

**Occupational Therapy Compact Commission
 Public Relations Committee
 Meeting Minutes – April 15, 2024**

Name	Attendance	VOTES			
		Agenda	Minutes from 2.20.24	---	Adjourn
Chris Daly, Chair	P	Y	Y		
Missy Anthony	P	Y	Y		
Lesly James	A	---	---		
Kathy Weed	P	Y	Y		
Totals	3/4 Quorum Present	3/3 Motion passes	3/3 Motion Passes	No item for vote	Adjourned via acclamation

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Chuck Willmarth	OTCC, Ex-Officio	AOTA

Welcome/Call to Order

- C. Daly welcomed the attendees and called the meeting to order at 12:02p CST.

Roll Call

- A. Perry called roll. 3/4 voting members attending. A quorum was present.

Review and Adoption of the Agenda

- Chair Daly reviewed the agenda and called for a motion to approve it.
- **Motion:**
 - K. Weed motioned to adopt the agenda as presented.
 - M. Anthony seconded the motion.
 - All voted in favor; no one abstained; the motion carried.

Review and Adoption of the Minutes

- C. Daly reviewed the minutes from the February 20, 2024 meeting and requested a motion to approve the minutes as presented.
- **Motion:**
 - **K. Weed made a motion to approve the 2.20.24 minutes as presented.**
 - **M. Anthony seconded the motion.**
 - **All voted in favor; no one abstained; the motion carried.**

April 30, 2024 Webinar

- C. Willmarth shared that AOTA created the registration link for the webinar.
- 1 free contact hour / continuing education unit will be provided to attendees; AOTA will track attendance and issue the CEUs.
- Presenters: C. Daly, C. Willmarth, S. Conway, L. James, and C. Sims (CSG)
- Marketed through AOTA, NBCOT, and OTC websites with links to AOTA's registration page.
- AOTA is setting up a pre-meeting with the presenters to ensure familiarity with Zoom and a smooth webinar/presentation process.
- A. Perry will set up a meeting with the presenters to trial run through the slides.
- **Motion:**
 - No motion; no vote; discussion only

Discussions and Public Comment

- C. Willmarth explained that the OTC stand-up banner used for conferences has a QR code on it that has a subscription fee of +\$200/year. Suggests that we purchase a new banner (appx. \$300 one-time expense) that can be used for several years with a free QR code.
 - A.Perry will bring this forward to the Finance Committee for budgeting in FY25.
 - AOTA paid for the subscription so the banner/code would function for the AOTA conference, so that banner is usable until March 2025.

Meeting Closure

- Hearing no further discussion, Chair Daly adjourned the meeting by acclamation at 12:29p CST.