

H. Treasurer Report (Melissa Tencza):

- Checking Balance: \$20,143.20
- Savings Balance: \$57,925.72
- Expenses since last meeting: CEU check to state for conference (cashied 7/10/23), AV deposit, lobbyist, State Farm Insurance, board member reimbursements
- Upcoming expenses: remainder of AV and Marriott bills, lobbyist, conference speaker travel reimbursements and the accountant

I. Secretary Report (Mary Thelander Hill):

- The secretary will not be present for the 2023 Annual business meeting.
- Business meeting minutes will be recorded by a designee: TBD.
- All committee chairs, please complete a brief report.
- Please let Vanessa know if you will present in person or if your report will be shared by another board member on the date.
- Please add your report to the Annual Business Meeting Meeting Agenda and Minutes
 - i. [2023 Annual Business Meeting Agenda and Minutes](#)
- Secretary (prior treasurer) will provide training to treasurer for preparing taxes, and invoicing
- Secretary will call the state to request information on CEUs for the annual conference

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Report of Standing Committees

The Chair of each standing committee will report on the duties and activities of their committee. This can include discussion and action items.

Action Needed?



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	<p>J. Membership (Sue Shelley):</p> <ul style="list-style-type: none"> ○ The Santa Fe Meet-Up had 16 people attend. 5 were current members. 11 have been members in the past (in 2022 or before). Discussion at the meet up was about NMOTA conference and the benefits of membership. ○ Sue will check the membership status of every board member and provide a friendly nudge to renew if needed.
	<p>K. Social Media/Communications (Outgoing - Rachel Wainwright NMOTA Communication):</p> <ul style="list-style-type: none"> ○ Incoming communications co-chairs Dana Boyle and Morgan Martinez <ul style="list-style-type: none"> i. 2nd year students at UNM ii. The co-chair roles will mean that the co-chairs will take on additional roles such as some revamp of the website. iii. On 7/23, the outgoing chair will provide pass-down iv. MTH will provide pass-down on duties completed by prior web-masters. v. Moved: Outgoing and 2 incoming Communications chairs may receive speaker discount for conference [MTH] [VS] [X] Passed
	<p>L. Nominating chair (Sarah Sutherlin):</p> <ul style="list-style-type: none"> ○ openings that could use volunteers include: continuing education chair, legislative co-chair ○ Elections for NMOTA executive board positions vice president and secretary will be held the week of conference. Call for nominations document will be sent to proofing by next week. ○ Focus: Desire to have people from all parts of the state serving on the board. Dara asked about regional chairs to represent areas/quadrants of NM?
	<p>M. Legislative (NMOTA Legislative Committee Jessica Salazar):</p> <ul style="list-style-type: none"> ○ Jessica has received a pass down from the outgoing legislative chair and is going through existing documents. ○ Jessica is seeking a co-chair for the committee. UNM students would be a good match. This would be another good match for a community OT Practitioner.



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	<ul style="list-style-type: none"> ○ If no UNM students have indicated interest in the co-chair position, then Jessica will work to recruit at Conference. ○ @communications will send out a reminder request to UNM students.
	<p>N. Continuing Education (vacant): N/A</p> <ul style="list-style-type: none"> ○ Dara Sanders-Aceves will ask people present at the Annual conference (especially those who live in a rural area) to consider this post.
	<p>O. Practice Areas (Karen Mestas-Harris):</p> <ul style="list-style-type: none"> ○ HAND THERAPISTS (OT and PT) <ul style="list-style-type: none"> i. I am Brooke Ochoa with the American Society of Hand Therapists (ASHT) Advocacy Committee. One of the goals of the Practice Division within ASHT is to ensure we have a network across the country for state organizations and advocacy efforts so we can be up to date and assist in legislative and advocacy matters for each state. We regularly work with AOTA and APTA on certain issues, but we sometimes receive questions that are state specific, and we are writing today in an effort to get contact information for your state organization. We would like to ensure that we are able to provide our members with the most accurate information which may include referring questions to state organizations. One purpose of this email is to determine who would be the appropriate person or general email to contact should a member of ASHT have a state specific question or concern. ii. The other purpose of this email is to make connections with each state for any future needs regarding legislative topics as they relate to occupational and physical therapy so we can support our hand and upper extremity therapists across the nation. Because our volunteer network within the advocacy committee does not have members in every state, we would love to know if there are any legislative topics that your state organization is currently addressing related to hand therapy. ○ Any insurance coverage issues such as BCBS denying high complexity evals or trends noted in NM?



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	<ul style="list-style-type: none">i. Do we want to create a group for hand therapists? Do we want to have a state volunteer who will participate on a monthly call/zoom. 30 mins time frame?<ul style="list-style-type: none">• Perhaps a legislative co-chair could consider this role.• Sarah Sutherlin could send the request to a CHT network through UNM. Karen will forward the e-mail to Sarah. We hope to maintain the connection through the legislative committee. • Not practice area but for OT/OTA program update from NBCOT<ul style="list-style-type: none">■ https://www.nbcot.org/news-events/events■ Beginning January 2, 2024, the OTR® and COTA® certification exams will be administered at Pearson VUE’s highly secure network of fully-owned and operated Pearson Professional Centers (PPCs) across the U.S.■ Registration and scheduling to take an exam in 2024 will open on October 4, 2023. Candidates who are testing now through December 18, will continue to test with NBCOT’s current test administration vendor.■ NBCOT recognizes that candidates preparing for the OTR and COTA exams will want to learn more about this transition. Current information is available at www.nbcot.org/2024-exam-faqs, and more specific information related to the logistics of the transition for exams in 2024 will be communicated throughout the rest of this year.
	<p>P. WROTSS Co-Chairs <i>ad hoc</i> (Vacant): Sarah attended almost every virtual planning meeting but was not able to attend conference, we may not receive a portion of the conference funds this year.</p>



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	<ul style="list-style-type: none"> ○ Discussion of if NMOTA should consider sponsoring the WROTSS chair or designee to attend (such as we do for NMOTA). Sarah will gather more information and inform the board.
<p>Q. Conference (Alondra Jimenez, Shyla Ervin, Breanna Gass NMOTA Conference):</p> <ul style="list-style-type: none"> ○ Alo was the representative for this meeting ○ Thank you Robin Leinwand for her coordination of CVENT ○ Secretary NMOTA to move the detailed conference agenda link to the top of the page. <ul style="list-style-type: none"> i. Please spread the word as much as possible. ii. Please ask people to complete registration with care so that they get all the days. iii. Shyla and Bree are focusing on Conference vendors and sponsorships. Some will not make it, but will make a donation. iv. Food - Alo felt that beverages more than snacks may be important at conference <ul style="list-style-type: none"> ● Some members may have packed the snacks for later - Marriott charged for all the extra snacks <ul style="list-style-type: none"> a. Menu due 3 weeks prior to the event. b. Friday AM - all day beverage break + danish c. Friday PM - Granola Bars d. Friday Soiree - Apps and cash bar e. Saturday AM - Early bird american Buffet f. Saturday PM - Beverage Break g. Can NMOTA bring snacks from outside? <ul style="list-style-type: none"> i. Per Marriott Rules ii. Perhaps off-menu popcorn iii. Could vendors sponsor a snack break? <ul style="list-style-type: none"> 1. Their own snacks or Marriott snacks? iv. DA ad VS will provide support for food. v. Suite for conference committee <ul style="list-style-type: none"> ● Discussion ● Moved [X] 2nd [DS] Passed [x] Not Passed[] <ul style="list-style-type: none"> a. Caveat - not a 2nd room 	



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	<p style="text-align: center;">b. Run Through with Jasmine on 8/17 upon conference committee arrival.</p> <p>vi. Guest room commitment is 40 to receive the group rate.</p> <p>vii. Run through with speakers 4 to 7 on 8/17</p> <p>viii. Folder Party 8/17, 7:15 at Marriott Suite</p> <ul style="list-style-type: none"> • Folders • Markers • Name-tags • Bingo Cards • Agendas • AOTA Pac page (provided by Carmen) <p>ix. Bree is looking at gifts for the speakers</p> <p>Copy of Registration Email draft - Google Docs</p> <p>Alo will step down from Conference committee after this year. We should actively recruit another lead committee chair for next year.</p>
	<p>R. Other Members (as needed):</p> <ul style="list-style-type: none"> ○ Carmen (Representative to the RA) <ul style="list-style-type: none"> i. Turn out to the NMOTA meet-up at AOTA was successful and well attended. ii. Carmen has reported for the newsletter about movements for the representative assembly iii. ACOTE has sent out a survey about standards, please consider completing the survey. They are considering language and listening sessions about innovative practice settings. iv. Secretary to add Carmen for the list to board meetings v. AOTA 2024 will be in Orlando. Carmen will coordinate a meet up. ○ Carmen (As AOTA PAC Ambassador) <ul style="list-style-type: none"> i. AOTAs annual business meeting will be on 9/20. You may email Carmen for more information. ii. AOTA raised 44K at conference for national legislative agenda. iii. The pac has advocated for reducing the rate of decrease in reimbursement from 12% to 6% iv. Future legislative agenda includes making permanent the ability for OTs to open homecare cases. (other priorities will be reimbursement cuts and telehealth legislation) v. In the past, Yvonne Randall would ask people at NMOTA who are AOTA to donate to the pac at AOTA.



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	<ul style="list-style-type: none"> vi. Moved: Carmen can present at NMOTA about AOTA pac <ul style="list-style-type: none"> • [MTH] moved [RW] 2nd [X] passed [] did not pass <ul style="list-style-type: none"> a. Caveat: DA, VS and Alo to determine the best time for the conference agenda. b. Carmen will provide a page to add to the folder party for all folders.
<p><u>Business Carried Forward from Previous Meetings</u></p> <p>Board members will report on actions taken from a previous meeting, business that was postponed to this meeting, and business that wasn't completed or reached at a previous meeting.</p>	
<p>Action Needed?</p>	
	<p>S. Actions Taken Away from Previous Meeting:</p> <ul style="list-style-type: none"> • None noted
	<p>T. Business Postponed to Future Meeting</p> <ul style="list-style-type: none"> • Brainstorm: A zoom party for all parts of the state to introduce board and invite active participation in committees from all regions and settings! <ul style="list-style-type: none"> ○ Perhaps in April ○ A way to recruit active participation ○ Perhaps 1 free CEU on professional leadership?
	<p>U. Business Not Completed/Reached at Previous Meeting</p> <ul style="list-style-type: none"> ○ Karen Mestas-Harris said she would investigate mock-up buttons for conference. <ul style="list-style-type: none"> i. \$363 for 125 buttons - held for legislative day <ul style="list-style-type: none"> • Caveat: Conference and Membership get to make final approval of button • Buttons will be given to Members and a member benefit at conference. ○ Or t-shirts (up to \$15.00 each up to \$225) ○ Moved[DS] 2nd [KM] For[X] Against [] abstained [x-1]] passed[x] not passed[] <ul style="list-style-type: none"> i. Carmen suggests cotton crew neck teal with all white logo and NM bootheel



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	<ul style="list-style-type: none"> • Conference and Membership get to make final approval of shirt • Secretary to send Carmen various versions of the Logo
<u>New Business</u>	
<p>Any item of business can be introduced with or without notice. Decision items need a motion, possible amendments, a second, and a majority vote.</p>	
Action Needed?	
	V. Discussion: <ul style="list-style-type: none"> • See discussion of shirts and buttons above.
<u>Adjournment</u>	
W. Current Meeting Schedule and Other Relevant Dates Reminder <ul style="list-style-type: none"> ○ Annual Conference August 18-19 <ul style="list-style-type: none"> i. If any member at large would like to attend a future full board meeting, please contact secretary@nmota.org. ○ Executive Board Meeting: 9/21 ○ Full Board October 19, 2023 Secretary NMOTA to send invites and include Carmen 	
X. Adjournment Time: Moved[MTH] Second[SS] [X]Passed []Not passed <ul style="list-style-type: none"> ○ 8:37 pm 	