

**Occupational Therapy Compact Commission
 Finance Committee
 Meeting Minutes – April 1, 2025**

Name	Attendance	VOTES			
		Agenda	Minutes	No voting item	Adjourn
Danielle Ward	P	Y	Y	---	-
Missy Anthony	P	Y	Y	---	-
Vonda Malnikoff	P	Y	Y	---	-
Trent Gahl	P	Y	Y	---	
Totals	4/4 Quorum Present	4/4 Motion passes	4/4 Motion passes		Adjourned via acclimation at 2:10 CST

Other attendees (non-voting)		
Name	Role	Organization
Nahale Kalfas	Legal Counsel	OTCC
Amanda Perry	Executive Director	OTCC
Francielle Pineda	Member of the Public	NBCOT
Kevin Logan	Member of the Public	NBCOT
Kyle Jones	Member of the Public	NBCOT

Welcome/Call to Order

- D. Ward called the meeting to order at 1:04 p.m. CST

Roll Call

- A. Perry called roll; quorum was present (4/4 voting members)

Review and Adoption of the Agenda

- D. Ward reviewed the agenda and called for a motion to adopt the agenda.
- **Motion:**
 - **M. Anthony motioned to adopt the agenda as presented.**
 - **T. Gahl seconded the motion.**
 - **All voted in favor; 0 abstained; motion carried.**

Review and Adoption of the Minutes

- D. Ward reviewed the minutes from the previous meeting. No discussion or edits noted.

- **Motion:**
 - **M. Anthony motioned that the committee adopt the minutes amended.**
 - **T. Gahl seconded the motion.**
 - **all voted in favor; 0 abstained; motion carried.**

Standing OTCC Finance Review

- Chair Ward reviewed the monthly finance statement for OTCC

Prep for OTCC ABM

- A. Perry displayed the FY25 Budget that was approved by the Executive Committee on 10.21.24 and will be voted by the OTCC on 4.16.25; no discussions or questions noted; Chair Ward will present the FY25 budget during the OTCC ABM

Financial Sustainability Plan

- A. Perry displayed the budget projection Excel document while Chair Ward explained the various expenses, contributions, and expected expenditures for FY26 and FY27.
- Discussions that evolved
 - Difficult to determine the different pathways to financial sustainability beyond FY26 because many unknowns regarding the number of privileges to practice that will be sold
 - Consideration that funders may stop funding beyond FY26
 - Idea to implement a state assessment fee beyond FY27 (How much? When?)
 - The projections do not include the following two OTCC personnel options, of which one or both are likely to be needed within the next 3 months
 - A full-time executive director
 - A part-time lower-level technical assistant
- The FC charged A. Perry with requesting four different quotes from ASMI (OTCC's secretariat) to provide the following services
 - Transitioning current executive director to full-time
 - Hiring a part-time (15h/week) technical assistant to the executive director (for OTCC only)
 - Providing only secretariat services (without the executive director)
 - Hiring a full time (35+h/week) technical assistant which will serve both OTCC and ASLP
- The group determined that another meeting is necessary to finalize a Financial Sustainability Plan
 - Members agreed that a special meeting can be held on April 30, 2025 at 11a EST
 - A. Perry will send the invite

Questions and Public Comment

- Chair Ward called for additional comments/questions.
 - None noted
- Next OTCC FC meeting is scheduled for April 30, 2025

Meeting Closure

- Hearing no further discussion, Chair Ward adjourned the meeting via acclamation.
- **Meeting adjourned at 2:10p CST.**