**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**MINUTES**

**EXECUTIVE BOARD MEETING**

**DATE: September 20, 2014**

**Location: ILOTA Office**

**Attendees:**

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

 [x] Janet Adcox, Director of Finance
 [x] Carolyn Porter, Director of Communications

 [ ] Kylene Canham, Director of Membership

 [x] Lisa Iffland, Secretary

 [x]  Jenny Dang, Office Manager

 [x] Anne Kiraly-Alvarez (Conference)

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| **TOPIC** | **DISCUSSION** | **Follow up items** | **Timeline** |
| **Approve Minutes** | * Approve August minutes
 | * Approved
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| **President Report** | * Board conference presentation
* Board positions update:-Jason Mahilo is running for Director of Communications; currently working on Position Statement-Minetta Wallingford will be appointed to Recruitment Coordinator-Janet Adcox is applying for Licensure Board position with  the state-Lisa Moores is interested in a District Chair position or Networking Coordinator position-Brad Eagan is interested in Student Liaison Coordinator  position (new)-Social Media Coordinator position under Director of  Communications
* SOPs:-Update/revisions of all SOPs -Timeline to review Full Board SOPs; set up schedule to  approve electronically; will probably use Google Docs
* Local Conference Committee-Advisory Board will meet next week to nominate Chair, who will choose committee-5 positions: Accessibility, Hospitality 3 Manpower; 400  volunteers will be needed
* AOTA update-Lobbyists for SNFs created SMHRF which declare that has to have rehab focus, requires OTAs to be hired; 1/1/15 Medicaid laws will state that all OTPs will be paid equivalent to OTPs in other areas of practice
* *Art of Membership* for uninvolved membersSuggestions:-Could make Communique’ similar to OT Practice-peer  reviewed-Connect with OT schools for EBP research-Post links to what’s happening in Illinois OT and related  topics-Provide CEs that could assist people with earning AOTA  Board Certifications (priority)-Involvement with committees
* EB can meet end of November or first of December to combine meetings since end of year can be hectic
 | * EB needs to complete within next 2 weeks
* Jenny will revise and update SOPs
* Lisa M will set up schedule for EB to meet and revise FB SOPs
* For Thursday night of conference Jenny will schedule room for discussion with Frank Gainer for committee information
* Jenny will send out options for meeting dates
 |   10/4/14   9/26/14 end of November 9/26/14 9/26/14 |
| **Secretary Report** | * No report
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| **Director of Finance Report/CE** | * Financial report
* Made $20,000 FY14
* Debit card is being explored; non-profits cannot get credit cards since don’t have a credit history
* Investment option possibilities with no risk—State Farm online 2.13% return for 5 year CD; First Midwest 1.76% return for 5 years; both $10,000 initial investment
* Travel expense proposal (over 50 miles) for board members who may be requested to do something that requires travel for the organization or for ILOTA functions/business
 | * Janet will explore early withdrawal penalty with State Farm and will then invest if penalty is not
* Janet will send out draft of proposal
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| **Conference Update** | 2014 Conference update* Revenue update
* 56 attendees registered so far
* 32 vendors registered
* Over $20,000 generated so far
* Roundtable Discussions
* Same topics as last year + reimbursement
* Can run slide show of pictures from last year’s conference
* 1 ½ hours; first 50 minutes will be roundtables
* Menu decisions
* Continental breakfast
* Thursday snacks to be put in bags
* Friday box lunch salad and box lunch sandwich options
* Saturday lunch options of citrus marinated chicken, spinach cheese ravioli and portabello mushroom
* Friday night Roundtable discussions food will be Asian Saute’ Station
* Vino Van Gogh night $40/person; student even $20/person

  | * Agenda items: confirm working plan for Roundtable Discussions at next FB meeting; a type of identifier for Board members to wear
 |  10/18/14 |
| **Membership Report** | * 533 members
* 153 Students
* 318 OT
* 62 OTA
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| **Communication Update** | * Strategic Plan update-Website hits increased 81%

-Facebook posts have been looked at and “liked”-Posts regarding daily conference activities will be put up  | * Jenny will put together a schedule for conference Facebook posts
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| **Advocacy** | * PT co-pay bill; they don’t want OT as co-sponsors, PT suggested we partner with speech
* No change in state legislation; in veto until after election
* Additional legislature software programs; demo area at conference for participants to see how it works
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|  | * Can now compare quarters on MemberClicks based on retention, membership drives, etc.
* 32 vendors registered=28 tables=$28,050
* Ahead of game with registration; 56 registered so far
* Jenny contacted 21 more vendors to register for conference
* Use Moolah as preferred credit card fee processor; will save ~$2000/year in fees
 | * Jenny will set up Moolah account
 | 9/26/14 |