**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: April 19, 2014**

**Location: Conference Call**

**Attendees:**

[x] Peggy Nelson, President

[x] Robin Jones, Director of Advocacy

 [x] Lisa Mahaffey, Director of Finance
 [ ] Carolyn Porter, Director of Communications

 [x] Kylene Canham , Director of Membership

 [x] Lisa Iffland, Secretary

 [x]  Jenny Dang, Office Manager

 [x] Anne Kiraly-Alvarez

[ ] Janet Adcox, Director of Finance-Elect

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve March minutes
 | * Approved
 |  |
| **President Report** | * AOTA update
* Tracking membership-1) retention rate 2) cost/member 3) renewal process 4) newly acquired vs maintaining members
* Need permission to post pictures on Facebook
* Caution posting comments on Facebook
* Follow up on IOTPAC bylaws/finance
* Kiel is busy doing taxes and hasn’t had time to explore IOTPAC issues; will do so soon
* Plan for May meeting---
* Assigning mentors for all new board members
* Orientation plan for new board members

-Peggy will follow up with Kylene and Robin to complete* Follow up re: OT Rules/changes
* Implementation of ethics CE in the state

-Possibly at conference or online-Cost to develop?* Peggy wrote a letter of support for a grant that Katherine Burson is proposing regarding mental health and OT jobs
 | Peggy will distribute information on tracking membership received from ASAP meeting at AOTA conferencePeggy and Carolyn will discuss possible new policies Peggy will set up a conference call with subcommittee related to mentoring proposal  |   5/17/14   5/17/14  |
| **Secretary Report** | * No report
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| **Director of Finance Report/CE** | * Financial report
* Lisa M submitted the quarterly financial report
* CE report
* $500 made in March for CE approvals
* CE committee would like to change some requirements for approval
* Attendance at OT Month meetings has been spotty

-for the future consider doing a webinar for more cost effectiveness; -set a minimum for attendance in order for meeting to occur; -have on a Saturday to improve attendance-Laura \_\_\_\_\_\_\_\_\_, a student at UIC wants to volunteer, and could possibly be used in some capacity with CE committee  | * Lisa M. will follow up on procedure to change CE approval requirements
 | 5/17/14 |
| **Conference Update** | 2014 Conference update* Call for Papers has been extended; 42 submissions so far-

only 17 1 1/2 hour courses, 3 workshops-not enough research platforms yet, a lot of poster submissions * Jenny suggested letting membership know earlier about Call for Papers date and don’t correlate it with AOTA conference
* Volunteers
* A student has volunteered to help with planning, possibly with student night activities
* Need Registration Chair Exhibitor Chair
* Anne needs names of students who would like to volunteer-student night activities
* Exhibitors
* Anne may have more product vendors than in past-talked to vendors at AOTA conference who may be interested in participating
* “President’s Reception” for new members?
* Awards
* May need to update criteria for nominations
 | Peggy will contact Sue Quinn about attending next FB meeting to discuss criteria for award nominations |   5/10/14 |
| **Membership Report** | * 525 members (+6 members from March)
* Should present trend report at May meeting
* Have seen a slight increase in OTR membership
* 48 members have renewed in last 3 months-1 student, rest are OT/OTA
* Member orientation for possible board involvement after May meeting at RIC

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 | Kylene and Jenny will put together trend report before next meetingPeggy will send out outline of her presentation for EB review |  5/10/14  5/10/14 |
| **Communication Update** | * Facebook
* Jenny has been posting an item each day for OT month while Carolyn is out of town
* Carolyn set up Twitter account for ILOTA
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| **Advocacy** | * Telehealth bill is dead for now; continuing to monitor for OT involvement when resurrected
* Community health workers wants certification for reimbursement from insurance companies; currently paid for by public health departments – some language about behavior; will continue to watch to be sure not doing any type of mental health work
* Legislative Day plans being made
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| **Office** | * OT Month:
* 5 meetings held and 5 more to go
* Billboard hasn’t had feedback
* Jenny will put together a banner to indicate when ILOTA gets 500 Likes on Facebook
* Need to contact FB members to see about their involvement and whether or not they want to stay on board if they haven’t attended a meeting in quite a while
 | , * Jenny will follow up with FB members who haven’t attended meetings for quite a while
* Jenny will send out instructions for access to list of current board members on MemberClicks
 | 5/17/14 |