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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

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

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

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

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| --- | --- | --- |
| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:03 am  Move: Abi  Second: Anne | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval: Moira Bushell  Second: Jim Hill |  |
| Announcements  Finance Report | Abi moving end of this month to Las Vegas, accepted a teaching position there. Will continue with conference.  Stephanie McCammon (Blog coordinator) excited to work with Molly – thank you for your leadership!  Jacob has resigned position as Membership Director  If one person running, can appoint, if 2 or more reluctant  Christy Rojas position statement in, waiting on second. Will know Monday.  Bank account down $3000, conference costs starting to come in  Account balance as of July 17, 2020:  Checking: $46,199.49  Debit:  $3,183.95  -$3442.27 from last month  As of June 30, 2020     |  |  |  |  | | --- | --- | --- | --- | | **Income** | **YTD** | **Budget** | **Difference** | | Membership | 52,462.50 | 50,000 | +2462.50 | | CE | 39660.00 | 40,000 | -340.00 | | Conference | 111,211.80 | 100,000.00 | +11,211.80 | | Other | 16577.32 | 5550 | +11027.32 | | *Total* | 219911.62 | 195,550.00 | +24361.62 | |  |  |  |  | | **Expenses** |  |  |  | | Operating | 100067.15 | 105,400.00 | -5332.85 | | Direct Costs | 92352.66 | 73,000.00 | +19352.66 | | *Total* | 192419.81 | 178,400.00 | +14019.81 | |  |  |  |  | | Net Income | 27491.81 | 17,150.00 | +10341.81 | |  |  |  |  |   Membership down so far this month.  Concerned about extra spending next couple of months not knowing what conference will be.  LDP – Anne – Request for $4000 for Sarah Young event. Agreed to last year’s fee amount. 4 smaller sessions over a month. Can this be approved to host the event? ILOTA covers cost for Mentors, members have registration fee. Last year food was provided. Won’t have this year. It will be recorded. Will need to confirm that we can keep it on LMS and use in future years. Discussion re. event moving forward.  Fee structure brought up as possibility.  Need to have decision today  Jim asking for clarification re. importance of this presentation to LDP. Abi and Anne shared views of it’s value.  This was not budgeted. LDP is not a normal committee that is why it is not budgeted.  Jim continued discussion re. benefits, budget, etc.  LMS the only other thing ILOTA invests this much in. Concern about return on investment.  PAMS course providers paid well.  Possible reach out to members re. possible creation of workshop. Maybe set a fee or volunteer.  Jim discussed alternative ideas.  Due to current circumstance with membership dropping, economic consequences of COVID etc.  Not comfortable with this investment this year.  Further discussion with the group. Some history:  Lisa M. passionate about this project, spearheading this with agreement ILOTA felt this was important program to promote leadership in the state. Good place to draw from for ILOTA positions. No formal agreement. No formal board positions. We now have a history to work from.  Compared to Conclave (Moira). Impacting larger number of people. Moira feels $4000 too much right now – communication needs to be fixed to budget for the future.  Vote as board – offer LDP smaller amount of $ and ask them to work with that. All in favor. Passes  Discussion re. amount we could give them. Move to give $2000 (Moira) Anne second. All in favor. Passed.  Anne or Jim will talk with them.  Open up discussion re. role of LDP as a committee.  Conference Update  Abi – Postcard should be arriving – some got yesterday. Only update.  Registration starting in August. Recordings have started and schedule is up.  Tracy – recordings – everything good so far. Fielding questions. Loading pretty well. All set up to automatically record.  Molly – promotion discussion re. social media – will have separate discussion.  Proposal – Conference Chair as voting board position. Discuss and consider. Anne feels significant amount of work so in favor of this. Coming to all board meetings anyway. Proposing Director of Event Planning or Education (Jim) Maybe LDP, Student Conclave  Jim discussed additional ideas he has re. position/s  Moira oversees all events as Director of Finance.  Additional discussion re. voting rights to conference chair and positions responsibilities.  Concerns re. making it a Director position vs. appointed chair that votes at meeting.  Growth under DOF is big so concerns about growing responsibility. Possible position that assists DOF.  (Anne) Revisit Board structure and responsibilities, streamline processes including proper reporting.  Continued discussion with Moira sharing responsibilities as DOF.  Would prefer to see voting OTA position over a conference chair – more important. – Abi  Elections report – Candidate for each position at this point. Waiting on one more but most likely one for each will remain.  Anne responded to Carol re. person interested in public policy – we typically just appoint at this time.  President – Strategic Plan  Began discussion re. deadline dates and determining those. Maybe coordinate to quarterly board meetings. Coordinate with fiscal year.  Projects may be an exception.  For ongoing and aiming for a year – August 2021  Focus Area Descriptions discussed. Formulated by Anne Jim and Tracy. Reviewed Focused areas written. Edited together the focus areas.  Reviewed objectives and action plans together.  Discussion re. diversity within Communication.  Refer to final Strategic Plan document.  Time check at 11:48 to complete meeting by 12. (Tracy)  Propose that we find a way to finalize last Focus area. Look through and make suggestions/comments in status column. Finalize via email.  Adjust dates to August and Feb except for exceptions.  By Friday July 24  Adjourned: 11:55 am  Move: Anne  Second: Abi |  |

\*These minutes were approved by all board members via email in September 2020