



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

APPROVED UNANIMOUSLY VIA ELECTRONIC VOTE ON 1/5/2021

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		

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	<ul style="list-style-type: none"> <i>Motion to ratify the email approval of November Executive Board Meeting Minutes – Motion Passed (MOTION 2020-12-01)</i> 	n/a
Old business: ILOTA Orientation PowerPoint review	Discussed version sent out by Anne for any edits. Will continuously need to be updated. Suggested that a version of this could be used for new member orientation and placed on the website	George and Christy will review and look at adaptation for use with new member orientation. Board members to send updates to Anne as needed
Old business: Board member goals	Members asked to review and share with positions below them to strategize their own goals and how they relate to the strategic plan.	Each Board member to send out to those that serve below them on the organizational chart.

		Anne created shared folder for sharing goals submitted for other positions/roles and Board members asked to upload when available.
Old business: SOP updates	Discussed status of SOP updates. Several title changes needed due to change in position titles/roles within ILOTA.	All Board members to finalize their SOP edits and submit to Anne before next board meeting.
Old business: Strategic plan updates	Was not discussed at this meeting. Will be discussed at January 2021 meeting.	Robin will add to the January 2021 meeting agenda.
Old business: volunteer thank-yous	Anne verified that all volunteers were identified.	George to create a letter and send to all volunteers. Anne will forward the list to George and assist with creating letter content.
2021 Conference Update	The 2021 Conference Committee met as a group on December 2. They chose "People, Purpose, and Passion" as the 2021 conference theme. This is similar to the AOTA theme--this discussion will be revisited at the January committee meeting. Sally Wasmuth will give the virtual keynote speech. The committee is opening a conference logo contest to all members that will run for the month of January. Details of the contest will be solidified at the committee's January meeting. We also have plans to create a scaffolded exhibitor package, to try to engage more sponsors for this year's conference. Please reach out to Maria with any questions. Discussed how to better engage vendors/sponsors in the virtual conference and ILOTA activities to generate additional income.	Update with potential options to engage vendors/sponsors to be discussed at January Board meeting.
2022 Conference	Proposed dates: A. Thursday, October 13, 2022 - Sunday, October 16, 2022 B. Thursday, November 10, 2022 - Sunday, November 13, 2022 Discussed utilization of some form of virtual engagement for conferences going forward to increase engagement.	George will send the cancellation letter for 2021 dates and notify the hotel that we will contract for November 10-13,

		2022 conference before the end of 2021. George will verify internet access for use with virtual streaming of content as part of the conference in 2022.
Old business: hosting fieldwork students	<p>Anne has identified tasks and roles that an OT student could perform with ILOTA as part of their fieldwork requirements. Discussion of what it would entail for Board members (i.e. SIS Chairs, etc.) Discussed requirements that ILOTA may want to put as conditions for a placement including tasks to be completed and how they relate to OT, # of hours, requirement that the student also have clinical experience, etc. Suggested that ILOTA pilot this program with Midwestern University and if successful, market to other Universities.</p> <p>Motion: That ILOTA develop a pilot ILOTA fieldwork experience with the following conditions: 1) the placement be a maximum of part time as defined by the academic institution and that the student be engaged in clinical experience for the other part time; 2) activities to be undertaken with ILOTA be linked to the foundations of Occupational Therapy. The pilot will occur with Midwestern University and be evaluated at the conclusion of the experience for determination as to whether such experiences will be continued and offered to other OT and OTA academic programs in Illinois. Motion carried. Discussion followed regarding the application process and what should be required for the student submission. (MOTION 2020-12-02)</p>	<p>ILOTA will conduct a pilot to occur during Winter/Spring semester 2021 with Anne as the supervisor. Anne will identify 3 members who will serve on a committee to review student applications, one of which should be the person who will be supervising the student. (Christy, Molly and Anne)</p> <p>Anne will finalize the application packet. Anne will send the application to fieldwork coordinator at Midwestern.</p>
Educational content license & use agreement	Reviewed draft contract. Seeking feedback on: 1) exclusivity of content; 2) provision of written/text materials to support the video content and include requirement that it be accessible; 3) restrict to not able to use with other entities within the field of occupational therapy; 4) ILOTA would receive a flat fee of \$100 for each session and the presenter would receive 50% of funds collected for registration above the flat fee. 5) Require content provider to submit specified number of questions/answers based on the content presented to be utilized as a "posttest" following completion of the course content. 6) Licensed content shall be	Robin will send document with instructions for creating an accessible presentation/PDF to George before the January 2021 Board meeting.

	consistent with the standards and policies of ILOTA and AOTA. (Section 4(a)(iii) of the draft contract.)	George will update the document and submit for review to the Board at the January Meeting.																																												
Advocacy updates	No updates																																													
Communication updates	New Website Coordinator – Sarah Kopera; Social Media Coordinator switched to Brielle Holt. Motion: Purchase Pro version of Canva graphic software for creation of social media posts at cost of \$120/yr Motion carried. (Motion 2020-12-03)	Molly will work with Moira and George to purchase the Pro version of Canva prior to the next Board meeting. Molly will set up a meeting with Robin and the Communication Committee to review accessibility guidelines for social media before end of January 2021.																																												
Finance updates	<p>ILOTA Financial Update as of 11/30/20:</p> <table border="1"> <thead> <tr> <th>Income</th> <th>YTD</th> <th>Budget</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>Membership</td> <td>25845</td> <td>60000</td> <td>-34155</td> </tr> <tr> <td>CE</td> <td>2020</td> <td>35000</td> <td>-32980</td> </tr> <tr> <td>Conference</td> <td>27435</td> <td>20000</td> <td>7435</td> </tr> <tr> <td>Other</td> <td>517.34</td> <td>6300</td> <td>-5782.66</td> </tr> <tr> <td>Total</td> <td>55817.34</td> <td>121300</td> <td>-65482.66</td> </tr> <tr> <td colspan="4">Expenses</td> </tr> <tr> <td>Operating</td> <td>31274.5</td> <td>113800</td> <td>- 82525.5</td> </tr> <tr> <td>Direct Costs</td> <td>1194.94</td> <td>29000</td> <td>-27805.06</td> </tr> <tr> <td>Total</td> <td>32469.44</td> <td>142800</td> <td>-110330.56</td> </tr> <tr> <td>Net Income</td> <td>23347.9</td> <td>-21500</td> <td>44847.9</td> </tr> </tbody> </table>	Income	YTD	Budget	Difference	Membership	25845	60000	-34155	CE	2020	35000	-32980	Conference	27435	20000	7435	Other	517.34	6300	-5782.66	Total	55817.34	121300	-65482.66	Expenses				Operating	31274.5	113800	- 82525.5	Direct Costs	1194.94	29000	-27805.06	Total	32469.44	142800	-110330.56	Net Income	23347.9	-21500	44847.9	Robin will finalize minutes and send out for approval before December 31, 2020. Board will approve minutes and Moira and George will then submit to the bank to make changes needed (Bank requires approved minutes before taking action).
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	<p>Bank Account Balance as of 12/18/20</p> <p>Checking: \$63,034.99 Debit: \$ 6,320.90 Total: \$69,355.89</p> <p>Motion: Board resolution to remove James Hill and Janet Adcox as check signing authority from two Byline Bank accounts ending in 2401 and 2403. Motion carried. (Motion 2020-12-04)</p> <p>Motion: Board resolution to authorize the removal of Tracy Repmann from Byline Bank account ending in 2403 and cancel the debit card in her name. Motion carried. (Motion 2020-12-05)</p> <p>Motion: Board resolution to authorize the addition of Anne Kiraly-Alvarez with signing authority on Byline Bank accounts ending in 2401 and 2403. Motion carried. (Motion 2020-12-06)</p> <p>Motion: Board resolution to authorize the Byline Bank to issue the Executive Director, George Buckley a debit card on account ending in 2403. Motion carried. (Motion 2020-12-07)</p> <p>George provided options for payroll options. Suggesting use of QuickBooks software to manage everything in one place and renegotiate with accounting firm and explore a payroll service option.</p> <p>Student conclave update – Mtg held and seeking more students to get involved in committee. Sending survey to students about what they want/need for planning purposes. Looking for a Keynote presenter with focus on OT in COVID era. Will update in January. Looking at late March/early April dates. Plan to perform “live” and record for archival viewing.</p> <p>CE Survey – Working on survey with questions about content areas, preferred # of hours and will also seek interest in members serving as presenters and what topics they would offer.</p>	
Membership updates	Christy reviewed other state membership structures. Presented report of findings. Discussion followed.	Christy will present motion(s) at January Board meeting for

		potential changes in the membership structure.
Secretary updates	Thank you to Robin for jumping in as Interim Secretary!	
Other?	No additional issues. Anne announced she will be making a personal donation on behalf of the ILOTA Board members to the AOTF Scholarship fund for ILOTA Student Scholarship.	George announced he will be in the office over the holidays except for Christmas and New Year's.
Adjournment	Motion to adjourn the ILOTA Board meeting at 11:50am. Motion carried. (Motion 2020-12-08)	