



New Mexico Occupational Therapy Association
Full Board Meeting
Agenda and Minutes

Date: Tuesday, January 10, 2023

Time: 6:00pm

Location: Video call link: <https://meet.google.com/orj-wehj-bti>

Or dial: (US) +1 414-909-7682 PIN: 371 388 121#

More phone numbers: <https://tel.meet/orj-wehj-bti?pin=5693433365826>

Agenda Item	
A.	Call to Order (President/Vice-President): Time: 6:09 pm
B.	Roll Call of Voting Members and Establishment of Quorum <u>President (Dara Sanders-Aceves): Present</u> <u>Vice-President ():</u> <u>Treasurer (Melissa Tencza): Present</u> <u>Secretary (Vanessa Stroman): Present</u> Membership Chair (Sue Shelley): Present Social Media/Communications Chair (Rachel Wainwright): Absent Continuing Education Chair (vacant): Nominating Chair (Sarah Sutherlin): Absent Legislative Chair (Jason Dunlap): Present Conference Chair (Alondra Jimenez/Shyla Ervin): Present Practice Areas Chair (Karen Mestas-Harris): Present WROTSS Co-Chairs (Vacant) <i>ad hoc</i> : <i>*Officers of the Association are underlined.</i>
	Quorum established with at least 50% of filled Board positions (including two officers of the Association)? Yes
C.	Roll Call of Ex Officio (Non-Voting) Members (Secretary): Breanna Gass (ENMUR OTA Representative): Not Present Kelly Holinger, Chantal Bluehorse (San Juan College OTA Representative): Present Crystal White (UNM OT Representative): Not Present Carmen McClelland (RA rep):
D.	Discussion & Possible Action (Vice-President): Approval of <i>Agenda 1, 10, 2023 (MTH)</i> moved, (VS) 2nd approved



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E. Discussion & Possible Action (Vice-President): Approval of *Minutes* from below meetings **2022 Nov 15** Full Board Minutes (**MTH**) moved, (**VS**) 2nd approved

F. Member Comment (Vice-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.

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

- Contacted Linda Segal, reviewed and signed contract
- Following ASAP Affiliated State Association Presidents
- Trying to get into WROTSS Western Regional Occupational Therapy Spring Symposium

H. Vice-President Report (Need to Appoint):

- From NMOTA By-laws: In the event of a vacancy in any office, with the exception of President, the President will appoint a replacement with approval of the Board. An appointed officer shall serve the remaining term of office.
- MTH moved to nominate Vanessa Stroman to the position. JD seconded. Dr. Stroman confirmed that she is willing to take on the role (which involves supporting the conference committee and supporting executive communication. Dr. Stroman was unanimously confirmed by the board.

I. Treasurer Report (Melissa Tenzca):

- Account Balances (As of 1/10/2023):
 - Checking Balance: \$28,697.10
 - Savings Balance: \$67,841.57
 - Credit Card Balance: \$0.00
- Major Expenses
 - 12/9: \$369.15 - Reimburse JC for conference expenses
 - 12/9: \$165.--
 - 10/25 - Marriott - \$24,238.87
 - 10/31 - Wix - \$1,008.54



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- Anticipated Expenses:
 - \$1,000 for NMOTA president or designee to attend NMOTA
 - \$500 for NMOTA State Rep to attend NMOTA
- Activities
 - Training was completed in December.
 - Melissa has assumed the treasurer@nmota.org e-mail
 - Continued meetings with all key executives will be required.
- Quarterly review was requested by the outgoing treasurer on 12/31/2022
- Moved by Dara Sanders to incorporate this verbage, required by Wells Fargo in order to update accounts according to the results of the 2022 election and January, 2023 appointments. Seconded by Mary Hill. Passed with no opposition votes.
 - Melissa Tencza is the elected treasurer for the association and shall be listed as a Key executive. As a key executive, Melissa will have access to online banking, bill pay and a NMOTA credit card so that she may complete her duties as Elected Treasurer. Melissa will sign checks as needed for NMOTA.
 - Mary Thelander Hill has been appointed to serve as the association Secretary and shall be listed in the Wells Fargo Banking system as a Key Executive in order to provide back-up to the association treasurer. As a Key executive, Mary will retain access to online banking and NMOTA credit card in order to complete duties as back-up to the elected treasurer. Mary will sign checks as needed for NMOTA.
 - Joanna Cosbey has resigned her post as association Vice President (stating that she will not be present at a board meeting in 2023). She shall be removed from the Association accounts including the Wells Fargo banking accounts. Joanna Cosbey shall no longer carry a NMOTA credit card or have access to online banking through Wells Fargo. Joanna will no longer be a signer for checks for NMOTA.

J. Secretary Report (Vacant):

- MTH self-nominates to complete the remainder of Vanessa Stroman 's term (as Vanessa has assumed the remainder of the Vice President's term. KMH seconded. Mary has been appointed to assume the remainder
- Mary moved that she will be the second key executive on the NMOTA account so that Shyla and Karen seconded. The motion passed with no opposition votes.

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<u>Report of Standing Committees</u> 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?	
	K. Membership (Sue Shelley): <ul style="list-style-type: none"> ○ Continue to go through current members in Wix to ensure it is up to date ○ jasonleedunlap@outlook.com coordinate with Sue Shelley to pick up the table
	L. Social Media/Communications (Rachel Wainwright NMOTA Communication): Mary T Hill reported for Rachel: <ul style="list-style-type: none"> ○ Now we have an Instagram account! @NMOTA_2023 ○ Next newsletter will be released after Legislative Day ○ jasonleedunlap@outlook.com Rachel M Wainwright can send updates for Legislative Day ○ Still wanting a volunteer to be webmaster
	M. Nominating chair (Sarah Sutherlin): Not Present
	N. Legislative (NMOTA Legislative Committee Jason Dunlap): <ul style="list-style-type: none"> ○ Date: 2/15/23, Wednesday is Legislative Day “Occupational Therapy Day at the Legislature” ○ Time: 8am-3:00 pm ○ OT literature (stuff folders), banner, and setup table <ul style="list-style-type: none"> i. Students can take shifts with a board member ii. Open Circle Church (formerly First Presbyterian) has been contacted to see if they can be the site for OT to meet prior to roundhouse activities as in past years. The church has been receptive, but has not responded for the specific request. A plan B land office has been contacted. Plan C would be to meet at the round house directly. Legislative chair continues to hope that the prior location is available. iii. Leg Chair submitted paperwork for CEUs and has not yet heard back. iv. The Lobbyist, Linda Siegle, has been retained for 2023.



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	<ul style="list-style-type: none"> v. MTH moved that NMOTA pays \$500 to the legislative chair to pay for hotel expenses that he will incur as he lives very distant from the roundhouse (and represents a rural perspective for OTs). KMH seconded the motion: <ul style="list-style-type: none"> • Vote for approval: Approved with no opposition vi. JD moved to order 100 2.25 inch buttons (totalling approximately \$450) seconded by MTH. <ul style="list-style-type: none"> • Vote for Approval: Approved with no opposition. vii. People will meet at 7:30 and have a briefing at the primary location until 8:15, then walk to the roundhouse. viii. 2/15 will be OT day at the Legislative session. Jessica Sedillo Sandoval (with UNM) would like to speak for the association. ix. Jason Dunlap began serving on the Legislative committee in 2016 and has chaired the committee since 2019. NMOTA is grateful for your dedicated service.
	<p>O. Conference (Alondra Jimenez, Shyla Ervin, Breanna Gass, Omar Aubert NMOTA Conference):</p> <ul style="list-style-type: none"> o Conference committee is pursuing a return of silent auction in 2023 <ul style="list-style-type: none"> i. Discussion of a “community table” to allow vendors to sell items relevant to membership (art, jewelry crafts, fine motor products...) ii. MTH has unsold items from prior silent auctions stored in a safe location in her home. iii. Themes - al board requested to vote by Friday <ul style="list-style-type: none"> • https://forms.gle/ZGqQFwSxjpASXPvy6 • Resilience and Reinvention • Moving Forward • Functionality and Holism iv. Vender contracts to be increased by about \$35 so that they can be served breakfast on both days. v. The save the date will be sent out by social media swiftly after the conference contract is approved and after legislative day. vi. Please contact the conference committee with any suggestions for Key-note speaker (Past conference committee Geri Duran has nominated a speaker). The current president of AOTA may be a good keynote speaker.



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	<p>vii. Samuel Chaves (with ENMU Roswell program) has been nominated as plenary speaker. (Nominated by AJ and DS). Other nominations include Melodye Thomas melodye.thomas@clovis-schools.org. Ganas speaker, Louis Mestas, motivational speaker, has been nominated by KMH (perhaps as a roundtable speaker). A speaker related to Pat Herrera, the founder of the ENMU Roswell OTA program, may talk about the history of OTA in NM.</p> <div data-bbox="630 703 984 1060" style="text-align: center;"> </div> <p>viii.</p>
	<p>P. Continuing Education (vacant): N/A</p>
	<p>Q. Practice Areas (Karen Mestas-Harris Karen Mestas-Harris): Consider/Discuss 2023 NMOTA Practice Area Meetup or a short CEU course with practice area focus? Farmington or SJCC: Feb 27th Monday Roswell or ENMU: Albuquerque: Las Cruces or Silver City area</p> <ul style="list-style-type: none"> The association budget includes \$400 for the year for meet-up expenses (apps for the table, NMOTA should not buy alcohol). The practice areas chair may choose how/where that money is spent. <p>Interview practice area for newsletter? Last interview was Peds. Consider Cota to OT in asking Anthony Gustamantes COTA>OTR or Vanessa Stroman COTA>OTD?</p>



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	<p>Still want to discuss using our social media or NMOTA email blasts with upcoming CEU opportunities. Some ask me hey what else is out there-I want to learn other things and need ideas that are not two full days and not costing alot. ideas?</p>
	<p>R. WROTSS Co-Chairs <i>ad hoc</i> (Vacant): The conference will be held in Las Vegas, Nevada March 3-5. Sarah is reaching out to state organizations to encourage them to post info on their websites and social media sites.</p>
	<p>S. Other Members (as needed):</p> <ul style="list-style-type: none"> ○ None Present
<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>T. Actions Taken Away from Previous Meeting:</p> <ul style="list-style-type: none"> ● Rachel & Mary will meet to review webmaster technicalities <ul style="list-style-type: none"> ○ Still pending. MTH will continue to pursue (Rachel has nudged Mary) ● MTH to coordinate with RW to publicize full board meetings. <ul style="list-style-type: none"> ○ Amended to: ○ Webmaster to publicize the next board meeting on the website.
	<p>U. Business Postponed to Future Meeting</p> <ul style="list-style-type: none"> ●
	<p>V. Business Not Completed/Reached at Previous Meeting</p> <ul style="list-style-type: none"> ○
<p><u>New Business</u></p> <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>	
<p>Action Needed?</p>	



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	<p>W. Discussion:</p> <ul style="list-style-type: none">• <i>A NBCOT ambassador will be needed at the end of 2023 (KMH's term will end). KMH to create a write-up that can be included on NBCOT website, newsletter and e-mail pushes.</i>
<u>Adjournment</u>	
<p>X. Current Meeting Schedule and Other Relevant Dates Reminder</p> <ul style="list-style-type: none">○ Executive Board Meeting: 2/1/23 (Focus on By-Laws training and Legislative Needs)○ Full Board Meeting 6pm to 8pm : 3/9/2023, 5/11, 7/13<ul style="list-style-type: none">i. Secretary to add these to the website by the next executive board meetingii. If any member at large would like to attend an NMOTA full board meeting, please contact secretary@nmota.org to receive the meeting link.	
<p>Y. Adjournment Time: 8:00 Motion by JD, 2nd by Melissa T. Unanimously approved.</p>	