**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: October 13, 2014**

**Location: Conference Call**

**Attendees:**

[x] Lisa Mahaffey, President
[x] Robin Jones, Director of Advocacy

 [x] Janet Adcox, Director of Finance

 [ ] Carolyn Porter, Director of Communications

 [x]  Kylene Canham, Director of Membership

 [x] Lisa Iffland, Secretary

 [x]  Jenny Dang, Office Manager

 [x] Anne Kiraly-Alvarez (Conference)

|  |  |  |  |
| --- | --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve September minutes
 | * Approved
 |  |
| **President Report** | * Election results:Lisa Iffland, SecretaryJason Mahilo, Director of Communications
* Board Conference Presentation-Some members still need to send their Power Point slides to Jenny
* Local Conference Committee-Advisory Board members and EB members to meet with Frank Gainer Thursday night
* EB Holiday luncheon site to be determined for December
 | * EB needs to send completed Power Point information to Jenny
* Jenny will make reservations for 15 for Thursday night
 |      10/21/14     |
| **Secretary Report** | * No report
 |  |   |
| **Director of Finance Report/CE** | * Financial report
* Second account is open, but needs signatures of people on account
* Janet has gathered the list of documents needed for State Farm CD
 | * Janet will have State Farm account opened next week
 |  |
| **Conference Update** | 2014 Conference update:* 337 registrations as of today
* Menu decisions:
* Friday night Roundtable discussions food will be Asian Saute’ Station plus some appetizers; 100 people have signed up so far; Roundtable leaders: several faculty but not many clinicians as of now
* Meet the Board reception—pictures still needed by some
* 27 Exhibit Hall tables, 10 tables in Sponsor Hall
* Bags and lanyards will be here Friday
* Silent Auction items—Mary Bettlach has been arranging to have items donated
* Board members identifiers will be ribbons
* Cork Board will be put up to post messages

  | \* |   |
| **Membership Report** | * 563 members (10/13/14)
* ~146 Students
* ~342 OT
* ~70 OTA
 |  |  |
| **Communication Update** | * Facebook will have a post about conference, election winners, new membership benefits

  |  |  |
| **Advocacy** | * Legislative/advocacy software-$1500 flat fee for customization-Used by majority of groups that operate as we do
* ILOTPAC as advisor to Board
* IPTA, ILOTA and ISHA may work together
* Robin doing CE presentation @ Mary Darnell’s pediatric clinic 11/14/14@ 5:00
 | * Robin will forward formal bid for software
 |  |
| **Office** | * Membership Drive proposal:-Need to raise membership dues but don’t have to announce dollar amount yet-Tangible benefit can be CE events; start with $40 credit voucher to be used toward one (1) course -Members will get the credit if renew before 1/1/15
* Documentation course-Speaker fee $100/hour-6 hour course in March 2015
 |  |  |