****

**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING AGENDA**

**April 13,2019 \* 9:00 am \* Location: ILOTA Office**

Attendees: Absent:

|  |  |  |  |
| --- | --- | --- | --- |
| * Jim Hill |  | * Janet Adcox |  |
| * Moira Bushell |  | * Lauren Henderson |  |
| * Jake Garrison |  |  |  |
| * Abi Swidergal |  |  |  |
| * Tracy Repmann |  |  |  |
| * Michelle Sheperd (phone) * Beverly Menninger |  |  |  |

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:03  Move – Jake  Second - Abi | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: Bev  Second Jim for Jan, Feb, March |  |
| Officer’s Reports:  Finance:  Moira  Abi  Advocacy  Michelle  Membership:  Jake  President:    Jim | Down a bit budgetarily. Doing monthly budget, tracking where we thought. Tight right now. Once conference funds coming in will look better. Moira would like to use Quickbook and clean up spreadsheet.  School based credentialing – Moira working on that outside of ILOTA. Eventually will be coming to ILOTA to talk more formally.  Conference: Meeting Wed.  Parts of strategic plan.  Streaming has not been working  Like to set up a task force with southern members to find out what they want and need from ILOTA. Set up a meeting at conference to discuss questions, gather data.Travel to southern sites did not draw enough people.  Tammy Duckworth has until Wed. to get back  Jessica Kramer – grad work at UIC, Boston U. Educating adolescents to access resources around independence with disabilities. Application of EBP. Dynamic, good speaker, enthusiast, engaging.  Will have keynote and plenary.  If Tammy says yes, going with her, if not will ask Jessica. Make sure she is aware of platform.  Discussion re. Tammy as political figure.  4 call for papers in now, 5 award nominations. Abi has 2 more to submit.  Vendors are going. Universities Silver Levels. Will ask all schools. Speaking to parents, etc.  Someone emailed about extension for papers. Will email out extension to May 10.  State Affairs meeting – Abi and Jake went. Looking at a compact. Reciprocity in other states. PT already does it. Issue in telehealth, military families, traveling. Creating portability, universal standards. Did a study in government, why people are licensed and do they need to be licensed? OTAs on list of why licensed.  Vision therapy, dry needling and another, pelvic health discussed re. scope of practice.  Most from IDFPR vs from state.  IDFPR has not met in 4 years, funds. Is that something we should say something about? Who is handling complaints. We should have a member on that committee.  Kathryn Eberhardt  Can follow up  Person in charge of advocacy, PT,SLP and Maureen with Michelle – bill on developmental therapists. Did work back and forth, not directed at Tracy and Jim. Sent to Tracy. Maureen said hold on, I want to talk to someone else, did not communicate with Michelle. Emails from OTs asking about it with concern. What are we agreeing to, who gets final say, not sure what happened with Maureen communication.  Wound up never voted on. Not sure if dead. There are 2 Senate and House.  Message to communicate to Maureen – that was not well communicated, the way it would have gone better, including Michelle in communication, ask rather than tell. She was on calls, should have said get everything ready, don’t post until talk to one more person, wait until final communication before sending information.  PT and SLP sent message out, OT did not because of communication breakdown.  Tracy – communication through Maureen “this is ready” to post things. What is the process moving forward?  Who should communicate with Maureen? Should all go through Michelle?  Afraid our not putting info out, may look like siding with DT.  Jim - Communication between Maureen and ILOTA happens through Michelle. Tracy and Jim will communicate to Michelle about advocacy issues. Pros and cons. May need to define what issues go through whom.  Jim ask, Michelle have conversation with Maureen about how this communication went and it’s impact and try to propose pros and cons how would like communication to go.  Michelle to reach out to Maureen to discuss.  ILOTPAC up and running, first meeting April 28. Discussing money. Gail Fisher has recruited a number of people, will be more active. Need to communicate and let members know that is happening.  Interstate conference consortium. Jake willing to reach out to surrounding states to see if we can get something running in the future to create a conference. If looking at compact, having communication between states would be good. Start with Indiana.  Online CEUs on LMS, could make available across state lines if a member  Talked to person from Indiana. Most members are students, membership dropping in other states.  Put into strategic planning. Prioritize in plan.  Strategic Plan Update  Review of how Strategic Plans are revisited  Establish a once a year review.  Open ended format – in line with AOTA  Current plan is extensive.  Document shared with Board for review. Jim to create document from discussion.  5 Focus areas – not hard to fit into positions on the board. Align with AOTA guides everything we do. Overarching  Moving forward – look at statements  Focus area defined statement that we aspire to be. Would we reshape those in anyways?  Finance has two sections  Focus area 1 –Expand Professional Development membership and finance  How focus areas are described.  Want to be a membership org. that OTs what to be involved in.  Membership benefits  Value proposition clearly defined for member benefits  Membership dues – budget – a quarter of budget  Most is conference and CEUs  Want member experience in ILOTA to have high personal value  Build and maintain membership happens with increasing personal value so connected.  Get testimonials and post online – have from surveys  Advocacy – statement who we aspire to be –  Aware of what is going on in industry, take a stand when something has to say – have a voice  Feeling supported, providing support  Share good info, accurate, up to date, in a timely manner  Powerful network for advocacy for occupational therapy services in IL communicating, collaborating, strategic body making recommendations  Another state reported - Reach out to members in specific districts to develop specialized relationships with reps in state. Central strategic planning entity to create the network. Engaging members, setting it up with someone in every district. Then Michelle is in position of saying here is how you might move forward and do this.  Finance – Seen as responsible, proactive, ethical, benefit members  Fiscally responsible organization in service for members  Everybody’s a member, some people pay their dues  (AR struggling, WY, and others struggling)  40% of AOTA members are students.  Talked about step up scale for membership from student to practitioner. Keeping track is difficult  Communication – Source/conduit of information – not the source of info -resource  First choice/Premiere resource for questions, support, mentoring or coaching. That’s where I want to find my information and have a conversation.  Everyone could own their section of the website.  Blog, website, Communique, Facebook/social media.  Ultimately about building relationships  The place to be and the place to go  Discussed having ribbons that ID members at conference. Have Board members touch base with new attendees  Want members to feel recognized and special attending conference  Expand CE opportunities  See attached document for continued conversation  Discussed handling requests to help with research/research questions  Branding emails  Discussion re. AOTA conferences coming to Chicago area – Mental Health in Sept. and Student Conclave in November  What do we do for Student Conclave with AOTA in town?  Possibly send survey re. IL Student Conclave  Reviewed each section  Membership  Contact lapsed members 4 x in grace period. 3x after that.  Advocacy  Finance  Communication  Setting intentions rather than goals that support each area.  Jim will write up and organize notes on wall and rate them roughly, prioritize, resources needed, value for each  Put on Survey Monkey to rate priorities and send to board.- Jim  Work through email to ID indicators  **Will need to figure out indicators for each item**  Ex. Members value membership in ILOTA – numbers may go up. May need survey for satisfaction.  Exit survey from member that leaves as an idea – Tracy  More strategic relationships as example of indicator  Like ID’d those responsible for accountability, prefer to ID one person who will be the point person – holds meetings, sets timelines, returns to board to report.  RACI model – one person responsible, 3 accountable – Tracy  Adjournment:  Move to adjourn – Abi  Second - Jake |  |