



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

**Date:** Wednesday, April 12, 2023

**Time:** 6:00 pm

**Location:** Online

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

- **Call to Order** (President):
  
- **Roll Call and Establishment of Quorum** (Secretary)  
President (Dara Sanders-Aceves): Present  
Vice-President (Vanessa Stroman): Present  
Treasurer (Melissa Tencza): Present  
Secretary (Mary Thelander Hill): Present  
  
Quorum established with at least three members of the Executive Board present? Yes
  
- **Roll Call of Guests Present** (Secretary): None
  
- **Discussion & Possible Action** (President):
  - a. Adoption of this *Agenda*. & Approval of *Executive Board Meeting Minutes* from below meetings 2022 Feb 2 [VS] Moved, [MT] Second, **approved**.  
[2023 Feb 2 Exec Board Agenda](#)

### **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.

- **Discussion** (Dara Sanders-Aceves): Report of President
  - a. Attending ASAP Meetings - AOTA conference is coming!
  - b. Collaborative Affiliate Committee, focused on CEUs and advocacy, is a new trend. Dara is considering attending some meetings.
    - i. The collaborative affiliate committee hopes every state can represent their state at AOTA - A sign, a sash for the ASAP meeting on 4/19 with consideration of tokens to give away.
    - ii. [Dara Sanders-Aceves](#) will be paid the \$1,000 determined in the by-laws for AOTA reimbursement.
    - iii. Cost of postage approved to allow [Jason Dunlap](#) to send buttons to the president to the ASAP meeting.



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**Discussion** (Vanessa Stroman): Report of Vice President

- c. Vanessa will attend AOTA
- d. Vanessa is heavily involved with conference committee

● **Discussion** (Melissa Tencza): Report of Treasurer

- a. Account totals:
  - i. Saving: \$67,883.40
  - ii. Checking: \$20,218.48
  - iii. Credit Card: \$0.00 [no accounts]
- b. Treasurer is using wire transfers in the absence of credit card from wells fargo.
- c. Melissa has determined that state farm was charging for too many board members for insurance and has diligently corrected the problem.
- d. Melissa did reimburse for the Santa Fe meet up.
- e. Treasurer will continue to consider options for banking changes and alert the executive board as more is known.

● **Discussion** (Mary Thelander Hill ): Report of Secretary

- a. Communication needs introduction to Dara and Melissa for the newsletter!  
Dara Sanders-Aceves and Melissa Tencza to write 9 to 12 sentences about themselves and e-mail to [communications@nmota.org](mailto:communications@nmota.org)

### **Business Carried Forward from Previous Meetings**

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.

- **Actions Taken Away from Previous Meeting:** The intention is to report on the disposition of the action item or set a new date for completion of action
  - a. Secretary to investigate ethical violations from any state association.
- **Business Postponed to Future Meeting**
  - a. None noted
- **Business Not Completed/Reached at Previous Meeting**
  - a. None noted

### **New Business**



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Any item of business can be introduced with or without notice. Decision items need a motion, possible amendments, a second, and a majority vote.

- Conference Needs:
  - a. Conference has \$350 for copying/mailing and \$150 budgeted for supplies. Conference can determine how to spend that (including for presents for seminar speakers).
  - b. Rates for Conference
    - i. Az and Tx are significantly more expensive.
    - ii. Conference rates set  
<https://docs.google.com/document/d/1LzyleLez7HQz-S6LsuNNIVr7R2E-9dRB5fQXq3uYv-Qg/edit?usp=sharing>
    - iii. Encouragement to submit proposals to conference will be sent out via e-mail and social media at least 2 times in April and 2 times in May (extra in social media)

### **Adjournment**

- **Current Meeting Schedule and Other Relevant Dates Reminder**
  - a. Full Board Meeting: 5/11, 7/13, 8/18-19 conference, business meeting on 8/19 at 1pm.
  - b. Executive Board Meeting: 6/7
- **Adjournment Board Meeting:** (President): [ds] moved to adjourn. [mt] 2nd - **approved**
  - a. Adjourned at 7:31