



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
September 19, 2020 * 9:00 am * Location: Zoom Call**

Members Present		Members Absent
Anne Kiraly-Alvarez – President Carol Michels – Director of Advocacy Molly Bathje – Director of Communications Moirra Bushell – Director of Finance Christy Rojas – Director of Membership	Nancy Beck – Secretary Tracy Repmann – Executive Director Abi Swidergal – Conference Chair Bev Menninger – Conference Co-Chair	None

Topic	Notes	Action Items & Person Responsible
Call to order	Anne called the meeting to order at 9:05am	n/a
Roll call	See members present above	n/a
Approval of minutes	Several meeting minutes missing from website (since April)- need to get approval from previous board	Anne will reach out to previous board and get approval of minutes from past meetings through August
Introductions	All board members introduced themselves	n/a
Conference updates	Abi reported that everything is on track and running smoothly Tracy mentioned that it has been a very time-consuming task to edit/trim and upload the recordings and set them up in the LMS. Despite offers to get students or others involved to assist, it's a complicated process and she has a good system worked out- would prefer to finish them herself. Discussed who would be present to give board reports during membership meeting. Anne asked for help with gathering information for the annual board report. Discussed recipients of the Honorary Lifetime Member Awards.	All- send Anne information to include in the annual board report for the October membership meeting.

	<ul style="list-style-type: none"> • <i>Motion approved to award two Honorary Lifetime Member Awards to Gail Fisher and Clem Carder. (MOTION 2020-09-01)</i> <p>Discussed how to handle member registration or technical issues once conference starts if no new ED by Oct. 1. Anne will be prepared to take over phone/email and start all Zoom meetings if needed.</p>																																	
Strategic plan	<p>Anne reviewed the updated strategic plan. Discussion and clarification.</p> <ul style="list-style-type: none"> • <i>Motion approved to approve the strategic plan for 2020-2023. (MOTION 2020-09-02)</i> 	Anne to make sure updated strategic plan gets posted to website.																																
Finance updates	<p>Reviewed FY 19-20 Final Budget.</p> <p>Bank Account Balance as of September 18, 2020: Checking \$63,490.04 Debit \$2,919.89 Total \$66,409.93</p> <p>As of August 31, 2020:</p> <table border="1" data-bbox="436 803 1184 1404"> <thead> <tr> <th>Income</th> <th>YTD</th> <th>Budget</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Membership</td> <td>64222.50</td> <td>50,000</td> <td>+14222.50</td> </tr> <tr> <td>CE</td> <td>42455.00</td> <td>40,000</td> <td>+2455.00</td> </tr> <tr> <td>Conference</td> <td>116577.20</td> <td>100,000.00</td> <td>+16577.20</td> </tr> <tr> <td>Other</td> <td>17664.11</td> <td>5550</td> <td>+12114.11</td> </tr> <tr> <td><i>Total</i></td> <td>240918.81</td> <td>195,550.00</td> <td>+45368.81</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Expenses</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Income	YTD	Budget	Difference	Membership	64222.50	50,000	+14222.50	CE	42455.00	40,000	+2455.00	Conference	116577.20	100,000.00	+16577.20	Other	17664.11	5550	+12114.11	<i>Total</i>	240918.81	195,550.00	+45368.81					Expenses				n/a
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	Operating	114707.90	105,400.00	+9307.90		
	Direct Costs	96219.10	73,000.00	+23219.10		
	<i>Total</i>	210927.00	178,400.00	+32527.00		
	Net Income	29991.81	17,150.00	+12841.81		
	<p>Reviewed proposed FY 20-21 budget.</p> <ul style="list-style-type: none"> • <i>Motion approved to adopt the FY 20-21 budget as proposed. (MOTION 2020-09-03)</i> 					
Advocacy updates	Carol shared recent advocacy efforts re: EI, telehealth, and COVID updates.					n/a
Communication updates	Molly shared recent communication efforts re: Communique, blog, social media, and website.					n/a
Membership updates	Christy did not have anything to report at this time. Needs access to updated membership reports.					Anne & Christy to schedule a meeting to orient to new position.
Secretary updates	Nancy did not have anything to report at this time. Needs orientation as well.					Anne & Nancy to schedule a meeting to orient to new position.
New Executive Director search	<p>Tracy gave her two week notice on 9/10, with her last day scheduled for 9/24. She is willing to put in work on weekends/evenings (outside of regular business hours) to help ensure conference is successful and to help train new ED.</p> <p>Anne posted the open position via email to all ILOTA members, on LinkedIn, Facebook, and Indeed. Received 15 applications. Anne and Tracy reviewed these applications, completed 6 interviews, and identified their top two choices. Invited both applicants to today's meeting to meet the board. Second applicant withdrew their application yesterday after accepting a different position. Anne had already checked references of the other applicant.</p>					<p>Anne to contact George to offer him the job, and if he accepts, work with Moira to get all appropriate employee paperwork completed.</p>

	<p>Applicant, George Buckley, joined the meeting to meet board members and complete second interview.</p> <ul style="list-style-type: none"> • <i>Motion approved to offer the Executive Director position to George Buckley. (MOTION 2020-09-04)</i> 	
Adjournment	<ul style="list-style-type: none"> • <i>Motion approved to adjourn the meeting at 12:00pm. (MOTION 2020-09-05)</i> 	n/a