**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: March 15, 2014**

**Location: ILOTA Office**

**Attendees:**

[x] Peggy Nelson, President

[x] Robin Jones, Director of Advocacy

 [x] Lisa Mahaffey, Director of Finance
 [x] Carolyn Porter, Director of Communications

 [x] Kylene Canham , Director of Membership

 [x] Lisa Iffland, Secretary

 [x]  Jenny Dang, Office Manager

 [x] Anne Kiraly-Alvarez (conf call)

[x] Janet Adcox, Director of Finance-Elect

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve January minutes
 | * Approved
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| **President Report** | * Welcomed Janet Adcox as Director of Finance-Elect; appointed for now and will run during next election
* AOTA updates that will be addressed in next Communique’
* RA online meeting
* Community of Leaders website
* Evidence Exchange
* Coding update
* Pediatric Chat
* Scholarships available
* District/SIS update
* Summary of SIS/District Chair Revision Committee meeting
* Orientation/onboarding mentor proposal
* Subcommittee will have a conference call on 4/17/14
* IOTPAC update
* Kiel is reviewing IOTPAC finances
* Jack Darnell re-wrote the By-Laws
* New campaign fund rules; Monika wants to be sure IOTPAC is following the rules
* Final strategic plans
* Start working on Board conference presentation soon; include strategic goals
* Conference assessment
 | Jenny will write a spreadsheet with potential volunteers names |    4/19/14   |
| **Secretary Report** | * No report
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| **Director of Finance Report/CE** | * Financial report
* Board members need to submit budget requests
* Lisa M will send current numbers to members
* At June meeting, Board will brainstorm ways to spend money
* Billboard
* At 147th St and Tri-State ($2000); can be downtown or on Stevenson for $4500
* ILOTA ad will appear every 80 seconds
 | * Board to submit budget requests to Lisa M.
 | 4/19/14 |
| **Conference Update** | 2014 Conference update* Have one presentation submission already
* Jenny recommended raising vendors’ rate to $700; Early Bird deadline keeps rate at $600
* Recommend contacting 3ELove(Steve Hopkins) T-shirt vendor who has disability related products
* Looking to replace Image Sports vendor
* Consider having a customized “conference T” that volunteers could wear during conference; make T-shirt available for practitioners to order when doing early registration
* Jenny suggested having a large foam board at the registration table with the schedule printed for participants to refer to if they don’t have theirs
* Suggested charging students for a mixer ahead of time so that there is more accountability for them to attend;
* On Friday have a “movie night” that’s a CE event-watch movie that relates to OT/disability and have a group discussion afterward
 | * Need to set deadline date
* Jenny will contact Steve Hopkins and some other vendors; will send update next week

 * Janet will explore possible options for a movie night
 |  3/22/14 |
| **Membership Report** | * 519 members (+4 members from February)
* Gained new members from last two courses
* Jenny is following up with individuals who have let their memberships lapse

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| **Communication Update** | * Listserv
* A local university wanted to post a course on Listerv and have consideration to post for nominal fee; Board decided all fees and rules will remain with no exceptions
* Facebook
* Carolyn will start posting more catchy/amusing pictures, OT month news, call for papers on Facebook
* Will post a new item each day for OT month
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| **Advocacy** | * Telehealth Bill-draft of most recent amendments excludes OT and PT;
* Contacted by ILOTA member regarding allocation of OT funding for EI services-why is there such a big difference between OT and PT allocations? Robin is looking into finding out
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| **Office** | OT Month:* Direct Mail flyer
* Locations for licensure and advocacy information sessions—secured Nancy Richman, Rockford, Downers Grove, and Lincolnland and SICCM colleges
* Meetings will be 1 ½ hours to network, Q&A, refreshments, promote membership
* Website
* Jenny is streamlining the home page and making it more current
* FAQ summary for 2014 YTD
* Will work on format to distribute
* SIS and District Research-generational differences
* SOP review date
* Need official review date for 2014 to update/make changes
* IPTA visit
* Have paid office staff, $1,000,000+/year in revenue,
* We need to change our message
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