**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: March 15, 2014**

**Location: ILOTA Office**

**Attendees:**

Peggy Nelson, President

Robin Jones, Director of Advocacy

Lisa Mahaffey, Director of Finance  
 Carolyn Porter, Director of Communications

Kylene Canham , Director of Membership

Lisa Iffland, Secretary

Jenny Dang, Office Manager

Anne Kiraly-Alvarez (conf call)

Janet Adcox, Director of Finance-Elect

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve January minutes | * Approved |  |
| **President Report** | * Welcomed Janet Adcox as Director of Finance-Elect; appointed for now and will run during next election * AOTA updates that will be addressed in next Communique’ * RA online meeting * Community of Leaders website * Evidence Exchange * Coding update * Pediatric Chat * Scholarships available * District/SIS update * Summary of SIS/District Chair Revision Committee meeting * Orientation/onboarding mentor proposal * Subcommittee will have a conference call on 4/17/14 * IOTPAC update * Kiel is reviewing IOTPAC finances * Jack Darnell re-wrote the By-Laws * New campaign fund rules; Monika wants to be sure IOTPAC is following the rules * Final strategic plans * Start working on Board conference presentation soon; include strategic goals * Conference assessment | Jenny will write a spreadsheet with potential volunteers names | 4/19/14 |
| **Secretary Report** | * No report |  |  |
| **Director of Finance Report/CE** | * Financial report * Board members need to submit budget requests * Lisa M will send current numbers to members * At June meeting, Board will brainstorm ways to spend money * Billboard * At 147th St and Tri-State ($2000); can be downtown or on Stevenson for $4500 * ILOTA ad will appear every 80 seconds | * Board to submit budget requests to Lisa M. | 4/19/14 |
| **Conference Update** | 2014 Conference update   * Have one presentation submission already * Jenny recommended raising vendors’ rate to $700; Early Bird deadline keeps rate at $600 * Recommend contacting 3ELove(Steve Hopkins) T-shirt vendor who has disability related products * Looking to replace Image Sports vendor * Consider having a customized “conference T” that volunteers could wear during conference; make T-shirt available for practitioners to order when doing early registration * Jenny suggested having a large foam board at the registration table with the schedule printed for participants to refer to if they don’t have theirs * Suggested charging students for a mixer ahead of time so that there is more accountability for them to attend; * On Friday have a “movie night” that’s a CE event-watch movie that relates to OT/disability and have a group discussion afterward | * Need to set deadline date * Jenny will contact Steve Hopkins and some other vendors; will send update next week      * Janet will explore possible options for a movie night | 3/22/14 |
| **Membership Report** | * 519 members (+4 members from February) * Gained new members from last two courses * Jenny is following up with individuals who have let their memberships lapse  |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |
| **Communication Update** | * Listserv * A local university wanted to post a course on Listerv and have consideration to post for nominal fee; Board decided all fees and rules will remain with no exceptions * Facebook * Carolyn will start posting more catchy/amusing pictures, OT month news, call for papers on Facebook * Will post a new item each day for OT month |  |  |
| **Advocacy** | * Telehealth Bill-draft of most recent amendments excludes OT and PT; * Contacted by ILOTA member regarding allocation of OT funding for EI services-why is there such a big difference between OT and PT allocations? Robin is looking into finding out |  |  |
| **Office** | OT Month:   * Direct Mail flyer * Locations for licensure and advocacy information sessions—secured Nancy Richman, Rockford, Downers Grove, and Lincolnland and SICCM colleges * Meetings will be 1 ½ hours to network, Q&A, refreshments, promote membership * Website * Jenny is streamlining the home page and making it more current * FAQ summary for 2014 YTD * Will work on format to distribute * SIS and District Research-generational differences * SOP review date * Need official review date for 2014 to update/make changes * IPTA visit * Have paid office staff, $1,000,000+/year in revenue, * We need to change our message | , |  |