Occupational Therapy Compact Commission
Finance Committee
Meeting Minutes – August 4, 2026

Name	Attendance	VOTES Agenda	Minutes	Addendum to MOU	No voting item	Adjourn
Danielle Ward	P	Y	Y	Y	---	-
Missy Anthony	P	Y	Y	Y	---	-
Vonda Malnikoff	P	Y	Y	Y	---	-
Totals	**3/3 Quorum Present**	**3/3 Motion passes**	**3/3 Motion passes**	**3/3 Motion passes**	---	Adjourned via acclimation at 2:21p CT

Other attendees (non-voting)		
Name	**Role**	**Organization**
Amanda Perry	Executive Director	OTCC
Nahale Kalfas	Legal Counsel	OTCC
Barbara Williams	Ex-Officio	NBCOT

Welcome/Call to Order

- D. Ward called the meeting to order at 1:07 p.m. CT.

Roll Call

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

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.**
    - **V. Malnikoff 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 as presented.**
    - **V. Malnikoff seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried.**

Standing OTCC Finance Review

- No items for discussion

Review OTCC & ASMI Contract

- A. Perry shared the current ASMI-OTCC MOU, which is set to auto-renew on October 1, 2026.
- A. Perry shared the Addendum to the ASMI-OTCC MOU, which is set to expire on September 30, 2026.
- The Finance Committee (FC) discussed the current terms of the MOU for the purposes of making a thoughtful recommendation to the Executive Committee about whether to keep the MOU.
    - The consensus is that the deliverables in the MOU and the amount are within reason and there are no recommended changes other than those proposed at the last FC meeting.
- The Finance Committee (FC) discussed the terms of the Addendum to the MOU for the purposes of making a thoughtful recommendation to the Executive Committee about whether and how to move forward with an Addendum.
    - The FC members discussed whether they thought the return on investment for the Addendum deliverables was appropriate.
    - The FC members addressed a similar discussion that the Executive Committee had in the July 13, 2026 EC meeting where the EC questioned the amount of time being committed to the OTCC by ASMI, specifically for the deliverables in the Addendum.
    - A. Perry shared that she addressed these concerns with ASMI leadership and gave proposals to ASMI's leadership about how they might consider moving forward to mitigate the EC and FC concerns. At the time of this FC meeting, there was no ASMI internal decision made.
    - An OTCC Ex-Officio member addressed concerns about the funding contributions and how there is a need for transparency and accountability regarding how the contributions are spent by the OTCC.
        - It is understood that secretariat services come with a price; however, it was stated that the secretariat organization must ensure that the personnel resources have adequate bandwidth to achieve the deliverables in a timely, efficient, and quality manner.
    - The FC members and the Ex-Officio agree that ASMI should compensate either with time or money for the time and deliverables that they paid for from June 16, 2025 – July 15, 2026.
        - The understand that the person in the project manager role completed employment onboarding and routine professional development throughout the year; however, those time commitments should not have left a significant gap in the amount of time spent on the OTCC project.
        - The FC members requested that Legal Counsel address this with ASMI leadership to see how they want to repay the OTCC. Specific numbers and amounts were not discussed.

    - The FC discussed various options for the EC to consider regarding the Addendum to the MOU; the considerations were:
        - Allow the Addendum to expire; do not renew
        - Renew the Addendum for another year with no changes
        - Renegotiate the Addendum to reconsider the deliverables, length of time, and monthly amount
- **Motion:**
    - **D. Ward motioned that the Finance Committee make a recommendation to the Executive Committee to consider renegotiating the Addendum (expires on September 30, 2026) to have its deliverables, length of time (ex: 6 months instead of 12 months), and total amount better align with the current OTCC business objectives and requirements.**
    - **M. Anthony seconded the motion.**
    - **All voted in favor; 0 abstained; motion carried**

FY27 Budget
- D. Ward shared a draft budget for FY27. Due to time constraints, there was no discussion. This agenda item was tabled until the October meeting.

Questions and Public Comment
- Chair Ward called for additional comments/questions from the members and the public.
    - Members: no comments
    - Public: no comments

Meeting Closure
- Hearing no further discussion, Chair Ward adjourned the meeting via acclimation at 2:21p CT.
- Next OTCC FC meeting is scheduled for October 6, 2026.