



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
December 2, 2017 * 9:00am*Location: ILOTA Office**

In Attendance: Lisa Mahaffey, Janet Adcox, Lisa Iffland, Christy Rojas, Jim Hill, Michelle Sheperd, Moira Bushell, Jenny Dang

Absent: Jim Taylor

TOPICS	DISCUSSION ITEMS	Minutes	Follow up items
Meeting Called to order	Time: 9:18am		
Roll call of members present	<input type="checkbox"/> See attendance list above		
Reading of minutes of last meeting Review of proposed agenda	<input type="checkbox"/> Motion for approval by: Moira Bushell <input type="checkbox"/> Seconded by: Jim Hill		
Review and acceptance of agenda	<input type="checkbox"/> Motion for approval by: <input type="checkbox"/> Seconded by:		
Officers' reports	<p>President</p> <ul style="list-style-type: none"> • ILOTA Centennial • Walk/run fundraiser • Director of Membership position 	<ul style="list-style-type: none"> ○ Director of Membership position-4 members expressed interest after conference; they will be invited to the February FB meeting ○ Walk/run fundraiser originally thought for scholarship-now financial goal of fundraiser met but Parkside College had expressed interest. Lisa M will let them know that they can implement with ILOTA support but that ILOTA won't be able to do more. Lisa M will talk to Rebecca Behnke 	Lisa M will send the SOPs to the interested parties by 12/9/17

	<p>Executive Director</p> <ul style="list-style-type: none"> • AOTF-final payment to fully fund endowed scholarship • Review of proposed addition to ILOTA.org website functionality-adding a “join our email list” for non-members • Glen Gillian keynote address illustration sale proposal • 100 year T-shirt sale proposal • Conference financials • Conference survey feedback • CE course planning update • 2018 Conference-hotel contract and recruitment of additional committee members • Brent Braveman post on Facebook 	<p>about what ILOTA can offer if they want to further pursue the idea on their own.</p> <ul style="list-style-type: none"> ○ ILOTA Centennial-need a committee, have some interested members. Committee will need to present a proposal to the FB meeting in February. Social media involvement needed. ○ Survey feedback-majority of feedback was positive-food service was one of the major negative issues, SIS Round Tables went well; some negative comments of long length of Saturday session ○ Will clear ~\$20,000 in conference revenue ○ AOTF Scholarship-\$35,001 check being sent ○ Glen Gillian poster will be sold by ILOTA; price will be \$20-\$25 + \$5-\$7 shipping; offer 2 sizes; money made from this will be donated to the scholarship fund; T-shirts will also be sold ○ Consider having an “ILOTA Shop” on the website ○ Add an email list sign up to website-advertising, CE courses and advocacy items ○ CE course planning—ILOTA may host 2 courses at McNeal (one will be cognition); also modalities, kinesio taping courses; consider future vision, psychological flexibility leadership, and fall prevention courses ○ Brent Braveman-ILOTA will put up a post telling people to vote in current AOTA election so that it doesn't look like ILOTA is endorsing him as a candidate ○ 2018 Conference-September 20-22, Call for Papers will be in February/March; 	<p>Lisa M will email the interested members to present this idea by 1/20/18.</p> <p>Jenny will send a composite of results/comments to Lisa M and Jim H</p> <p>Jenny will order some other sample sizes of poster to have by 1/20/18.</p>
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	<p>Advocacy</p> <ul style="list-style-type: none"> Brainstorming proactive vs reactive advocacy <p>Finance</p> <ul style="list-style-type: none"> Financial updates Student Symposium <p>Membership</p> <ul style="list-style-type: none"> Membership issues 	<p>several people have expressed interest in being on conference committee</p> <ul style="list-style-type: none"> Suggest sending a survey to members to offer suggestions regarding issues related to current practice; idea is to see what issues members have and at what level they want to be involved Over \$9000 raised so far on Ethics Course \$132,932 current balance Student Symposium March 3rd at Shirley Ryan; cap attendance at 200; 4 breakouts raised plus a general session; facility tours, a vendor wanting to participate in some capacity; need to have specific information about what is being offered on brochure; Keynote speaker needed; topics for breakouts include certification exam orientation, FW, practice areas, interview/resume stations; sample itinerary=60 minute general session for all, breakouts, lunch/tours, breakouts, 823 members as of 12/2/17 Some members are paying "Sustaining Member" membership fee in order to get CE benefit and then drop membership. Word change on MemberClicks from "Monthly" to "Sustaining" and add that this will be an Easy Pay option for annual membership. 	<p>Michelle will write out possible areas of interest for survey and bring to EB meeting 1/20/18</p> <p>Jenny will send out Doodle to schedule conference call</p> <p>Program Directors will be contacted for consideration of committee participation and topic ideas</p> <p>Jenny will make verbiage changes on MemberClicks by 12/15/17.</p>
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<p>Meeting adjourned</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Time: 12:08pm <input type="checkbox"/> Motion to adjourn by: Moira Bushell <input type="checkbox"/> Seconded by: Michelle Sheperd 		