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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**June 15,2019 \* 9:00 am \* Location: Jim Hill’s Residence**

Attendees: Absent:

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| * Jim Hill |  |  |  |
| * Moira Bushell |  | * Lauren Henderson |  |
| * Jake Garrison |  |  |  |
| * Abi Swidergal |  |  |  |
| * Tracy Repmann |  |  |  |
| * Michelle Sheperd * Janet Adcox |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:15 am  Move – Janet  Second - Abi | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: |  |
| Janet Finance Director  – CE Update, Conclave, 2020 conference location, CE and Conclave timelines input, decision about CD  Jim President  - Quarterly report procedures, LMS & CE pricing/procedures, LMS use at conference  Tracy – Executive Director  Michelle - Advocacy  Abi Conference Chair  – Conference schedule, reviews, vendors, Keynote contact  Jake Membership Director  – Membership brochure  Bev Secretary  – Minetta recruitment coordinator position – Sara Zera from MWU OT  Janet Finance  Abi Conference Chair | Janet – CE stuff over to Veronica – CE Chair 3-4 a year. Modalities is one, additional based on need and interest. Wait til after conference and CE plan for next year. Veronica reaching out to office re. capability – looking to 2020.  Contacted by Clem about KT3 class that was cancelled. To be cert in Kinesio 2 1&2 classes, KT 3 scheduled and lost site for course. KT will not award CE for PT in our state. Registration dropped so could not hold course.  Will email out to K1-2 and general announcement to determine interest in K3 in S. Suburbs.  Conclave next year. AOTA Conclave in Chicago in November, do we still plan March Conclave? Smaller scale? Reserve date and survey students in the fall? Do we not do it? Need leader if moving forward. Discussion.  Reason to have on a state level. (Abi) AOTA will be more expensive. $110, $145 nonmember – both dates – in Rosemont.  Jim – gut at least some students will attend AOTA Conclave. Question how many will go to both? Concerns re. students not going to conference with Conclave in fall – but don’t make money on students.  Many feel still have state student conclave in March.  Abi checking to see if we can have a presence at AOTA.  Shorten conclave to lunchtime. – ½ day. Take out lunch to reduce cost. Tour and resume review at end.  Positive feedback about Ryan from Spotter with resume review. One student commented this was a draw.  Discussed scheduling resume reviews  Need to find Jeanine – helped at Hull House-helped at conclave -possible leader?  Need to clarify parking in registration  Jim supports shortening the conclave.  Joanne willing to help – 3 surgeries and major medical so need a new lead.  Conclave one of first two weekend in March.  Timeline almost done by Janet. Will get into document. Working on CE too – how we promote, calendar, etc.  2020 Conference location – late this year – dates limited us. Nice to announce this year. Look at multiple options. Janet not going to be part of 2020 planning. Stay at Tinley or down south.  Consistency nice. Getting proposals, a good idea.  Report (HPN) sent by Tracy re possible locations. Shared content from sites found including sites not available. Q center pricing very different – per person per day. Signage huge issue. Pheasant Run nice.  Tinley may be good making a deal.  Pick two to three at most and look closely at pricing and packaging.  Dates – October weekends. Have to avoid 2nd weekend in Oct potentially due to other conference.  Look through, narrow down options including Tinley and do next month – Abi  July meeting with Tinley set up for contracts at center.  Need attendance of 500 with 6 breakout rooms minimum.  Will forward report of sites out to all of Board, now to Janet and Abi.  Southern conference – Chicago goes south, cheaper in the south so that helps. Vendors may be an issue  What do other associations do? Depends on state. Discussed other state conferences.  Will delay decision to July.  Check with Camille, looking at next year, what is availability - Abi  10,000 CD invested that comes due in October that we need to make a decision about cashing in or invest elsewhere or roll over. We need to change signatures if rolling over. Don’t know current value of it. Should get statements in office from State Farm Bank. Tracy does not know if she is getting statement. Will check and send note to Janet.  We are low right now, $47,000 combined since paid out ahead for conference.  $100,000/year keeping office open.  Cash out, see where conference gets us, then decide what to do with cash out after we see what conference does.  May need to talk about membership dues increase.  Investing in LMS, CEs – pay off down the road.  Making 2.25% interest (CD)  Jim – Quarterly reports and how they are done. Last time through Google form helpful to Jim to see what is happening. Much easier.  Interaction with Lisa around Leadership Development Program and she was asking about filing a report. Limit reports to Executive Director and Conference positions (since so much bigger report)-still to Janet to submit though. Then LDP to report to Jake.  LMS and CE pricing – Setting up meeting with Veronica soon. Jim wants board input re. LMS online learning – how do we think about pricing those CE vs. in-person?  Ethics $25 for 1 hour.  Depends on content, how long are they. Thinking standard rate for CEs.  Will have member/non-member benefits.  OT.com $89/yr unlimited  Must be high value to do our course vs. others.  Added benefit of CEs/LMS, adjust membership cost.  Methods to maintain quality standards, but not so high nothing gets developed. Not so difficult need large team to review. – Conversations with Veronica.  $25/credit for non-members seems standard. Free or reduction to members. Roll out free to first 50 members and get feedback. Build library. Or first month free to all members with feedback.  Discussed view that future state conferences are not going to be the way to go to make money so going online beneficial.  CE generates good income. Ethics did well. Sexual Harassment coming up and needs to be 2 hours.  LMS for Conference – reached out to Josh – at Memberclicks helping Jim – ways to automate through LMS to give conference credit. New things happening through website trying to figure out how to automate. Concerned about timeframe for decision making. Plan for system we have used and see if Jim can figure out alternatives for future.  Strategic plan – move to approve plan in July. The way it is organized at this time – aspirational ideas organized and some indicators/measures for progress.  Tracy re. use of Zoom. Talk with Jim each week on Wed. Enjoying Zoom for teleconferencing. Talking about using as a member benefit using forward. Hours not using as exec board extend to members. Working to put together P&P for what that might look like. Booking appropriately so available for Board when needed.  Example. Jim runs supervision group every Wed. 12-1. Using Google Hangouts from around Chicago right now. Would be cool to use Zoom as ILOTA member. Currently using on weekends and evenings. $14.99/month.  Have to see how it goes with requests, certain notice, etc.  Other ways to use Zoom discussed and would not add to cost. When membership went away you would miss this benefit!  Could expand to another account if demand increased to that level.  Can be recorded as well.  ILOTAPAC reemerged. Meeting this week for increased involvement.  EI is working hard, Wed night meeting, about cost differential of raise DT vs more reimbursement across the board. Ongoing issue.  Michelle to reach out to student about EI and electronic documentation.  Moira emailed Gail re. money to give to PAC. $205  $390 for scholarship  Jim shared plan for Advocacy – develop special relationships with representatives from each district, advocacy has list of go-to people to alert to communicate.  Part of Michelle’s question is – how do we decide on what to “argue” about? Or difference in opinion, personal vs professional view – how do we communicate.  Jim -Two issues. Connected relationship with representatives, period. What is OT.  Second issue re. what we advocate for and when do we do that. Somethings will be gray and contentious. As an organization, cannot come down with direct response, just give information. Other things that are not gray, in those cases handy to have empowered relationships. Licensure an issue we may have a stronger stance on.  ILOTA provide guidance re. relationship building with representative. May need coaching to develop relationship.  Start with Monica Robinson has relationships with representative and work from there. Gail did survey and people interested in doing this so may start with them. Janet aware of Sue Rezin.  Conference. Call for papers being reviewed. 30 reviewers. Weird glitch with Memberclicks. Wednesday is the deadline (Friday), Saturday will send out letters to presenters. Will also send Sorry you did not get accepted letters this year with feedback.  Schedule – done this weekend by Abi. Research projects were always separate times, not going to happen this year, 3 to a session to fit in timeslot.  Mark Benn request Saturday Keynote  Asked about student event in a conference room. Tracy had some questions – estimated attendance. Food is more expensive onsite. No food – trivia night and hang out. Connect networking event with student event – may not be a large  Vendor -4 One person with Abi doing Platinum.  Janet – OT friend retiring, is there an opportunity to sell her OT stuff, and how much would that cost.  Table to sell OT stuff? $199  Like any other vendor who pays fee, sells stuff etc. OR opportunity to have “garage sale” just a trading booth.  Is there interest in having OT related product resale at conference?  We’ve been approached by members who have an interest in selling OT related product in our Vendor space. We have decided to open up this opportunity to our membership, not linked to a corporation, as independent table at $. You will act as a vendor and be responsible for manning your table and managing any monetary transactions. NO discount to conference.  Michelle – contact MedBridge. Did not get anything last year.  Reached out to the band, have not heard back. Tracy knows of another band – reach out.  Jim friend plays in jazz big band – friend suggested hiring them. Cool to have live music between awards and into networking. Following up on reality of this. Michelle -one of reps for state is in a band.  Have some info re. cost from one. Do we want to reach out to rep?  Bev could contact Abby – harpist?  Need to get contract out – Abi to get together with Tracy to find and send out.  Talked with Ann about talk point list to contact members. Working on that. 3-4 people to contact all members end of this year, beginning of next.  Membership #s last month membership fees down $4000 Feb. May $2800.  Membership brochure email out from Jake wanting feedback on points for brochure. Pictures send to Jake.  Minetta retiring/step down. Jim to follow up re. Sara Zera about taking position. Back and forth with Minetta.  Accountant invoice, did we receive. Reviewed last one. Supposed to be communicated with. Janet to reach out to them.  Leadership development committee branding. Lisa Mahaffey – Jaime Kiraly- Alvarez – logo outdated, reached out to him about LDP logo – phone call contact  Maybe time to re-brand logo. Ann came up to good info re. where it came from 2005. Supposed to do every 6 years.  6 options for LDP. Did not send pricing.  Offer him vendor table vs. paying for this? Need to find out price.  Have branding that can be used easily with letterhead with indicator from different directors. Could be pro-bono, tax write off.  Jim also has a community of artists that might do design work.  Be nice to roll out for conference! Discuss July meeting.  Announce rebrand at welcome at conference. Have board/people hand out new logo or cling/magnet to each table during the welcome  Janet shared membership renewal with Neonatal Therapy – received card and cling in the mail with renewal.  Idea to send card out with updates on member benefits.  Tshirt competition needs to be sent out still. If new logo, use new logo. Competition could still be back design.  \*Decision to not do competition, just new logo.  Merchandise left – tape measures. USB, mugs  11:36 am  Move to adjourn – Jake  Second - Michelle | Email Janet ideas about lead for conclave this year. Need done in next few months.  Check Shirley Ryan availability. Tracy to contact Piper.  Abi review sites for conference 2020 and bring to July meeting.  Abi to talk with Camille at Tinley about availability  Tracy P&P for Zoom calls  Michelle contact MedBridge as vendor  Bev check with harpist  Abi and Tracy – get contract out for keynote  Abi cost and logo for rebranding |