



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
September 18, 2021 * 9:00 am * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Anne Kiraly-Alvarez – President Beverly Menninger – President-Elect Brenda Koverman – Director of Advocacy Molly Bathje – Director of Communications Moirra Bushell – Director of Finance Christy Rojas – Director of Membership Robin Jones – Interim Secretary George Buckley – Executive Director		
Guests Present		

Topic	Notes	Action Items & Person Responsible
Call to order	Anne called the meeting to order at 9:01am	n/a
Roll call	See members present above	n/a
Welcome to new board members	Welcome to Brenda and Bev as new Board members. All members asked to introduce themselves.	
Approval of minutes	<ul style="list-style-type: none"> Motion to ratify the email approval of July 17, 2021 Executive Board Meeting Minutes. Motion passed. (MOTION 2021-09-01) 	n/a
Old Business		
Bylaws and organizational chart updates	<p>They had been reviewed during the Full Board meeting in August. Discussion of the process of approval of Bylaws. The board reviews and discusses potential changes but the full bylaws with changes will be submitted to the full membership for vote.</p> <ul style="list-style-type: none"> Inconsistent use of Chair versus Coordinator. Discussion at meeting leaned to switching to position titles to “Coordinator” for consistency. Unanimous agreement to make this change. 	Bylaws Committee will incorporate these changes into the draft that they are currently working on for membership approval.

	<ul style="list-style-type: none"> • Rename Recruitment Coordinator to “Board Recruitment Coordinator” • Move the Awards Coordinator under the Secretary • EI Coalition added under Director of Advocacy • Addition of Accessibility Coordinator under the President 	
Finalize Strategic Plan	<ul style="list-style-type: none"> • Strategic Plan should be a reference document. Remove column for “Status” • Reviewed Strategic Plan to finalize. Refer to final document for changes and updates. 	Anne will share with Full Board along with the Board Goal Forms.
Corporate Memberships	Discussed need to revise this category in previous meetings. Determined that there were two separate discussions needed. 1 regarding corporate membership and what that entails, and 1 regarding a more formal relationship with corporations. Committee formed: Bev, Christy, Moira	Committee report back to the Executive Committee at November meeting.
Donations for New Practitioner Memberships	Christy has discussed preferences with the donor. They are leaving it up to the Board to decide how to implement. A raffle will be held of new members to cover their 2 nd year membership. Those eligible will be new practitioner members through November 17, 2021. Announcement will occur on November 18, 2021. Social media will be used to promote the program and the winners will be announced via an Instagram Live event.	Social Media committee will create social media promotion campaign. George and Christy will coordinate timing.
Board Member Photos and Bios for Website	New members need to send photo and bio’s to George to update the website.	Bev and Brenda to send info to George for website updates.
Google Calendar	Anne reviewed location of the Google Calendar and process for updating it.	
Social Media Policy re: Social/Political Content	Still under development. Until developed, any concerns should be shared with the Board for discussion.	Molly will continue to work on identifying potential policy language
New Business		
ILOTPAC Conference 21 Issues	<p>ILOTPAC asking:</p> <ol style="list-style-type: none"> 1) Have ILOTA handle registration for their virtual event 2) Request ILOTPAC membership and swag for prizes 3) Promote the event via the ILOTA website/Conference web pages <p>Concern is the short timeframe between now and Conference to provide this support. In addition conflict to provide ILOTA membership and swag. Suggest that they seek private donations for prizes, etc. and suggest that they push the date out past the conference as ILOTA cannot provide technical support at this time due to other demands. It was consensus of the Board that ILOTA will be able to provide</p>	

	minimal support for promotion on website once the event is rescheduled but that any additional support not able to provide due to potential conflict based on separation of political activities and ILOTA Non-profit status.			
Communication updates	<p>Molly reported that Texas OT Association commended ILOTA on our social media activities and want to meet with us.</p> <p>Conference sponsors depending on their level of support get various forms of social media support. There will be an Instagram live event on September 22nd. All Board members are encouraged to join the live event to show support for the sponsor/activity. A variety of social media including blogs, etc. will be featuring various conference sponsors during the next month. Social media campaign will be used to promote conference in the upcoming weeks.</p>			George will send out an email about the Instagram event to all membership on Tuesday, Sept 21 st .
Finance Report	Income	YTD	Budget	Difference
	Membership	67717	60000	7717
	CE	22285	35000	-12715
	Conference	31373	20000	11373
	Other	2992.96	6300	-3307.04
	Total	124367.96	121300	3067.96
	Expenses			
	Operating	111552.35	113800	-2247.65
	Direct Costs	19884.35	29000	-9115.65
	Total	131436.7	142800	-11363.3
	Net Income	-\$7,068.74	-\$21,500.00	\$14,431.26
	As of 8/30/21			
	Bank Account as of 9/15/21			
	Checking 49473.60			
	Debit 4218.20			
	Total 53691.80			

2021 Conference Update	<p>New Sponsors being identified. Current registration – 67 (as of 9/18/2021) \$9000 revenue income so far. 9 sponsors have generated \$4900 so far. 70 pre-recorded short courses and poster sessions. 10 live events (Conversations That Matter, Awards Ceremony, Annual Meeting)</p> <p>Discussion of “Honorary Lifetime Membership” award for 2021. Names considered: Beth Cada, Minetta Wallingford, Sue Quinn. Motion made to nominate Beth Cada for 2021 Award. <i>Motion passed. (MOTION 2021-09-02)</i> Minetta and Sue will be carried over for consideration in 2022.</p>	Robin to send contact information for Beth to George who will follow up with the Awards committee.				
FY21 Budget Closeout	Budget closeout sent via email attachment. Reviewed budget expenditures and revenues.					
FY22 Budget	Budget sent via email attachment. Discussion of budgeting and concern about tight margins expressed. Motion made to approve current budget as proposed. <i>Motion passed. (MOTION 2021-09-03)</i>					
FY22 CE Offerings	Recently cancelled session due to low enrollment. Members are becoming more aware of what ILOTA is doing for CE and registration is increasing overall. Offering an additional modalities course. 1 day in-person and 1 day on-line. Reviewing offerings for next year and maximizing timing to increase number of attendees. All courses were at least revenue neutral.	Board members to send suggested topics for CE to Moira.				
Advocacy Update	OT Directors Group asked about Medicaid OT Rate needing to be increased and Brenda suggesting that ILOTA work on this issue. Brenda will follow up with lobbyist, Nancy Richman and Gail Fisher. Lobbyist document was shared with the current lobbyist who had requests for clarification: One issue was the final report format. Second question was change in language for required article from 4 articles per year to “at least 3 articles per year”					
Membership updates	<p>Volunteers have been identified to make calls to lapsing members. A “postcard” was recommended to be sent welcoming new members. Due to financial concerns it was recommended that it be done via “email” to save on costs.</p> <p>George reviewed the information available through MemberClicks about each members engagement with the website, emails, etc.</p> <p>Membership #'s as of 9/18/2021</p> <table border="1" data-bbox="464 1273 905 1398"> <thead> <tr> <th data-bbox="464 1273 688 1349">Category</th> <th data-bbox="688 1273 905 1349">September (9/18/21)</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1349 688 1398">Admin</td> <td data-bbox="688 1349 905 1398">3</td> </tr> </tbody> </table>	Category	September (9/18/21)	Admin	3	Board members willing to volunteer time to call “lapsed” members please contact Christy
Category	September (9/18/21)					
Admin	3					

	OT	430	
	OT Monthly	64	
	OT New Practitioner	24	
	OTA	59	
	OTA monthly	10	
	OTA New Practitioner	10	
	Student	432	
	Retiree	10	
	Multistate	13	
	Honorary Lifetime	3	
	TOTAL	1058	
	Difference	-4	
Secretary updates	N/A		
Other?	October 16, 2021 9:00am Annual Meeting Anne is working on a written report. Reporting during the meeting will be only “big ticket items” and everything else referred to the report. Anne creating PowerPoint Presentation. Keynote follows at 10am and Awards at 2pm that day.		Board members be sure to encourage registration at conference among your contacts
Adjournment	<i>Motion made to adjourn meeting at 11:36 am. Motion passed. (MOTION 2021-09-04)</i>		