



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
July 15, 2017 * 9:00am*Location: ILOTA Office**

In Attendance: Lisa Mahaffey, Janet Adcox, Lisa Iffland, Christy Rojas

Absent: Jessica Cox, Jim Taylor, Jenny Dang, Robin Jones, Moira Bushell

TOPICS	DISCUSSION ITEMS	Minutes	Follow up items
Meeting Called to order	Time: 9:27 am		
Roll call of members present	<input type="checkbox"/> See attendance list above		
Reading of minutes of last meeting Review of proposed agenda	<input type="checkbox"/> Motion for approval by: Janet Adcox <input type="checkbox"/> Seconded by: Lisa Mahaffey		
Review and acceptance of agenda	<input type="checkbox"/> Motion for approval by: <input type="checkbox"/> Seconded by:		
Officers' reports	<p>President</p> <ul style="list-style-type: none"> • Complete SOPs • Open position • Archives/UIC <p>Executive Director</p> <ul style="list-style-type: none"> • No report <p>Advocacy</p> <ul style="list-style-type: none"> • CE course 	<ul style="list-style-type: none"> ○ Lisa M. updated Nominations Chair and Recruitment Coordinator, and Membership; Janet working on CE Approval and CE Coordinator ○ Debra Morey has resigned from Membership Director position ○ Lisa M finishing paperwork to legally turn deed for ILOTA archives over to UIC ○ Discussed ideas for future CE courses that will cross practice settings and levels of experience ○ Putting together CE course on how to advocate 	<p>SOPs need to be completed by 8/19/17</p> <p>Janet will contact Brent Braveman in regards to doing a ½ day workshop in future by 8/19/17</p>

	<p>Finance</p> <ul style="list-style-type: none"> • Budget • Scholarship fundraising update • Next year's budget • Student Conclave <p>Membership</p> <ul style="list-style-type: none"> • No report <p>Communication</p> <ul style="list-style-type: none"> • No report <p>Secretary</p> <ul style="list-style-type: none"> • No report <p>Conference</p> <ul style="list-style-type: none"> • Schedule • Brochure 	<ul style="list-style-type: none"> ○ Janet is establishing schedule for scholarship fundraising events by companies to be sent to membership; a percentage of profits will be sent to ILOTA for scholarship fund ○ Raffle items needed for conference ○ Anonymous donor gave full \$4000.00 which leaves approximately \$7000.00 to meet \$35,000.00 goal ○ Would like to recognize certain individuals and groups who have made significant time and money contributions to scholarship fund ○ Student Conclave survey about location, topics, etc. sent out; Janet will look at results ○ Need speakers, breakout sessions ○ Considering spring date for conclave ○ 702 members as of 7/15/17 ○ Open position ○ Students who will be assisting are ready to start ○ Need a social media plan for conference ○ A speaker cancelled due to not realizing conference was not local ○ About half of speakers have confirmed now ○ Will have a T shirt designed that will be available to purchase with their conference registration ○ Christy and Jenny are finalizing details with location ○ Students organizing their event for Friday night ○ Networking session for OTPs after Keynote ○ Brochure will be sent mid-August with open registration in October 	<p>EB members need to submit budget requests by 9/1/17</p> <p>Lisa M will contact Susan Quinn about contacting recipients nominated by Board by 8/19/17</p> <p>Moira will put announcement on Facebook for submission of ideas for conference T-shirt</p>
<p>Meeting adjourned</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Time: 11:17am <input type="checkbox"/> Motion to adjourn by: Janet Adcox <input type="checkbox"/> Seconded by: Christy Rojas 		