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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**March 21, 2020 \* 9:00 am \* Location: Zoom Call**

**Attendees:**  **Absent:**

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| * Jim Hill |  |  |  |
| * Moira Bushell |  |  |  |
| * Jake Garrison |  |  |  |
| * Abi Swidergal |  |  |  |
| * Tracy Repmann |  |  |  |
| * Carol Michel * Anne Kiraly-Alvarez * Beverly Menninger * Molly Bathje |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:00 am  Move: Jake  Second: Anne | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: |  |
| Announcements | April Strategic Plan Annual Review  Everyone look at current plan and determine what needs to change, is good, taken off  Elections – Bev, Tracy and Minetta to arrange. Process to link with recruitment. Timeline for election –  Google drive nothing on it re. elections  **Bev will connect with Minetta and Sara – create timeline. Bylaws Guidelines**  Much held by tradition and passing from one to the other over time.  Also SOP updates – someone working on when Jim took over when he started, not to fruition. **Bev to visit.**  Need to document processes and put on calendar. Not using calendar fully.  Written procedures and calendars – daunting project. Clean up the room that we are in.  COVID-19  Likely to be long term  May reemerge in the fall  Year or two before real solution  Discuss at the end – needs, risks, potentials for roles in org.  Christy Morrison, Lauren Little, Ashley Stoffel can create telehealth webinar  Conference timeline – Have been on time line but squashed quickly. Call for papers reworked – have 2 so far and 2 vendors.  Sending vendor requests is on pause due to situation.  Logo contest reminder – delayed  Abi reported we have a solid 4 weeks we can push back and still have a normal timeline  Discussed concerns re. conference attendance – financial.  Discussed contract for hotel re. cancellation policy. Tracy reported 3 tiers of cancellation We are on 2nd tier with $14,500 cx. Fee, August first it goes to $18,000  NBCOT conference presentations – NBCOT emailed Tracy, proposing they present without paying conference registration fee.  They have not proposed to present before, they have attended as a service vs. attending conference to gather information as other therapists would/CEUs  Anne suggested vendor presentation maybe using the non-profit rate?  Continued discussion re what cancellation would look like.  Plan for Bev & Abi to check out the current LMS system as an option for virtual. Tracy to check on access  Plan for an LMS review with Josh. **Tracy to send out Doodle re. who wants to participate**.  Financial update – Moira provided Finance report  Conclave made $200  Thanks to Spotter for $500  25 people paid $50 vs. joining  Uptick in membership extra $1500  Tracy is helping to separate expenses- can isolate out income from CEUs  Moira stated she is watching income, CEU approvals may go down in this situation  May2-3 Modalities course may move to late summer early fall  Modalities tends to bring $7-8000, may be refunding some registrants – no online option for Modalities as a fall back.  Budget $1800 short of CE goal  Conference to be impacted this year.  Carol mentioned idea of offering discounted membership as a possibility.  Carol reported on Behavior Analyst Licensing. Info through Nancy Richman. Feeling ILOTA to stay neutral at this point. Bill discussed structure and clarity of ABA work, does not take from what we do.  Carol also brought up question re. role of Advocacy Chair. Question re. forming work groups vs. individual Chair taking it all on.  Discussed telehealth for EI – other states approved including IN, LA, NC  Carol on call with Maureen – our legislature shut down early, other states still in session – why IL has not addressed.  Intro – Molly taking on Communication Chair! Jim has communicated with Molly.  Discussed launch of Blog with COVID info. Discussed work to coordinate Communique and effective use of email communications – timing and frequency?  Planning Town Hall Meeting Tuesday. Topic telehealth, largely EI focused. Jim is gathering resources – published in Blog, AOTA published resources. Talked of emailing to members.  Discussed Webinar for Telehealth EI specific as follow up to Town Hall. Possibly school based practice – all depending on questions received.  Discussion about including some kind of statement about membership and other ways to boost membership/member involvement.  Question brought up about communication with office and getting questions answered from voicemails and emails. Tracy recently on vacation in Mexico, unable to get VM. Tracy stated she just needs to be informed re. concerns about unanswered questions and will address. Discussed idea of forwarding phone when she is out.  Members reaching out to help. Thought zip code ordering members could be helpful to contact legislative representatives for each area.  Discussed posting info on social media and webpage – what info needs to be posted? Molly would need help with this.  **Tracy to get Molly access to Memberclicks** or Tracy can also post to website. Moira added Molly to FB as admin.  Discussed supporting members – self-care, emotional recognition and support on social media. **Abi and Maricela** will help send messages out. Discussed using Town Hall – need title to have people show up vs. just a Town Hall. Need topic to structure meeting.  Discussed Board emails and communication. Idea of Google account creation – separate from Memberclicks.  G-Suite could be way to store everything, all documents, in one place and email/communication.  Minutes from January meeting reviewed.    Move to approve – Anne  Second – Carol  Discussed doing something for OT month which is next month.  Conclave went well. Planning FU meeting re. surveys. 31 responses – Tracy getting survey to Jeanine. Overall event score 4.61/5  Other issues – Townhall – Zoom account capacity of 100. Tracy recommended dialing in 15 mins early before capacity is reached.  Move to adjourn – Anne  Second – Molly  11:37 am | Bev to connect with Minetta and Sara  Bev to visit SOPs  Tracy sending Doodle poll for LMS meeting  Tracy getting Molly access to Memberclicks  Abi and Maricela to post on social media |