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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**January 19,2019 \* 9:00 am \* Location: ILOTA Office**

Attendees:

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| * Moira Bushnell * Michelle Sheperd |  | * Lauren Henderson |  |
| * Abi |  | * Janet Adcox |  |
| * Tracy |  |  |  |
| * Joann |  |  |  |
| * Jacob Garrison |  |  |  |
| * Jim Hill |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:05 am  Motioned: Jim  Second: Abi | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: Jake  Second: Michelle |  |
| Officer’s Reports:  President:    Director of Finance:    Conference committee:  Director of Advocacy:      General Board Meeting  Director of Membership:  Director or Communication: | * Jim started meeting with suggestion of possibly making a shared file of Google slides to organize to make Secretary job easier.   Send out agreed on structure, update date Google slides – editorial ability for all.  Nice presentation in slide form   * The Communique- in general, new person in Molly’s position. Items just copied and pasted, pieces missing, items published that should not have been. Issue was pulled– this copy - emails and conversations with Molly and Marlene, unsure of status. Tracy and Jim talked about communication – Communique and PDF document so can print. Seems unnecessary -other ways to print. Hard to rescind PDF. Asked Board approval to remove this process. Agreed.   Need help with editorial piece, Communique out of date, etc. Jim researching newsletter formats that work. Suggest blog format with quarterly email stand in for newsletter, this is what’s going on in our blog with link. What’s going on with board, projects, etc. Ways to engage members. Quarterly newsletter engages members – increase participation of more passive members. Blog wider net open to the world for information. Good things about this way to engage members. Details need to be worked out. Plan to move forward to meet with people working on Communique about how that might happen. After last board meeting talked with Lisa about survey on opinion about Communique. Lauren a proponent of doing blog – AOTA shifts and APTA etc. doing this format. If board making decision to move to blog, don’t need survey. Janet - If to format will there be place for research-based articles. How do we stay with EPSCO. Will this be lost? Communique had different sections, SIS chairs can still do.  How does it affect search engine connections.  Jim conversation with Lisa M. need to continue to investigate. Will investigate. Research/academic articles – organize Communique into 4 people who are initial editors reaching out to people to get articles from different perspectives then a main editor. IN Blog format publish more often, like weekly/monthly vs. quarterly. One group gets info from clinicians, one more academic focused – work with schools/students/professors. Archive and link to Blog. Google alert for articles happening in the world around topics – someone reading what’s going on – do a short blog spot and link to that article. Create network. Help define roles in Communique group. Grad student can help through Lisa M. Set up meeting with Communique people and Lauren  Current issue clean up and reissue. Tracy – want to do reissue of Dec newsletter. Carrie can get turned around in a couple of days. By end of January. In next 3-5 days, look through it and know of edits and send to Tracy and send to Carrie. Lisa to review and approved by Jim before sent out. Moving forward will not do PDF, have live link process so can make changes on the fly and can pull and reload right away. By Wednesday. Tracy send to Carrie by Thursday.  Moving forward send articles back to author for review before publishing.   * Project Proposal and Project Plan form vote   Reviewed last time. If OK to accept. Vote. Board agreed to using forms for proposals and plans. Think of opportunities to reach out to people. Example – how to present at conference. Reach out to this person with form to present plan. Present to people we feel would be interested or have good ideas, suggest use of proposal process.   * Learning Management System (LMS)   Attended webinar through AOTA for Presidents. Member engagement. Talked about trends model on making much money through conference at state level. Model that trends say may be going away in the future. Less willing to travel, less budget for lodging etc. Pivoting to online. A lot of competition online. WE have a good group of 900+ to market to. Jim researching can ILOTA support a LMS allowing members to create online education courses and develop online learning for clients. Video tutorials, support education to promote occupational engagement. Membership benefit. Find one reasonable in cost. Income (passive)for ILOTA as well as individual that develops program. Never away from in-person (modalities, etc). Can move to more LMS – online on demand learning. Good idea, good benefit – Janet. Jim interviewed one company. There is a lot of info out there, hard to sort, cost differences, what is provided, etc. Long process. Jim to continue working on it and will work with people who know web-based learning. Have resources let Jim know.   * Conclave Update   Coming together.  Joann – conference call this week. Janet  ‘s leadership helpful. Have basic structure, great ideas. Opening session on interprofessional panel -SNF (Jacob), Mental Health (Jim), Janet Rehab, Joanne or Caren S. schools. Looking for hospital presenter.  Breakouts – need speakers  Adding lunch, finish with a panel new practitioner panel. Need contact for this. Need strong new grads. Janet has one for this panel  Ethics , travel therapy, contract and traditional employer  Laura Catone – wedding that day, if works in her schedule can help (new practitioners panel)  Another meeting next week.  Talked about people who can do resume reviews. Lisa M has done in the past and is presenting this year. Joann has contact that is possible. Last year about 4-5 people, could be 20 minutes long vs. 30.  Email from Piper asking about offering tours and times. 2:00 biggest tour groups so option this year as well.  Deferred cost to Board. $25-30 for student members? May just cover food or not quite.  Budgeted as break even. With lunch may need to increase slightly.  Cost speakers parking, $15 a day, hotel for early morning reg person, lunch out after with planning team like to keep in. $600 plus the food. Unsure of food cost. Around $15 per person. $8 for breakfast.  Jim – agree on amount we can take as a hit to cover. Window would be $2000. Made a little last year. Shoot for not losing more than $2000. They cover food, we cover the rest. Students also have parking fees to cover.  Gained student members last year. Other option charge $27 vs. going with even number.  Early registration for members only last year – limited. Won’t take late registration.  Jim propose vote on give Janet authority to work with Tracy to break even fine with $2000 window for conclave. There is room in budget. Approved by board.  Jake have available to those interested in OT but limit – Janet suggested start with OT students as member benefit.   * CEU Cost   Couple years back tried to make objective cost $20 per CEU hour, al little below market, high enough to make money. Need to revisit.  Modalities want an increase, Clem wanted more. Need to increase. $25 - member price and still be in market. Cover increased speaker cost and make money.  Future CEs at higher rate.  Working on timeline for CEs, done by Feb meeting   * Modalities Course Update   In Chicago, May and June coming. One down state one in Suburbs. Silver Cross an option  Looking for southern location – need input.  Location that has outdoor clinic with modalities for course. Janet reviewed past sites.   * EI Upcoming Course   EI people proposing course for early intervention. Christy Morse heading it up   * Budget needs: ? new laptop   Tracy working on cleaning up QuickBooks to get budget reports done. Any new budget needs? Tracy needs new laptop – Janet proposed new laptop – Jim second. Tracy to put in proposed computer.  Is there a techy person in group. Need something that desktop stays at office, laptop used otherwise and access office files. Use network access drive. Can use Google  Offline conversation re. files on desktop we need available.  Jim knows OT with military intelligence, married to info architect. Will ask them. Windows or Mac based, not Chromebook, too limiting – Moira. Janet wants to invest in computer to use for a few years.  Need laptop to conference etc. with access to all documents. Create solid history of files. We have limited records on conclave from last year. Need better record and access.   * Emerging Leaders- Leadership workshop/training (Lisa M.)   Lisa in touch with Sarah Young (from WI) for mentorship presentation. Do not have pricing from Lisa, like to coordinate and schedule. $4000 paid last time for prep. Janet all for bringing in, can build up for more attendance. Need time line and location (Tracy). Free to big people going forward in emerging leaders. Budgeted money for this.  OK to give Lisa approval? Jim fine to move forward. Open to everyone, can be mentors outside of emerging leaders. (Janet) Developers of program free.  Mixed group came last time from new grads to experienced.  It would be 2 $4000 investments (Abi) so $8000 looking for. $5000 budgeted. Shared with general CE since opening as member benefit as well. Looking at July.  Janet to reach out to Lisa.  Good if we are charging others to attend so some money coming in.  Presenter will make it or break it and Sarah dynamic enough to bring in.   * Conference:   + Time frame -AV meeting? Food meeting? Tracy be a part of in person meetings. Abi to go with Tracy to meet Camille at Tinley. Abi to email Tracy schedule.   + Christy mentioned using memberclicks unsure for what. Registration reports, rate paid, send email to members, etc. Analytics for registration data.   + Also using app last year.   + Vendors – Marie Claude spear head this effort. Cannot reach her via email. Would like to start that now. Janet to try reaching her too. Jim – asked Tracy if experienced finding vendors. Tracy working with Jenny next week and will work with her on this. Last year google doc with sponsors. Question vulnerability of this market with increased internet marketing vs sitting at a conference. Gather data from vendors to understand.   Plenty of space in exhibit hall – can do mini in service or presentation. May be more attractive. Tracy to review who the sponsors have been over the years. Prioritize vendor search moving forward.   * + Keynote - only paid travel fees . Not budgeted, small fees $500. Bringing in people excited to see and fill space. Would like to bring someone in – not ever budgeted, not that we can’t. Moira surprised never have. Real budget for specific things, like speakers. Abi ideas Example from data base– Gina Davis campaign for transgender $40,000 out of budget. 3 paraolympians in data base. Not necessarily an OT as keynote. What would cost be and how far out does that look. Speakers fees are negotiable. Abi to start process so we know budget.   + Plenary are we doing with 2 days? Added so Saturday only had a big speaker to hear.   + Panel went well last year.   Since days can think plenary and/or panel. Maybe future visioning panel vs. historians. Lisa’s disability rights panel, that may pull everyone together, well established group, across all practice areas. Diversity theme of plenary last year. Others in that organization we could ask. Panel may be more cost effective.  Rough budget for next year to see adding expenses for keynote etc. Looks like there may be profit.   * + 2020 location options because of size and limited location in our price range. Need to look at 2020 dates. Question to members re. site – Tinley, Peoria or other site? No risk to ask.   + Tracy – have we used company to find location? Past history used a company and has a contact – no cost to us has contact and they can search for sites. She would work through whole process including contract negotiations. Tracy can reach out to Mandy, her contact, and see if they can help. Can talk off line re. city recommendations. Jim – look for Chicago suburbs, would like to remain in this area. Concentrate on attracting and maintaining vendors so stay in suburbs, maybe even staying at Tinley. Multiple years in one site, can negotiate in the future. Sept Oct convention season in Chicago.   + Like to do monthly Conference conference calls, after every board meeting, including those not on the board. Tracy assured not doing nametags morning of the event. Done a week out.   Put meetings on Google calendar.  Goal everyone have access to Google calendar. Email invites out through calendar.  Set time up to review tech stuff? -Jim. All in office and walk through use of Google calendar, etc. include in meeting  Jake re. IN and WI etc. Negotiation between organizations. Rates, agreement, CEUS, how to do we know they are members, tech differences. Run into differences of opinion, etc. Worth starting conversation. Maybe start with one state and see how it goes. Janet can reach out to IA, WI and IN to look at CEU requirements are. If can’t get CEUs, what is the draw. Jim can talk with other state presidents and go through their boards starting conversation about this. Look into future, probably not this year. Can advertise.  EI CEUs has to be approved by their org, need to send to them to approve for IL and EI credit for conference sessions. Problems for the past few years. Jenny automatically did. Christy Morrison and Tracy connect for process to be smooth. Email EI therapists to inform about credit being available with apology for delay processing. Tracy – part of post-conference wrap up checklist.  Abi spoke to person approval – need 12 weeks before presentation. Should be on conference checklist and part of what Tracy does.   * Info Sheet (attached), Disclaimer, what we advocate, etc. sent out to everyone. How to reach out to senator, etc. Final version proposed to put on web page, this would help guide. Questioned raised – what we do and what is our role as ILOTA, do we need disclaimer, etc. Need something on website to help people advocate for certain issues. * What is our role as ILOTA, who makes decision about what we advocate for? How do we represent IL OTs. Worked with student and Gail Fisher reviewed.   How do we advocate as a board? As individual advocating and using ILOTA info.  Jim - There is the document issue, this is gone through review. NO specific advocacy – it’s a how to reach out to representatives. Comfortably in line with our role to educate and help people be involved.  Michelle is that all we want to review and approve and put on webpage to get involved with advocacy? Jim – focus on that and approve to put on website. Other issue will be case by case basis and pay attention to those ethics.  Moira – does AOTA have a similar document. AOTA tells you what you might want to back and prepares letters to send for members.  Question disclaimer value – people will do what they will do - Janet. Document is good.  Bev/Janet motion to put on website, second by Jim. Michelle will send to Tracy for website and eblast.  Can we eblast members with document. Send to Tracy and she can send out as well as putting on website.  Janet - Next thing is if we want to make a statement about something we use a specific “witness form”.  Michelle PAC is asking what are we advocating for? Unsure what we want to advocate – and what is our criteria. Jim – way to move forward with this, put together what would be a statement consistent with our role. “ILOTA dedicated to education about advocacy, but not our role to make specific recommendations or promote particular points of view.” Advocacy position and bring back to the board to give input. Get input form Big Board meeting for ideas about roles, connection with history from the past. Useful to have position statement on role of advocacy. Feb is full board. Gather information at full board meeting about content to statement. As smaller board come to conclusion with that input.  General Board meeting space not available at Elmhurst for out meetings. Carol Anne confirmed dates not available. Tracy says space is on hold for other groups. Need another meeting space.  Everyone check and send info to Tracy. Michelle to check with NCC. 35 -40 attendees. 3 full board meetings this year and AV projector and screen. Can look at rotation or stationary. Info by this week for February – move forward with Midwestern for Feb.   * Attached letter   Sent out letter. Suggest looking through it. How going to start reaching out to new members, via email, physical mail, then phone call. Get commitment from them.  Jim sent PPT from webcast attended. There are specific ideas on data and research on rates and types of contact. Seem in line with recommendation. Jake to look over PPT and look. Jim - letter may evolve. Doing something vs. the doing the perfect thing to start is best. Please send edits to Jake, will put letter head and get it out starting next month. Tracy look to see if it can go out with each new member on Memberclicks or if it needs to be done manually.  Business cards for Board. Can print our own in small quantities without a big expense. Janet will look. Bev, need consistent template. Can do online – Jim. Start with generic business cards with office contact, etc. Does not need to be individualized, can write on the back of the card to individualized. Tracy to look into options. Timeline – 2 months.  Jim checking in on newness. Communique the biggest project.  Abi question about SIS groups and what we are doing with them based on a question from conference.  Is Anne Crowley still overseeing them (Janet) Abi has not heard back from her.  Jim – a big conversation for us. Chairs enthusiastic but unsure about role and how/what to move things forward. Would it make sense to have Anne join us in a Board meeting to discuss? Janet – a good place to start. Thought roles defined when Anne first took on role to oversee SIS.  Jim proposing April meeting to focus on going back to values, mission, planning, etc. Consider updates of 3 year plan, etc. How to reconnect.  Janet - Discuss at March meeting leadership roles if people do not follow through. Conclave as example, Janet taking on leadership role. How do we keep leaders on task, involved etc. Jim- one format is project document and time line like for CEU and Conclave. ID Board member that is collaborator to keep track and communicating. Don’t want leadership to drop when other parts of life interfere with role. Can get foundation and timeline down and then be repeated in upcoming years.  Adjournment: Janet motion to adjourn, Jake second 11:48 | Jim work with Tracy to set up online meeting with Communique and Lauren  Janet reach out to Lisa  Tracy to contact person and bring back next meeting  Janet/Jim reach out to other states/state presidents.  Abi add to conference checklist – Tracy as owner of info.  Michelle to send to Tracy  Tracy to look into, ready first board after General Membership meeting.  Jake to reach out to Anne Crowley Alvarez about joining March/April meeting |