

# February 18, 2017 Board Reports

#### **Board Position: President Report Date: February 18, 2017**

#### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- Lisa Mahaffey M.S. OTR/L, FAOTA President
- Jennifer Dang Executive Director
- Moira Bushell Bylaws
- Misty Ayers Cumbow AOTA RA Representative

#### **MEETINGS**:

September 6, 2016 – participated in the final CCBHC conference call for Illinois as the state has chosen to give up the work toward the grant and focus on a full transformation of the health and human services division, starting with the mental health division.

September 26, 2016 – call with Katherine Burson and Robin Jones regarding the response to the 1115 waiver.

November 28, 29016 – Participated with Robin Jones in the Music Therapy State Advisory Board. Discussed our willingness to support license for MT although we expressed some question about the threat to safety of public that MT presents.

December 13, 2016 Participated in AOTA call for ASAP members regarding the NBCOT effort to provide CE for state regulatory activities.

December 10 – Ran the Exec board meeting conference retreat

January 22, 2017 – Ran the executive board meeting. Also met with Jenny to set her goals for the year and review her performance evaluation.

February 1, 2017 Call with Debora Davidson regarding providing CE opportunities and serving as the MHSIS chair for ILOTA.

February 6, 2017 Spoke with Maureen Mulhall to the 2017 class of OT students at MWU.

#### **PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN**: (Include any recommendation for board action and any fiscal implications).

#### **Executive Director Report:**

See Report

**Bylaws:** Bylaws were voted on and approved at the November annual membership business meeting. They have been posted to the website and disseminated by email to all members.

#### **Representative Assembly:**

Nothing to report this month

#### President

The 2017 - 2020 strategic plan is mostly complete and will be shared with the membership soon.

SG 2.8 - My primary focus for this quarter has been on getting a committee working on the Emerging Leaders program. Nadia Marasti who is serving as the professional development chair has started to meet with committee members John Dudzik and Laura Vanpuymbrouck. Attached in a report from Nadia on the first meeting. There is a list of people interested in mentoring and we have connected with AOTA to possibly view the first few modules for their EL program which we will use for ideas for our program.

SG 2.7 - We will be launching the next phase of the program at the CE event on Leading in Every Moment on March 4<sup>th</sup>. This is a CE I have wanted to have for a while as it meets a major strategic goal to provide CE offerings that meet the needs of all levels of practice across many practice area.

SG 1.5 – The Hull House event is progressing. The committee is working on the program. Information related to the event will be distributed soon.

SG 1.2 - The first ethic course will be available online soon. The course is complete and ready to go. We are currently working on member access. We are looking for someone who would like to take on the creation of a series of courses both online and face to face. These courses could be focused on different areas of practice, or leadership or other topics the creates things is of issue now.

SG 2.3 and 2.4 – We are currently exploring incentive options for first time members and student to practitioner members. One option is to congratulate the new practitioners with a 10% off membership graduation gift. We also thought this might work for first timers. We are retaining less than half of these members after the first year.

We are continuing to explore member benefits with a focus on passive members, OTA members and student members. We are also looking at different ways we can track and recognize our volunteers. Lastly we will be working on increasing access to the board meetings through electronic means.

There was a suggestion to provide a one hour speaker at the full board meetings. We will explore this idea – what will it look like, what would the topics be, etc. before the next full board meeting.

Lastly Jenny and I began a conversation about hiring a part time office worker. We will be exploring this idea for the remainder of this first year. Jenny will be keeping track of the tasks that could be passed onto an office worker, as well as the time it takes to do them. Once we have that information we can explore how much this would cost us and decide if it is a feasible idea.

Respectfully submitted, Lisa Mahaffey PhD(c). OTR/L, FAOTA President

### **Executive Director Non board position** Report Date: Feb 18, 2017

#### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

• None

#### **MEETINGS:**

- Jan 4, 2017 Met with Briana Bonner regarding the ILOTA website, content, requested updates and other trainings.
- Feb 4, 2017 Met with Carrie Cole regarding the ILOTA website and on-line communique design
- Feb 8, 2017 Held a conference call with Deborah Davidson to discuss webinars, CE and MH SIS
- Multiple meetings with Memberclicks regarding the website upgrade and new memberclicks system
- Feb 1, 2017 Met with Janet Adcox to plan for the 2017 scholarship giving campaign.

## **PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN:** (Include any recommendation for board action and any fiscal implications).

#### **Continuing Education Offerings**

- SP 5.1 Managed the process and successfully held two new courses: IEP's and What the Therapist Needs to Know and Kinesio Taping KT1 & KT2
- SP 2.7 and SP 5.1 Managed the process related to offering multiple new courses for 3<sup>rd</sup> quarter. Kinesio Taping KT3 and Leading in Every Moment with Zing Collaborative.
- SP 2.7 and SP 5.1, Planning two PAMs courses, Professional Development and Private Practice seminars with Deborah Davidson.
- Networking with ILOTA members to offer courses outside the metro Chicago area.
- SP 1.2 Testing the ILOTA Ethics on-line course with the goal of making it available to members by March 1<sup>st</sup>.

#### Website and Memberclicks Database

• SP 4.5, 5.2 and 5.3 - Memberclicks has upgraded its software, database, website templates and much more. Weekly meetings have been held and much work to get our data, forms, and front end website ready for upgrade. The new database will simplify the renewal process potentially increasing our retention rate. Additionally, the new front end website will be a "responsive" one in which it adjusts based on the device used such as a tablet, phone or computer.

Respectfully submitted,

Jennifer Dang ILOTA Executive Director Emerging Leaders Initial Meeting Conference Call January 27, 2017

**Purpose:** The purpose of this meeting was to introduce collaborators, to establish group expectations, and to determine upcoming dates and objectives.

Attendees: Nadia Marasti, Laura VanPuymbrouck, John Dudzik

**Time:** 3:05pm-3:40pm

#### Vision

When asked about vision for the program and what each member expected to contribute, the following responses were provided:

- To model the ILOTA Emerging Leaders Program after the AOTA program; this is to include a discussion with key contributors to AOTA program and ILOTA Board Members who are/have been included in the program.
- To help develop the program ("to take it where it is at"), to implement the program with modifications.
  - To help distribute and collect applications, to help coordinate PR efforts and "spread the word."
- To be a mentor and help to recruit other mentors.
  - $\circ$  \*This should be a first step; goal= 6-12 clinicians

#### Brainstorming

When asked about initial thoughts regarding the current state of the program and what first steps could be, the following responses were provided:

- "How do we get this off the ground?"
  - Start by looking at what AOTA has done; in order to avoid "reinventing the wheel," contact AOTA to see if there are documents or processes that we can use to model this program after.
  - Determine target audience (mentors and mentees)
- "Is there language in the current documents [provided by PN] that needs to be changed?"
  - Need to clearly define practitioners (# years of experience, membership to ILOTA)
    - Potential pros and cons to offering spot in program to ILOTA members only.
    - Consider possibility of requiring membership after acceptance into program (i.e. any practitioner can apply, but they must become an ILOTA member- if they are not already- by the start of their program/session)
      - Membership should be a criteria for consideration.
- "How do we get the word out?"

- Contacting schools
- Contacting ILOTA Student Liaisons (possibility that these two students can help establish connections with other schools)
  - Note: As the previous Student Liaison, Nadia established connections with some student groups and started the process to have a "database" of all student leaders. She will follow up with the new liaisons, Cassandra and Ernie, before the next meeting.
- "What are the priorities for the next few weeks?"
  - Establish a base of mentors FIRST
  - Adopt the AOTA model to make program development (or at this point, refinement) easier
  - Begin to determine avenues for advertising- suggestion to use upcoming PD event for advertising.
  - Determine method to "track" mentors and mentees (this can be an ongoing goal)

#### **Expectations of PD Coordinator (Nadia):**

- Provide documentation and information passed down by predecessor, Peggy Nelson. This includes:
  - Program Proposal \*edit dates\*
  - Program Outline
  - Timeline \*edit dates\*
  - Application
- Current documentation was sent on Friday, January 27; edited versions will be sent prior to the next meeting with the request for comments and additional changes.
- Edited versions will be prepared and provided to the executive board in accordance to any ILOTA regulations re: new documentation.

#### **Goals:**

- Establish group of mentors (goal=6-12)
- Determine if 1:1 model of supervision is feasible and appropriate; if not, determine what size group would be sufficient.
- Initiate plans for Mentor Orientation, to be held prior to start of program.
  - The purpose of this orientation is to help mentors determine a common vision of what they want to do.
- Contact AOTA for information and brainstorming ideas.

#### **Timeline/Upcoming Dates:**

• By February 18, Nadia will bring the minutes from the September ILOTA meeting (this document outlines the process, step by step, as described by PN).

- By February 18, Nadia will edit the current documents for the program and send them to the team. Preliminary changes to dates and timelines will be made by this time.
- By February 18, Nadia will meet with Lisa Mahaffey to share program goals, objectives, and progress.
- By February 18, determine appropriate way to contact AOTA. Initiate that process as soon as possible.
- By March 4, create an introduction to be used as advertising (include the direction of the program, goals, incentives). This introduction will not be extensive, but it should provide a "snippit" of what is to come!
- By March 4, contact the Communique about subsequent details and how to share those with the ILOTA community.



## PLEASE COMPLETE THIS QUARTERLY REPORT BEFORE ATTENDING THE BOARD MEETING. IF YOU WILL NOT BE ATTENDING THE MEETING, PLEASE SEND COMPLETED FORM TO Office@ ILOTA.org.

To: <u>Lisa Mahaffey</u>	Date:02/18/17
From: <u>Lisa Iffland</u>	Board Title: Secretary
Topic: Quarterly Report	Action Needed: Yes No _X

#### SUMMARY OF <u>QUARTERLY</u> KEY FACTORS COMPLETED (PLEASE PRINT):

1. Collecting names of members who volunteered for ILOTA in 2016 in order to complete volunteer certificates

**RECOMMENDATIONS FOR BOARD ACTION:** None

FISCAL IMPLICATIONS: None

BOARD APPROVAL: \_\_\_\_\_

Respectfully Submitted,

Lisa Iffland, MS, OTR/L



## PLEASE COMPLETE THIS QUARTERLY REPORT BEFORE ATTENDING THE BOARD MEETING. IF YOU WILL NOT BE ATTENDING THE MEETING, PLEASE SEND COMPLETED FORM TO Office@ ILOTA.org.

To: Membership Director\_\_\_\_\_ Date: 2/13/17\_\_\_\_\_

From: Minetta Wallingford Board Title: Recruitment Coordinator

 Topic: Quarterly Report\_\_\_\_\_
 Action Needed: Yes \_\_\_\_\_
 No \_\_\_x

#### SUMMARY OF <u>OUARTERLY</u> KEY FACTORS COMPLETED (PLEASE PRINT):

#### The Following Board positions have been filled:

- Professional Development Coordinator- Nadia Marasti,
- Mental Health SIS- Debora Davidson
- Website Coordinator- Brianna Bonner
- Nominations Coordinator- Monika Robinson

#### The current positions which need to be filled are:

- Director of Communication
- Public Policy Coordinator

Thank you to everyone who referred colleagues and friends for positions.

## **RECOMMENDATIONS FOR BOARD ACTION:** None at this time **FISCAL IMPLICATIONS:** None

BOARD APPROVAL: \_\_\_\_\_

#### **Board Position: Director of Finance** Report Date: February 5, 2017

#### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- Janet Adcox OTR/L Director of Finance
- Kari Teske and Elizabeth Kohler-Rausch CE Approval Chairperson
- Veronica Ford CE Coordinator
- Christy Rojas and Jim Taylor Conference Co-Chairs

#### **MEETINGS:**

\*Email communications with committee members to request updates/status reports.

\*Updates and communication to/from Lisa and Jenny re: scholarship and budget updates.

\*Meeting with Jenny to develop scholarship fundraising plan on 02/01/17

\*Email communication with Claudia Cirrincione about scholarship fundraising

#### PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and any fiscal implications).

#### Scholarship update:

\*Balance in fund is approximately \$21,000

\*One (possibly two) academic programs have current fundraisers going.

\*Matching donation given for \$5,000

\*Multiple fundraisers being planned. (Goal 4.2 on strategic plan)

#### **CE Approval:**

\*A total of 10 courses have been approved, 3 currently pending for this quarter. \*Projections for 2017: 45 courses to be submitted with minimum 80% being accepted.

#### **CE Coordinator:**

\*No update received.
\*Course held in December on IDEA/IEPs/school OT; recorded for future use.
\*Online ethics course should be up and running when our new website is up.
\*Kinesiotape KT 1 & 2 held January 28-29. Venue problems so location for KT 3 will be different.
\*Upcoming KT 3 February 25
\*Leadership workshop March 4 (Goal 2.7 on strategic plan)

#### Conference Committee:

\*No update received. \*Conference will be held in Bloomington from November 9th-11th. \*Theme focusing on OT Centennial

Director of Finance: \*Account balance as of December 30 was \$76,828. \*Sept-Nov 2016 total income \$98,887 (58% of budget) \*Sept-Nov 2016 total expenses \$98,175 (56% of budget)

Respectfully submitted, Janet Adcox OTR/L Director of Finance

ILOTA BUDGET		FY 16	FY 16	% of Budget	FY 16
		Proposed	First		Second
		Budget	Quarter		Quarter
INCOME	ACCOUNT				
Communique	60501	\$300.00			
CE Workshops	60721	\$25,000.00	\$5,700.00	23%	
CE Approval	61000	\$3,500.00	\$275.00	8%	
Website Ads	62000	\$3,500.00	\$1,620.00	46%	
Conference	60701	\$90,000.00	\$70,926.50	79%	
Handbooks Ads	60300				
Label Sales	61500	\$1,000.00	\$150.00	15%	
Membership Dues	60700	\$40,000.00	\$17,455.00	44%	
Interest	5350951	\$200.00	\$42.21	21%	
Fundraising	61100				
Special Proj	64000	\$3,200.00		0%	
Scholarship	65000		\$1,691.00		
Research	61900				
Misc. Income	69700	\$1,000.00	\$73.12	7%	
Employment blasts	61502	\$1,500.00		0%	
CE Eblasts	61501	\$1,500.00	\$750.00	50%	
News you can use	63000				
ILOTA PAC	61501		\$205.00		
TOTAL INCOME/REVENUE		\$170,700.00	\$98,887.83	58%	

EXPENSES		FY16	FY16		FY16	
		Proposed	First	% of Budget	Second	
		Budget	Quarter	_	Quarter	
Operating Expenses						
Salaries	88900	\$30,000.00	\$7,222.68	24%		
Workers Comp Insur	85300	\$1,000.00		0%		
Employee Benefits	83700					
Payroll Taxes	30900	\$5,600.00		0%		
Lobbyist/Public Affairs	87900	\$12,500.00	\$3,000.00	24%		
Accounting Services/Prof. Fees	86100	\$4,000.00	\$1,150.00	29%		
Bonding	54701	\$300.00		0%		
Equipment Lease/Copier	84300					
Dues/Licenses	83100	\$300.00		0%		
Credit card fees	71400	\$6,000.00	\$3,388.12	56%		
Liability Insurance	85301					
Office Supplies	86500	\$2,500.00	\$609.90	24%		
Postage/Shipping	87700	\$600.00	\$47.00	8%		
Rent	88300	\$8,500.00	\$2,085.00	25%		
Telephone	91900			17%		
Web Site Maintenance	96302	\$5,000.00		0%		
Staff Development	94700	\$500.00		0%		
Quickbooks	86510	\$400.00		0%		
IL Taxes	30600	\$1,900.00	\$270.38	14%		

Federal Taxes	30500		\$1,824.18	48%	
Outside Labor	7200884	\$1,500.00		0%	
Utilities (Com Ed)	86500				
Repair & Maintenance	86600				
Contributions (IOTPAC)	71800				
Miscellaneous	94700	\$1,000.00	\$482.63	48%	
Advocacy					
Social Media		\$500.00		0%	
Exec Retreat		\$1,500.00		0%	
Total Operating Expenses		\$88,900.00	\$20,333.90	23%	
ILOTA BUDGET		FY16	FY16		FY16
		Proposed	First	% of Budget	Second
		Budget	Quarter		Quarter
Direct Cost Expenses:					
Membership Expenses		\$ 10,000.00	\$4,838.51	48%	
CE Approval Expenses	71000				
Handbook Expenses	70301				
Communique Expenses	70101	\$ 2,000.00			
Officers Expenses	82501				
Alternate AOTA Rep Exp	82504				
Conference Expenses	70709	\$75,000.00	\$73,003.00	97%	
Committee Expenses					
Awards	82530	\$ 200.00		0%	
Continuing Education	70900				
Government/Legal Affairs	87901				
Total Committee Exp					
Total District Expenses	96301				
Misc. Costs					
Total Direct Cost/Expenses		\$87,200.00	\$77,841.51	89%	
TOTAL OPERATING and					
DIRECT COST EXPENSES		\$176,100.00	\$98,175.41	56%	
NET PROFIT/(LOSS)		\$712.42			
CD transfer (03/07)	1				

#### **Board Position: Director of Membership** Report Date:

#### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- **Debbie Morey** Director of Membership
- Susan Quinn Retention Coordinator
- Minetta Wallingford Recruitment Coordinator
- Anne Kiraly-Alvarez Networking Coordinator
- Nadia Marasti Director of Professional Development

#### **MEETINGS HELD THIS QUARTER:**

## **QUARTERLY PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN**: (Include recommendations for board action and any fiscal implications).

**Retention:** 

**Recruitment:** 

Networking:

**Professional Development:** 

#### **Director of Membership:**

- Roll out of colleague-to-colleague "Get a New Member" campaign in March via email blast to coincide with launch of new website and OT month. All members will be entered in raffle prize drawings for each new member they enroll. AOTA raffle prizes have value of 50.00+ each. 5-6 prizes to be awarded at Hull House event. (2.11)
- Expand "resource page" on new website and email blasts to broaden access for practice resources and networking for all members. (2.1)
- Participate in minimum of one "health" fair per year to expand access to relevant resources, networking for members and increase membership. (2.1) (2.15) Board to decide date and location of this event.
- In order to increase student retention and to reward student accomplishment (graduation), we will implement a program to award graduating students with discount card for renewal. (2.3) Board to decide on discounted rate.
- Expand "resource" page on new website and through social media to directly target needs of new practitioners. (tools, networking/mentoring opportunities, treatment for specific conditions and settings, etc.) (2.4) Board to consider survey to poll students and address areas most relevant to first year practitioners.

- New "low vision" CE is planned for 2017. The format (class/workshop) is yet to be decided. This will be presented by Deb Morey who has been awarded the AOTA specialty in low vision and by Dr. Gregg Pusateri, a low vision optometrist. Dr. Pusateri presents nationally and internationally on the topic of low vision and offers a unique perspective, as he has significant vision loss. Board to discuss possible CE topics and develop one additional CE offering for 2017 to more fully address the needs of members. (2.7)
- In an effort to increase member participation and to develop and expand FAQs and "News You Can Use" for each SIS area, we are looking for the contribution of one FAQ and one "News You Can Use" per year by each SIS chairperson (or someone in their network). A calendar is being developed for dates of participation. CEs will be issued to each member who participates. (2.2, 2.12).
- DOM to work directly with awards committee to expand the member awards program and streamline the nomination process. New awards to be offered: Practitioner who has significantly contributed to the community and Lifetime member award which offers free membership to those members/former members who have made significant contributions to the profession throughout their careers. (2.18)
- In an effort to increase membership and expand member participation, testimonials will be gathered from members and added as a scrolling banner on the website pages.

Respectfully submitted, **Debbie Morey** Chairperson



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To: _Lisa Mahaffey/Debra Morey Da	ate:2/10/17	
From: _Anne Kiraly-Alvarez Board Title:Netv	working Coordinator	
Topic:Special Interest Sections/Committees	Action Needed: Yes _X	No

#### SUMMARY OF <u>QUARTERLY</u> KEY FACTORS COMPLETED (PLEASE PRINT):

- SIS Roundtable discussions at ILOTA conference were well attended. The general consensus, however, is that the location of the roundtables was not well-suited (loud, crowded) for conversation. It is recommended that the Conference Committee scheduling roundtables at a different time or in a different location separate from the exhibit hall.
- Brad Egan has stepped down as the MH SIS Chair. Taking his place is Debora Davidson- welcome!
- The Education SIS has created a formal subcommittee- the Fieldwork Education Consortiumcurrently for all Academic Fieldwork Coordinators at OT and OTA schools in IL. The purpose of the consortium is "to promote and support fieldwork education in the state of Illinois. Through collaborative efforts of the academic fieldwork coordinators at OT and OTA schools, while partnering with current and prospective fieldwork sites in the state, the Illinois Fieldwork Consortium will share knowledge and resources to facilitate best practice in fieldwork education to enhance the quality of occupational therapy education and future practice in Illinois and beyond." The consortium is planning on having monthly phone meetings, and had its first meeting in January. The goal is to have two co-chairs- one from an OT school and one from an OTA school. Minetta Wallingford has volunteered to the first co-chair from an OT school. We are still looking for a volunteer for the cochair from an OTA school.
- Anne has met with or had phone conversations with many SIS Chairs and Liaisons to discuss plans for this year. Some ideas for next steps include:
  - Continue contributions to the Communique
  - Create learning or networking opportunities to support members in pursuing AOTA Board and Specialty Certifications
  - Plan CE events specific to certain areas of practice that are higher level/more specialized
  - Send emails to members based on areas of interest/practice areas to increase opportunities for networking and sharing resources
  - o Consider doing ILOTA SIS-sponsored sessions at ILOTA Conference
- Over a year ago, several SIS chairs and liaisons worked on a survey for ILOTA members about perceptions on SISs and committees. That survey was never sent. Anne wants to work with Jenny to get that sent out to all ILOTA members within the next month to get a better idea of what members are expecting out of the SISs and committees.

#### **RECOMMENDATIONS FOR BOARD ACTION:**

• Discuss additional ideas for how SIS/committee chairs and liaisons can contribute to ILOTA

#### FISCAL IMPLICATIONS:

• None

#### **BOARD APPROVAL:**

#### Board Position: Director of Advocacy Report Date: 02-19-17

#### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

**Robin Jones** Director of Advocacy **Nancy Richman** Reimbursement Coordinator **Vacant-** Public Policy Coordinator

#### **MEETINGS:**

Attended regular meetings of the ILOTA Executive Committee Attended ILOTA Annual Meeting

#### PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN:

Continuing to work with ILOTPAC Chairperson to identify strategic relationships for advancing OT Agenda in Illinois through support of key legislator's campaigns. We will be looking ahead to the 2018 elections and impact on Illinois Politics in terms of budget reform and support of issues that impact OT and our clients/families.

**<u>Reimbursement</u>**: Nothing to report. Nancy Richman may report separately during the Board Meeting.

**Public Policy:** Legislative issues in Illinois have been relatively "quiet" with the summer recess and of course the on-going budget impasse. The budget impasse has negatively impacted many programs and services for which OT is engaged including early intervention, community based services and post-secondary education.

National Level – CMS has issued proposed regulations that will establish criteria that would require OTs and PTs to meet Durable Medical Equipment Prosthetics Orthotics and Supplies (DMEPOS) supplier quality and accreditation standards when they furnish and fabricate prosthetics or custom orthotics under the Medicare program. An alert was sent out to ILOTA members and we are continuing to monitor along with AOTA to provide input and oppose this rule.

Respectfully submitted, **Robin Jones, MPA, COTA/L, ROH** Chairperson

#### **Board Position: Director of Communication** Report Date: February 18, 2017

#### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- **Open** *Director of Communication*
- Brianna Bonner Website Coordinator
- Molly Bathje Newletter Coordinator
- Katie Lane Social Networking Coordinator

#### **MEETINGS HELD THIS QUARTER:**

**Date??** - Jenny Dang met with Brianna Bonner to orient her to the website platform and to discuss her ideas for adding and organizing content.

**February 3, 2017** – Jenny Dang met with Carrie Cole who is our new graphic designer for the Communique. They discussed some tips for website designing and potential consulting support for the website.

## **QUARTERLY PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN**: (Include recommendations for board action and any fiscal implications).

2017-2020 Strategic plan goals to address - 1.3, 2.1, 2.5, 2.6, 2.9, 2.14, 2.17, 4.5, 5.2, 5.3

Website:

Newsletter:

Social Networking:

#### **Director of Communication:**

SG1.3 – This year at conference we were able to project one full day of conference to three remote locations utilizing our COTA programs.

SG2.1, 2.5 and 2.9 – We continue to build our Facebook connections and have created a strong set of Pinterest boards that will be launched as a member benefit soon. We are hoping to begin to connect our communication platforms more intentionally as we move forward.

SG2.17 – we are continuing to explore online platforms for CE and meetings to increase our reach to and inclusion of members in other parts of the state. We are exploring other online webinar platforms that we might work with.

5.2 and 5.3 – We have begun to talk about the new AOTA vision and how we can work to support the move in that direction. We have decided that one thing we can do as a state association is to broaden our view of OT from individual intervention to addressing more community and population focused interventions. This may be a topic to bring through CEs that we develop for not only OTs and OTAs but are student members as well.

Respectfully submitted, Lisa Mahaffey/Jenny Dang Acting Chairperson