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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**June 20, 2020 \* 9:00 am \* Location: Zoom Call**

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

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

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| --- | --- | --- |
| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:06 am  Move: Anne  Second:Moira | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by:Moira  Second:Jim |  |
| Announcements  Finance Report  Conference | Moira emailed out last night (will attach) Bank account going down, on track for 11,000 surplus. No conference expenses will help. Membership continues to go down  Maybe a note out to membership about membership during difficult financial times- Jim  Will probably not get bump in membership at conference this year.  Abi  Conference still on track. All roundtables scheduled as of yesterday. Waiting on EI.  Postcards- waiting on updated version  Email for recording is out  6 award nominations – discussed doing it as part of meeting and inviting next year as well. Could do a recorded interview of nominators. Abi to figure out.  Sponsor email out with Spotter only response so far  Postcard out in 2-ish weeks. Anne to have Jaime get final postcard done and to us.  Strategic Planning Updates  Reviewed Mission, Vision, Values  Focus areas into Directors positions  Missed Administration focus area so added it. May be something we add to strategic plan.  Anne – observation. By designating focus areas linking to particular position, concerned that if we don’t have a spot filled a whole focus area is not addressed. Disadvantage. Team effort can cover things better. Only reporting responsibility with siloing per Jim. Maybe identify more individuals responsible for different objectives. Jim shared view of how projects are managed under each director.  Anne- Focus areas – shared student research re. inclusion in OT education. Would like to address from state level vs individually re. awareness of diversity in our field. Exposing kids early in their education to OT. Could be more concerted effort and involve members to advance mission.  Inclusion and Diversity Objective  Looking at focus areas – are they realms or specific projects? Inclusion and Diversity could be within Membership.  Carol shared inclusion as a focus area then each area addresses – like advocacy – out there doing something about it.  Need focus areas that every area reflects those focus areas  Every member of the Board addresses what has been done in each focus area. Goals directed to focus areas within each Board position.  Discussed examples of how this would work from Carol’s experience with strategic plans.  Today talk about focus areas (Jim) since not everyone is present to participate in discussion.  ID focus areas and then have everyone consider how they would develop their plan to address the focus areas.  Recommended focus areas brainstormed:  -Inclusion/Diversity  -Growth– membership, CE, Conference, engagement  -Effective advocacy networks  -Effectiveness of communication – awareness of ILOTA, clarity of who we are and what we do, onboarding  -We want ILOTA to be primary source for support, information and leadership (Carol)  -Efficient internal and external structures  Jim documented topics on Strategic Plan document.  **Inclusion/Diversity**  **Membership**  **Organizational Structure**  **Communication**  All focus areas are owned by all not just Director.  Reviewed previous SP structure. New org came from AOTA structure. Jim reviewed why the change based on AOTA.  Each comes up with one objective from each director for each focus area.  Discussed formatting so it is clearer.  Anne shared her view re plan to this point. Broader categories and we each use own tools to address them. (Carol)  Walked through SP objectives/actions from this past year.  Membership – rating tool/procedure for ILOTA events. We have one for conference and student conclave.  Overview of membership benefits – Jake created last year than conversation on hold. Tracy reached out waiting to hear.  SIS survey – complete  Work with other state organizations – in process but not a lot of progress.  Question re. the process of reviewing current SP and whether we are changing with new focus areas.  Do we need to walk through this SP? Best to go through areas of Directors who are present?  Discussion re. plan moving forward including new focus areas. Can we redo SP before 2022.  Jim hope was for a yearly update looking at 3 year plan. SP should be more integrated into conversations, function to bring us back to what we are doing.  Carol -IDd new focus areas and new format. So when do Directors look at new structure and design by year end.  Look at SP as individuals in new format and integrate objectives into this format.  Discuss at next meeting what each director is thinking in new format having crafted goals.  Individual work to do. Jim to work on structure and send it out to Board.  Next steps – each work with our committees to put together our action plans based on new focus areas.  By a certain time share/send out with rest of Board.  Right now in each focus area have a lot of objectives. Would it be best to ID just a few objectives with several action areas.  Example – enhancing diversity on board – action to reach out to diverse members to participate or creating task force re. how to do that or enhancing communication to our diverse members. (Anne)  Do we, as an org. develop objectives, then directors create action plans.  Carol – organize- wide focus  4 objectives with action steps – Advocacy, membership, etc.  Continued discussion re. how this will go.  How specific do we make our goals – increase membership by 5%?? (Anne)  Discussion re. specificity of objective writing and what we have control over. Jim prefer to make objectives clear and things we have control over to accomplish. May have specific measures, may be did or didn’t get it done.  Objectives currently sound more like action steps:  Example: Increase membership as objective then action steps more specific.  Example: objective link advocacy and representation for all OTs in IL. Action step ID and engage with key stakeholders across the state.  Additional examples shared.  Feedback from Moira and Molly.  Next step take time individually to determine important objectives and what would steps be toward that. Then share document with each other.  Jim to create Google doc, people work on document all see it and come back together re. objectives before actions are created  Looked at broad progress measures. Will not ID separately.  Plan to meet re. objectives – interim meeting re. objectives then following meeting with action proposals can meet during the week in an evening. I hour, Doodle poll to schedule week of July 5 - 11  Move to actions at July Board meeting.  Move to adjourn: Carol  Second: Anne  11:30 am | **Jim and Tracy – note to membership**  **Anne to have Jaime finalize postcard**  **Jim to check – thinks completed will check with Tracy**  **Anne to follow up with Jake**  **Jim talk to Tracy re. Doodle** |