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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING AGENDA**

**July 20, 2019 \* 9:00 am \* Location: ILOTA Office**

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  0219 - bathroom | Time: 9:08  Move – Abi  Second - Michelle | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: |  |
| Abi  Conference update  Moira – Finance Director Elect  Financial update  Janet-Finance Director  Conclave  CE  Jim -President  New Branding  Communication  CE for LMS  Strategic Plan  Tracy – Executive Director  Officer terms/elections 2019-20  Michelle – Advocacy Director  EI Coalition  AOTA Update  Jake – Membership Director  Flyer and usage  Mailing/communication with current and non-members  Abi Conference Chair  – additional conference info  Moira – document storage | Visited Conference center yesterday and met with Camille.  6 vendors so far  Student event in breakout room. Can use our bar. Food – give them appetizers. Still need to pick food. Will be across the hallway from main activities.  Main cost – bartender 1/100-150 people  If lower attendance because of student conclave, beef up food we are already doing. Will manage as we get registration  Gave them entire schedule, food items/breaks, registration, etc.  Will get initial proposal for audio visual. Should be able to knock of 30% to start – initial proposal will most likely shock us.  Good relationship with Tinley.  Asked for dates for next year.  Schedule is set. 3 Research people have contacted and cannot do their presentation.  Posters will be in main expo hall, in the back of the room. Vendors will be in center hallway.  Band- Tracy had contact with Acoustiholics – lively background music. Available 5-8 that night. $500.  Harpist 1-2 hours, $2-250  Pipe in music as an option  Dinner, awards, networking time for music.  Have 38 posters between the 2 days.  6 award nominations  Will talk with Camille about piping in music at various times.  Conference is 100,000  For band- reach out to Acoutiholics can they do instrumental and singing. If yes go forward with them  Keynote speaker – need to find a contract.  Balance is 43,703.20  Trending 87,000 in the hole at the moment  Budgeted for about 55,000  Have 35,000 in expenses left we haven’t budgeted for  Income will come up in August with conference registration.  70,000 behind in income  New this year with conference being different this year. Conference paid for up front so makes it different.  Down in CE income – only half of normal 20,000 down. Haven’t done events – end of year. (Kines and Modalities typically) Same time CE expenses down  Membership on target  CE – Veronica taking over CE piece. CE Chair. Janet forwarded info to her. Veronica to put in a CE plan for next year. Work with Tracy re. how many we can handle/support from office behind the scenes. Modalities self supporting. Will fu with Clem re. Kinesiotape Level III. May look at Level I and II. III is very expensive.  Modalities two a year would be nice – north and south. Tentative date at Shirley Ryan being worked on.  Christine Urich Mental Health First Aid certified. Has offered to do CE course here. 8 CE for $75 in Iowa at Drake. Have to check CE for IL.  Need procedures and contracts around creating CE event. Is it professional development vs. CE? Project to work on. No contracts for any CE providers  Conclave – Jeanine Pinico coordinator for Conclave – from Fox College. Involved in Hull House event, involved with Conclave. Tentative timeline sent to Tracy and Joanne last night. Janet to send files to Jeannine. Planning on ½ day conclave (8-12) with AOTA event here.  Will put info on flash drives to distribute to those that need it.  Janet to continue to be involved as needed.  Email to all re. donations for scholarship/raffle. Gift cards or raffle basket.  New Branding – Shared email with ideas for logos and branding designs from KA Designs by Jaime.  A good design works well big and small, functions even if you can’t read the lettering – pictorial indicator. Should work in color, gray scale and B&W.  3 big features to pay attention to: font, circular order, color.  Looked at designs  Most preferred first design, orange/blue  Conference to be roll out on all items.  Will ask for 3 palettes with first design.  Determine ways to recognize Jaime at conference.  Communications  Blog update still in progress. Stephanie McHamon talked to Lauren on blog update this last week. Recommending name of blog – ILOTA Now vs. Communique  Board agreed on name  Communication Director – Absence of Lauren. Busy and works on meetings. Jim gets updates from her, but she has only attended one meeting. Less responsive to emails recently.  Jim to reach out to her to see if it is really working for Lauren.  Fiscal year ends August 31  Abi-Grammar and editing are really important. Social media not edited. Moira used to review before posting. Need Director who would be doing this kind of thing.  Tracy can look at Hoot Suite and can edit. Moira and Tracy can work together to edit before posting  Continuing Education covered above  Strategic plan – Jim passed out hard copies. Reviewed current plan, had all review sections responsible for. Reporting Responsibility is person to report out in meetings. May be deferring to others responsible for work being done.  Want document to be more dynamic, pull up at meetings to work with.  Revisions will be done and posted by Tracy.  Officer terms/elections 19-20 – Fiscal year ends August 31. Talk about terms and officers.  Who is on board and who is rolling off.  Process in Bylaws.  On Google calendar, put in dates of when people are done with terms  Nominations Chair under membership to help recruit people on ballot  All 2 years except finance and president -elect  Start Sept 1.  2 months before election ballot should be out. (June 1) August elections August 1-15.  Reviewed Bylaws and SOPs  President is in 1st year  Finance starts this new year  Communications elected last year (1 more year)  Secretary elected last year (1 more year)  **Advocacy this year**  **President-elect this year**  **Membership this year**  Need Nominations Chair position filled  Current election AND need someone to fill position.  Recruitment Chair (appointed) – Sarah Zera – reach out to see if she is interested in running elections while seeking out new Nominations Chair  Email out looking for nominations – positions available and position descriptions  Elections reviewed on ILOTA website  Need to add elections info to Google calendar starting to think about it in April.  May-June Call for Nominations  Slate announced July 1 (open 2 weeks before elections  Next year elections in July 15- end of July  Announce August 1 -Transition in August so both officers attend board meeting that month  **AOTA conference call re. updates** –. States talking about updating license (ours coming up)-direct access, mental health, definition of practice acts,etc.  We are in 2024.  Put on our calendar to start conversation.  Building alliances with other state organizations now. Cooperate on things that are not contentious – come to agreements and show up to legislators. Sets tone for when we don’t agree.  **EI Coalition** – working nicely with PT, SLP and OT re. issues about developmental therapists. Ounce of Prevention behind DTs. OT/PT back, we are the people that can take care of 0-3 clients. PT, OT,SLP proposed why not to pay developmental therapists more.  Everyone got 3% raise, DT got 6% (reimbursement). Abi got email – getting raise if reimbursements going through properly.  18 step process of what DT does. This coalition wants to do is to ask PT, OT and SLP, synthesize it and explain what we do in each profession and advocate with legislators. Will take to PAC and membership with this information – why EI services, services for OT.  Can we use this to maintain relationship – Colleen, Michelle and SLP – to stay connected and continue work together.  Question re. OT/PT approach Ounce of Prevention.  **Advocacy** -Gail Fisher sent info to Michelle re. people interested in participating in Advocacy. Will send email to all names. Find out location of people, representatives and do they have a relationship now. Can look up membership.  Give info re. how to reach out. Connect non-members with Jake.  Also get EI connections involved with stronger advocacy role.  Notice to all members to take action re. EI issue even if not in EI.  Watch Home Health and SNF.  Jim asked if appropriate to add to strategic plan – alliance between OT, PT, SLP. Michelle to explore.  Need update to website re. PAC – out of date info on this page. Tracy to remove  Flyers sent to some not all board members. Talked to Jim about possibility of mailings of communication to members and non-members. Email can be hyperlinked – auto direct to membership page.  Presented draft flyer  Discussed hard copy vs. electronic – not high-volume mailing. Something that can be handed out when talking with schools, etc.  Flyer can be electronic with hyperlinks.  Email suggestions to Jake.  Ability to swap out group of students – photos that can be used. Have implied consent.  Membership 866.  Our Panel will be PDPM (Patient Driven Payment Model) from AOTA for conference. Lisa and Veronica reaching out for panelists.  License renewal this year could be a draw to conference.  No ethics presentation at conference this year. Jim created new online course as well for ethics.  Document storage – Moira  Need Box or something like it, maybe Google docs. – so everyone can access all ILOTA docs that we keep referring to.  Bev and Jim to review Communique  Discussed use of ILOTA email addresses. Some having trouble with linking email addresses. Memberclicks problem. Set up is burdensome – set up on individual devices.  Memberclicks needs to fix this. Could consider gmail addresses for each office. This would allow access to google docs, etc.  Does Memberclicks work with G Suite? Tracy to check.  Adjournment  Move – Jim  Second – Abi  11:49 am | Tracy to check  Tracy to find basic speaker contract  Tracy to send reminder with request for donations  Jim reach out to Sarah Zera to confirm Recruitment and can she run election this year. Connect with Tracy. Consider approaching Monica who did it before.  Tracy to manage communication and update website  Tracy to update |