**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

 **otherDATE: December 6, 2014**

**Location: ILOTA Office**

**Attendees:**

[x] Lisa Mahaffey, President
[x] Robin Jones, Director of Advocacy

 [x] Janet Adcox, Director of Finance

 [ ] Carolyn Porter, Director of Communications

 [ ]  Kylene Canham, Director of Membership

 [x] Lisa Iffland, Secretary

 [x]  Jenny Dang, Office Manager

 [x] Anne Kiraly-Alvarez (Conference)

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve October minutes
 | * Approved
 |  |
| **President Report** | * SOP review
* Executive Board SOPs reviewed and amended
* EB needs to review FB SOPs
* By-laws need to be reviewed
* Strategic Plan
* EB members need to review their parts and will review at January meeting
* Tri-State Alliance meeting
* 12/29 @ 6:30pm Lisa M and Robin meeting with Barb Goodson (ISHA Pres), Tom Harton (Pres-elect ISHA), Mary Keen (IPTA Pres) at ILOTA office
* LCC Conference Chair
* Had 4 applicants, several others want to help with conference
* Peggy Nelson is the new Chair
 | * Lisa M will send SOPs for Full Board to EB member responsible for designated positions—will review in January meeting
 |   12/15/14        |
| **Secretary Report** | * Will gather names of volunteers for service certificates to distribute in February
 | * Board members are to submit names and the number of hours individuals volunteered in some capacity for ILOTA to Lisa I
 |  By 1/17/15 |
| **Director of Finance Report/CE** | * Financial report
* 1st quarter finances are on target
* Start sending short survey to members who re-activate to find out why they came back to ILOTA
* ~$43,000 revenue from conference
* CD has been started
* Now have debit card for Office Manager and President
* Travel expense proposal

-provide a $50 gift card (gas, tolls) if travel at  least 50 miles to people invited to FB meetings -per diem for hotel and food=$30 per day for  food, will reimburse $75 toward hotel* Will have a lawyer on retainer
 | * Janet will write a travel reimbursement policy
* Janet will contact some lawyers for fee rates
 |  By 1/17/15 By 1/17/15 |
| **Conference Update** | Review of 2014 conference:* Anne would like to have a Co-Chair for next year
* Review contract for 2015
* St. Charles Q Center $60-80/night hotel rooms (dorm style); room rate will include meals
* November 5-7, 2015
* Ideas for 2015 theme & keynote speaker
* 25th anniversary of ADA; 25 years of disability rights; celebrating disability rights
* Eric Johnson, OT, highest ranking OT in military
* Tammy Duckworth
* Amy Lamb
* Adding school systems/school-based practice SIS-process?
* Send notice to all current SIS chairs regarding recruitment for vacant coordinator position

  | * Jenny will draft an email to send
 |   |
| **Membership Report** | * 576 members

146 Students355 OT74 OTA* Kylene will present on changes in January meeting
 |  |  |
| **Communication Update** | * No report

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| **Advocacy** | * Legislative/advocacy software-Will be embedded into ILOTA website

-Responsibility to keep current items will be ours-Mary Bettlach will need to be involved since she is website coordinator* Need some OTPs involved to represent the profession in 1115 Medicaid Waiver; GOHIT is state initiative
 | * Robin will have an invoice mailed to Jenny in order to purchase software
* Robin will reach out to find volunteers
 |  By 1/17/15 By 1/17/15 |
| **Office** | * CEU event planning update
* Modalities course will be at OSF in Galesburg, IL in January
* Jenny went to Edward Hospital and toured for possible CE use; has outpatient therapy gym that could be used for classes and an auditorium; Edward would like to hold 2 classes/year—no contract needed
* March documentation 6 CE hour course will be held at Edward; presenter will be paid $600; $99 for members, $169-$174 for non-members
* 2014 conference survey results
* 71 responses
* Overall analysis was very good: location was important,
* Q1 Membership analytics completed(Sept/Oct/Nov)
* Membership Drive status
* Jenny will establish $40 voucher-needs more vendors in order to market this
* Found a vendor in Maryland who has 22 CE courses; free ad on ILOTA website and in exchange vendor will honor voucher
* Membership CE voucher implementation & procedures
 | * Jenny will send out results of survey to EB
* Jenny will send a draft for EB to review before finalizing
 |  12/15/14 |