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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**FULL BOARD MEETING MINUTES**

**May 18, 2019 \* 9:00 am \* Location: Midwestern University**

**Attendees:**

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| * Jim Hill |  | * Moira Bushell |  | * Veronica Ford |  |  |
| * Beverly Menninger |  | * Kathy Preissner |  |  |  |  |
| * Lisa MaHaffey |  | * Anne Kiraly-Alvarez |  |  |  |  |
| * Abi Swidergal |  | * Minetta Wallingford |  |  |  |  |
| * Tracy Repmann |  | * Maureen Mulhall |  |  |  |  |
| * Jacob Garrison |  | * Rita Moore |  |  |  |  |
| * Janet Adcox |  |  |  |  |  |  |

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| **TOPICS** | **DISCUSSION ITEMS** | **Presenter** |
| **Meeting Called to order** | Time: 9:08 Motion to open: Abi and Second: Jake | By: |
| Roll call of members present | * Sign in sheet |  |
| Reading of minutes of last meeting. | * Motion for approval by: * Seconded by: |  |
| Review and acceptance of proposed agenda | * Motion for approval by: * Seconded by: |  |
| Officers reports | Introductions  **Finance Janet/Moira**  Fianancial update $52766.73 balance,$35000 out for conference now. Usually 80-90 – in the zone. Income tracking at 60% through 8 moths, Expenses tracking 79% through 8 months. IN a good place.  Student Conclave – went well, feedback was pretty good. Scored 4.6. Added numerical scale to survey results for consistency from one survey to the next and can compare each year.  AOTA Student Conclave in Chicago in November, may impact conference attendance from students. Question will they do State and National Conclave. Will discuss at next Board Meeting. Would like to continue IL conclave as service to our students. Maybe push it – include something like a Job Fair (Anne) Joanne wants to continue, some medical issues right now. Janet has names of people to help take lead. Jim thank you to Janet.  Scholarship update – talked to AOTF rep taking care of scholarships. Behind again this year, hope to be back on track next year. Discussed issues from last year, website, etc with him. AOTF would like AOTF scholarships to be a higher amount. IL to give two scholarships – OT and OTA. Janet shared names of scholarship winners last year.  Hope to announce at conference next year. Short of reviewers. Minetta suggests putting it out to public so faculty can possibly volunteer.  AOTF presented at meeting at AOTA and were asking for money. Gave feedback about responsiveness to State orgs.(Jim) AOTF was responsive and acknowledged.  CEs – EI happening today. Modalities in June. Sara coming August 9. CE events on hold until after conference for better plan, structure. Looking for southern location for modalities course. Call for location – needs to be clinic setting with modalities available. Karl is not interested. Peoria and Springfield calls with no response. Veronica is CE coordinator taking that over. Dana has some resources too. Janet doing what she can to make contact, will turn over to Tracy.  How to better promote and advertise CE events – Facebook and Email Blast, on Website. Jim to discuss later on – launching a blog. Maybe ways to incorporate into blog with short story.  29 at EI, Modalities – 17 registrations.  Conference – just sent conference committee schedule ideas  Emails to reviewer  90 proposals – submissions open until Monday the 20th. Had 30 up to 90  28 Short, 8 Workshops, 35 posters, 15 research platforms- 1 hour 2 presentations, 4 SIS  2 confirmed vendors  Call for reviewers has Christy’s email on it in the form.  8 award nominations  Scholarships to be posted, in Communique, any way to highlight what AOTF is doing. Post on website, sign up for next one, social media – get photos Also on awards list online  Students reached out for their event. Only hotel restaurant responded. Hotel is requiring a couple of hundred in food. Abi to send to Janet. Charging a little bit – better show up with sign up. Also reached out Pizza place, nothing back, Brewery nothing from them. Possible capacity 30-40 students. Room fee $400 plus food and beverage min. Abi to call Camille about what she can do for students. Have a student committee now so could brainstorm before next board meeting.  **President Jim Hill**  Purchased LMS system and learning how to upload. Beta testing some CE samples. Walked through it and seems it works nicely. Can load, lessons, assessments, 8-9 min ppt plus assessments, etc. A lot to learn about it. Auto CE thing that can send out, store courses in system.  Discussed ongoing learning, or to those that can’t attend conference. Yearly fee possibility, available to members. Ethics course on it this year? Looking for source material to do that.  Have alternative ethics courses so don’t have to repeat the same course. Up when in renewal process. Veronica can play with system with Jim.  Decisions re. CE courses. Setting up meetings.  Minetta does app reviews for AOTA, can check and see if criteria they use could use. CE criteria as well. Looking at OT process and where do things fall in process and how linked to occupation based treatment or evaluation.  Provide info that may not be CE – educational, informational, useful for clients – resources. Toolkit idea from Veronica.  Challenge creating content.  Captions need to be explored.  Sustainable.  ASAP Summary  Attended meetings at conference. Orientation to Webclicks – run website and LMS and conference app using app  Review membership  AOTF and Scholarship discussion  Strategic Planning – changes at AOTA moving in a direction of less specific goal oriented, more aspirational and flexible. This is where we are headed. Problem they ran into – a lot of time getting specific smart goals down, by the time down and written don’t apply any more.  Board meeting in April discussed updating our strategic plan, 2 hour process revising that.  Strategic plan – current snapshot with draft for revisions – Jim presented.  Reduced Focus areas by 1 – removed alignment with AOTA applied to all we were doing.  Focus areas identified that director rolls could line up with focus areas were identified. Shifted language in focus areas – rather than goal directed, more aspirational statements. If we did what we want to do, what are our hopes and dreams. How members would experience ILOTA?  Changed structure – rather than measures at end of table, put some up top with Progress Measures. How will we know we are doing that? Example shared.  Reporting responsibility – ILOTA responsibility is diverse. Reporting responsibility vs. responsibility since so many are involved in all items so one is responsible for reporting out.  It will be shared. Will review annually in April. Strategic plan will be live at every meeting.  If professional leadership person is to report to Membership director. Lisa used Reporting responsibility to look back to see what she is working on. Projects working on and who is responsible.  If Board is steering committee, staying on top of, who reports back to Board.  Will discuss in next meeting – how will people know where project responsibility is.  Discussed documentation for projects that was introduced earlier. Those documents may serve as structure for projects that are happening. Board members track that and report.  Need to make that documentation available.  **Executive Director**  Testing Zoom – Over the last month or two talking about improving the tool we use for conference calls – conclave, conference – Been using Google Hangouts, sometimes doesn’t work. Word is it is going away. Looked at Zoom, now using Zoom 14.95/mo. To try for conference calls. Can share screen, can transfer ownership to others on the call, etc. Audio was fantastic, crystal clear.  Can also record call. Can share documents during conference.  Anne has used free conference call.com and as owner as number gets info on who listens to recording, no one ever takes advantage. Good to archive meetings as membership organization.  No limitations with paid subscription.  Tracy to record all as archive.  Advocacy  Michelle is traveling in Seattle.  Maureen report – the bulk of bad legislation spoke about in April died on the vine with the exception of differential for developmental therapy. Felt House members paid attention to arguments. A lite offend that EI described as special education  Whatever decided will be part of budget vs. stand alone legislation. Will probably see in budget implemnation bill with dollar amount  Behavior analyst, music therapist did not move forward.  Senate bill 27 telehealth bill has not moved. Still negotiations going on with that.  Continuing education – starting 2020 have to have Sexual Harassment.  Rule outlines what needs to be in bill.  Send to Lisa as part of professional development  Over 50 new members – 3-4 members have left Rep Assembly. Positions changed. New legislators up to 60 people.  2 weeks left – the budget is what is left. Revenues up 1.5 billion dollars – may be tax change related. Pensions will be fully funded this year with windfall. 700 million dollars left to play with. Divvying up money across the systems. Nothing close to finished budget.  3 remaining issues.  Back tax – think will come forward  Gaming tax  Recreational Marijuana – law enforcement against, NAACP against.  Sports Betting – closer to fruition. Opposition to leagues getting a portion  Yesterday Governor threw out a framework for infrastructure plan will affect everyone to cover roads, bridges, higher ed, K-12 facilities, state parks and facilities, water (lead service line replacement). 4.1 billion dollar program 4 years.  Motor fuel tax 19 cents to 38 cents and sales tax – will rise with that.  Vehicle registration fees newer vehicle – flat based system to based on how new car is pay more if car is newer. 3 years or newer car $101 – $199, 4-6 years old $101 to $169 Electric car owner $34 every other, $250 every year. Transfer tax will double. Ride sharing will cost. Increase in liquor tax.  Tax on cable, satellite and streaming at 7% to level playing field. Parking lot tax 6% or 9% on monthly. No service fees.  Looking at change in video gaming revenues. Now 30% per terminal, want to up that.  Believe will adjourn by May 31. Most will take a simple majority by May 31. After that super majority.  Licensure compacts (Abi) – not much this year per Maureen. Clinical psychologists approved last year. Farther along nationally to work with individual states. Abi reported discussed at AOTA with OTA move to de-licensure. No push in IL this year.  NO new licensure this year. Professional regulation not the first line of activity for current admin.  Jim – Advocacy  Rough draft of strategic plan. Need to have conversation with Michelle. Idea from ASAP – Long game. New Jersey decided for every district find one member who is willing to develop a special relationship with legislator – adopt a legislator. Farm Bureau most effective with this in IL.  60 new legislators – those relationships are valuable.  Specific relationships/connections have more influence.  About 4 years ago right after election, new legislator Board member knew new legislator was at hockey game with child and introduced self to legislator and that is all it took. -Maureen.  Lisa – ILOTA person getting paid through Midwestern – work study- to get schools involved. Student adopt an occupational therapy practitioner and visit legislator. Two go together. Upfront effort. Through SOTAs maybe. Going together would be easier. Would have to create some sort of script. Conversation before an ask. Get to know the person before asking. Educate about OT.  Tried Hill Day not as successful. Connecting with SOTA advisors and talk to faculty about it. Professional Development course.  Secretary  Discussion FW educator information to a quicklink and statement to AFWC first page with links.  Membership  Leadership Development Program – Lisa  Launched have 2 Mentor applicants. Goal is 5 pairs Goal for Mentors a few more  One non profit leadership, one emerging practice development and department leadership. Hope for wider group of people available so mentees have greater choice.  Lisa reached out to some people including Nancy Richman. Starting own business as an idea.  People that know people let Lisa know. Have to be ILOTA member. Own pediatric practice opening.  Trying to think of OTA clinicians. Looking for any OTs practitioners/academia.  Clear and obvious leadership experience.  Application should parce that out.  Training, not required.  Is there a link on website?  Working on education piece. Hoping to onboard mentors in next month. Then send out mentee process/application. Already have interested.  Education full day for mentees and training for mentors. Quarterly report developed.  All day retreat to be set up in Sept. October introduce pairs at Business Meeting  Mentor CE by Sara open to membership/nonmembers at cost August 9.  3 additional educational programs. Have a sketch of those.  What is leadership, what kind of leadership is out there, difficult conversations, self-care. Outline to applicants so they are aware of what will be offered. All put together.  First cohort will be part of shaping the future of this program.  Submitting proposal to AOTA re. program development.  Would like feedback on education outline.  Membership contact – Jake  In process of putting together introductory brochure for members and nonmembers looking at AOTA brochure. Step forward to reach out to Indiana, left a message. Interest in combining efforts.  Building relationships across state lines around IL. Collaboration/share materials.  IN runs two conferences fall and spring one day each. 6 units per conference. Most conferences attended by students only. One state association is state of collapse, maybe Georgia?  Goal is to start reaching out to individual members including referral information.  Going through membership list – Anne offered to help with phone calls to new members.  Discussion about corporate discount? Smaller employers? Most org. are not paying for membership. Can you work on a group discount rate?  Like Select, can offer discount to members of Select?  Don’t want to turn off other members.  Schools have reached out to visit Elmhurst for a few hours in the fall. Catch students right before graduation re. benefits of membership. End of year discussions re. licensure, membership, etc. Need a discussion re. membership.  SIS Survey – Anne  124 responses 82 OT 12 OTS 21 OT students 7 OTA students 1 retired on 1 OT educator  Open ended questions re. topic interested in. All SISs had topics relevant. Sharing with SIS chairs to determine where to start.  Asked about getting engaged in SISs – highest pediatric, PD, SI Education, DD MH  Jim asked to send topics to Blog contact.  Asked about restructuring, update – 55% unsure -couldn’t speak to it or students who were unsure, 26% no 17% yes – AOTA restructured so should follow or not follow. Nos – it works.  Yes – wanted to see school-based OT as SIS and emerging practice and nontraditional practice  Discussion with SIS chairs.  Minor changes – adding school system, emerging practice areas.  Changing name to Education – to maybe Academia, OT Education – broader coverage.  Discussion with Kelsie with PD. Specialty forms could form within.  Suzanne and Dana – talked changing work and industry to ortho and hand therapy  Evolving conversations.  Accepted 14 applications for student committee – picked co-liaisons, intro letters this week  Takeover in October  3 reps from one school, 2 from another school. Didn’t turn anyone away!  Meeting for students at conference? Table at conference?  ASD for state?  Roundtable discussion with students? An unconference (active involvement vs. passive participant) person who names topic is facilitator. - come together pick topics and facilitate the discussions.  ASD reps – tap in to see what they found as valuable  Last question on SIS survey. Do you want to get more involved? Of 120 ,50 people said yes!  That is enough people – SIS chairs put together planning conversation  Break off groups to communities of practice areas – content for website  Momentum is what is needed with SISs re. direction to go.  Fun SIS events – Abi watches North Carolina on Facebook.  Roll Call – Abi reaching out – a lot to keep up with  Jim compliment to Anne for survey conciseness.  **Communication**  Jim met with Lauren yesterday.  Working on launch of blog August 15 – Stephanie McCammon – coordinator  Maintaining Communique – format that works best longer form academic articles focus. Hard to shift those over to blog neatly. Different than blog. Ability for students to publish articles.  Special interest, here’s what’s happening off Communique -into blog format.  Stephanie - Publication calendar and developing relationships around particular issues.  Connection with student groups, student groups, ILOTA board. Talked about coordinating between blog, communique and social media.  Quick video of first leadership mentor/mentees then article  Article for communique – write shorter blurb for blog that links to communique.  Blog not just members – Communique members only.  Blog conversation starter on topics – direct conversations to social media (twitter, facebook)  Monthly post planned for to start. Ideally once a week  Anne – when next edition coming out. Edits will still go out.  Maureen – article due for next month. Send to Marlene. Contact Marlene re. deadline if need to wait for end of legislature May 31.  Motion to adjourn – Jake  Second – Abi  Meeting adjourned 11:27 am |  |