**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: June 21, 2014\*9:00 am\*Location: ILOTA Office**

**Attendees:**

Peggy Nelson, President

Robin Jones, Director of   
 Advocacy

Lisa Mahaffey, Director of Finance-conf call  
 Carolyn Porter, Director of   
 Communications

Kylene Canham ,Director of   
 Membership-conf call

Lisa Iffland, Secretary

Jenny Dang, Office Manager

Anne Kiraly-Alvarez

Janet Adcox, Director of Finance-Elect-conf call

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve April minutes | * Approved |  |
| **President Report** | * Updates from CACOTD meeting in June  -Peggy will work with Nancy Richman regarding   reimbursement presentation for CAOTCD in September;  Maureen will present to CAOTCD on Advocacy updates in   July * Mentorship program -Need to find members who want to be involved   -Need someone to take on volunteer orientation   * Follow up on candidates for board positions -Need to evaluate some of the positions -Need a meeting to re-organize Full Board chart * Elections -Ballots for positions of Secretary and Communications need   to be made   -There are some members who are interested in being on   the Board and may want to run for the Communications   position | Peggy will work with Jenny to be sure all mentors have a binder  All Executive Board members needs to review their organizational chart structure and SOPs  Jenny will get ballots out by July 1st  Lisa M. and Peggy will contact individuals about running for Communications position | 7/19/14    7/19/14  6/30/14 |
| **Secretary Report** | * No report |  |  |
| **Director of Finance Report/CE** | * Financial report -Would like to discuss the requested Advocacy software   program at the July meeting -Not getting much advertising for Communique, need to   discuss practicality of continuing to mail it out * Partnering with school based consortium -Medicaid requires scripts for children on Medicaid and   receive IEPs -OT, PT, coordinators, educational administrators make  up the consortium -ILOTA can put out request for comments on state   guidelines for school-based OT/PT -Consortium has a one day conference in October (week   before ILOTA conference)  -Will invite Cheryl Huber Lee to August FB meeting |  |  |
| **Conference Update** | 2014 Conference update:   * Roundtable discussion Friday evening will be a networking reception.   ILOTA can possibly offer some drinks and hors d'oeuvres.  -All Executive Board members will need to be in   attendance -Possible vendor sponsorship? * Speaker confirmations are due at the end of next week; have gotten about half back * Friday luncheon menu will probably continue to be box lunches due to cost and convenience -For the Saturday luncheon could there be other options for members who follow special diets like vegetarian and gluten free? -Ask hotel what they provide as gluten free options * A few student volunteers have helped with the design of the brochure.  Once all confirmations have been received the brochure will be finalized during the first two weeks of July. It will be ready at that time for Board review and then will be ready for printing and mailing which will be a month ahead of last year's schedule. | Jenny will contact vendors for sponsorship at reception  Anne will look at options regarding food for Saturday business lunch  Jenny to put awards deadline of July 31 for conference on website; follow up with Carolyn so information can be put on Facebook. | 7/19/14    7/19/14  7/19/14 |
| **Membership Report** | * 518 members (-7 members from April)  |  |  | | --- | --- | | OT | 293 | | OTA | 57 | | Student | 152 | | Retired | 6 | | 2nd State | 7 |  * Need to gather more data in order to make plan for member retention and to regain lost members * Survey generated for feedback could be sent out before conference to have information for conference  |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | Jenny and Peggy will look at MemberClicks for membership data and reports that can be generated  Jenny to send Kylene old survey for revisions as necessary | 7/19/14 |
| **Communication Update** | * Topics needed for NYCU and Facebook   -Lisa M. has been posting on Facebook -Need to have people send items when sending things for   agenda   * Committee work update -Need to archive website | Carolyn will research software and methods to archive websites | 7/19/14 |
| **Advocacy** | * No items to report on |  |  |
| **Office** | * No items to report on |  |  |