



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
FULL BOARD MEETING AGENDA
September 16, 2017 * 9:00 am * Location: ILOTA Office**

Attendees:

- | | | | | | |
|----------------------------------|-------|-----------------------------------|-------|--------------------------------|-----------|
| <input type="checkbox"/> Adcox | Janet | <input type="checkbox"/> Jones | Robin | <input type="checkbox"/> Rojas | Christina |
| <input type="checkbox"/> Iffland | Lisa | <input type="checkbox"/> Bushell | Maira | <input type="checkbox"/> Dang | Jennifer |
| | | <input type="checkbox"/> Mahaffey | Lisa | <input type="checkbox"/> | |

TOPICS	DISCUSSION ITEMS	Presenter
Meeting Called to order	Time: 9:10am	By: Lisa Mahaffey
Roll call of members present	Present: Janet Adcox Moira Bushell Jennifer Dang Lisa Mahaffey Christina Rojas James Taylor Not Present: Lisa Iffland Robin Jones	
Reading of minutes of last meeting. Review of proposed agenda	<input type="checkbox"/> Motion for approval by: Janet Adcox <input type="checkbox"/> Seconded by: Moira Bushell	
Review and acceptance of proposed agenda	<input type="checkbox"/> Motion for approval by: <input type="checkbox"/> Seconded by: Janet Adcox	
Officer and Committee reports	Director of Finance – Janet Adcox <ul style="list-style-type: none"> • Financial review <ul style="list-style-type: none"> o waiting on august docs o budget items needed by end of month*** o 300-500 for emerging leaders o waiting to hear back from Robin re: Advocacy training 	

- Student conclave update
 - Goal to have a date and announcement at Conference
 - Survey
 - Good response (90+)
 - Overwhelming response to Chicago
 - Split response between full day or morning only
 - depending on content 9a-1p and no need to worry about snacks
 - Most wanted lower cost and no food provided
 - content can be built, consider 2 tracks as 1st year students vs those about to go on fieldwork.
 - Student committee?
 - Recent grad committee
 - interview basics, take aways, FAQ,
 - Possible format
 - Keynote about practice addressing all
 - breakouts (2 sections regarding areas of practice)
 - Panel
 - 2 fw instructors, 2 recent grads
 - track for 1st year students
 - Entry level research?
 - track for 2nd year students
 - OTA students?
 - Test prep (Kathy Eberhardt)
 -
 - 3 locations offered: Looking into cost, parking, AV support
 - find out if we have to use their AV or can we use our own?
 - Shirley Ryan Ability Lab
 - Parking validate and pay
 - UIC
 - reasonable parking
 - North Central College
 -
- Scholarship update
 - Vendor sales results
 - 31bags sales low, 40 post hits to last nights email
 - tastefully simple next, posts re: specials and promotions
 - make into events to promote each vendor on FB to invite, make a public event, and see if vendor can be added to event to be able to post.
- Conference fundraising
 - 50/50 raffle
 - Vendors
 - from weekly sales, may ask them to donate a basket
 - Baskets

- Every attendee gets a free ticket to get started, each registrant gets a number and used on raffle ticket
- 5 baskets, book donations
- Christy Morrison
- Wine vendor
- Survey: Too much wine? but makes the most money
- Lisa's mom: bears
- ILOTA merch basket had the most response last year
- Zoo tickets went well
- Gift cards in baskets
- scratch off lotto ticket frame?
- Conference
 - Photographer
 - Hashtag, hootsuite, photo contest, everyone is our photographer with their smartphone and post to social media which we track and can award prizes
 - Students: social media plan
 - Disclosure on registration attendees will be photographed?
 - Graphic recorder
 - Jenny to reach out
 - Keynote
 - If within mission of Org, no cost other than transportation
 - Live tweet during for remote streaming
 - 100th celebration
 - record people about their best OT day
 - Hull House scrapbook
 - audio recordings on website using a digital recorder, easy to translate to audio files
 - keep and use for our 100th next year
 - student interviewers
 - a couple of students doing this during networking event?
 - Use Beaufort board room and coat room
 - Send out to attendees to alert if interested
 - Awards (Lisa)
 - 3 life time award recipients
 - 3-4 other awards
 - requesting photographs to have on screen
 - table and table cloth
 - current award into Lisa's hand
 - formalize photographer
 - Honor early reg fee
 - family members are welcome to come to lunch, but need to know a number
 - nominators will have early reg fee too
 - Menu selections

- to be sent out this week for board approval
- o Registration update
 - 53 as of this AM
 - 2 forms: new form allows for easier calculation of membership fee and conference fees
 - Howard Kaplan: Listserve,
 - combo reg and membership for employer to reimburse for both
 - Onsite registration label printing software
 - Vendor Update
 - secured 2 new vendors, but lost a vendor
 - biggest reason losing vendors or they're not able to come is because of location covering travel costs for vendors
 - researching of product companies
 - Fun and Function and Therapro have been contacted
- o Discussion about live streaming
 - location not secured yet
 - goal to increase accessibility to non-chicagoland practitioners
 - 1 site well attended due to students attended, other 2 low attendance
 - Original sites from last year are not interested in hosting
 - Can it be streamed to people's houses?
 - yes, but not sure how to be monitored and provide CEU
 - small fee to live stream keynote and plenary only to be watched from anywhere, no CEs provided
 - tshirt
 - ideal resolution
 - format pocket square in front ILOTA logo and back Joannes logo
 - Blue and gold ink

President – Lisa Mahaffey

- Election results
 - o President Elect – James Hill
 - o Director of Advocacy – Michelle Shepard
 - o Janet has contacted to discuss role and details
 - o Coming to October 21st meeting
- Research project survey
 - o protocols?
 - o Do we need to limit emails to target audience
 - Jenny to create a form to specify details and help scheduling emails to members
- Succession plan
 - o Lisa and Robin to do succession planning
- SOPs to be finalized
 - o Executive board is done

- o Full board TBD
- Annual Reports due October 5th, templates to be sent out soon
 - o take 4 quarterly reports and summarize into 1

Executive Director

- Website changes/enhancements (forums, menus, conference, election)
 - o Working with Anne Kiraly-Alvarez, now added a discussion board
 - o increased ease of access, only can access as a member of ILOTA
 - o moderators are not required to approve comments
 - o some forums will be pre-populated with discussions and then all notified with option to opt out if desired
 - o Recent comment regarding website to increase diversity in website pictures
 - o deadlink to be eliminated
 - o conference links working well
 - o cleaning up links and intuition of available menus
 - o
- 2018 Continuing education course schedule
 - o In planning:
 - PAMS at Shirley Ryan, to be offered MLK weekend, Sat/Sun
 - Mark Kovac: Cognition class at MacNeal
 - Vision
 - Robin Murray: Advocacy
 - Reach out to Brent to ask him to present another one of his topics
 - Zing Collaborative to do another leadership
 - Possible OT month event?
 - o 5K: pending
 - o ILOTA centennial
- Review of Executive Director current project list and set priorities
 - o TBD
- Ethics course statistics
 - o 269 registered
 - o as of 3d ago, 175 completed
 - o revenue: \$2300 since we went live
 - \$1300 since August 1st

Membership – Vacant

- Membership stats
 - o Currently 731 active, 44 in grace period
- Member to member referral program status
 - o 7, 1 successful pairing
 - people accidentally were referring themselves
 - referrers and referees are being contacted to select their prizes and be highlighted

	<p>Director of Advocacy – Robin Jones</p> <p>Director of Communication – Moira Bushell</p> <ul style="list-style-type: none"> ● Social networking/hootsuite/student involvement <ul style="list-style-type: none"> ○ scheduled through February for Throwback Thursday posts ○ Hootsuite won't post more than 140 char on Twitter, even though Twitter does ○ Students to be looking for articles from open source journals and post EBP Tuesdays <p>Secretary – Lisa Iffland</p>	
Special orders - Important business previously designated for consideration at this meeting. (from previous meetings)	<input type="checkbox"/>	
Unfinished business (Not finished at previous meetings)	<input type="checkbox"/>	
New business	<input type="checkbox"/>	
Announcements		
Meeting Adjourned	<p>First motion: Moira Bushell Second Motion: Janet Adcox Meeting Adjourned 11:38am</p>	
October Agenda	<ul style="list-style-type: none"> ● OT Month planning <ul style="list-style-type: none"> ○ Does it have to be during April ○ Committee ● ILOTA centennial ● 2018 conference <ul style="list-style-type: none"> ○ Gala? Can't come to whole CF but do Gala ○ locations and dates 	