**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: October 13, 2014**

**Location: Conference Call**

**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 September minutes | * Approved |  |
| **President Report** | * Election results: Lisa Iffland, Secretary Jason Mahilo, Director of Communications * Board Conference Presentation -Some members still need to send their Power Point slides to Jenny * Local Conference Committee -Advisory Board members and EB members to meet with Frank Gainer Thursday night * EB Holiday luncheon site to be determined for December | * EB needs to send completed Power Point information to Jenny * Jenny will make reservations for 15 for Thursday night | 10/21/14 |
| **Secretary Report** | * No report |  |  |
| **Director of Finance Report/CE** | * Financial report * Second account is open, but needs signatures of people on account * Janet has gathered the list of documents needed for State Farm CD | * Janet will have State Farm account opened next week |  |
| **Conference Update** | 2014 Conference update:   * 337 registrations as of today * Menu decisions: * Friday night Roundtable discussions food will be Asian Saute’ Station plus some appetizers; 100 people have signed up so far; Roundtable leaders: several faculty but not many clinicians as of now * Meet the Board reception—pictures still needed by some * 27 Exhibit Hall tables, 10 tables in Sponsor Hall * Bags and lanyards will be here Friday * Silent Auction items—Mary Bettlach has been arranging to have items donated * Board members identifiers will be ribbons * Cork Board will be put up to post messages | \* |  |
| **Membership Report** | * 563 members (10/13/14) * ~146 Students * ~342 OT * ~70 OTA |  |  |
| **Communication Update** | * Facebook will have a post about conference, election winners, new membership benefits |  |  |
| **Advocacy** | * Legislative/advocacy software -$1500 flat fee for customization -Used by majority of groups that operate as we do * ILOTPAC as advisor to Board * IPTA, ILOTA and ISHA may work together * Robin doing CE presentation @ Mary Darnell’s pediatric clinic 11/14/14@ 5:00 | * Robin will forward formal bid for software |  |
| **Office** | * Membership Drive proposal: -Need to raise membership dues but don’t have to announce dollar amount yet -Tangible benefit can be CE events; start with $40 credit voucher to be used toward one (1) course  -Members will get the credit if renew before 1/1/15 * Documentation course -Speaker fee $100/hour -6 hour course in March 2015 |  |  |