****

**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**April 18, 2020 \* 9:00 am \* Location: Zoom Call**

**Attendees:**  **Absent:**

|  |  |  |  |
| --- | --- | --- | --- |
| * Jim Hill |  |  |  |
| * Moira Bushell |  |  |  |
| * Jake Garrison |  |  |  |
| * Abi Swidergal |  |  |  |
| * Tracy Repmann |  |  |  |
| * Carol Michel * Anne Kiraly-Alvarez * Beverly Menninger * Molly Bathje |  |  |  |

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:01 am  Move: Carol  Second: Molly | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: Anne  Second:Jake |  |
| Announcements | Budget update sent out by Moira – Thank you for sending out, organized form.  Carol sending email to update on Advocacy items.  Budget update- Bank balance $72,402.81  Membership down significantly in past few months, will pay attention to that.  Ahead in a lot of revenues. In a good holding pattern.  Conference – Abi  Summary of Wed. meeting. Virtual is the way to go was the decision. Just closed call for papers, yesterday was last day.  84 proposals – only up 5 short, 4 workshops, increase mostly posters.  Jim shared outline of online Conference issues/ideas  Decision as a board – virtual vs in-person  Anne – need to share hotel is not going to charge fees to cancel with commitment to go there in the future.  Jake-move on picking dates since limited for next year.  Financial risk and uncertainly, putting on full conference unsure who can show up, empathy for membership – lost jobs, decreased income. Opportunity re trends away from in person events over the next few years. Conference a harder income stream. Online learning the trend and direction AOTA has been suggesting for years. Need to do as organization.  Carol – would we bring in more proposals if we put out for online presentations? Has presentations that could do this.  Question re. prerecording on LMS. Could prepare for online. Those preparing for conference presentation may not want to go online with their presentation.  Move to go online – Jim, second from Jake, all in favor.  Think presentations – learning modules, social and dialogue spaces with more interaction ideally.  Keynote, Large group events, networking and social gathering, posters  Length of presentations – range  Min of 50 mins for CEU – 1.5 hours Can pause and return to it with attention span. Could break up into 30 min chunks.  Question pricing with length of presentations.  Jim-preference pricing be simple this year.  Price the same, award different CE amounts. Price per “event” chosen  Jake – lower the cost of membership for the year, incorporate that different, pad in $25 and throw in access to all CEUs in conference. Lose money with this.  Can determine some discounting. Conference can be lower than in past years going online.  Prerecord presentations, up on LMS. Create a test or evaluation at end of presentation to get CE. Concern about presenters creating test questions.  Provide first question as affidavit that watched whole thing, then assess presentation.  Standard evaluation would be easier.  In person in conference do not complete an evaluation. Would have log in record for each course.  Research platform – we have 9 – to a short course for an hour? We would combine presentations that match up.  Do we offer research AND posters or one or the other?  Maybe have posters turn into presentations.  Can continue after conference as learning modules.  Difference between online and conference – dialogue.  Pre-recorded learning modules – during conference have a zoom call with presenter available and others in that module come together. Talk about experience.  Carol likes idea. Shared about office hours – discuss re. certain topics. It has been positive.  Moira – could we do some like and some not.  More we do ahead, less headaches.  Consider chat rooms – Anne  Discourse – an open source (may cost) for networking.  Discussion forums in LMS? Worth an ask.  Research platforms and posters – sessions all about discussion and interaction. 7 min presentation to summarize their poster project.  Molly at Rush- shared about requirements for student presentations. Can do platform or poster.  Anne- see how others are doing virtual posters might be helpful for our decision.  Need to email presenters today to see if willing to be a virtual presenter.  Jake – keep it simple so easier to manage. Have info to contact speakers directly or evite from speaker for zoom meeting  AOTA is offering 30 webinars and that is it.  Concerns re. presenting something like work required modules. – Jim  Conference vs. LMS system – what would be added value of conference.  SIS roundtables – could be live meetings – Tracy – like town hall meetings  Presentations simple  Main speakers on particular days – live stream that day or options for question answer, same with business meeting  Things done in advance to look at at leisure. – Carol  Presentation like PAC/ILOTA prep’d ahead, have chat.  Offer presenters option to set up zoom call within certain days. Moira feels that is a lot, use SIS’s.  Explore how others doing this.  **Anne -Just do posters, every poster presenter present 10 min presentation. 30 poster presentations on LMS. 6 presentations for 1 CE credit, forum used for discussion after. Board members in agreement.**  Abi contacting people and letting them know.  Ask if willing to be virtual.  Platforms to Poster?  Info about how we anticipate what virtual will look like. Walk through PPT with zoom and record.  50 mins-1.5 hr. will be on LMS to access.  Will have to upgrade Zoom temporarily. Download to LMS.  Do we want keynote – current keynote contracted. Would like to ask her postpone to next year.  Do a keynote as Town Hall meetings.  Business meeting  Awards  At a designated time. Record if Keynote OK with it and have available. So can be live stream or recorded.  Could Keynote be free? Moira Abi – yes  Awards – have not heard back from Susan. Would like to see in person next year for those receiving them.  Jim- short question answer with recipient, like podcast, making it a little more personal.  Rates – presenters discounted 2019  Keynote – Jessica Kramer discussed last year. Been in contact so could check back with her.  Other replacement keynotes.  Would be beneficial to have enthusiastic, energetic, engaging Varliesha Gibbs suggested.  Jim – Plenary speaker – telehealth response has been high. 200 people attended at town hall.  Monika put together presentations.  Town halls all recorded and other presentations available so maybe not telehealth.  Varleisha – COTAD  Arameh Anvarizaeh – enthusiastic, engaging passionate  Charlotte Royeen – enthusiastic – historical perspective  Theme? Connecting? Adapting?  Abi-likes asking local person  First will ask Sally about presenting. If OK with postponing, then start local. Molly feeling like good opp for distance speaker so don’t have to pay travel. Board agreed.  60 mins vs. 90 mins  Representation of underrepresented in OT – Anne interest high right now. Interested in COTAD speakers as an option.  1 vs 2 speakers – 1 speaker the preference  Membership Business meeting – needs to be live. Hold on Saturday afternoon.  Attendance will be poor like quarterly business meetings. Could be outside of conference footprint. Could be following weekend where it usually falls.  Oct 17 3rd Saturday. October 10 possible prior to conference. Discuss participation issues at that meeting before.  **October 10 Membership meeting** – Board agreed – all in favor  Awards ceremony – announce this year and be part of next year live. Incorp into business meeting this year. Do prerecorded 30 sec spot by nominator.  Could turn into a whole month – Anne   * Keynote and business meeting * Webinars then pop up * Last week SIS discussions   We have some flexibility – does not have to be tied to a weekend.  Discussed ideas for scheduling in October including planning and how busy we would be as a board to take care of all activities for conference.  Concern re. giving up 3 Saturdays to attend if we spread it out.  SIS across a 5 day span in the evenings might work.  2 Saturdays for meeting and Keynote  SIS evenings  Have business meeting be called Membership Meeting to draw more members  Do we want to be together at a site vs working from home. Not necessarily.  Theme – change or keep?  Adaptation  Disruption very negative  Discussed different ideas  Embracing Change – AOTA theme right now  2020 Ideas and connections redefined – AOTAs virtual conference theme.  Adapting lives and maintaining connections  Leadership through Adaptation  **Adapting Connection –** agreed upon change of theme  Registration – pricing etc.  Packages with a price  Presentations per CEU  Or all into one fee structure  Discussed registration process through LMS. Need more detailed information from Josh.  Moira- do similar to AOTA – over a certain number access to everything.  Access to everything for month of conference. Everything saved, after October – pay per sessions.  Example - $125 – all access Oct 3 until Oct 31  Reload after that $25/session  Limit how many we offer  User friendly Presenters get a choice to keep presentations up.  Don’t have to decide completely right now.  Give them the option to remove presentation from LMS – concerns re. not paying them for continued presentation. Shared income ideas for future.  Resubmit post conference for LMS course and make some money. Sign a contract.  IRS reporting. 1099s  CE approval process as well.  Use final surveys to determine who to invite to continue their course on LMS.  Deadline to have course created by/recorded by late August  Deadline submit and approve presentations  Go through what we had first  Registration open in August at this point  June 1 decide on pricing based on number and diversity of presentations. So we can create save the dates to send out.  Abi sending out email today to get response re. presenters interest in going online. Decide by Wed. with follow up the next week. If we don’t hear we will not consider online presentation.  Jim – idea. Networking experience was planned for conference. Since not doing this, talked to friend – an artist friend -remote clay courses. Hand building activity provides clay and does firing.  **Kintsugi** – putting together broken pottery.  Great metaphor for what has happened this year  Friend able to source materials and provide instruction. We would help with ads and registration. Cap at 50. If over 20 may need assistance with package assembly, mailing kits, etc. $35/pp  Roll mailing into cost of activity  Embracing what has gone wrong.  Vendors – may ask limited amount of vendors provide logo  Thoughts about commercializing. Partnership/sponsorship opportunity. Can we explore year long – encompass conclave, conference ads on website, Communique.  Subcommittee conversation.  Problems – better to have packaging with options.  Useful to have committee.  What to do about those that paid – push to next year or reimburse a portion them and advertise  **Bev to contact both vendors**. Will keep same price for next year. RCM Tracy to reimburse in the system.  Offer – if counting on this for hiring, aware of other advertising – email to members or post on job board. Help meet in other ways.  Tracy scheduling meeting with Jim Cook – demo on digital vendor guide to get more details and pricing.  Sponsorship subcommittee members –  Jeanine interested in more involvement. Josie. Anne to reach out. Anne start brainstorming.  Dates next year:  9/30-10/2  10/14-16 (Ed Summit)  11/4-6  11/18-20  **Board agreed upon 11/4-6/2021**  **Anne move to adopt**  **Second: Jim**  **Approved**  Tasks  Tracy to call Hilton re. next week  Abi letter to presenters today  Bev to contact vendors  Abi reaching out to keynote  Announcing conference virtual. Do that Monday Social media, email and update website  Abi/Bev create announcement  Molly to talk with Maricela – include on letter for language  Jim to email notes taken specific to conference  Jim to get Kintsugi pricing  Carol sent email re. advocacy. Nothing emergent.  Decision as group – Strategic plan adjustments need to be made. Do we do this next Exec Board meeting or separate time to complete?  **Review in June** agreed upon.  Elections will also need to be discussed.  Adjournment 12:00 pm  Move:Jake  Second: Anne | **Jim to talk with colleague about providing Kintsugi workshop for conference**  **Bev to contact both vendors**  **Tracy scheduling meeting with Jim Cook**  **Anne to reach out. Anne start brainstorming.**  **Tracy to call Hilton re. next week**  **Abi letter to presenters today**  **Bev to contact vendors**  **Abi reaching out to keynote** |