



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
January 16, 2021 * 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 Molly Bathje – Director of Communications Moirra Bushell – Director of Finance Christy Rojas – Director of Membership Robin Jones – Interim Secretary George Buckley – Executive Director		
Guests Present		
Jordyn Fulton – FW Student Becky Lastres – Capstone Student Asia Kim – FW Student		

Topic	Notes	Action Items & Person Responsible
Call to order	Anne called the meeting to order at 9:08am	n/a
Roll call	See members present above	n/a
Approval of minutes	<ul style="list-style-type: none"> <i>Motion to ratify the email approval of December Executive Board Meeting Minutes. Motion Passed. (MOTION 2021-01-01)</i> 	n/a
New business: FW and Capstone student intro	Board members introduced themselves to new FW and Capstone Students. Fieldwork Student – Jordyn Fulton, Midwestern University, Asia Kim, Midwestern University and Capstone Student – Becky Lastres, Midwestern University,	
New business: Ad-hoc committees	Bylaws allow for the President to create Ad Hoc committees. Discussion of large response to solicitation for volunteers to serve on ILOTA committees. <i>Motion to approve a Website Update Ad Hoc Committee and Community Outreach Ad Hoc Committee. Motion Passed. (MOTION 2021-01-02)</i>	
Old business:	Discussion of Spotter Staffing Proposal for Partnership. Discussion of various types of corporate partnership opportunities. Established committee to review other	SubCommittee members:

<p>Discussion on partnerships/sponsorships/vendors and corporate members</p>	<p>states corporate membership as well as other organizations who have corporate memberships.</p>	<p>Moira Bushell, Carol Michels, Christy Rojas and support from George Buckley. Subcommittee will report to Executive Board in March 2021 Meeting.</p>
<p>Old business: Strategic plan updates</p>	<p>Anne discussed the need for all Board members to keep the Strategic Plan up to date by documenting actions that have been taken. There is a document on the Shared Drive titled "Strategic Plan Updates" that should be used for this process.</p> <p>Anne will update the Board report forms to reflect the type of reporting that is actually needed and what type of reporting is needed from other committees and groups on the full Board in order to create the Board reports.</p> <p>Discussed how to update the ILOTA membership on how progress is being made toward the strategic plan goals.</p>	<p>All Board members to review and document actions taken related to the Strategic Plan on the Strategic Plan Update Document available on the Shared Drive prior to each Board meeting.</p>
<p>Old business: Educational Content License & Use Agreement</p>	<p>Reviewed draft document with amendments made since the December meeting. Discussion ensued about the need to include resources regarding the obligation related to accessible content and any other resource information determined to be necessary to support the requirements of the agreement. <i>Motion made to approve the Educational Content License & Use Agreement. Motion passed (MOTION 2021-01-03)</i></p>	

2021 Conference Update	Conference Logo contest to be conducted and the announcement has been prepared. George will send out to membership the week of January 18th. Deadline is the end of February for response.	Molly will promote via social media.
2021 Student Conclave Update	Tentative “mock” schedule created for a 1-week event (2 nd Full week of March). Currently finalizing speakers, etc. before sending out a final schedule. Discussion was held regarding “Cost” for attendance. \$10.00 Student Member and \$40.00 Student Non-member. Will use ILOTA logo with the Conclave branding.	Maira will finalize the Save the Date notice and work with George to get it sent out. Molly will promote via social media once finalized.
Advocacy updates	<p>Presentation at Governors’ University. Faculty at Governors State reached out to Anne asking for a presentation from ILOTA for their students. Carol Michels will be conducting the session and she engaged the board in a discussion of what they were asking for in content and solicited feedback from the Board.</p> <p>Session for training individuals on how to interact with a legislator is being coordinated by Kathy Webb (ILOTA Advocacy Committee) in conjunction with Claudia Cirrincione (ILOTPAC Chairperson) on February 1, 2021 7:00-8:00pm CT via Zoom. Email blast was sent out to membership by George.</p> <p>Anne requested that Claudia submit the content of the session for review by ILOTA’s CE Committee.</p> <p>Discussion of offering this to members versus non-members. Determined for the content of this session that it should be open to all but CE credit is only available to members. Discussion held about how to measure attendance and award certificates through the ILOTA LMS system.</p>	<p>Carol Michels will present on ILOTA at Governors State University for their students on 3/30/2021.</p> <p>Molly will promote the February Advocacy Workshop via social media.</p> <p>George and Anne will determine how to award CE for</p>

					participation in the Advocacy Workshop.
Communication updates	<p>Developing branding for ILOTA social media with specific colors, templates, etc. to facilitate more uniformity. Adding additional “types” of posts which are more dynamic (video, “stories”, etc.). Seeking volunteers to do “Day in the Life” stories for future postings. Exploring use of “contests” within social media. Board expressed support to offer some sort of “prize” or “incentive” as part of the contests which could include ILOTA Swag past and present.</p> <p>Discussed use of “Facebook” live for facilitated chat/discussion on specific topics.</p>				Molly will identify options for prices and potential costs and present options to the Board at the March meeting.
Finance updates	Income	YTD	Budget	Difference	
	Membership	30303	60000	-29697	
	CE	2520	35000	-32480	
	Conference	27613	20000	7613	
	Other	665.25	6300	-5634.75	
	Total	61101.25	121300	-60198.75	
	Expenses				
	Operating	41377.08	113800	-72422.92	
	Direct Costs	4577.44	29000	-24422.56	
	Total	45954.52	142800	-96845.48	
	Net Income	15146.73	-21500	36646.73	
	As of 12/30/20				
	Bank Balance as of 1/15/21				
	Checking:\$59,407.88				

	Debit: \$4,536.41	
Membership updates	<p>Discussion of new rate for new grads transitioning from student member to regular member for the first 2 years postgraduate. <i>Motion to approve a new membership category for “New Grad OT at rate of \$48.00/yr and New Grad OTA at \$36.00/yr which would be effective for the first 2 years post graduate. Motion passed.</i></p> <p>(MOTION 2021-01-04)</p> <p>Reworking language for monthly payment options to make it clearer.</p> <p>Discussion of ways to engage members more.</p> <p>Discussion of getting message about the COVID vaccine options out to membership. ILOTA will craft an email with options for getting vaccinated to all members as well as post on social media.</p>	George will investigate and undertake modifying the on-line membership form to reflect both the new category as well as modifying language for the monthly payment option.
Secretary updates	Reminder to review draft minutes when they are sent out and return “approve” or “edits” in timely manner	
Other?	<p>ILOTA.org email – there were problems with size of email storage for accounts. George worked with MemberClicks to increase the storage size of all email boxes.</p> <p>Modalities Course is on the LMS system. As of Friday 24 students registered and 5 on waiting list. Course starts Monday, January 18th. Discussed demand and value of doing more of this type of training offering.</p> <p>Anne discussed the fact that the CE Approval Process allows for ILOTA to send one person to audit the course for “Free”. ILOTA has never taken advantage of this. Anne suggested that we should be utilizing this process more with Board members to offer opportunities and benefit of Board membership.</p>	Anne will work with the CE Committee to determine how providing CE opportunity to Board member could be implemented going forward.
Adjournment	Motion to adjourn the meeting at 11:50 am. Motion Passed. (MOTION 2021-01-05)	Anne will send out email to full board and all members with the 2021 Full Board

		meeting dates and times.
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