**GOTA Board Meeting Agenda/Minutes**

**Monday, August 16, 2021**

**7:00-8:30 PM**

\*Board members, please review prior meeting minutes and add agenda items and your reports for discussion

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance** | **Name** | **Present** | **Absent** |
| **Voting Members** | | | |
| President | Kristen Webber | X |  |
| Vice President | Stephanie Johnson | X |  |
| Secretary | Jade Gross | X |  |
| Treasurer | Elizabeth Burch | x |  |
| Atlanta Region Chair | Kyle Oatis |  | X |
| Middle GA Region Chair | Betsy McDaniel |  | X |
| East Region Chair | Pam Hartle |  | X |
| South Region Chair | Katie Dixon | **X** |  |
| North Region Chair | Ben Keeling | X |  |
| **Standing Committees: Non-Voting Members** | | | |
| Past President | Jennifer Allison | X |  |
| Communication Chair  (Newsletter) | Marissa Mirecki |  | X |
| Communication Committee Member | Margaret Corcoran |  | X |
| Membership Chair  (Memberclicks, Website) | Kelsey Reeves | X |  |
| Membership Committee Member | Adrianne Smiley |  | X |
| Membership Committee Member | Laura Barone |  | X |
| Membership Committee Member/Instagram Chair | Alexis Mallis | **X** |  |
| Membership Committee Member | Sarah Mcclure |  | X |
| Membership Committee Member  Facebook | Jennifer Allison | x |  |
| Conference Co-chair | Jennifer Boyette | X |  |
| Conference Co-chair | Ruth Bourque |  | X |
| Legislative Chair | Aileen Deogracias |  | x |
| TriAlliance Representative | Nicole Walker Geringer |  | X |
| CEU Approval Chair | Tamara Mills | X |  |
| Education Liaison | Patty Watford | X |  |
| Research Committee Chair | Laura Carpenter | x |  |
| Research Committee Member |  |  |  |
| OTA Liaison | LaDonna Nash |  | X |
| **Special Liaison: Non-Voting Members** | | | |
| Ethics | Sarah Shirley |  | X |
| Liaison to the GA Licensure Board | M. Irma Alvarado |  | X |
| Nominations & Recognitions | Suzanne Masino |  | X |
| OCCUITY co-chairs | Rebekah Buehler, Frederica Kennedy | XX |  |
| Student Liaison |  |  |  |
| AOTA RA Representative | Helene Smith-Gabai |  | X |
| **Student Representatives** | | | |
| Albany State University | Daniel Walton |  | X |
| Augusta University | Emily Holton |  | X |
| Augusta Tech College |  |  |  |
| Brenau University | Gainesville- Jessica Daniels  Norcross- Lauren Peterson | xJD | XLP |
| Chattahoochee Tech College |  |  |  |
| Georgia State University | Amanda Glass | X |  |
| Middle Georgia State University |  |  |  |
| **Ad Hoc Committees** | | | |
|  |  |  |  |
| Silent Auction | Margaret Corcoran |  | X |
| Workshop Committee |  |  |  |
| **Additional** | | | |
| Management Office | Tiffany Wilson | X | X |
| Was a quorum attained (must have 51% of the voting members present to vote) | |  |  |
|  | | | |

Penny Perkins

Darlene Hardin

Kerry Romero

Irma Alvarado

Jessica Bridges

**Secretary: 1st order of business: Motion to approve Executive Board meeting min. (last meeting date): April 12, 2021. Stephanie Johnson moved to approve the minutes, and Ben seconded it. Motion carried. Minutes approved.**

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| --- | --- | --- |
| **President’s Report** | **Discussion** | **Action/Due Date** |
| Jennifer Allison  Past President  Kristen Webber  President | Old Business   * Subcommittee opportunity: By-laws Update Committee & SOP update committee.   + Kristen will be emailing each board member their SOP for review this week. As approved during the April meeting, the committee will review. * The GOTA continues to have a Zoom account & the ability to list meetings on the gaota.com calendar. Please reach out if you have meetings (committees, region meetings, etc) that you would like to host via the GOTA Zoom account.   New Business   * Preparing for transition away from Administrative Assistant: Tiffany Wilson. Tiffany’s contract with the GOTA is ending December 2021. Starting January 2021 the GOTA will be completely run by volunteers.   + Kristen & Tiffany are currently working on her transition.     - SOP updates & task overlap with admin assistant     - Transition of accounts & records * Jade & Kristen created: ***GOTA Board Meeting Planning & Tip sheet*** as a resource to streamline executive board meetings and committee meetings associated with the GOTA.   + [Board Meetings. Roberts Rules. Planning Cheat Sheet](https://docs.google.com/document/d/1ZOhO9fpPeG9tRc-mxYFPjB23Isb1uGLVyQ_E_W2Spc8/edit?usp=sharing) | * Reach out to Kristen if you are interested in being on the By-laws and SOP committee. * Motion to create an additional webpage for members interested in learning more about board member positions and committees. This page would contain updated SOPs & general education videos.   + Motion by Kristen, seconded by Ben. Motion passed * Motion to approve the ***GOTA Board Meeting Planning & Tip sheet*** as a resource listed on the GOTA website.   + Motion by Kristen, seconded by Sarah. Motion passed. |
| **Vice President** |  |  |
| Stephanie Johnson | Old Business  none  New Business  none |  |
| **Treasurer** | | |
| Elizabeth Burch | Old Business  New Business:   * T-shirt Sale about 400.00 * Documentation Workshop on Aug 14,   + 52 attendance made about $5000 * Tri-State Workshop Series: June 26, 2021   + 17 attendance, made about 1,125   Goal of having budget meeting in 10/25 & Early Dec 2021 |  |
| Secretary | | |
| Jade Gross | Requesting all members review the following document to ensure updated and accurate information: <https://docs.google.com/document/d/1GDTh7noD-wwQ2xK-f4q-sIlZZNlR5darpdrij6ntlRw/edit?usp=sharing>   * [GOTA Board Members Roster](https://docs.google.com/document/d/1GDTh7noD-wwQ2xK-f4q-sIlZZNlR5darpdrij6ntlRw/edit?usp=sharing) | Requesting updates before next meeting |
| **Region reports** | **Discussion**  **ALL REGION CHAIRS-PLEASE ADD YOUR REGION REPORT & UPCOMING MEETINGS** | **Action/ Due Date** |
| **Atlanta**  Kyle Oatis | * Next meeting August 19th, 7:30pm. Yoga and Mindfulness in occupational therapy with guest speaker Katie Kimball * Meetings continue to be the 3rd Thursday of the month 7:30pm. Please reach out to Kyle Oatis if you are interested in speaking at a meeting. |  |
| **East**  Pam Hartle | The East Region had a meeting on August 2nd where the OTA students presented their research posters for Geriatrics. Hosted a meeting at Augusta Technical College where the OTA students did poster presentations on Geriatric topics that could assist OTPs in practice. The OT and OTA students from Augusta University and Augusta Technical College collaborated on the OT process in their geriatrics courses.    **The next meeting for the East Region will be held on September 9, 2021.**    Attendees will sign up in advance via Google Doc. When they register, they will indicate their preference for their free boxed meal (turkey, ham, or veggie sandwich or salad). Attendees can earn up to 2 hours in CE credits, depending on their time at the event. We will have a sign in and sign out process.    The event will run from 5:00-7:00 pm here at Augusta University in the Health Sciences Building, 987 St. Sebastian Way.  5:00 Registration and Posters Lobby  5:30 Faculty Sessions Assigned rooms  6:00 Student presentation Assigned room  6:30 Posters Lobby  7:00 Dismiss- Attendees receive boxed meal and CE certificate upon leaving |  |
| **Middle**  Betsy McDaniel | Our next region meeting will be September 19th, at 5:00pm and is currently planned as an in-person meeting which will include our new student members and allow our second year students to present research posters in their pediatric class.  We have asked for student volunteers for GOTA student Rep and will update with that info as soon as we do. | MGA Student Rep - Sept. 30 |
| **South**  Katie Dixon |  |  |
| **North**  Ben Keeling |  |  |
| **All Region Chairs** | ***Please submit any upcoming meetings/events with dates, locations, and how/who to contact to rsvp for event/meeting- submit to*** [***info@gaota.com***](mailto:info@gaota.com) |  |
| **Standing Committees: Non-voting** | **Discussion** | **Action/Due Date** |
| **Membership Chair**  Kelsey Reeves  **Alexis Mallis** | Current active members: 514 (as of 8/16/2021 @5pm)  Membership drive updates - membership drive giveaway and t-shirt contest are completed.  Working with the communication committee on creating an Accessible Style Guide for GOTA’s Website and social media accounts. We are looking for student volunteers! |  |
| **Communication Chair**  Marissa Mirecki | * Suggestion: that there will be an abbreviated newsletter coming out in September to drum up excitement for the conference. * Request: more information about registration deadlines from the conference committee to make an informed decision about the best date to issue the newsletter. * Request: information from the conference committee about sponsors and their advertising deals with the association so that the appropriate ads are included in upcoming newsletters. * Suggestion: issuing the fall newsletter in November instead of October so we can do a summary of what happened in the conference. I'd like to make this change permanent going forward for our committee, provided that the timing of the conference remains the same. | Kristen motioned to add an abbreviated newsletter. Ben seconded the motion. Motion passed.  Kristen motioned to permanently move the newsletter to November instead of October. Ben seconded the motion. Motion passed. |
| **CEU Approval Chair**  Tamara Mills | * We continue to get positive feedback from updating the Webpage with Tamara’s YouTube “How-to submit for CEU approval” video.   + https://www.gaota.com/continuing-education-approval * Recently 4-5 courses received approval. ($200 per course revenu to GOTA) * Please note changes in workflow due to realigning tasks with Tiffany Wilson stepping down. Kristen Webber and current committee members will absorb this role with Elizabeth assisting with managing the funds. |  |
| **Conference Co-Chairs**  Jennifer Boyette  Ruth Bourque | Conference Update:   * Virtual conference this year. * October 15th-17th * The Path Ahead   + The budget goal this year is $11k. We are projecting 75-86 participants     - Member OT: $145     - Member OTA: $135     - Member Student: $50     - Non-member OT $235     - Non-member OTA $205     - Non-member Student $75 * Keynote: Chad Leaman, Director of Innovation for Neil Squire Society/Makers Making Change * Makers Making Change is hosting a Hybrid Build-a-thon to close out the conference. Oct 17th. Limited to 20 in-person attendees at Freeside Atlanta. All attendees will have the ability to engage virtually. * We are continuing to seek sponsors! Please consider reaching out to your professional and personal contacts. Vendor packet for sponsorship is below.   + <https://www.gaota.com/assets/Vendor%20Packet%20GOTA%20Virtual%20Conference%202021.pdf> * Registration will open by the end of the month. * Conference 2022: If you are interested in co-chairing the conference for 2022 please reach out to Jennifer, Ruth, & Kristen Webber. * Virtual format is similar to last year. |  |
| **Legislative Chair**  Aileen Deogracias | Worked with Tom Bauer on the following legislative /reimbursement issues:  HB 412 (ABA Licensure Bill)   * Represented GOTA in the GORRC meeting to express concerns about scope of practice and the bill lacking information on behavioral technicians (RBT). Link to GORRC meeting: <https://youtu.be/WvDSWpgZa_s>   Peach State MPPR: came up with GOTA statement against MPPR and how it will affect OT practitioners.   * Effective 7/1/2021. Surveying OT practitioners on how MPPR affects reimbursement.   \*See further information for these topics in the previous newsletter |  |
| **TriAlliance Representative**  Nicole Walker Geringer | n/a |  |
| **Education Liaison**  Patty Watford | n/a |  |
| **Research Committee Chair**  Laura Carpenter | Recently had a request to post research survey and researcher stated that it took 3 weeks before the survey was sent to Research Committee Chair. The $20 posting fee also seems to be a barrier to communicating about surveys. Would like to discuss options for addressing these concerns.  Kristen’s recommendations: develop SOP including IRB information, approval letter |  |
| **OTA Liaison**  LaDonna Nash | Kristen brought up topic of developing OTA workshop, will collaborate to generate topics and time frames |  |
| **Special Liaison** | **Discussion** | **Action/Due Date** |
| **GA Rep to the AOTA RA**  Helene Smith-Gabai | Summer RA meeting is scheduled for just after this meeting. RA voting on 2 motions related to the 5 year review of our Code of Ethics.  Motion 1: Enforcement Procedures for the Occupational Therapy Code of Ethics  -Motion is to streamline, condense, and clarify the process to make it more user friendly and timely.  Motion 2: Rescind 2 attachments from the Ethics Commission Standard Operating Procedures  -One of the attachments is related to the appeals process involving one of the Board of Directors. The other attachment is related to enforcement procedures. |  |
| **Recognitions & Nominations**  Suzanne Masino | 5 opportunities for nominations - descriptions on the website |  |
| **Ethics**  Sarah Shirley | Working on ethics presentation for GOTA conference |  |
| **Licensure Board Liaison**  M. Irma Alvarado | Rob McClellan & Pam Reddick met with Sec. State admin. to propose Board Rules Friday 8/6 & again 8/15 to review, discuss, correct changes to 3 Board Rules regarding:  a.) Board Rule 671-3-.06 Limited Permit for First Time Test Takers  b.) Board Rule 671-3-.06 Limited Permit for Applicants Re-entering Practice  c.) Board Rule 671-3-.08 Renewal of License/Penalties, CE Requirements. Amended. Including CE hrs per each publication  They will present proposed changes at the next Licensure Board meeting Friday, 8/20 on Why? How licensed OTs/OTAs are affected? What do changes do? Who was consulted re: these changes? | Need updated link to Licensure Board (secretary of state website) from GOTA webpage in the information section  Link to GA Lic. Board CEU requirements. Rule 671-3-.08. Renewal of License/Penalties/Continuing  Education Requirements. Amended. https://sos.ga.gov/PLB/acrobat/Forms/14%20Reference%20-%20Occupational%20Therapists%20Continuing%20Education%20Requirements.pdf |
| **Ad Hoc Committees** | **Discussion** | **Action/Due Date** |
| **GOTA Advisory Committee on Equity, Inclusion, and Diversity in Occupational Therapy** | * OCCUITY- updated GOTA members in July newsletter * committee met 07/06/21- Jennifer Allison will serve as committee secretary, Adrianne Smiley will serve as a JEDI committee liaison to OT/OTA programs * Accepted proposal and presentation for GOTA annual conference 2021 accepted * To host a virtual event September 9, 2021: Guest lecturer Dr. Cindy Clough, “Racism Is A Public Health Crisis: What Does This Mean for Occupational Therapy?’ * Also trialed free [cc] options (in Documentation workshop):   o otter.ai (free basic plan 600-minutes month/40 min transcription)  o Google Live Transcribe (app based from phone- can not share to group) |  |
| **Silent Auction**  Margaret Corcoran | n/a |  |
| **Workshop Committee** | * TriState Workshop hosted by the GOTA took place on 6/26/2021. This event was live asynchronous and synchronous. Overall positive feedback from 17 attendees. Net revenue of $1,125.00. * Documentation Workshop on 8/14/2021: Kay Nelson & Jackie Tedesco as speakers was extremely successful. We will likely host this event yearly in the same format: live with survey questions in advance and moderated questions supplied via chat during the workshop. 52 attendees with volunteer speakers/no honorarium. Net revenue of $5,125.00. * Given the success of the past 2 workshops, we would like to propose:   + Goal of 4 workshops annually. * Next workshop: Valentine’s Day Workshop   + Topics: relationship interventions, sexual health, pelvic floor, self love, mental wellness, etc. Currently seeking speakers and solidifying details. * Please reach out to Kristen Webber if you are interested in a specific topic which could produce a Workshop. [kristen.jean.webber@gmail.com](mailto:kristen.jean.webber@gmail.com) | * Goal of 4 workshops per calendar year:   + Documentation specific   + 3 others TBD on topic/dates * Please reach out to Kristen Webber if you are interested in a specific topic which could produce a Workshop. [kristen.jean.webber@gmail.com](mailto:kristen.jean.webber@gmail.com) * Kristen proposed a motion to develop 4 workshops/year. Pam seconded the motion. Motion passed. |
| **OTA Initiative**  M. Irma Alvarado | Last OTA Initiative Committee Meeting 5/18/2021 10:00- 11:20 am  Irma & Committee to talk with LaDonna & Kristen to collaborate on ideas, topics/issues for OTA workshop | Next steps  Convene OTA Initiative members:  Betsy McDaniel, Lauren Gray, Traci Swartz, Allie McCullers, Bridget Hathcock, Brittany Bell, Bryan Clever,  Triston Wilcher, LaDonna Nash to collaborate on ideas, topics/issues for OTA workshop & report to Kristen Webber |
| **Student Representatives** | **Discussion** | **Action/Due Date** |
| \*Albany State University  \*Augusta University  \*Augusta Tech College  \*Brenau University  \*Chattahoochee Tech College  \*Georgia State University  \*Middle Georgia State University |  |  |
| **New Business** | **Discussion** | **Action/Due Date** |
|  |  | Website updates:   1. Create Links to GA Lic. Board CEU requirements. Rule 671-3-.08. Renewal of License/Penalties/Continuing   Education Requirements. Amended. <https://sos.ga.gov/PLB/acrobat/Forms/14%20Reference%20-%20Occupational%20Therapists%20Continuing%20Education%20Requirements.pdf>   1. Include website and instagram on list of resources for membership |
|  |  | 1. Danielle Centi- might be of potential interest for Feb 14th potential workshop. I can put in touch/introduce if want to investigate more. She lectures on OT/Ex-PLISSIT model and sexual health within the realm of OT. |

Kristen made a motion to adjourn the meeting. Elizabeth seconded the motion. Motion passed. Meeting adjourned at 8:28 PM.