DRAFT MINUTES
OF
THE AMERICAN OCCUPATIONAL THERAPY ASSOCIATION, INC.
REPRESENTATIVE ASSEMBLY

APRIL 8 TO APRIL 11, 2008

Prepared By:
Wendy Welch-Gillen, OTR/L
Representative Assembly Recorder

Editors Note: Motions to amend are indicated by strikeouts, insertions are indicated by shading.
2008 REPRESENTATIVE ASSEMBLY (RA) MINUTES

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The thirty-second meeting of the Representative Assembly (RA) was held at the Hyatt Regency Hotel in Long Beach, California on April 8 to April 11, 2008.

**OPENING SESSION, TUESDAY, APRIL 8, 2008**
The Speaker, Brent Braveman, called the meeting of the American Occupational Therapy Association, Inc. (AOTA) Representative Assembly to order at 3:31 p.m. The Speaker welcomed RA members, AOTA Officers, Commission, Committee, and Council Chairs, Association staff, gallery members, and guests. After opening the meeting with the Star Spangled Banner, the Speaker then reviewed the RA Mission Statement, AOTA Vision statement, AOTA Centennial Vision Statement, RA Mission and Vision Statement, and RA Core Values. Speaker Braveman reviewed the 2007–2008 Areas of Focus for Operational Improvement. Afterward, the Speaker asked the Assembly to observe a moment of silence to honor those in the profession that passed away since our last meeting. The Speaker then acknowledged new members of the Representative Assembly and also introduced local conference committee chairs, Pam Roberts and Shawn Phipps.

### ROLL CALL

<table>
<thead>
<tr>
<th>State</th>
<th>Representative</th>
<th>Alternate Representative</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>Donna Wooster</td>
<td>Rep Nebraska, Patricia Gromak, Judy Melvin, Rep</td>
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<tr>
<td>Alaska</td>
<td>Pauline Bennett-Gannon</td>
<td>Rep Nevada, Judy Melvin, Rep</td>
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<tr>
<td>Arizona</td>
<td>Debra Hines</td>
<td>Rep New Hampshire, Alexa Trolley-Hanson, Rep</td>
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<td>Arkansas</td>
<td>Tina Mankey</td>
<td>Rep New Jersey, Elizabeth Lannigan, Rep</td>
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<td>California #1</td>
<td>Luella Grangaard</td>
<td>Rep New Mexico, Nathan Pack, Rep</td>
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<td>California #2</td>
<td>Margaret Phillips</td>
<td>Rep New York #1, Jeffrey Tomlinson and Izel Obermeyer, Appt. Reps</td>
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<tr>
<td>Colorado</td>
<td>Julie Price McClure</td>
<td>Rep New York #2, Gloria Lucker, Rep</td>
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<td>Connecticut</td>
<td>Irene Herden</td>
<td>Rep North Carolina, Cynthia Bell, Rep</td>
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<td>District of Columbia</td>
<td>Irena Blaszkiewicz</td>
<td>Rep Ohio, Mary Arnold, Rep</td>
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<td>Florida</td>
<td>Emily Pugh</td>
<td>Rep Oklahoma, Suena Olson, Rep</td>
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<td>Georgia</td>
<td>Dee Stanfield</td>
<td>Rep Oregon, Heather Chiappisi, Rep</td>
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<td>Hawaii</td>
<td>Gail Miyahira</td>
<td>Rep OT’s in Foreign Countries, Anne Cronin, Rep</td>
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<td>Idaho</td>
<td>Jill Satren</td>
<td>Appt. Rep Pennsylvania #1, Marian Gillard, Rep</td>
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<td>Illinois</td>
<td>Kathryn Eberhardt</td>
<td>Rep Pennsylvania #2, Denise Chisholm, Rep</td>
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<td>Indiana</td>
<td>Don Newkirk</td>
<td>Rep Puerto Rico, Ana Vazquez, Alt. Rep</td>
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<td>Iowa</td>
<td>Nichelle Cline</td>
<td>Alt. Rep Rhode Island, Lisa Edwards, Rep</td>
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<td>Kansas</td>
<td>Jamie McNally</td>
<td>Rep South Carolina, Tina Shadley, Alt. Rep</td>
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<td>Kentucky</td>
<td>Rhonda Edwards</td>
<td>Rep South Dakota, Julie Kalahar, Rep</td>
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<td>Louisiana</td>
<td>Dawn Martin</td>
<td>Rep Tennessee, Larry Snyder, Alt. Rep</td>
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<td>Maine</td>
<td>Kimberly Davis</td>
<td>Rep Texas, Mary Frances Baxter, Rep</td>
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<td>Maryland</td>
<td>Marcie Weinstein</td>
<td>Rep Utah, Brenda Lyman, Rep</td>
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<td>Massachusetts</td>
<td>Michelle Savrann</td>
<td>Rep Vermont, Barbara Winters, Appt. Rep</td>
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<td>Michigan</td>
<td>Claudette Stork Reid</td>
<td>Rep Virginia, Susan Lin, Rep</td>
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<td>Minnesota</td>
<td>Nancy Scott</td>
<td>Rep Washington, Carole Pauw, Rep</td>
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<td>Mississippi</td>
<td>Christie Morgan</td>
<td>Rep West Virginia, Mary Hager, Rep</td>
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<td>Missouri</td>
<td>Julie Rosenfeld</td>
<td>Rep Wisconsin, Teri Black, Rep</td>
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<tr>
<td>Montana</td>
<td>Nancy Clark</td>
<td>Rep Wyoming, Jean Owsley, Rep</td>
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The Speaker acknowledged the committee chairpersons Preston Peter (CRAC); Yvonne Randall (Nominating); Peter Giroux (Recognitions); and Patty Bowyer (BPPC), as well as Connie Herold (Agenda); Wendy Welch-Gillen (Recorder), and Debbie Murphy-Fischer, Vice Speaker. The Speaker also acknowledged Charles Christiansen and Ruth Ann Watkins, both of AOTF.

QUORUM
At 4:15pm, the Recorder, Wendy Welch-Gillen announced that a quorum was present and the CRAC Chair confirmed these numbers. There were 68 voting and 12 non-voting members present.

SWEARING-IN OF NEW MEMBERS
Yvonne Randall, Nominating Committee Chairperson, swore in all members of the Representative Assembly.

The Speaker acknowledged the RA Parliamentarian, Michael Swift, as well as the RA Administrative Assistant, Debbie Hippchen, and the RA Staff Liaison, Carol Gwin. In addition to thanking the Association staff, the Speaker acknowledged Peggy Owens, the RA Sergeant At Arms, and the student pages: Mary Ann Bailey, Jennifer Farr, Betty Grey, Mae Pascua,
Elly Schoap, and Ginny Sievers.

**RULES OF THE DAY**
Wendy Welch-Gillen, Recorder, reviewed the Rules of the Day as printed, distributed, and moved for adoption.

**APPROVAL OF THE 2007 RA MINUTES**
The Speaker called on the Recorder to present a motion to the Assembly, and the Recorder moved that the minutes of the 2007 Representative Assembly in St. Louis, MO, be adopted.

**APPROVED**

The Speaker requested that Wendy Welch-Gillen, Recorder, present a motion to adopt the minutes from the 2007 Online meeting. The Recorder moved that the 2007 Online Meeting Minutes be adopted.

**APPROVED**

**AD HOC MINUTES REVIEW COMMITTEE**
The Speaker appointed the following representatives to assist the Recorder in the review and preparation of the minutes of the 2008 Representative Assembly Meeting: Nancy Clark, Montana; Gloria Lucker, New York #2; and Mary Hager, West Virginia.

**GENERAL AGENDA**
The Speaker acknowledged the Agenda Chair, Connie Herold, to provide comments or explanations of changes on the general agenda. Connie Herold moved to adopt the general agenda.

**APPROVED**

**NOMINATING CHAIR INTRODUCED SLATE OF CANDIDATES**
The Speaker recognized Yvonne Randall, Nominating Chair, to introduce the slate of candidates for Agenda Chairperson, Bylaws, Policies and Procedures (BPPC) Chair and Recorder. Denise Chisholm and Christina Griffin were introduced as Agenda Chairperson Candidates; Luella Grangaard and Trina Schulz were introduced as BPPC Chair candidates; and Nancy Clark and Julie Kalahar were introduced as Recorder candidates.

**PRESENTATION OF POTENTIAL NEW BUSINESS**
The Speaker called on the Agenda Chair, Connie Herold, to present potential new business items.

**AGENDA NEW BUSINESS ITEMS**
Number 50: New business item titled “Specialty Certification in UE Rehabilitation”; Number 51: New business item titled “RA commit to 100% participation to AOTPAC.”; Number 55: New business item titled “ASAP chair seated as member of Board.”; Number 56: New business item titled “Elected committee chairs of the Assembly have full voting privileges.”

**APPROVED**

**AGENDA NEW BUSINESS ITEM**
Number 57: New business item titled “AOTA members make a financial contribution to AOTPAC.”

**DEFEATED**

**SPEAKER ANNOUNCEMENTS**
Speaker Braveman acknowledged Family Success By Design, Inc. the local conference charity, and challenged RA members to match or exceed the amount donated by conference attendees. The Speaker identified Sergeant at Arms Peggy Owens, who was charged with providing a container for the donations to charity.

**REPORT FROM THE PRESIDENT**
The Speaker acknowledged Penelope Moyers Cleveland who provided a PowerPoint presentation on activities during her first year as president including key centennial vision initiatives.

**REPORT FROM THE VICE PRESIDENT**
The Speaker acknowledged Florence Clark, Vice President, who provided a PowerPoint presentation regarding accomplishments of the centennial commission.
REPORT FROM THE EXECUTIVE DIRECTOR
The Speaker acknowledged AOTA Executive Director Fred Somers, who provided a presentation on the status of AOTA’s membership numbers, the significant contributions of the profession in 2007-2008, and challenges for the future.

REPORT FROM AOTPAC
The Speaker called on Amy Lamb, the Chairperson of AOTA’s Political Action Committee (PAC), who provided a PowerPoint presentation on Celebrating 30 Years of Advocacy with AOTPAC and the significance of AOTA members’ contributions towards advancing the profession.

SPEAKER ANNOUNCEMENTS
The Speaker announced that dinner would begin at 6:30 p.m., and reminded RA members of the joint meeting with the Assembly of Student Delegates (ASD). The meeting was adjourned at 6:30 p.m.

WEDNESDAY, APRIL 9, 2008
The Speaker called the meeting to order at 7:30 a.m., then commenced with announcements. The Speaker acknowledged Patrick Bloom, ASAP Chair, to welcome the Assembly. The Speaker acknowledged the meeting of the ASD and RA from the previous evening, and introduced the Commission and Council Chairs, who each presented a brief report on the business of each commission/council. Coralie Glantz reported for the Commission on Continuing Competence and Professional Development (CCCPD). René Padilla presented a report from the Commission on Education (COE); Susanne Smith Roley represented the Commission on Practice (COP); Kathryn Reed presented a report on behalf of the Ethics Commission (EC); Pam Toto reported for the Special Interest Section Council (SISC).

The Speaker recognized the top state contributors to AOTPAC: Nebraska, Idaho, and Washington, DC

Without objection the RA went into executive session at 9:48 a.m. to introduce two new business items. The executive session concluded at 10:00 a.m.

CRAC REPORT
Preston Peter, Chairperson, reported 70 voting members, 11 non-voting members. A quorum was established.

AGENDA CHAIR REPORT
The Speaker recognized Connie Herold, Agenda Chair, who presented Consent Agenda W.

CONSENT AGENDA W
The Speaker recognized Connie Herold, Agenda Chair, who presented Consent Agenda W. There were requests to remove items 4, 5, 6 and 14. The SISC chair withdrew removal of item W6 from the consent agenda. Connie Herold moved for the adoption of the amended Consent Agenda W.

ADOPTED

Motion: On behalf of the Assembly, I move that the Ad hoc Committee on Historical Foundations be extended for another year.

ADOPTED 2008C1

Motion: On behalf of the RALT, I charge the 2008 RA task groups to discuss health care reform and identify key principles important for an Association policy on this topic. These principles will be forwarded to the policy staff at the national office for use in informing the Association’s position on health care reform at both the federal and state level.

ADOPTED 2008C2

Motion: On behalf of OTA members, I move to charge the President to direct the Executive Director to report to the Board on steps already taken over the past several years and take any additional necessary steps to change the Bureau of Labor Statistics Occupational Outlook Handbook to accurately reflect the title of Occupational Therapy Assistant, and to ensure the content is an accurate reflection of the skills, education, and training of the OTA with a report back to the 2009 RA face-to-face meeting.

ADOPTED 2008C3

Motion: On behalf of BPPC, I move adoption of the revised ASD SOP.
ADOPTED 2008C8

Motion: On behalf of BPPC, I move adoption of the revised Policy 1.3 Format for Association Reports.

ADOPTED 2008C9

Motion: On behalf of BPPC, I move adoption of the revised Policy 2.1 Budgetary Process.

ADOPTED 2008C10

Motion: On behalf of BPPC, I move adoption of the revised Policy 2.6 Composition of Association Bodies.

ADOPTED 2008C11

Motion: On behalf of BPPC, I move adoption of the revised Attachment A: Recommended BPPC Procedures to Process Amendments/Revisions to Association Bylaws of the BPPC SOP.

ADOPTED 2008C12

The Speaker recognized Connie Herold, Agenda Chair, who presented a potential new business item.

NEW BUSINESS ITEM
Number 57: New business item titled “Develop a written statement of support for AOTPAC.”

ADOPTED 2008C17

Without objections the Speaker moved the RA go into executive session at 10:10 a.m. The executive session concluded at 10:20 a.m.

The Assembly was recessed at 10:30 a.m. to begin work in Task Groups.

THURSDAY, APRIL 10, 2008
The Speaker called the meeting to order at 7:30 a.m.

CANDIDATE SPEECHES
The Speaker welcomed all Assembly members and sang a rousing rendition of “Happy Birthday” to Association staff member Carol Gwin. The Speaker recognized the Nominating Committee Chair, Yvonne Randall for the introduction of the candidates and candidate speeches. The candidates for Agenda Chairperson were: Denise Chisholm and Christina Griffin; Bylaws, Policies and Procedures (BPPC) Chair: Luella Grangaard and Trina Schulz; Recorder: Nancy Clark and Julie Kalahar.

CRAC REPORT
At 8:15am, Preston Peter, CRAC chair, reported 70 Representatives, Officers, and RA Officials present, with 12 non-voting members present.

AGENDA A
The Speaker recognized Connie Herold, Agenda Chair, who presented Agenda A.

The Speaker recognized Luella Grangaard, California #1 Representative and Task Group 1 Leader, who presented agenda items on behalf of the group.

INFANT OR TODDLER IN EDUCATION COURSE TITLES, DESCRIPTIONS, AND OR OBJECTIVES
Motion: On behalf of Task Group 1, the Early Intervention Education Content Ad Hoc Committee, I move to charge COE to recommend that all occupational therapy programs to incorporate the words “infant or toddler” in education course titles, descriptions, and/or objectives, when applicable.

ADOPTED 2008C17
EARLY INTERVENTION COURSE CONTENT

Motion: On behalf of Task Group 1, I move to charge the President to recommend that the Model Curriculum Blue Print for the Future of Education Ad Hoc Committee consider including in their recommendations early intervention (0-3 year) course content, including the following key areas:

- Assessment and intervention in the following developmental areas: physical, social-emotional, cognition, communication, adaptation (e.g., dressing, functional life skills), sensory development, feeding and eating, play
- An overview of the Individuals with Disabilities Education Act (IDEA), Part C (Early Intervention), including key concepts of the law: family assessment, measurable outcomes, family-centered practice.
- Evidence-based practices for early intervention
- Various methods of teaming used in early intervention practice.

ADOPTED AS AMENDED 2008C18

CHANGE NAME OF SCHOOL SYSTEM SIS TO EARLY INTERVENTION AND SCHOOL SIS

Motion: On behalf of Task Group 1, I move to change the name of the current School System SIS to “Early Intervention and School SIS” (EISSIS).

ADOPTED 2008C16

PROPOSING AMENDMENT TO AOTA BYLAWS THAT ASAP CHAIR BE MEMBER OF BOARD

Motion: On behalf of ASAP, I move that the RA Speaker charge BPPC to begin the process of proposing an amendment to the AOTA Bylaws that the chair of ASAP be a seated member of the AOTA Board of Directors with voice and vote.

DEFEATED 2008C55

Item 19 – Policy 1.30R Official Documents of the Association and item 71 – Definition of Official Documents were referred back to the Agenda Chair.

The Speaker recognized Claudette Stork Reid, Michigan Representative and Task Group 2 Leader, who presented the agenda items on behalf of the group.

DUAL SLATE FOR ASSOCIATION OFFICERS, BOARD DIRECTORS, AND RA OFFICIALS

Motion: On behalf of the Nominating Committee, I move that beginning with the 2010 election cycle the slate for Association Officers, Board Directors, and RA Officials must be at least a dual slate with a slate for all other elected positions encouraged to be dual, but not required.

DEFEATED 2008C21

MOTION 1 – ESTABLISH ENTRY-LEVEL CORE COMPETENCIES FOR OT PRACTICE UE

Motion: On behalf of Task Group 2, I move that the Speaker, in consultation with the President, establish an ad hoc committee to develop core competencies for entry-level occupational therapists for practice related to physical rehabilitation of the upper extremity, across diverse contexts and the lifespan. The ad hoc committee would include at least one member representative of the Physical Disabilities Special Interest Section (PDSIS) Hand Subsection, one practitioner who specializes in upper extremity rehabilitation, one practitioner in general physical disabilities rehabilitation, one educator, and a certified hand therapist recommended by the American Society of Hand Therapists (ASHT) who is both an ASHT and an AOTA member. The ad hoc committee shall consult with representatives from ASHT and the Hand Therapy Certification Commission in the course of its deliberations. Collaboration with the Commission on Education and the AOTA ad hoc committee developing the model curriculum shall also occur to ensure the sharing of information and recommendations from the core competencies on physical rehabilitation of the upper extremity ad hoc committee. The ad hoc committee will present a final report with recommendations to the 2009 RA face-to-face meeting.

DEFEATED 2008C26

DEVELOP A FACT SHEET REGARDING OT PRACTICE IN PHYSICAL REHABILITATION

Motion: On behalf on Task Group 2, I move to charge the President to direct the Executive Director to develop a fact sheet regarding occupational therapy practice in the physical rehabilitation of the upper extremity by the 2008 Online RA.

ADOPTED 2008C61

RECOMMENDATIONS TO THE BLUEPRINT FOR EDUCATION FOR THE FUTURE AD HOC COMMITTEE

Motion: On behalf of Task Group 2, I move to charge the President to recommend that the Blueprint for Education for the
Future Ad Hoc Committee include consider including in their recommendations course content to retain excellence in physical rehabilitation. This should include a thorough foundational knowledge of basic sciences as well as practical therapeutic skills. Progress report back to the 2009 RA face-to-face meeting.

**ADOPTED AS AMENDED 2008C63**

**PRESENTATION FOR PROGRAM DIRECTORS**

**Motion:** On behalf of Task Group 2, I charge the President to direct the Executive Director to deliver a presentation at the Fall 2008 or 2009 Conference Program Director’s meeting regarding the state of education of core sciences in occupational therapy and occupational therapy assistant education programs. The presentation should highlight the demand for core sciences education by the marketplace, payers, regulatory agencies and practice. In addition, the presentation should reference exemplary program models currently in existence, with strong core science education with report back to the 2009 RA face-to-face meeting. A copy of the presentation will provided to ACOTE.

**ADOPTED AS AMENDED 2008C64**

**SPECIALTY CERTIFICATION I UPPER EXTREMITY REHABILITATION**

**Motion:** On behalf of Task Group 6, I move to charge the Commission on Continuing Competence and Professional Development (CCCPD) to establish an ad hoc committee to complete a Phase I Feasibility Study for the establishment of a Specialty Certification in Upper Extremity Rehabilitation. This credential would recognize advanced knowledge in treatment of both orthopedic, central nervous system and developmental dysfunction of the upper extremity across the continuum of the lifespan. The ad hoc committee would include at least one member representative from the Physical Disabilities Special Interest Section (PDSIS), an Occupational Therapist in general physical disabilities practice, an Occupational Therapy Assistant in general physical disabilities practice and an Occupational Therapy Assistant in upper extremity rehabilitation practice. The ad hoc committee will present a final report with recommendations to the 2009 RA face-to-face meeting.

**DEFEATED 2008C50**

**CONSENT AGENDA C**

The Speaker recognized Connie Herold, Agenda Chair, who presented Consent Agenda C. There was a request to remove item 57. Connie Herold moved adoption of the amended Consent Agenda C.

**ADOPTED**

Speaker Introduced Pennsylvania #2 Representative and Task Group 4 Leader, Denise Chisholm.

**Motion:** On behalf of Task Group 4 COE, I move to adopt the revised statement, Academic Terminal Degree.

**ADOPTED 2008C4**

**Motion:** On behalf of Task Group 4, I move to adopt the revised position paper, The Importance of Occupational Therapy Assistant Education to the Profession.

**ADOPTED 2008C40**

**Motion:** On behalf of Task Group 4, I move to charge the President to request the Executive Director to direct resources to increase visibility of global practice initiatives and international issues in Association publications/reports, Web-based communication and member interactions with a report including an action plan to the 2009 RA face-to-face meeting.

**ADOPTED 2008C49**

**Motion:** On behalf of BPPC, I move adoption of the revised Nominating SOP.

**ADOPTED 2008C22**

**Motion:** On behalf of BPPC, I move adoption of the revised Attachment A Election Procedures to the Nominating SOP.

**ADOPTED 2008C23**

**Motion:** On behalf of BPPC, I move adoption of the revised Attachment C Campaign Guidelines to the Nominating SOP.

**ADOPTED 2008C24**
**Motion:** On behalf of BPPC, I move adoption of the revised Attachment G RA Election Procedures to the Nominating SOP.

**ADOPTED 2008C25**

**Motion:** On behalf of BPPC, I move adoption of the new Attachment A: Procedures for Appeal of Decisions by the Board for Advanced and Specialty Certification (BASC) to the BASC SOP.

**ADOPTED 2008C32**

**Motion:** On behalf of Task Group 4 the Ad Hoc Committee on Two Points of Entry Into the Profession, I move that the President be charged to develop educational materials (e.g. PowerPoint for the Web, OT Practice article, AOTA Conference workshop) that will capture the work of the ad hoc committee to educate students, AOTA members, and external agencies about the rationale for and benefits of two points of entry into the profession. Report back to the 2009 RA face-to-face meeting.

**ADOPTED 2008C14**

The Speaker recognized Agenda Chair, Connie Herold, who presented potential new business items.

**AGENDA NEW BUSINESS ITEMS**
Number 60: New business item titled “RA use new brand in their communications.”; Number 73: New business item titled “RA Tool Kit.”; Number 76: New business item titled “Branding Tracking.”

**AGENDA A CONTINUED**
The Speaker recognized Denise Chisholm, Pennsylvania #2 Representative and Task Group 4 Leader, who presented the agenda items on behalf of the group.

**OPERATIONALIZE COORDINATED ONLINE OPPORTUNITIES FOR LEADERSHIP**
**Motion:** On behalf of Task Group 4, the Ad Hoc Committee on Association Leadership, I move to charge the President Executive Director to operationalize the Coordinated Online Opportunities for Leadership (COOL) by the 2008 RA online 2009 RA face-to-face spring meeting.

**ADOPTED 2008C34**

**INCLUDE TRANSITION DEVELOPMENT PLANNING PROCESS**
**Motion:** On behalf of Task Group 4, I move to: a) charge the Bylaws, Policies and Procedures Committee to include the transition development planning process in all of its respective policies, administrative SOP and job descriptions; b) through the President, direct the Executive Director to oversee all respective staff liaisons in their facilitation of the transition development planning process and electronic online orientation; and c) charge the President and the Speaker to work with the volunteer leaders to implement the transition in leadership process for all positions turning over in 2008 and beyond. A report is due at the 2008 RA Online Meeting.

**ADOPTED 2008C35**

**EMERGING LEADERS DEVELOPMENT PROGRAM FISCAL YEAR 2009**
**Motion:** On behalf of Task Group 4, I move to charge the President with appointment of the Emerging Leaders Development (ELDC) Ad Hoc Committee, composed of senior staff members and leaders of AOTA plus a recent former member of the Assembly of Student Delegates Steering Committee, to carry out the planning and preparation for a pilot Emerging Leaders Development Program in Fiscal Year 2009, with the actual pilot training program to be implemented in FY 2010, with a report back to the 2010 RA meetings with recommendations for future emerging leader development programming.

**ADOPTED 2008C36**

**VOLUNTARY CREDENTIALING FOR FIELDWORK EDUCATION PROGRAM (VCFWE)**
**Motion:** On behalf of Task Group 4 COE, I move to charge the President to implement approve the Voluntary Credentialing for Fieldwork Education Program (VCFWE) with an interim report by fall 2008 RA online meeting and an initial training program implemented at the 2009 AOTA Conference with a final report to the 2009 Online Meeting.

**ADOPTED AS AMENDED 2008C37**

It was moved to reconsider item 13 - Discontinue International Effectiveness and Efficiency Ad Hoc Committee from Consent Agenda W.
AGENDA B
The Speaker recognized Nancy Clark, Montana Representative and Task Group 3 Leader, who presented the agenda items on behalf of the group.

POLICY 4.12 – ACKNOWLEDGE TO EMPLOYERS OF CONTRIBUTIONS BY ASSOCIATION LEADERS
Motion: On behalf of Task Group 3 BPPC, I move adoption with amendment of the revised Policy 4.12 Acknowledgement to Employers of Contributions by Association Leaders.

ADOPTED 2008C31

ATTACHMENT A – AOTA AWARDS DESCRIPTIONS, INFORMATION, REQUIREMENTS AND GENERAL PROCEDURES
Motion: On behalf of Task Group 3, I move adoption with amendment of the revised Attachment A: AOTA Awards Descriptions, Information, Requirements and General Procedures to the Recognitions Committee SOP.

ADOPTED 2008C30

SOCIETAL STATEMENT ON LIVABLE COMMUNITIES
Motion: On behalf of the RACC Task Group 3, I move adoption with amendment of AOTA’s Societal Statement on Livable Communities

ADOPTED AS AMENDED 2008C28

The Speaker recognized Julie Kalahar, South Dakota Representative and Task Group 5 Leader, who presented items behalf of the group.

MOTION 2 – OTAS AS ACADEMIC FIELDWORK EDUCATORS IN OT EDUCATIONAL PROGRAMS
Motion: I move that the Representative Assembly recommend to the Accreditation Council for Occupational Therapy Education (ACOTE) to reconsider the possibility for OTAs to participate in OT educational programs as Academic Fieldwork Coordinators.

DEFEATED 2008C39

OFFICIAL POSITION – ASSOCIATE DEGREE AS REQUIREMENT FOR ENTRY TO FIELD AS OTA
Motion: On behalf of the Board of Directors Task Group 5, I move that the Representative Assembly establish that the official position of the American Occupational Therapy Association (AOTA) is one that supports the associate degree as the requirement for entry to the field as an occupational therapy assistant and that the President recommend to the Accreditation Council for Occupational Therapy Education (ACOTE) implement a 5-year timeline for the existing two three certificate level programs to transition to the associate degree level. This transition period may be extended for good cause showing.

ADOPTED 2008C44

OTA LEADERSHIP TOOLKIT FOR AOTA WEB SITE
Motion: On behalf of Task Group 5, I move to charge the President to create an OTA Leadership Development Toolkit for the AOTA Web site, with a progress report to the 2009 RA face-to-face meeting and a final report to the 2009 RA Online meeting. Members of the OTA Leadership Development Ad Hoc Committee should be used as a resource in carrying out this charge.

ADOPTED 2008C41

ARTICLES IN OT PRACTICE THAT SPOTLIGHT OTA LEADERS
Motion: On behalf of Task Group 5 the OTA Leadership Ad Hoc Committee, I move to charge the President to develop a schedule and publish a series of articles to appear in OT Practice that spotlight OTA leaders by the end of FY 2009.

ADOPTED 2008C42

INCLUDE IN DUTIES OF CHAIR AN ASSESSMENT OF NEED FOR OTA PERSPECTIVE IN COMMITTEE
Motion: On behalf of Task Group 5 the OTA Leadership Ad Hoc Committee, I move to charge the Speaker to direct the BPPC to revise the Administrative SOP and job descriptions to include in the duties of a Chairperson an assessment of the need for an OTA perspective for their committees, commissions, ad hoc committees, etc. in order to be in compliance with
the Bylaws and Policy 2.6 by the 2008 RA Online meeting.

ADOPTED 2008C43

The Speaker recognized Nancy Clark, Montana Representative, and Task Group 3 Leader who presented items on behalf of the group.

**MOTION 3 – PRESERVATION OF OUR UNIQUE BODY OF KNOWLEDGE**

**Motion:** On behalf of Task Group 3, I move that the President of AOTA establish a task force to categorize our current library holdings and charge this task force to submit a report to the Board within 12 months, recommending which items need to be prioritized in the process of transferring to a more durable digital/electronic form and properly archived/preserved in order to avoid losing our unique body of knowledge. The report should also include recommendations for prioritization due to the item’s unique contribution to our body of knowledge, high risk for loss, estimated cost of properly preserving, and equipment/resources already available to begin transferring to a more durable media.

DEFEATED 2008C29

**AOTF REPORT ON ARCHIVAL DOCUMENTS**

**Motion:** On behalf of Task Group 3, I move to charge the President to request a report from the Executive Director of AOTF as to: 1. the current condition and location of the archives; 2. procedures for archiving historical documents of all media types; 3. timeline to complete the archival process of current holdings and; 4. plan for increasing availability of documents for future utilization by interested parties via a variety of formats to include but not limited to electronic access with report due to the 2009 face-to-face RA meeting.

ADOPTED 2008C65

**VOTING PRIVILEGES FOR ALL ELECTED CHAIRS OF THE ASSEMBLY**

**Motion:** On behalf of Task Group 3, I move that all elected committee chairs of the Assembly have full voting privileges.

DEFEATED 2008C56

**AMENDMENT TO GENERAL AGENDA**

Assembly to convene at 9 a.m. Friday, April 11.

DEFEATED 2008C56

**SPEAKER ANNOUNCEMENTS**

The Speaker announced that the meeting would be recessed so that RA members could attend the Welcoming Ceremony, Keynote Address, the Expo Grand Opening and Welcome Reception. The Assembly was recessed at 3:05 p.m.

FRIDAY, APRIL 11, 2008

The Speaker called the meeting to order at 9:00 a.m.

**AOTPAC TREASURER ANNOUNCEMENT**

Amy Lamb, AOTPAC Chair, announced that the year-to-date fundraising efforts were at $107,250, with a goal of $300,000.

**CRAC REPORT:** At 9:15 a.m., there were 67 voting members, and 12 non-voting members. A quorum was established.

**AGENDA B CONTINUED**

The Speaker recognized Mary Frances Baxter, Texas Representative and Task Group 6 Leader, who presented items on behalf of the group.

**REASSIGN DUTIES OF AOTA 1ST ALTERNATE DELEGATE TO WFOT AND 2ND ALTERNATE DELEGATE**

**Motion:** On behalf of Task Group 6, I move to reassign duties of the AOTA 1st Alternate Delegate to WFOT and the AOTA 2nd Alternate Delegate to WFOT as follows:

- 2nd Alternate assumes the duties of service in the Assembly with vote, representing AOTA members residing outside of the United States or in the U.S. territories, along with communicating global issues of interest or concern;
- 1st Alternate becomes a designated responsibility of the Vice President, with voice and presence (no vote pursuant to the WFOT constitution) at bi-annual WFOT Council meetings and the WFOT Congress held every
4 years, as primary duty. Other functions within the current job description of the 1st Alternate would be distributed between the AOTA Delegate and the 2nd Alternate Delegate to WFOT;

- AOTA Delegate retains current duties as outlined in the Bylaws and job description for the position within AOTA and as designated by the constitution of WFOT.

WITHDRAWN 2008C46

REASSIGN DUTIES OF AOTA’S 2ND ALTERNATE TO WFOT

Motion: On behalf of Task Group 6, I move to charge the BPPC to change the Bylaws to reassign duties of the AOTA 2nd Alternate Delegate to WFOT as follows:

- AOTA Delegate to WFOT and the 1st Alternate retain current duties as outlined in the Bylaws and job description for the position within AOTA and as designated by the constitution of WFOT.
- The AOTA Delegate to WFOT shall assume the duties of the 1st Alternate Delegate at the Representative Assembly in the absence of the 1st Alternate
- The Vice President is the 2nd Alternate Delegate with voice and physical presence (no vote pursuant to the WFOT constitution) at the biannual WFOT council meetings.

This Amendment is adopted with the proviso that it does not take effect until the current 2nd Alternate has completed her term.

WITHDRAWN 2008C70

2009 BYLAWS TO REFLECT CHANGES TO THE AOTA 1ST AND 2ND ALTERNATE DELEGATE TO WFOT

Motion: On behalf of Task Group 6, I move to charge BPPC to prepare appropriate changes to the 2009 Bylaws amendments to reflect the changes to the AOTA 1st Alternate-Delegate to WFOT and the AOTA 2nd Alternate Delegate to WFOT.

WITHDRAWN 2008C47

WFOT DELEGATE TO BOARD OF DIRECTORS MEETING

Motion: On behalf of Task Group 6, I move to charge the Board of Directors to ensure that the AOTA Delegate to the World Federation will have voice and physical presence at no less than one Board of Director’s meeting/year and will be included as much as possible in the other meetings.

WITHDRAWN 2008C72

WFOT DETERMINE MECHANISM FOR COMMUNICATION WITH MEMBERS IN FOREIGN COUNTRIES

Motion: On behalf of Task Group 6 the International Representation Effectiveness and Efficiency Ad Hoc Committee, I move to charge the 1st Alternate Delegate in collaboration with other stakeholders WFOT delegation (AOTA Delegate, 1st Alternate and 2nd Alternate) to determine mechanisms for reciprocal communication with AOTA members in foreign countries or U.S. territories not otherwise represented in the RA with a report to the 2008 Online meeting and a plan for implementation established for use prior to the 2009 RA face-to-face Meeting.

ADOPTED 2008C48

ONE ITEM FROM AGENDA Z

DISCONTINUE INTERNATIONAL REP EFFECTIVENESS & EFFICIENCY AD HOC COMMITTEE

Motion: On behalf Task Group 6, I move to discontinue the International Representation Effectiveness and Efficiency Ad Hoc Committee effective at the conclusion of the 2008 Annual meeting.

DEFEATED 2008C13

AGENDA B CONTINUED

OT PRACTICE FRAMEWORK; DOMAIN AND PROCESS, 2ND EDITION

Motion: On behalf of Task Group 6 COP, I move to adopt the revised Occupational Therapy Practice Framework: Domain and Process.

ADOPTED 2008C5

The Speaker recognized Julie Kalahar South Dakota Representative and Task Group 5 Leader, who presented an item on behalf of the group.

RA COMMIT TO 100% MEMBER PARTICIPATION IN AOTPAC
Motion: On behalf of Task Group 5 of the RALT, I move that 100% of the Representative Assembly commit to 100% participation by its membership in financial support of AOTPAC for the 2008 calendar year at a level to be determined by each member for himself or herself in honor of AOTPAC’s 30th anniversary.

ADOPTED 2008C51

The Speaker recognized Nancy Clark, Montana Representative and Task Group 3 Leader, who presented the agenda items on behalf of the group.

SOCIETAL STATEMENT ON LIVABLE COMMUNITIES

Motion: On behalf of the RACC Task Group 3, I move to adopt with amendment AOTA’s Societal Statement on Livable Communities

REFERRED TO RACC 2008C28

CRAC REPORT

At 12:35 p.m., Preston Peter, CRAC chair, reported 68 voting members, and 11 non-voting members present.

ELECTIONS

The Speaker reviewed the formal election process with the Assembly and recognized Yvonne Randall, Nominating Chair, to re-introduce the candidates for Agenda Chair: Denise Chisholm and Christina Griffin; BPPC Chair: Luella Grangaard and Trina Schulz; Recorder: Nancy Clark and Julie Kalahar. The Assembly went into closed session for the election process, and the Speaker announced that the results would be read after the votes were tallied by the Sergeant At Arms. The election results were as follows: Agenda Chair: Denise Chisholm; BPPC Chair: Trina Schulz; Recorder: Julie Kalahar.

SERVICE COMMENDATIONS

Recognitions Chair, Peter Giroux, and Vice Speaker, Debbie Murphy-Fischer, gave service commendations to outgoing leadership. Please refer to the Appendix for a complete list.

CHALLENGES EVERY AOTA MEMBER TO MAKE A DOLLAR CONTRIBUTION TO AOTPAC THIS YEAR

Motion: On behalf of Task Group 5, I move that the Assembly charge the RALT to develop a written statement of support for AOTPAC that challenges every AOTA member to make a financial contribution to AOTPAC during this critical election year at a level to be determined by each member for himself or herself in honor of the PAC’s 30th Anniversary.

ADOPTED 2008C57

The Speaker recognized Connie Herold, Agenda Chair who presented a potential new business item.

AGENDA NEW BUSINESS ITEM

Number 78: New Business item titled: “Bylaws to reflect expectation of financial support of AOTPAC by members.”

AGENDA Z

The Speaker recognized Luella Grangaard, California #1 Representative and Task Group 1 Leader, who presented items on behalf of the group.

POLICY 1.30-R OFFICIAL DOCUMENTS OF THE ASSOCIATION

Motion 2: On behalf of BPPC, I move to adopt the revised Policy 1.30 RA Official Documents of the Association.

REFERRED 2008C19

DEFINITION OF OFFICIAL DOCUMENTS

Motion: On behalf of Task Group 1, I move that the Representative Assembly Coordinating Council (RACC) review and define what constitutes “official documents” of the association, including the legal ramifications. Recommendations will be due to the 2008 online Representative Assembly meeting.

WITHDRAWN 2008C71

The Speaker recognized Claudette Stork Reid, Michigan Representative and Task Group 2 Leader, who presented an item on behalf of the group.
SUBSTITUTE MOTION FOR NOMINATION
Motion: On behalf of Task Group 2, I charge the BPPC to prepare amendments for the appropriate sections of the bylaws article VIII IX, §6, paragraph B to read as follows:

B. The Nominating Committee shall prepare a slate of at least two qualified candidates for all other elected positions to be filled—Association Officers, Board of Directors, Commission Chairs, and RA Officials, and Committee Chairs and shall prepare a slate of at least one qualified candidate for all other positions.

DEFEATED 2008C66

ADOPTED: RA INCORPORATE AOTA’S NEW BRAND AND BRANDING IN COMMUNICATION WITH CONSTITUENTS
Motion: I move to charge all members of the RA to incorporate info about AOTA’s new brand and branding campaign in their communications with constituents.

ADOPTED 2008C60

DEVELOP PLAN WITH AOTA BOARD OF DIRECTORS AND PRESIDENT TO MONITOR SUCCESS OF BRANDING
Motion: I move to charge the President to work with the AOTA Board of Directors to develop a plan to monitor and measure the success of the AOTA Branding endeavor with a report due back to the RA by the 2009 RA face-to-face meeting.

DEFEATED 2008C76

COST OF DIGITIZING REPORTS, BUSINESS, MOTIONS ETC.
Motion: I move that the President direct the Executive Director to submit a report with recommendations on the cost of digitizing all of the reports, business, motions etc. of the RA, ASAP, and ASD for the past 10 years, with the goal being a searchable database available to AOTA members. Report by the face to face meeting 2009.

ADOPTED 2008C77

REVISE TOOL KIT OF IDEAS OF COMMUNICATION FOR RA REPS TO USE
Motion: I move the Speaker form an ad hoc committee charged to develop revise a “tool kit of ideas” of communication for RA Reps to use to increase effective interaction with constituents, due at 2009 face-to-face RA.

ADOPTED 2008C73

Yvonne Randall, Nominating chair made a call for nominations for 2009 for the following positions: Vice Speaker, Nominating Chair, and Credential Review and Accountability (CRAC) Chair.

ADJOURNMENT
The Speaker, Brent Braveman, stated that the agenda had been completed, and requested that the new and outgoing officials step forward to be recognized by the Assembly. Yvonne Randall, Nominating Committee Chair, swore in the following new officials: Julie Kalahar, Recorder; Trina Schultz, BPPC Chair, and Denise Chisholm, Agenda Chair. There being no objections the Speaker adjourned the 2008 Representative Assembly at 2:26 p.m. Sine die.

Approved by the Minutes Review Committee on August 4, 2008.

Wendy Welch-Gillen, OTR/L
Recorder
## MOTION SUMMARY

### MOTIONS DEFEATED

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<th>NUMBER</th>
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<td>Ad Hoc Committee to Establish Entry-Level Core Competencies for Occupational Therapy Practice in Physical Rehabilitation of Upper Extremity</td>
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<tr>
<td>2</td>
<td>Occupational Therapy Assistants as Academic Fieldwork Educators in Occupational Therapist Educational Programs</td>
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<td>3</td>
<td>Preservation of Our Unique Body of Knowledge</td>
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APPENDIX A

REPRESENTATIVES SERVICE COMMENDATIONS LIST
Coralie, H, Glantz; Mary Arnold; Alicia Brown; Heather Chiappisi; Denise Chisholm; David Clark; Nancy Clark; Kimberly Davis; Mary Hager; Kay Harmon; Debra Hines; Susan Lin; Gloria Lucker; Julie McClure; Jamie McNally; Gail Miyahira; Christy Morgan; Margaret Owens; Margaret Phillips, Nancy Scott; Maria Torre-Rodriguez; Alexa Trolley-Hanson; Timothy Wolf; Donna Wooster.

ALTERNATE REPRESENTATIVES SERVICE COMMENDATIONS LIST
Marie L. Carbonneau; Jacquelyn Chamberlin; Michelle Cullen; Peter Giroux; Christina Griffin; Cindy Hahn; David Haynes; Ann Holland; Ronald Jenkie; Nancy Krusen; Patricia Nagaishi; Ingrid Provident; Emily Pugh; Jeannette Uemura; Ana Vazquez Rivera.

RECOGNITION OF OUTGOING COMMITTEE CHAIRPERSONS, CHAIR-ELECTS, OFFICERS AND OFFICIALS
Rebecca Argabrite Grove; Patricia Bowyer; Janet DeLany; Connie Herold; Saburi Imara; Susanne Smith Roley; Barbara Boyt Schell; Miriam Wedemeyer; Wendy Welch-Gillen.

RECOGNITION OF OUTGOING COMMITTEE MEMBERS
Esther Bell; Nancy Clark; Lynn Blewett Dombrowski; Christina Griffin; Mary Hager; Gloria Lucker; Sheri Montgomery; Trina Schulz.