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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING AGENDA**

**March 16,2019 \* 9:00 am \* Location: ILOTA Office**

Attendees: Absent:

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| * Beverly Menninger |  | * Michelle Sheperd |  |
| * Jim Hill |  | * Lauren Henderson |  |
| * Tracy Repmann |  |  |  |
| * Abigail Swidergal |  |  |  |
| * Janet Adcox |  |  |  |
| * Moira Bushell |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:03 am  Move-Janet, Second-Jacob | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: |  |
| Officer’s Reports:  Director of Finance:  Janet/Moira  Conference committee:  Abi  President:    Jim | **Scholarship** – contacting AOTF – 2 winners, OT OTA what do we want amount wise. Same equal awards.  Any announcement re. recipient.  Typically announce in May, this year Oct/Nov  Scholarship funds in account needs to be transferred to AOTF   * **Budget AOTA attendance** (President/RA rep)   Thought money in budget allocated, but not finding it. Don’t recall reimbursing RA rep. Should have funds for both to attend conference.  Moving forward some will get paid some won’t. Extra costs having to go out early.  What is procedure? Cover whole conference.  Up to $1500 stipend for president. In budget moving forward. Process submit receipts for reimbursement. If no ahead could register or pay ahead.  RA represents AOTA members in IL. Misty Ayers-Cumbow. AOTA position and not supporting travel from ILOTA.   * **Conclave** – went well.   Feedback from students (Jacob) COTA approached, good experience, enjoyed it. NCC students impressed with it. 102 attended. AOTA student membership benefits handout – make for ILOTA. Promoted membership and how going to conclave and conference get money back.  Presenting at conference. How to maximize getting most out of membership. Opportunity to serve, get involved, etc. Launching LMS, Blog, etc.  **Value proposition** page. Bump up in list of priorities  47 new student members with conclave   * CEU event – CE Coordinator Role   Coming up – **May EI event**. Qualifies for CEU and EI credits. What defines CEU event and cost of.  EI SIS approached Janet re. creating event. Came to cost $20-25/CEU 3.5 hour event. Want as member benefit, dialogue vs. presentation. Does meet criteria for CEUs. Registration and refreshments, UIC donated event space. This is ILOTA sponsored event.  How do we define CE events (SIS)  Decision making seems to be good committee.  Committee not formed yet. Janet cannot make long term commitment. Talked to Veronica CE Coordinator talked to her - interested. Looking for SOP. Moira found and sending to Janet. Veronica to take ownership if interested.  What is professional dev. Vs CE coordinator Defined.  Moira to share SOPs for positions  Using standard rating scale across events/courses. Need more than yes or no survey. Maybe CE chair in charge of. Janet to get info to Veronica to get her on board if interested. Janet shared history with Jenny taking on all CE courses. Chair role was Jenny at that time. Need to get back to someone else in that role. Janet outlined roles per her perspective. Planning events for CE Coordinator.  Christy Morrison -EI SIS chair -needs to send info to Tracy to set it up with flyer. Janet may have info and will end to Tracy $20 total, $30 non member.  Posted like Modalities. Tracy needs info re marketing. Their expectation is we take info and market it.  We need who to develop marketing process/timeline.  Need info out 4-6 months before, even just save the date.  EI big group in state so want to support this and create smooth process.  Pricing list, procedure PDF send to event person for marketing, standard marketing plan. Definition re SIS meeting, definition of CE event vs. networking.  Modalities course Silver Cross in June. Cost increase? Paying them more. $385 members, $550 non members. Up to $395, $560. Usually fills 30 total. 33 last time. Paying presenters $2000 each presenter.  Looking for downstate location in August.  Provide because of licensure requirement.  July Emerging Leaders. No date or timeline. Changing name **ILOTA Leadership Development Program**  It may be NC and TN and FL creating this as well. Need save the date. Sarah Young connecting with Tracy to find availability so will go from there.  NIU a good location in Naperville.  Do these and call it a year for CEs.   * Budget update (Moira)   Spent time last night, done through February so current budget. % different of where we are. 30% of CE budget, need 70% for income.  Membership 52% half way there. Good place to be.  At 52% of income, where we should be.  Expenses 64% because of conference.  $69,189.32 bank account because of conference expenses. We are over on conference expenses. Will look good after conference. Will budget it all in next year.  $10,000 check still going out for conference  $24,000 already paid for conference. Aug.,Dec.2018  10,500 each added into big lump in Nov.  Income where hope would be.  Modalities coming up and good income.  Would like to add more accounts – Tracy.  Some IOT PAC funds need to transfer over. Gail is PAC rep. Contact Gail about funds to transfer.  Scholarship money also. Need to make donation online.  CD due in October $10000 5 yr. Decide to rollover or take any out. If rolling over need to change signature card. Lisa and Janet on it now. Will do rate checking closer to that time – Janet.  Equipment money for Tracy. Researched 3 different computers. About $900-1200. Need Adobe. Virus software. Lenovo, Dell and another. Tracy to make decision.  Renewals all coming up to take care of.   * Conference:   + Awards – including Lifetime Achievement   8-9 awards. Justin – work-study student – met him . He recreated schedule to support awards. Initial with all awards then Every two weeks “Do you know anyone who” with individual awards. Link or mention of other awards as well to remind.  Lifetime Achievement nominees-come up with as Board.  Ideas: History panelists from last year- Nancy Richman, Mary Lou Ross, Clem Carder Corky Glantz Cathy Brady and Mae Winne Scott, Catherine Eberhardt, Brendolyn Cobb-Oliver.   * + Keynote Speaker decision   Abi met with Duckworth people. Don’t schedule this far out. Tammy’s people will have answer re. availability by April 18. Told theme and was perfect. Made clear no politics. She is free.  Lisa shared Lady Boss on WGN Edward Elmhurst Hospital – Lisa to contact  Mark Benn – would like to schedule Plenary/Keynote Saturday. 2 presentations. As schedule comes together. $5000 plus travel. Don’t know income for conference. Past few years’ income from past conference and calculated expenses at new venue.  Last year we made $134,000 expenses $110,000.  Numbers into new budget for conference - $115-118,000. $16,000 profit, speaker cutting that.  Table for one more month.   * + Vendor Pricing - discussion   + Proposal review/reviewers   Reviewer list, waiting for proposal deadline and presentations to review. In Communique asking as well for reviewers  Will have volunteer form and separate link on website to sign up. Have specific things to register for.  Christy only used Memberclicks last year vs. ILOTA google docs   * + Call for papers   Will go up now that info is up to date. Can send out next week.   * + Pricing 2 days cost going up losing Thu   Conference attendees – Keep same from 2018 brochure  Registration dates – Abi to set the dates   * + Panels? * Full Board Meeting/Quarterly Reports   Quarterly reports to be done earlier. Jim prefer to send Google Doc and all update same document, can see who is done and not. Emails more difficult with a lot of searching.   * LMS-vote for approval   Questions/reviewed? Will be meeting with Memberclicks.  Will need content. Abi has content, Moira has content. Could Conclave content be part of LMS?  Powerpoint or Video presentation and generate test.  Member only for CEU or member benefit without CEU. Can create various “buckets” in system. Some member, some non-member, CEU, no CEU.  Any questions for Memberclicks around LMS?  LMS vote – approved by majority vote   * April 13th Meeting – Strategic Plan Update   Big chunk of April re. Strategic planning. At least a couple of hours. Email about it. Refocusing exercise.  Create a scorecard for each item – green-yellow-red designation.   * May Meeting – Anne Kiraly-Alvarez SIS survey results   Conversation with Anne re. meeting with Board in May. Email from Anne to Jim and Tracy re. survey to review.   * Blog Update-Marlene, Communique, Stephanie   Jim has had conversations. Met with Molly and Marlene about Communique and moving toward blog. Problem moving to blog entirely, lose listing on EBSCO. ($100 every 3 months from them) Marlene not interested in blog idea. Concern about maintaining Communique alone.  Next path – Marlene and committee with Communique maintain as larger scale publication – larger story, research, etc. Scale back features – clinician, interviews, president update etc.  Add Blog and link up. Member benefit. Communique quarterly, less complicated and more doable.  Second group works on blog piece. Conversation with Stephanie McCammon who is interested, Joel interested in tech for blog. Stephanie would need to gather others to help with content.  Board agreed moving in right direction.   * Meetings at AOTA   Received emails around meetings recommended to attend at AOTA. The State Regulatory Forum 2-5 on Friday at AOTA. Push is many states to get rid of regulatory board to decrease regulations. Standardized and portable across states.  State was looking through to see what professions need to be licensed for public safety. Public health risk. Inconsistencies across states. AOTA looking to standardize.  Jake,Abi and Jim could go. RSVP by March 25.   * Professional Development Coordinator Position resignation Nadia/assignment-Lisa M.   Makes sense for Lisa to take this position and add to Leadership Development Program. She will now be the PDC.  Jim created standard PPT for Full Board meeting.  Lauren in new position and apologizes for not being available  Giving cards to vendors at AOTA  Business cards available for Board Members  Jim move, Abi second  Adjournment 11:31 | Jacob work on creating benefits sheet for student/membership  Janet contact Christy and get to Tracy to get out this week.  Moira to share SOPs for positions |