



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
April 17, 2021 * 9:00 am * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	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 Robin Jones – Interim Secretary George Buckley – Executive Director		
Guests Present - None		

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
Approval of minutes	<ul style="list-style-type: none"> • <i>Motion to ratify the email approval of March 20, 2021 Executive Board Meeting Minutes.</i> Motion passed. (MOTION 2021-04-01) 	n/a
Website updates	Still need a few board bios and photos. Vote sent to website committee and Anne is tallying the results for the template. George is discussing transition with the MemberClicks staff. Discussion of changing the colors of the ILOTA logo but decided to stay with current color scheme.	Board members reminded to send in bios and photos to George.
OT Month Event Updates	30 Attended the Town Hall. Art Studio – 16 registered only 6 participated live event. Meditation event approximately 16 people participated. Approx. 17 registered for the cooking event. Anne proposed sending something to those that lead the events. Agreed upon a small gift card, some ILOTA Swag and an ILOTA Thank You Card. Motion made to spend \$10 x 3 on gift cards. Motion passed (MOTION 2021-04-02)	George will send reminder for cooking event along with ingredient list out this week.
Black Voices in OT Event	Speaker provided option to use one of their recordings/videos at no cost. Plan would be to show the video followed by a panel of ILOTA members and invited	Anne will confirm with Sally. Continue to get

	<p>speaker for a dialogue with membership. This would occur in celebration of Juneteenth. Still working to determine exact timing and consulting with Black Colleagues for their feedback. Discussion will occur via email regarding organization to donate proceeds to.</p>	<p>perspective on timing of event and identify panelists for the event.</p>
<p>Future Town Halls</p>	<p>Building on the success of the last Town Hall event it was suggested that the Board host more periodic Town Halls, perhaps focused on specific topics. Robin agreed to coordinate these events. Looking at hosting one quarterly. Discussed need to have a centralized “working calendar” to facilitate better planning/scheduling across ILOTA Board positions.</p>	<p>Anne and George will work to develop shared calendar in ILOTA Google account.</p> <p>Robin will begin to explore options for next Town Hall between May-July 2021</p>
<p>June/July Board Retreat?</p>	<p>Timing of event discussed. This is an election year so new officers would be joining the board. Discussed options for hosting the event locally versus away from Chicago. Timing of elections will be factor.</p>	<p>Anne will follow up with Minetta regarding timing of elections.</p>
<p>Should the Fieldwork Program Continue?</p>	<p>Discussed pros and cons of working with the students. Anne proposed the concept of creating a “fieldwork” coordinator position to the Board of Directors to be assigned to work with future students. Discussion of pros and cons of having this position and the qualifications needed to fill it. Discussed opening the option to all schools in Illinois. Anne proposed creating an Ad Hoc Fieldwork Committee. Motion to establish a Field Work Ad Hoc Committee to develop a formal fieldwork program through ILOTA. Motion passed (MOTION 2021-04-03)</p>	<p>Anne will begin to recruit for the Ad Hoc Committee. Christy and Moira volunteered.</p>
<p>Communication updates</p>	<p>Newsletter layout person has not been responsive so current issue is delayed. There is a need to hire a new layout person. There will be a new layout design with the next issue. Jaime has agreed to assist in the short term while ILOTA creates a job description/advertisement to recruit a new layout person including review of the compensation ILOTA is providing for this role. The current blog coordinator will be stepping down in the next few months so ILOTA will be recruiting someone new for this position. Social Media – Increased engagement and followers. Looking for SIS’s to help focus on content for specific months. There was some discussion/concern about content posted related to certain political/positions/stances posted to social media. Some of the concerns were related to need for more oversight/editing for “approval” before posting to ensure that the language is appropriate and reflects the ILOTA position appropriately. Discussion about use of hashtags and mentioning specific organizations/entities</p>	<p>Molly to draft a policy related to content posting of political/social issues for review at next meeting.</p>

	and potential conflicts in the posts. Discussion of the need for a policy adopted by the Board regarding social/political posts on ILOTA social media. Motion made to hire K-A Designs on an interim basis to perform the layout of the Communique at the existing rate (\$35.00/hr). Motion passed (MOTION 2021-04-04)																																																									
Finance Report	<table border="0"> <thead> <tr> <th>Income</th> <th>YTD</th> <th>Budget</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Membership</td> <td>43750</td> <td>60000</td> <td>-16250</td> </tr> <tr> <td>CE</td> <td>3990</td> <td>35000</td> <td>-31010</td> </tr> <tr> <td>Conference</td> <td>27613</td> <td>20000</td> <td>7613</td> </tr> <tr> <td>Other</td> <td>1281.97</td> <td>6300</td> <td>-5018.03</td> </tr> <tr> <td>Total</td> <td>76634.97</td> <td>121300</td> <td>-44665.03</td> </tr> <tr> <td colspan="4">Expenses</td> </tr> <tr> <td>Operating</td> <td>67534.56</td> <td>113800</td> <td>-46265.44</td> </tr> <tr> <td>Direct Costs</td> <td>8537.88</td> <td>29000</td> <td>-20462.12</td> </tr> <tr> <td>Total</td> <td>76072.44</td> <td>142800</td> <td>-66727.56</td> </tr> <tr> <td colspan="4">Account Balance as 4/14/21:</td> </tr> <tr> <td colspan="4">Checking : \$43,712.12</td> </tr> <tr> <td colspan="4">Debit : \$4354.03</td> </tr> <tr> <td colspan="4">Total: \$48066.15</td> </tr> </tbody> </table>	Income	YTD	Budget	Difference	Membership	43750	60000	-16250	CE	3990	35000	-31010	Conference	27613	20000	7613	Other	1281.97	6300	-5018.03	Total	76634.97	121300	-44665.03	Expenses				Operating	67534.56	113800	-46265.44	Direct Costs	8537.88	29000	-20462.12	Total	76072.44	142800	-66727.56	Account Balance as 4/14/21:				Checking : \$43,712.12				Debit : \$4354.03				Total: \$48066.15				
Income	YTD	Budget	Difference																																																							
Membership	43750	60000	-16250																																																							
CE	3990	35000	-31010																																																							
Conference	27613	20000	7613																																																							
Other	1281.97	6300	-5018.03																																																							
Total	76634.97	121300	-44665.03																																																							
Expenses																																																										
Operating	67534.56	113800	-46265.44																																																							
Direct Costs	8537.88	29000	-20462.12																																																							
Total	76072.44	142800	-66727.56																																																							
Account Balance as 4/14/21:																																																										
Checking : \$43,712.12																																																										
Debit : \$4354.03																																																										
Total: \$48066.15																																																										
Financial Purchase Approval Needed	Motion to Purchase a fidelity bond through State Farm for \$135 to provide up to \$25K coverage each for the President, Director of Finance, and Executive Director. Motion passed (MOTION 2021-04-05)	George will purchase the policy.																																																								
CE Update	<ul style="list-style-type: none"> • May 18 at 6pm for Pediatric Mental health - the effects of the pandemic and beyond. (Trying to get the panel together ASAP so that we can cement plans). • July 10 – COVID – 19 OTs current role, long term repercussions and OTs role Jazmine Mack and Kate Breen will present. • September 14 Community Based Practice with Andrea LeFlore and Nina Robins. • Dr. Cristina Reyes Smith has agreed to present on Inclusivity/ Diversity. I reached out to her suggesting dates in November, 																																																									

	<ul style="list-style-type: none"> • June 12th is the Lab date for the Modalities Course. 													
2021 Conference Update	Conference sponsorship packages being explored. Tiered approach being drafted to offer different options including social media, etc. To date, 13 submissions for Call for Papers. Reminder going out this week regarding deadline but likely will extend it.													
Advocacy Update	Discussed current bills ILOTA is watching and/or opposing. Working with Lobbyist regarding defining when we push for opposition versus support of legislation in order to more effectively coordinate communication with membership. The Telehealth bill efforts on behalf of ILOTA are being led by Monika Robinson. The Athletic Trainers Bill is being amended to include “dementia training” which would also include other professions such as OT. Discussion about training in general and whether or not this sets precedence for training requirements of this type going forward. More information is being collected to better understand the impact of mandated training in legislation for discussion at a future meeting. Future discussion also needs to include establishing a formal contract with the ILOTA lobbyist. Discussion about the fact that there are a lot of bills that are in the legislature that may impact OT Practice but are not being “caught”. Discussed having special interest sections identify a “legislative liaison” position who would be responsible for reviewing pending legislation for its impact on practice. Discussed the use of students to assist with reviewing legislation as part of coursework as well. No update on the OT Compact for Licensure at this time	Carol is following up with ILOTA lobbyist regarding mandated training and schedule for member engagement regarding support/opposition strategies.												
School SIS town hall meetings/survey	Registration is still available. Anyone is welcome to join the town halls. People are encouraged to promote them to as wide a group as possible. Topic: OT’s in administrative roles within Education Settings Follow-up: If agreeable to members, how would OT go about doing this and getting it done through legislation, etc.	George will send out email reminder again this week.												
Membership updates	<table border="1"> <thead> <tr> <th>Category</th> <th>April (4/17/21)</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>4</td> </tr> <tr> <td>OT</td> <td>414</td> </tr> <tr> <td>OT Monthly</td> <td>63</td> </tr> <tr> <td>OTA</td> <td>62</td> </tr> <tr> <td>OTA monthly</td> <td>13</td> </tr> </tbody> </table>	Category	April (4/17/21)	Admin	4	OT	414	OT Monthly	63	OTA	62	OTA monthly	13	
Category	April (4/17/21)													
Admin	4													
OT	414													
OT Monthly	63													
OTA	62													
OTA monthly	13													

	Student	454		
	Retiree	9		
	Multistate	13		
	TOTAL	1032		
	Difference	7		
Corporate memberships	Corporate membership still being explored in terms of what will be the “benefits” of membership. Looking at advertisements, promotional opportunities, etc. Exploring “voting” rights for corporate membership and looking at what other states doing. Most other states don’t have voting for corporate memberships. Discussed allowing them to serve on committees, etc. pros and cons.			
New membership categories	George is working to finalize the new member categories so that they are ready for announcement prior to graduation. (New Graduate/OT category)			George to complete prior to end of April in time for graduation
Special Event: New OT Practice Framework	April 28 th Practice Framework Session – Watch video before event then it will be followed by panel discussion. 21 registered to date for this event.			
Secretary updates	None			
Other?	Reminder: Full Board Meeting in May. Report forms will be sent to Board asking them to submit prior to the meeting. Executive Board members should anticipate receiving updates and submit for the Board meeting. Need to start moving on elections for 2021. Minetta will be contacted to make sure that she is starting to work on this area. Wilbur Wright College overpaid for the Conclave and have stated that ILOTA can keep that money to support future efforts.			Robin will touch base with Minetta regarding 2021 elections.
Adjournment	Motion to adjourn meeting at 11:47am. Motion Passed (MOTION 2021-04-06)			