



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
November 21, 2020 * 9:00 am * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Anne Kiraly-Alvarez – President Carol Michels – Director of Advocacy Moira Bushell – Director of Finance Christy Rojas – Director of Membership George Buckley – Executive Director	Abi Swidergal – Conference Chair (outgoing) Maria Coronelli – Conference Chair (incoming) Brian Herr – Networking Coordinator	Nancy Beck – Secretary (on leave) Molly Bathje – Director of Communications

Topic	Notes	Action Items & Person Responsible												
Call to order	Anne called the meeting to order at 9:04am	n/a												
Roll call	See members present above	n/a												
Approval of minutes	<ul style="list-style-type: none"> <i>Motion approved to approve September Executive Board Meeting Minutes. (MOTION 2020-11-01)</i> 	n/a												
2020 Conference Wrap-Up	<p>348 attendees; feedback survey- 67 responses- overall positive feedback about LMS, conference quality, length, value, short courses, posters, and keynote. Mixed feelings on willingness to attend conference next year in person. Overwhelming majority would attend next year if it were virtual. 100% of attendees would recommend conference to others.</p> <p>Conference finances:</p> <table border="1"> <thead> <tr> <th>Income</th> <th></th> </tr> </thead> <tbody> <tr> <td>General</td> <td>\$ 100.00</td> </tr> <tr> <td>Sponsorships</td> <td>\$ 640.00</td> </tr> <tr> <td>Registration</td> <td>\$ 29,881.40</td> </tr> <tr> <td>Raffle Tickets</td> <td>\$ 1,580.00</td> </tr> <tr> <td>Total Income</td> <td>\$ 32,201.40</td> </tr> </tbody> </table>	Income		General	\$ 100.00	Sponsorships	\$ 640.00	Registration	\$ 29,881.40	Raffle Tickets	\$ 1,580.00	Total Income	\$ 32,201.40	n/a
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2021 Conference Planning	<p>Discussion about format of 2021 conference- virtual vs. in-person or hybrid</p> <ul style="list-style-type: none"> <i>Motion approved to keep 2021 conference in a virtual format (MOTION 2020-11-02)</i> <p>Abi volunteered to take on role as chair of Awards committee since Susan Quinn is stepping down.</p>	<p>George to reach out to Hilton to find out about a cancellation fee or if they will waive any fees if we re-sign for 2022</p> <p>Maria to reach out to Sally (keynote) to see if she would prefer to present virtually or postpone again until we're in person</p>																		
New Executive Director	<ul style="list-style-type: none"> <i>Motion approved that George Buckley replace Tracy Repmann as ILOTA's registered agent as filed with the Illinois Secretary of State. (MOTION 2020-11-03)</i> 	n/a																		
ILOTA Orientation PowerPoint review	Reviewed updated PowerPoint that Anne, La'Taria, and Sarah worked on- the initial presentation was created by previous president, Peggy Nelson, but hasn't been used in several years.	All: go into to the google slides and make updates as needed by December board meeting																		
Board member goals	Anne proposed using goal forms for all full board members to help them identify strategic plan objectives they can contribute to, and to help hold board members accountable for tasks that can promote association growth.	<p>Anne will create and send form to exec board members.</p> <p>All- send forms to reporting board members and ask them to identify goals for the year that relate to the strategic plan.</p>																		
SOP updates	Several SOPs need to be reviewed. Should probably be renamed "position descriptions". Bylaws likely need to be updated to rename them, so we'll work on just updating them for now, and rename them later.	<p>Anne- send list of SOPs in need of review to board</p> <p>All- start updating SOPs if review is necessary.</p>																		

Strategic plan updates and next steps	Updates made based on activities initiated.				Anne, Christy, and Moira will create a google sheet for keeping track of all activities completed that relate to the strategic plan.
Networking updates	Discussed ideas on how to engage the SIS chairs and rebuild the Student Committee.				Brian will review AOTA ASD materials for the student committee. Christy will send a doodle poll to SIS chairs to meet with her, Carol, and Moira to discuss ideas for moving SISs forward, opportunities for advocacy, and CE
Hosting fieldwork students	Anne proposed that ILOTA start hosting Level II students. She shared a little information from other states that have already done this- WI and NY. Discussed pros and cons of doing this. A lot of work and planning need to be done to make this feasible.				Anne will create materials to establish a fieldwork program, including an application, objectives, timelines, etc.
Volunteer thank-yous/ certificates	Need to create certificates of appreciation for all 2020 volunteers- student conclave committee and volunteers, conference proposal reviewers, conference committee, awards committee, and all full board members.				Anne will create a google sheet to list all volunteers All- add volunteers to list that need to be recognized for their service George- use list to create and send certificates
Holiday cards	Historically the board has sent holiday cards to all board members, volunteers, and other stakeholders. Will do so again this year.				George- reach out to Tracy or look in old files to find what was done previously. All- send electronic signatures to George.
Finance updates	Income	YTD	Budget	Difference	
	Membership	21851	60000	-38149	
	CE	1445	35000	-33555	
	Conference	27435	20000	7435	
	Other	458.39	6300	-5841.61	
	Total	51189.39	121300	-70110.61	
	Expenses				
	Operating	20277.78	113800	-93522.22	

	<table border="1"> <tr> <td>Direct Costs</td> <td>294.94</td> <td>29000</td> <td>-28705.06</td> </tr> <tr> <td>Total</td> <td>20572.72</td> <td>142800</td> <td>-122227.28</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Net Income</td> <td>30616.67</td> <td>-21500</td> <td>52116.67</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>As of 10/31/20</td> <td></td> <td></td> <td></td> </tr> </table>	Direct Costs	294.94	29000	-28705.06	Total	20572.72	142800	-122227.28					Net Income	30616.67	-21500	52116.67					As of 10/31/20				
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	<p>Bank Balance as of 11/19/20 Checking \$72,955.49 Debit \$3487.73 Total \$76,443.22</p>																									
CE survey	Need to gauge member CE needs and interests.	Moira will develop a survey to send to members.																								
Student conclave	Will be virtual. Three volunteers for committee, no one has volunteered to serve as chair. Moira will serve as chair. Discussed keynote options, and schedule/content ideas.	Moira - schedule a committee meeting for December before holidays.																								
Payroll/Accounting Intro Discussion	Looking into new software for payroll and accounting Right now, paying ~5000 to accounting firm to manage a lot of our financial needs, but they don't do much. Need to have a bigger conversation about our bank accounts and the accountant	George will reach out to Byline about changing officers on the account and type of accounts																								
Advocacy updates	OT Compact: Carol shared various resources about national efforts thus far. Carol, Maureen, and Anne met with AOTA, NBCOT, and Compact reps to discuss and are in support of moving forward with this in IL. Discussed pros and cons. <ul style="list-style-type: none"> <i>Motion approved that ILOTA officially support moving forward with the OT Licensure Compact in IL. (MOTION 2020-11-04)</i> 	Carol will reach out to AOTA and NBCOT folks to confirm our support, and to ask for wording we can use to announce to members																								
Communication updates	No updates, but board acknowledged that social media posts have been great recently.	n/a																								
Membership updates	1052 members Discussed ideas on how to promote membership and maintain members.	Christy will send letters to nonmembers who attended conference; explore a tiered membership to include a new grad membership level, and a membership																								

		drive in April (large organization incentives?)
Secretary updates	Nancy requested a temporary leave from her position on 11/17/2020 Need to find a volunteer to serve as interim secretary	Anne will work with George to send an email to members seeking volunteers to fill this position, as well as other committees/positions.
Other?	Set dates for upcoming meetings. Next month: 12/19; in 2021: 1/16, 2/20, 3/20, 4/17, 5/15, 6/19, 7/17, 8/21, 9/18, 10/16, 11/20, 12/11	George will add 2021 full board meeting dates to website
Adjournment	<ul style="list-style-type: none"> <i>Motion approved that the meeting adjourn at 12:05pm</i> (MOTION 2020-11-05) 	n/a