**Occupational Therapy Compact Finance Committee Meeting Minutes**

October 3, 2023

**Committee Members Present:**

Danielle Ward, Chair

Missy Anthony

Vonda Malnikoff

**Committee Members Absent**:

None

**Legal Counsel:**

Nahale Kalfas, OTCC Legal Counsel

**OTCC Executive Director:**

Amanda Perry

**ASMI Staff:**

Barbara Tyeryar

**Members of the Public Present:**

None

**Welcome/Call to Order**

* D. Ward called the meeting to order at 2:02 p.m. EST

**Roll Call**

* A. Perry called roll; quorum was present (3/3 voting members)

**Review and Adoption of the Agenda**

* D. Ward reviewed the agenda and called for a motion to adopt the agenda.
  + A. Perry requested that a new voting item be added to the agenda regarding updating the OTCompact.org website.
* **Motion: M. Anthony motioned that the committee add the website redesign budget discussion and vote to the agenda. V. Malnikoff seconded the motion. All voted in favor; the motion carried.**
* **Motion: M. Anthony motioned to adopt the amended agenda. V. Malnikoff seconded the motion. All voted in favor; the motion carried.**

**Review and Adoption of the Minutes**

* D. Ward reviewed the minutes from the previous meeting and called for a motion to adopt them.
* **Motion: M. Anthony motioned that the committee adopt the minutes. V. Malnikoff seconded the motion. All voted in favor; the motion carried.**

**Website redesign discussion/vote**

* A. Perry requested the committee’s consideration to pay $1850 (quote from vendor) to have the OTCompact.org website redesigned to be more accessible for those with different abilities
  + Question: Will the content change?
    - No, format will change; content will not change
  + Question: Will the updates make the website ADA accessible?
    - Yes, the intent is to update colors, fonts, and format to be ADA compliant, user-friendly for all visitors, and aesthetically pleasing (adding images, etc.)
* **Motion: M. Anthony motioned to approve the $1850 expense to update the OTCompact.org website. V. Malnikoff seconded the motion. All voted in favor; the motion carried.**

**Review, discussion, & approval of FY24 Budget**

* D. Ward displayed and explained the spreadsheet of the FY24 budget
  + Includes the actual income and expenditures YTD for FY23
  + Includes budget estimates for categories for FY24
* The members discussed removing the technology category for virtual meetings (Zoom), since that expense is covered by ASMI
* The group clarified category names/meanings in the discussion
* **Motion: D. Ward motioned to approve the FY24 budget as presented and finalized in the discussion today. M. Anthony seconded. All voted in favor; the motion carried.**
  + The FY24 budget will be shared with the OTCC Executive Committee for final approval.

**Questions and Public Comment**

* D. Ward suggested that the group create and define financial procedures, including a process to approve big expenses and the day-to-day small expenses
  + The committee agreed to review other organizations’ procedures and draw from those
  + The committee requested that the discussion be on the agenda for the next OTCC FC meeting in December.
* D. Ward shared comments expressed to her by licensing vendors regarding the RFP language seemingly prohibiting licensing development vendors from submitting proposals
  + N. Kalfas and M. Anthony clarified that any vendor can bid; the clause language in the RFP says the vendors need to explain why they do not use open source software
* A. Perry asked what the process is to recruit committee members; plans to make a call for volunteers for all committees during the OTCC Annual Business Meeting on Oct. 16, 2023
* D. Ward asked the attendees if they had any further discussion items.

**Meeting Closure**

* Hearing no further discussion, D. Ward called for a motion to adjourn. M. Anthony motioned to adjourn. V. Malnikoff seconded the motion. All voted in favor, and the meeting adjourned at 3:07 pm ET.