



**Occupational Therapy Compact Commission
Elections & Nominations Committee Meeting
Minutes: February 24, 2025**

Member	Attendance	VOTES					
		Agenda	No Minutes	No item	No item	No item	Adjourn
Trent Gahl	P	Y	Y	---	---	---	---
Karen Rohrer	P	Y	Y	---	---	---	---
Christina Bourland	A	---	---	---	---	---	---
TOTALS	2/3 voting members; quorum present	2/3 motion carries	2/3 motion carries	---	---	---	Adjourned by acclimation at 4:05p CST

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC

Welcome/Call to Order

- Chair Gahl called the meeting to order at 3:32 CST.

Roll Call

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

Review and Adoption of the Agenda

- A. Perry reviewed and called for a motion to adopt the agenda as presented.
- **Motion:**
 - **K. Rohrer motioned that the committee adopt the agenda as presented.**
 - **T. Gahl seconded the motion.**
 - **All voted in favor; 0 abstained; the motion carried.**

Review and Adoption of the Minutes

- Chair Gahl reviewed the minutes from the last meeting and called for a motion to approve them.
- **Motion:**
 - **K. Rohrer motioned to approve the minutes as presented.**
 - **T. Gahl seconded the motion**
 - **All voted in favor; 0 abstained; the motion carried.**

Review Executive Committee Vacancies up for Election in 2025 (according to bylaws)

- 1 – Chair
- 1 – Member at Large
- 1 – Secretary
- Establish a timeline for announcing the call for nominations and vote
 - March 14, 2025 A. Perry will send an email to the OTCC announcing that nominations are open for 10 days.
 - March 24, 25 A. Perry will announce the list of nominees/candidates via email to the OTCC.
 - April 3, 2025 A. Perry will email the OTCC reminding them to be prepared to vote electronically during the April ABM.
 - April 16, 2025 OTCC votes electronically during the ABM
 - April 21, 2025 ENC meets and certifies the votes
 - Within 10 days of certification, A. Perry will send emails to new EC members and sends an email to the OTCC announcing the new appointments.
- **Motion:**
 - **This was not a voting item.**

Standing Review of Committee Officer Rotations

- Chair Gahl led a discussion regarding the process for ongoing Committee member appointments and reappointments
- Reappointments are common to prevent losing institutional knowledge as people on/off board to committees
- A. Perry will ask Committee chairs if they still want to serve or rotate off. If they want to rotate off, A. Perry will notify the Executive Committee at their next meeting.

OTCC Committee Chair Rotations / Appointment Process

- At the EC meeting immediately following the 2025 OTCC ABM, the following OTCC Committees need to have Chairs (re)appointed:
 - Public Relations – Chris Daly
 - Rules – Claire Covert-Bybee
- At the EC meeting immediately following the 2026 OTCC ABM, the following OTCC Committees need to have Chair (re)appointed:
 - Compliance – Adrienne Price
 - Elections & Nominations – Trent Gahl
 - Finance – Danielle Ward
- **Motion:**
 - **This was not a voting item.**

Questions and Comments

- Chair Gahl called for further comments and discussions from the ENC members
 - No comments noted
- Chair Gahl called for comments from members of the public:
 - No public members present; no public comments noted

Adjournment

- **Hearing no further discussion, Chair Gahl adjourned the meeting via acclamation at 4:05p CST with no opposition from the members.**