**Occupational Therapy Compact Rules Committee Meeting Minutes**

October 17, 2023

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| Member | Attendance | Agenda | Minutes | Bylaw | Adjourn |
| Chair, Michael Sobowale | **Present** | Y | Y | ---- | ---- |
| Ann Cosby | **Present** | Y | Y | ---- | ---- |
| Nate Brown | **Present** | Y | Y | ---- | ---- |
| Adrienne Price | Absent | ---- | ---- | ---- | ---- |
| Vanessa Beauchamp | **Present** | Y | Y | ---- | ---- |
| Claire Covert-Bybee | **Present** | Y | Y | ---- | ---- |
| Teri Black | **Present** | Y | Y | ---- | ---- |
| Nahale Kalfas, OTCC Legal Counsel | Present |  |  |  |  |
| Amanda Perry, OTCC Executive Director | Present |  |  |  |  |
| TOTALS | **6/7 voting members; quorum present** | 6/6 motion carries | 6/6 motion carries | Vote tabled for future meeting | Adjourned via acclimation |

**Members of the Public Present:**

None

**Welcome/Call to Order**

* M. Sobowale called the meeting to order at 10:30 a.m. CST.

**Roll Call**

* A. Perry called the roll; quorum was present; attendance reflected in chart above

**Review and Adoption of the Agenda**

* Chair Sobowale reviewed and called for a motion to adopt the agenda.
* **Motion**:
	+ **C. Covert-Bybee moved that the committee amend the agenda to include a discussion after the Bylaw Amendments discussion regarding the development of an Expense Reimbursement Policy.**
	+ **V. Beauchamp seconded the motion.**
	+ **All voted in favor, no one abstained; the motion carried.**

**Review and Adoption of the Minutes**

* M. Sobowale reviewed the minutes and called for a motion to adopt the minutes from the previous meeting.
* **Motion:**
	+ **T. Black moved that the committee adopt the minutes as presented.**
	+ **A. Cosby seconded the motion.**
	+ **All voted in favor; no one abstained; the motion carried.**

**Bylaw Amendments**

* A. Perry displayed the Word version of the currently adopted OTCC Bylaws that became effective in August 2022.
	+ The Rules Committee members made suggested edits in various sections throughout the document.
	+ A. Perry captured the committee’s suggestions via tracked changes on the screen so the committee members could visualize the changes as they occurred.
* N. Kalfas suggested that she and A. Perry meet before the next Rules Committee meeting to make a comparison of the OTCC Bylaws to other compact bylaws, namely Counseling and ASLP.
	+ A. Perry agreed to schedule that meeting to compare.
	+ The Rules Committee agreed that the Bylaw amendments need further discussion, and it will be helpful to have the comparison document prior to the next meeting.
* The OTCC RC agreed that the Bylaw amendments will be a priority in preparation for the March 2024 Annual Business Meeting, including having the Rules Committee recommendations to the OTCC Executive Committee before their March meeting (ahead of the full OTCC March meeting).
* **Motion:**
	+ **V. Beauchamp motioned to table the OTCC Bylaw amendment vote to a future meeting before March 2024.**
	+ **N. Brown seconded the motion.**
	+ **All voted in favor; no one abstained; the motion carried.**

**Expense Reimbursement Policy**

* Time prohibited this discussion from occurring.
* **Motion:**
	+ **V. Beauchamp motioned to table the Expense Reimbursement Policy discussion to a future meeting before March 2024.**
	+ **N. Brown seconded the motion.**
	+ **All voted in favor; no one abstained; the motion carried.**

**Questions and Comments**

* Chair Sobowale asked for additional questions and comments from attendees; no further discussion noted.

**Adjournment**

* In the absence of any further discussion, comments, questions, or agenda items, Chair Sobowale declared the meeting adjourned at 11:56 a.m. CST.