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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING AGENDA**

**September 21, 2019 \* 9:00 am \* Location: ILOTA Office**

Attendees: Absent:

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| * Jim Hill |  |  |  |
| * Moira Bushell- Zoom |  | * Lauren Henderson |  |
| * Jake Garrison |  | * Michelle Sheperd |  |
| * Abi Swidergal |  |  |  |
| * Tracy Repmann |  |  |  |
| * Janet Adcox |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order  0219 - bathroom | Time: 9:14 am  Move – Abi  Second - Jake | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: Janet moved to approve all minutes of past meetings  Second: Abi |  |
| Moira - EOY Budget Report              Budget Proposal for 19-20  Janet   - Lifetime Awards               Plans for CD (due in Oct)  Abi     - Conference to-do list               Possible scholarship update    Janet - Scholarship  Jake - Multi state leadership gathering and CEU provided by companies.  Jim - President  Abi  Tracy – Executive Director  Officer terms/elections 2019-20  Michelle – Advocacy Director  EI Coalition  AOTA Update  Jake – Membership Director  Flyer and usage  Mailing/communication with current and non-members  Abi Conference Chair  – additional conference info  Moira – document storage | Financial update. Can log into bank account now.  Organizing Quickbooks. Need to know specifics of deposits.  $95,000 in bank. Final Year End to be presented at Conference, work with Tracey.  Budget -sent to everyone. Conservative  Next year conference will be in the following fiscal year and we won’t have to prepay so budget will be different.  No questions. Janet reviewed and looks pretty good.  All in favor – budget approved. Will be presented with year end report. Janet will do report at conference on Saturday. Moira to prepare slides.  Plans for CD – talked to State Farm. Due in October. Options: renew for 5 years 2.4% overall. 30-month option 2.23%, Penalty for early withdrawal ¼ interest. Online says something different with greater loss. Money Market moved into, flexible 1.9% - intro for first 12 months then drops unless with another account there. Part to CD part to Money Market an option or cash it in. Not recommend cashing in unless reinvesting.  $10,000 invested accrued interest over 5 years. Emergency fund and earning income.  Janet did the searches. Moira likes CD/Money Market. 6 checks/month withdrawal from Money Market. May have minimum for CD. 30-month CD and Money Market?  2.6% found online banking.  Need signature change. Right now, Lisa Mahaffey and Janet Adcox. President and Finance Director.  Most in favor of CD/Money Market combo.  Lifetime Awards –need description – designated by Board award. - Nancy Richman, Mae Brandon - agree  Should we award them this year? Anyone else we should consider?  Look at Memberclicks for earliest number? Ashley Stoffel might have early OTs.  Award Committee meets tomorrow.  Can someone be awarded Lifetime and achievement award in same year – yes.  Upcoming events  Janet working on Save the dates  Student Conclave Feb 29, 2020 at Shirley Ryan  Modalities – talked with Shirley Ryan – not confirmed yet.  Send to Tracey if something needs printing (ex. Save the Date)  Getting plaques made for awards  Would like to see class come to the state through ILOTA – SOS Feeding (Abi). New CE chair.  Jeannine and coworker are interested in more involvement. Connected with Sarah  CE chair – 3 roles – look at new LMS,Leadership, onsite courses throughout state and working with other companies and who we partner with.  Development of LMS of interest to Jim post presidency.  Jim – LMS -Ethics – preexisting option as well as new option walking through ethics document with examples. People who approve CEs – Beth and  Submitting to LMS – have initial contract information. Need to run past lawyer, CE person involved. Contract with people to entice people with profit sharing.  Need CE events on the calendar for next year.  Productive day yesterday.  60th Anniversary of OTAs. North Carolina has a nice post about OTAs presenting on Facebook for conference. Recognition at lunch/business meeting.  As of last night, 506 registered. Last year 609 total at the end.  Sent out email 2 days left for regular registration. Next year cut off should not be on a weekend.  Janet got Tinley to let go of room and not charge us. Above min food total. Thu night rate was less than block rate. Shared about previous rates being smaller.  Next year rooms are$99.  Food is done. Needs additional info on dietary restrictions. Tracey to take care of on Monday. Order T-shirt, name badges also on list.  Any special room set up for student event? No.  Final numbers and balance due by 27th.  Looking for lactation room for Sat.  Awards – Seated, food, awards  371 on Friday 176 staying for reception. 64 students for student event.  Stickers on name badge for special events – reminder for events  Dietary restriction – will ask what kitchen needs (lunch, business meeting)  167 Sat lunch  Label for buffet  Dots for designating on badge – Tracey will get  4500 – CEU stickers Need to talk about different system. Talked last year, not liked. Need sign in sheets and members need for audit.  QR codes are an option – scanning in and out. Some costly.  LMS – possible post test or log in while there.  Need info for set up for larger spaces – SIS sessions.  Room assignments are made. Lisa doing this.  AV – Quote received  Ballroom – suggest 2 screens. Don’t need panelist set up (microphones, etc both days)  Accoustiholic – don’t need anything extra. Space and electricity.  Don’t need to rent computers.  Reviewed quote item by item.  Questioning up lighting drapes.  AV tech discussed. Will ask if tech can in ballroom can jump to other rooms.  $3600 in labor on quote. Look to negotiate labor (Tracey)  Board will have back up  Tracey – do we send out reminders to speakers? We haven’t but would be nice to do. Abi can do. Reminder to bring laptop. May not need to do if repetitive.  Vendors -Send to vendors -looking forward to seeing you at Conference. Bev  Tracey to add to Vendor website page – deadline passed for Platinum and Gold.  The app could be ready. Will add rooms. Don’t know if approved or not. Option to put course survey on it. Paper and App or do next year with just app.  Survey – need 4500 copy.  Schedule done by Tuesday (Lisa)  Welcome Letter by Tuesday (Veronica)  Abi to compile list of changes for Thu the 26th email going out to all registrants then into a handout re. changes from brochure.  App has capacity to shoot out texts for changes. Need someone on app send out announcements.  Platinum presentations.  Email next Thursday – changes up to that point and please upload app  Wait to send notice of changes week of conference.  Physically print up change notice to have at conference. Printing needs to happen Sept 30 for conference week. “important notices”.  Where are squares? Had 2 of them a few years ago. Order a couple of squares, app on phone. Onsite registration – linked to ILOTA phone and Abi.  Tracey to order squares.  Raffles – Jim has someone who’s husband sells wine will donate  12-15 things for raffle baskets. (Janet)  Camille needs to know tables needed for raffle items. With vendors.  Ribbons are ordered.  I vendor needs two tables.  3 tables for raffle items.  $50 range for baskets.  Scholarship winners – does not have them yet. Hopes to have names by conference. Emailed AOTF re. frustration with hopes for changes.  Multi-state leadership gathering – trying to kick off. Contacted WI – on board. MN eager to know more. IN no word back. Surrounding associations together. Compact a topic and all on same page. CEU agreements etc.  Discussing at national level. Should find out who is in on discussion at national level.  Sat after conference meeting with some board members in WI.  Need to reach out to IA and MO  Thinking meeting twice a year for conversation.  Tricky state organizations not duplicating national efforts.  CEUs – Got a flyer – cheap CEUs in the mail. When reopening practice act need to be careful on wording for CEUs including wordage about online CEUs. Word out limited audits done in IL.  New logo chosen –  Can it be on website at time of conference?  Be in President’s presentation.  Will be on Blog launch week of conference  Send any photos to Tracey that may be used on the homepage of the website.  Decided website improvement is a post conference discussion.  Social media plan. All in a discussion about changing logo on each venue.  Something on social media in reaction to conference re. new logo.  Elections – Jim got email from Lisa M. Ready to go with nominees for positions.  Idea for LMS – how to reduce burnout. Jim did that!  Motion to close: Jake  Second: Abi  Adjourn: 11:57 | Tracey to get specifics of deposits to Moira  Janet to follow up and take care of change to signature card and pass on to Moira  Tracey to get small dots for badges  Bev to email vendors  Tracey to order squares -strip reader through Amazon Prime. |