



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
March 20, 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 Carol Michels – Director of Advocacy Moirra Bushell – Director of Finance Christy Rojas – Director of Membership Robin Jones – Interim Secretary George Buckley – Executive Director	Molly Bathje – Director of Communications	
<b>Guests Present</b>		
Asia Kim – Fieldwork Student - Midwestern Jordyn Fulton- Fieldwork Student – Midwestern Becky Lastres – Capstone Student -Midwestern		

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
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"> <li>Motion to ratify the email approval of January 16, 2021 Executive Board Meeting Minutes. Motion passed. <b>(MOTION 2021-03-01)</b></li> </ul>	n/a
Old business: Follow-ups from Jan meeting	<p>Corporate Partnership Opportunities – Christy not able to pull committee together yet but will be working on that issue next. Currently working on a joint AOTA Community of Practice Event for the end of April.</p> <p>Membership form for the new member category – George and Christy still working on this. Timing will be set as ready when students are graduating in the Spring of 2021. Issues with MemberClicks have been worked out.</p>	
Proposed revision to quarterly full	Board members will send out a blank Quarterly Board report template to Board members for each Full Board meeting. When Executive Board members receive	All Executive Board members will use new

board report process	updates, they will input changes/information into Main Quarterly Report Form for each meeting to consolidate information onto one form for distribution at the Full Board meeting.	format for the May 2021 Meeting.
Website updates	<p>Reviewed audit conducted of the website. Majority of changes to date have been to the home page. 1) Remove the “refer a member” option for the time being and revisit when we do the next member drive. 2) Keep Board meeting minutes from previous year only and remove older ones. Maintain 3) Donate Today option: Add ILOTA as a donation option. Will update the site and form to add more description about each option. 4) Member benefits section needs updating (specifically ‘What is ILOTA’). 5) Board Members page: Add short bio and photo of Executive Board Members. For Full Board members, list name and title. No contact information on the public side of the page; 6) Investigate a “contact us” form for people to contact Board members.</p> <ul style="list-style-type: none"> <li>• Motion to approve a \$750 expenditure for implementing a new template for the ILOTA website with MemberClicks. Motion passed. <b>(MOTION 2021-03-02)</b></li> </ul>	<p>George/Moira to edit “Donate Today” options. George to remove sections noted. George and Christy will update “Member Benefits” section. All Exec. Board members to submit 100 word limit bio and photo and any updates to your position description for the site to George. George/Anne to investigate options for a Contact us form on website.</p>
Bylaws updates	<p>Cassandra will be in touch with everyone about potential changes in their sections of the Bylaws. Everyone should respond accordingly.</p>	<p>All Executive Board members</p>
AOTF events raffle	<ul style="list-style-type: none"> <li>• Motion to ratify the email vote for the 2021 AOTF Event sponsorships. Motion passed. <b>(MOTION 2021-03-03)</b></li> </ul>	
OT Month	<p>Exploring various types of events. Anne has identified a volunteer who is willing to do a virtual “Drawing/Art” event. There is a potential for a virtual cooking event with a colleague of Anne’s from Midwestern University. Discussing option with a local Tea Shop about the potential of a “Tea and Chocolate” event. Bridget Hahn, Rush University has agreed to do a meditation/mindfulness event. Exploring doing a</p>	<p>George will set up registration for April 1<sup>st</sup> via Zoom.</p>

	"Town Hall" event to highlight ILOTA activities and open Q&A. April 1 <sup>st</sup> date for the Town Hall 7pm.				
Report from Fieldwork and Capstone Students	Students reviewed their various accomplishments and reflections during the 11 weeks that they have been engaged with ILOTA.				
2021 Conference Update	Call for papers sent out and link on the ILOTA website. Logo contest finalized and chosen. Keynote solidified. Paper reviewers selected. Will have sexual harassment and ethics training as part of conference given licensure renewal year and will help attract people for CE requirements. Pricing: \$109.00 members and \$109.00 plus cost of membership plus additional \$10.00 for non-members and \$59 for Student members and \$89.00 Student Non-member.				
2021 Student Conclave Wrap Up (See attachment)	Successful event. Many are accessing the recordings and George will have stats to share at a later date. Attendance Summary Attached. Thank you notes to speakers will be sent.				
Communication updates	1 <sup>st</sup> Live Instagram Event held regarding Capstone Projects. Well attended. Next one scheduled for weekend of March 20th. This one partners with Gigi's Playhouse. More planned for the future. Social media very active with Student Conclave. Planning Early Intervention Month for Social Media as well as discussion with ILOTPAC about promoting on social media as well. Discussion about integrating the Blog into the ILOTA website and/or upgrading Blog software. Current issue is in progress. Current readership between 106-194. Discussion of newsletter format and distribution options. Discussed distribution of the Communique in PDF version and pros and cons. Decided that starting with the 2 <sup>nd</sup> quarter issue, ILOTA will offer the options to access on-line and/or download PDF version. The PDF version will be loaded onto the ILOTA website and readers will be directed to the website for the download. Committee will explore issues associated with making the PDF accessible.				George will investigate options for integrating Blog into ILOTA website. Molly will convey meeting with interested persons to review what is needed to ensure that a PDF version for distribution is accessible.
Finance Report	<b>Income</b>	<b>YTD</b>	<b>Budget</b>	<b>Difference</b>	
	Membership	39686	60000	-20314	
	CE	3460	35000	-31540	
	Conference	27613	20000	7613	
	Other	907.37	6300	-5392.63	
	Total	71666.37	121300	-49633.63	

	<p><b>Expenses</b></p> <table border="0"> <tr> <td>Operating</td> <td>54932.96</td> <td>113800</td> <td>-58867.04</td> </tr> <tr> <td>Direct Costs</td> <td>6537.88</td> <td>29000</td> <td>-22462.12</td> </tr> <tr> <td><b>Total</b></td> <td><b>61470.84</b></td> <td><b>142800</b></td> <td><b>-81329.16</b></td> </tr> <tr> <td> </td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Net Income</b></td> <td><b>\$10,195.53</b></td> <td><b>-\$21,500.00</b></td> <td><b>\$31,695.53</b></td> </tr> </table> <p>As of 2/28/21</p> <p><b>Balance as of 3/18/21</b>  Checking: \$51,018.06  Debit: \$4,992.30</p>	Operating	54932.96	113800	-58867.04	Direct Costs	6537.88	29000	-22462.12	<b>Total</b>	<b>61470.84</b>	<b>142800</b>	<b>-81329.16</b>	 				<b>Net Income</b>	<b>\$10,195.53</b>	<b>-\$21,500.00</b>	<b>\$31,695.53</b>	
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CE Offerings Update (See attachment)	<p>CE Survey completed with good feedback. Following up with potential speakers. Proposed speaker rate: \$100/hr per speaker (for speakers without a “set” fee).</p> <p>Discussion about how ILOTA determines the “Quality” and “Accuracy” of the content that is being presented as part of approved ILOTA CE.</p> <p>Exploring “Black Voices in OT” event for Juneteenth CE event. Cost of speaker is \$750. Event fee structured \$10 (\$5.00/ILOTA and \$5.00 donated to organization to be determined).</p> <p>Proposed in-person CE Event (see attached protocols for COVID) for portion of Modalities Lab. Discussed the need for a waiver. Vaccination is required to participate. Need to identify a venue that will accommodate given space restrictions.</p>	<p>Anne will follow up on the “Black Voices in OT” event.</p> <p>Moria will review CE approval process.</p> <p>George will follow up for Modalities course.</p>																				
“ILOTA Store” for fundraising	Exploring concept of an ILOTA branded store where could be purchased via ILOTA. Purchase of items could have % that goes to ILOTA and/or ILOTPAC	Carol will continue to explore this concept																				
Advocacy Update – Review of 3 bills (3 attachments)	Discussed set of materials distributed which lists various bills that are currently in Illinois legislature. “Bills ILOTA is still exploring impact of”; “Bills that ILOTA Opposes”; “Bills that ILOTA Supports”. Carol will save on Google Drive and update	Carol will save Bill Updates on Google drive and update as needed.																				

	so Board members can see them. Alerts for submitting opposition will be distributed to membership as needed.		
Membership updates	Category	March (3/20/21)	
	Admin	4	
	OT	409	
	OT Monthly	64	
	OTA	61	
	OTA monthly	13	
	Student	451	
	Retiree	9	
	Multistate	14	
	TOTAL	1025	
	Difference	-3	
Secretary updates	None		
Other?			
Adjournment	Motion to adjourn the meeting at 12:01pm. Motion passed. <b>(MOTION 2021-03-04)</b>		