



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
December 11, 2021 \* 9:00 am \* Location: Zoom Call**

<b>Members Present</b>	<b>Members Present for a Portion of Meeting</b>	<b>Members Absent</b>
Anne Kiraly-Alvarez – President Beverly Menninger – President-Elect Brenda Koverman – Director of Advocacy Molly Bathje – Director of Communications Robin Jones – Interim Secretary George Buckley – Executive Director		Christy Rojas – Director of Membership Moira Bushell – Director of Finance
<b>Guests Present</b>		

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
<b>Call to order</b>	Anne called the meeting to order at 9:03am	n/a
<b>Roll call</b>	See members present above	n/a
<b>Approval of minutes</b>	<ul style="list-style-type: none"> <li>Motion to ratify the email approval of November 20, 2021 Executive Board Meeting Minutes. <b>(MOTION 2021-12-01)</b></li> </ul>	n/a
<b>Old Business</b>		
Review of Strategic Plan and Board Member updates	Anne reviewed status with the completion/submission of goal forms from the ILOTA Committees, SIS's, etc. George discussed that there was a trend nationally of a decrease in volunteer engagement across the country within organizations. Discussed sending out message from the Board to all members similar to what was done last year. Suggested to do a New Year message versus holiday for greater inclusivity.	Board members to update as received from committees that report to them. Molly will coordinate with social media team for image/message. All Board members to send their digital signature to Molly by 12/29/21

<b>New Business</b>																																														
List of Volunteers	Anne is continuing to collect information on the Google Drive regarding volunteers. Plan to mail out certificates by the end of the calendar year.																																													
AOTF Event Sponsorship	See Attached AOTA Conference Package Document. Anne reviewed what was done previously (2021). Reviewed document and sponsorship options. Minimum \$300 4/tickets and goes up from there. Concern regarding the current budget expressed. Consensus was made to look at contributing \$300 to AOTF for State of the Science Symposium in 2022. Recommendation will be made to Moira and revisited in January based on the status of the Association Budget.																																													
2022 AOTA Conference ASAP Meeting	Discussed cost/financial support for attendance at the ASAP meeting by President, President-Elect. For 2022 the expenses have been identified to be covered by other sources. Need to incorporate this cost in the future budgeting since not guaranteed that other funding options would be available for ILOTA Board members to attend.																																													
<b>Communication updates</b>	Discussed current activities of social media team related to their activities. Very busy time right now for them with transition to new people, etc. as well. Discussed goal to increase accessibility of the social media.	Board members asked to send information that they want highlighted in social media to Molly.																																												
<b>Finance Report</b>	<table border="1"> <thead> <tr> <th>Income</th> <th>YTD</th> <th>Budget</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Membership</td> <td>30178</td> <td>69500</td> <td>-39322</td> </tr> <tr> <td>CE</td> <td>6780</td> <td>29200</td> <td>-22420</td> </tr> <tr> <td>Conference</td> <td>44568</td> <td>45000</td> <td>-432</td> </tr> <tr> <td>Other</td> <td>3173.01</td> <td>4550</td> <td>-1376.99</td> </tr> <tr> <td>Total</td> <td>84699.01</td> <td>148250</td> <td>-63550.99</td> </tr> <tr> <td colspan="4"><b>Expenses</b></td> </tr> <tr> <td>Operating</td> <td>24672.34</td> <td>122000</td> <td>-97327.66</td> </tr> <tr> <td>Direct Costs</td> <td>2454.59</td> <td>25500</td> <td>-23045.41</td> </tr> <tr> <td>Total</td> <td>27126.93</td> <td>147500</td> <td>-120373.07</td> </tr> <tr> <td>Net Income</td> <td>\$57,572.08</td> <td>\$750.00</td> <td>\$56,822.08</td> </tr> </tbody> </table> <p>As of 11/30/21  Account Balance as of 12/8/21  Checking \$93,358.62  Debit \$4,191.35  Total: <b>\$97,549.97</b></p>	Income	YTD	Budget	Difference	Membership	30178	69500	-39322	CE	6780	29200	-22420	Conference	44568	45000	-432	Other	3173.01	4550	-1376.99	Total	84699.01	148250	-63550.99	<b>Expenses</b>				Operating	24672.34	122000	-97327.66	Direct Costs	2454.59	25500	-23045.41	Total	27126.93	147500	-120373.07	Net Income	\$57,572.08	\$750.00	\$56,822.08	
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	<p>Comments: We are up \$4193 in membership category and \$17133 in conference registrations YOY. Overall, we're netting almost \$28000 more than this time last year. This gives us a nice cushion as we continue in the year and start holding more CE events to boost revenue and also to cover the possibly additional expenses of the accounting firm whenever that gets sorted. Most of the rest of the year will be more expense heavy, so need to keep on eye on it.</p>														
2021 Conference Financials and Summary	<p>See Attached Final 2021 Conference Financial Report See Attached Final 2021 Conference Registration Report</p> <p>George reviewed the final reports.</p> <p>Discussed recognition of people who contributed to conference. Discussed issue of the need to develop a policy that determines who gets "payment" for presenting versus those that are not compensated. Suggested that there be an option for presenters to accept/decline.</p> <p>Discussed future of conferences and holding hybrid/in person event. Discussed cost of hybrid options and potentially offering a limited number of hybrid activities mixed with in-person activities. Discussed hosting 1 day event in-person and events to include: Business meeting, Keynote speaker, Award Ceremony, Poster Sessions, etc. Discussed timing of the meeting and structure.</p>		<p>Moira and Anne will explore policy regarding speaker stipend and bring recommendation to the January meeting for further discussion and consideration.</p>												
<b>Advocacy Update</b>	<p>Brenda discussed current advocacy goals and focus. Early Intervention group has asked for support of legislation. Medicaid rates being reviewed and steps identified for approaching this process. Shared plans for providing more education of members on the legislative and advocacy process.</p>														
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	Christy and George working on notification of the new practitioner raffle recipients as well as invoicing Fran Ingram for the final cost.																			
<b>Secretary updates</b>	Reminder to review minutes when sent out as draft for review. Reminder to send your agenda items in a timely manner to be included in the agenda for the meetings.																			
<b>Other?</b>	N/A																			
<b>Adjournment</b>	<i>Motion made to adjourn meeting at 10:06 am. Motion passed. (MOTION 2021-12-02)</i>																			