



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
October 21, 2017 * 9:00am*Location: ILOTA Office**

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

Absent: Jim Taylor, Moira Bushell

TOPICS	DISCUSSION ITEMS	Minutes	Follow up items
Meeting Called to order	Time: 9:29 am		
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: Janet Adcox <input type="checkbox"/> Seconded by: Christy Rojas		
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"> • Conference Story Booth • Awards ceremony • Annual Business Meeting presentation • Annual reports • Full Board SOPs progress • December meeting plan 	<ul style="list-style-type: none"> ○ Story Booth idea to collect 100 moments about “best memories as an OTP”- record as many stories as people are willing to give with 10 minute limit; will have consent form; emails will be sent to attendees and members explaining the idea ○ Business meeting at conference will have EB member introductions and Lisa M and Janet will speak; board reports will be sent out to members by 11/3/17 ○ Awards ceremony-Lisa M spoke to Susan Quinn about how to change/add awards and process in future—giving out 5 awards 	<p>Lisa M will write letter and send emails out by 10/27/17</p> <p>Lisa M needs several more annual reports by 10/21/17; final report to Jenny by 10/25/17; Jenny will send Google Docs link for EB members to update their sections</p>

	<p>Executive Director</p> <ul style="list-style-type: none"> • PAC donation collection at conference • 2018 Conference dates and location decision • 2017 Conference updates <p>Advocacy</p> <ul style="list-style-type: none"> • ILOTPAC <p>Finance</p> <ul style="list-style-type: none"> • Scholarship Fundraising update • Budget review • Student Conclave 	<p>this year, pictures of each recipient and as a group will be taken</p> <ul style="list-style-type: none"> ○ Lisa M finishing SOPs for Full Board ○ December 2nd EB meeting at Cooper's Hawk <ul style="list-style-type: none"> ○ Jenny is going to conference on Wednesday to initiate set up ○ All documents being worked on for folders; Jim Taylor is having volunteers stuff folders ○ Bags are ordered; items to put in bags are ready ○ Gail Fisher is going to lead discussion at business meeting about AOTPAC ○ 2018 conference will probably be at Lisle Hilton in September; Jenny will start putting together a "package" to present to possible future sites <ul style="list-style-type: none"> ○ Michelle met with Gail Fisher to discuss initiating bylaws for PAC; Gail, Maureen Mulhall, Michelle will meet at conference to work on bylaws <ul style="list-style-type: none"> ○ \$29,200 collected so far toward AOTF scholarship; goal is to have the required \$35,000 by end of year ○ Recent online fundraisers have generated some scholarship money 	<p>Jenny needs information about all award recipients by 10/21/17</p>
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	<p>Membership</p> <ul style="list-style-type: none"> • No report <p>Communication</p> <ul style="list-style-type: none"> • Social media plan for Conference <p>Secretary</p> <ul style="list-style-type: none"> • No report 	<ul style="list-style-type: none"> ○ Has proposed budget for this year; \$198,700 proposed income for next year ○ Official vote on proposed budget will occur at conference ○ Janet has sent emails to Shirley Ryan Ability Lab and UIC about their space for spring Student Conclave; working on forming student committee to work on developing conclave ○ 762 members 10/21/17 ○ Have hashtags for conference: #100yearsofOT, #ILOTA2017 ○ Create Snap Chat account and use geofilter ○ Create an Instagram frame for conference for attendees to take pictures behind ○ Will have a photo contest at conference- will be posted on Instagram and Facebook before conference ○ Will have some polling on Facebook page ○ Subsidize a couple of students on committee with free conference admission to take responsibility for posting on social media 	<p>Janet will have conclave details by 11/11/17</p>
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	<p>Conference</p> <ul style="list-style-type: none"> • 2017 Conference update 	<ul style="list-style-type: none"> ○ T-shirts will be for sale with pre-orders and at conference, \$15 per shirt ○ Menu finalized ○ Need SIS facilitators for: Administration and Management, Multi-Cultural, Home Community Health, Assistive Technology, and Developmental Disabilities ○ Volunteer sign up will be going out on Sign Up Genius ○ 50/50 raffle tickets will sell for \$1/ticket; numbers on name tags will also have to be written on back of tickets to claim prize ○ Raffle items— number on their name tags will have to be written on the back of their tickets; 2/\$5, 5/\$10, 12/\$20 ○ Over 300 registrations so far 	
<p>Meeting adjourned</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Time: 12:15pm <input type="checkbox"/> Motion to adjourn by: Michelle Sheperd <input type="checkbox"/> Seconded by: Janet Adcox 		