**Occupational Therapy Compact Commission**

**Public Relations Committee**

**Meeting ~~Minutes~~ Notes – December 18, 2023**

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|  | | VOTES | | | |
| Name | **Attendance** | **Agenda** | **Minutes** | **---** | **Adjourn** |
| Chris Daly, Chair | P |  |  |  |  |
| Missy Anthony | P |  |  |  |  |
| Lesly James | A |  |  |  |  |
| Kathy Weed | A |  |  |  |  |
| Kate Loukas for Jessic Boulduc | A |  |  |  |  |
| Totals | **2/5**  **Quorum NOT Present** | **No vote** | **No vote** | **No vote** | **No vote** |

|  |  |  |
| --- | --- | --- |
| **Other attendees (non-voting)** | | |
| **Name** | **Role** | **Organization** |
| Nahale Kalfas | Legal Counsel | OTCC |
| Amanda Perry | Executive Director | OTCC |
| Shaun Conway | OTCC, Ex-Officio | NBCOT |
|  |  |  |

**Welcome/Call to Order**

* C. Daly welcomed the attendees at 12:03p CST. A quorum was not present; the meeting was not called to order. The attendees operated as a sub-committee and had general discussions. No items were voted on.

**Roll Call**

* A. Perry called roll. 2/5 voting members present. A quorum was not present.

**Review and Adoption of the Agenda**

* The non-voting agenda items were discussed. The agenda was not adopted due to no quorum present
* **Motion:** 
  + **No motion.**
  + **No second.**
  + **No vote.**

**Review and Adoption of the Minutes**

* The meeting minutes from the August 21, 2023 meeting were not voted/approved because no quorum was present. Those meeting minutes will be added to the next PR Committee meeting agenda for a vote.
* **Motion:** 
  + **No motion.**
  + **No second.**
  + **No vote.**

**AOTA Conference Table Goodies**

* A. Perry asked the attendees what items they suggest as table swag for the upcoming AOTA Conference in March 2024 – OTCC will have a booth:
  + Items suggested: Travel cups/mugs, luggage tags, small notebooks with pockets, squeeze toys, drawstring bags, port/padfolio, tape measure key chain, functional items
  + Consider purchasing a few nice items and having a raffle, instead of handing out freebies.
  + Need to print 5x7 bullet point information cards.
  + Consensus is to order drawstring bags with logo to promote the OTC and provide as freebies.
  + **A. Perry will get quotes on drawstring bags and order them ahead of the conference and get approval of items from Chair Daly.**
  + **A. Perry will create a 5x7 information card to be printed.**

**Legislative Update Webinar & CEUs for the Webinar**

* A. Perry shared the vision that NBCOT and AOTA have for hosting a live webinar (to be recorded) regarding legislative updates about the OTC in early 2024.
* The attendees agreed that offering CEUs is a good idea and will likely increase attendance.
* A. Perry shared NBCOTs documentation requirements to get the webinar approved for CEUs. They are as follows:
  + Course description and objectives
  + Include contact hour(s), date of webinar and delivery method
  + Tie webinar content to how the compact will be provide the public with greater access to occupational therapy services
  + Clarify that an OT compact is a state law that allows for a compact privilege to practice and what that means
  + Complete webinar agenda
  + Certificate of attendance
* A. Perry shared that she is not concerned about meeting the documentation requirements listed by NBCOT with the exception of issuing certificates of attendance.
  + Suggestion for A. Perry to connect with C. Wilmarth (AOTA) about a platform to track attendance and issue CEUs.
  + NBCOT can help with a hosting platform, if needed, and with marketing the webinar, but not with issuing CEUs.
* Suggestion to use slides from recent presentations and add the new legislative content with input from C. Wilmarth and S. Conway.
* **A. Perry will connect with C. Wilmarth about tracking attendance and issuing CEUs.**
* **A. Perry will work with Chair Daly to develop the course description and other required documentation for the legislative update webinar.**

**Annual Report Feedback**

* 2024 Annual Report will be worked on throughout the year.
* Suggestion to add an image of each state’s flag next to the delegates’ names.
* Suggestion to remove the “about compacts” section in future reports.

**Annual Business Meeting Preparations**

* Consensus is to only print items that will be voted on.
* Q: Does the group prefer to receive a bound version of documents or a binder to add/remove items?
  + Consensus is to place printed items in a small binder/folder.
* Suggestion: If a graphic is ready that shows how a person will apply for privileges to practice, prepare to demonstrate.
  + It is not likely that the data system will be built out to that degree before the March 2024 meeting.

**Questions and Public Comment**

* There was no official public comment period since the attendees operated as a non-voting subcommittee.

**Meeting Closure**

* The attendees left the meeting at 12:37p CST.
* No motion.
* No second.
* No vote.