**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: April 19, 2014**

**Location: Conference Call**

**Attendees:**

Peggy Nelson, President

Robin Jones, Director of Advocacy

Lisa Mahaffey, Director of Finance  
 Carolyn Porter, Director of Communications

Kylene Canham , Director of Membership

Lisa Iffland, Secretary

Jenny Dang, Office Manager

Anne Kiraly-Alvarez

Janet Adcox, Director of Finance-Elect

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve March minutes | * Approved |  |
| **President Report** | * AOTA update * Tracking membership-1) retention rate 2) cost/member 3) renewal process 4) newly acquired vs maintaining members * Need permission to post pictures on Facebook * Caution posting comments on Facebook * Follow up on IOTPAC bylaws/finance * Kiel is busy doing taxes and hasn’t had time to explore IOTPAC issues; will do so soon * Plan for May meeting--- * Assigning mentors for all new board members * Orientation plan for new board members   -Peggy will follow up with Kylene and Robin to complete   * Follow up re: OT Rules/changes * Implementation of ethics CE in the state   -Possibly at conference or online  -Cost to develop?   * Peggy wrote a letter of support for a grant that Katherine Burson is proposing regarding mental health and OT jobs | Peggy will distribute information on tracking membership received from ASAP meeting at AOTA conference  Peggy and Carolyn will discuss possible new policies  Peggy will set up a conference call with subcommittee related to mentoring proposal | 5/17/14      5/17/14 |
| **Secretary Report** | * No report |  |  |
| **Director of Finance Report/CE** | * Financial report * Lisa M submitted the quarterly financial report * CE report * $500 made in March for CE approvals * CE committee would like to change some requirements for approval * Attendance at OT Month meetings has been spotty   -for the future consider doing a webinar for more cost effectiveness;  -set a minimum for attendance in order for meeting to occur;  -have on a Saturday to improve attendance  -Laura \_\_\_\_\_\_\_\_\_, a student at UIC wants to volunteer, and could possibly be used in some capacity with CE committee | * Lisa M. will follow up on procedure to change CE approval requirements | 5/17/14 |
| **Conference Update** | 2014 Conference update   * Call for Papers has been extended; 42 submissions so far-   only 17 1 1/2 hour courses, 3 workshops-not enough research platforms yet, a lot of poster submissions   * Jenny suggested letting membership know earlier about Call for Papers date and don’t correlate it with AOTA conference * Volunteers * A student has volunteered to help with planning, possibly with student night activities * Need Registration Chair Exhibitor Chair * Anne needs names of students who would like to volunteer-student night activities * Exhibitors * Anne may have more product vendors than in past-talked to vendors at AOTA conference who may be interested in participating * “President’s Reception” for new members? * Awards * May need to update criteria for nominations | Peggy will contact Sue Quinn about attending next FB meeting to discuss criteria for award nominations | 5/10/14 |
| **Membership Report** | * 525 members (+6 members from March) * Should present trend report at May meeting * Have seen a slight increase in OTR membership * 48 members have renewed in last 3 months-1 student, rest are OT/OTA * Member orientation for possible board involvement after May meeting at RIC  |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Kylene and Jenny will put together trend report before next meeting  Peggy will send out outline of her presentation for EB review | 5/10/14  5/10/14 |
| **Communication Update** | * Facebook * Jenny has been posting an item each day for OT month while Carolyn is out of town * Carolyn set up Twitter account for ILOTA |  |  |
| **Advocacy** | * Telehealth bill is dead for now; continuing to monitor for OT involvement when resurrected * Community health workers wants certification for reimbursement from insurance companies; currently paid for by public health departments – some language about behavior; will continue to watch to be sure not doing any type of mental health work * Legislative Day plans being made |  |  |
| **Office** | * OT Month: * 5 meetings held and 5 more to go * Billboard hasn’t had feedback * Jenny will put together a banner to indicate when ILOTA gets 500 Likes on Facebook * Need to contact FB members to see about their involvement and whether or not they want to stay on board if they haven’t attended a meeting in quite a while | ,   * Jenny will follow up with FB members who haven’t attended meetings for quite a while * Jenny will send out instructions for access to list of current board members on MemberClicks | 5/17/14 |