**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**otherDATE: December 6, 2014**

**Location: ILOTA Office**

**Attendees:**

Lisa Mahaffey, President  
Robin Jones, Director of Advocacy

Janet Adcox, Director of Finance  
   
 Carolyn Porter, Director of Communications

Kylene Canham, Director of Membership

Lisa Iffland, Secretary

Jenny Dang, Office Manager

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 Students  355 OT  74 OTA   * Kylene will present on changes in January meeting |  |  |
| **Communication Update** | * No report |  |  |
| **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 |