**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: September 20, 2014**

**Location: ILOTA Office**

**Attendees:**

Lisa Mahaffey, President  
Robin Jones, Director of Advocacy

Janet Adcox, Director of Finance  
 Carolyn Porter, Director of Communications

Kylene Canham, Director of Membership

Lisa Iffland, Secretary

Jenny Dang, Office Manager

Anne Kiraly-Alvarez (Conference)

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve August minutes | * Approved |  |
| **President Report** | * Board conference presentation * Board positions update: -Jason Mahilo is running for Director of Communications; currently working on Position Statement -Minetta Wallingford will be appointed to Recruitment Coordinator -Janet Adcox is applying for Licensure Board position with   the state -Lisa Moores is interested in a District Chair position or  Networking Coordinator position -Brad Eagan is interested in Student Liaison Coordinator   position (new) -Social Media Coordinator position under Director of   Communications * SOPs: -Update/revisions of all SOPs  -Timeline to review Full Board SOPs; set up schedule to   approve electronically; will probably use Google Docs * Local Conference Committee -Advisory Board will meet next week to nominate Chair, who  will choose committee -5 positions: Accessibility, Hospitality 3 Manpower; 400   volunteers will be needed * AOTA update -Lobbyists for SNFs created SMHRF which declare that has to have rehab focus, requires OTAs to be hired; 1/1/15 Medicaid laws will state that all OTPs will be paid equivalent to OTPs in other areas of practice * *Art of Membership* for uninvolved members Suggestions:-Could make Communique’ similar to OT Practice-peer   reviewed -Connect with OT schools for EBP research -Post links to what’s happening in Illinois OT and related   topics -Provide CEs that could assist people with earning AOTA   Board Certifications (priority) -Involvement with committees * EB can meet end of November or first of December to combine meetings since end of year can be hectic | * EB needs to complete within next 2 weeks * Jenny will revise and update SOPs * Lisa M will set up schedule for EB to meet and revise FB SOPs * For Thursday night of conference Jenny will schedule room for discussion with Frank Gainer for committee information * Jenny will send out options for meeting dates | 10/4/14      9/26/14  end of November  9/26/14  9/26/14 |
| **Secretary Report** | * No report |  |  |
| **Director of Finance Report/CE** | * Financial report * Made $20,000 FY14 * Debit card is being explored; non-profits cannot get credit cards since don’t have a credit history * Investment option possibilities with no risk—State Farm online 2.13% return for 5 year CD; First Midwest 1.76% return for 5 years; both $10,000 initial investment * Travel expense proposal (over 50 miles) for board members who may be requested to do something that requires travel for the organization or for ILOTA functions/business | * Janet will explore early withdrawal penalty with State Farm and will then invest if penalty is not * Janet will send out draft of proposal |  |
| **Conference Update** | 2014 Conference update   * Revenue update * 56 attendees registered so far * 32 vendors registered * Over $20,000 generated so far * Roundtable Discussions * Same topics as last year + reimbursement * Can run slide show of pictures from last year’s conference * 1 ½ hours; first 50 minutes will be roundtables * Menu decisions * Continental breakfast * Thursday snacks to be put in bags * Friday box lunch salad and box lunch sandwich options * Saturday lunch options of citrus marinated chicken, spinach cheese ravioli and portabello mushroom * Friday night Roundtable discussions food will be Asian Saute’ Station * Vino Van Gogh night $40/person; student even $20/person | * Agenda items: confirm working plan for Roundtable Discussions at next FB meeting; a type of identifier for Board members to wear | 10/18/14 |
| **Membership Report** | * 533 members * 153 Students * 318 OT * 62 OTA |  |  |
| **Communication Update** | * Strategic Plan update -Website hits increased 81%   -Facebook posts have been looked at and “liked” -Posts regarding daily conference activities will be put up | * Jenny will put together a schedule for conference Facebook posts |  |
| **Advocacy** | * PT co-pay bill; they don’t want OT as co-sponsors, PT suggested we partner with speech * No change in state legislation; in veto until after election * Additional legislature software programs; demo area at conference for participants to see how it works |  |  |
|  | * Can now compare quarters on MemberClicks based on retention, membership drives, etc. * 32 vendors registered=28 tables=$28,050 * Ahead of game with registration; 56 registered so far * Jenny contacted 21 more vendors to register for conference * Use Moolah as preferred credit card fee processor; will save ~$2000/year in fees | * Jenny will set up Moolah account | 9/26/14 |