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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING AGENDA**

**October 27, 2018 \* 8:00 am \* Location: ILOTA Office**

Attendees:

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| * Lisa Kelsey |  | * Moira Bushnell |  |
| * Jim Hill |  |  |  |
| * Jake Garrison |  |  |  |
| * Michelle Sheperd |  |  |  |
| * Beverly Menninger |  |  |  |
| * Janet Adcox |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 8:02  Michelle motion to open  Jake second | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting:  Review of proposed Agenda: | Motion for approval by: Jake Garrison  Second: Michelle Sheperd |  |
| Officer’s Reports: President    Executive Director:            Secretary:  Director of Finance:          Director of Advocacy:    Director of Membership: | * Review Conference - pros, cons, changes, and additions   PowerPoint presented – Help people use App, it was good.  Do we keep the welcome session at conference? Nothing on Thursday next year at this time. Maybe a course if we plan something for Thursday(Lisa)  Michelle – a lot of requests for kinesiotaping as a possibility for Thu. Lisa shared we might be given room in hotel.  Email reach out before conference vs. welcome at conference may be better. Not a huge response to welcome.  App will look different next year. More functionality. Hopefully done before student conclave so can test out then. -Lisa  Maybe email to members with directions how to use app.  Good feedback re. Historian panel. Fun and CE event? Could we not give CE for Historians. Need to ID objectives. Janet confirmed we can give CE for it.  CE need objectives, can check with approval people.  Shortening business meeting was good.  To develop: setting-related feedback – new venue will help. Cords for computers an issue.  Question moving forward with ILOTA purchasing computers. Had $5000 approved last year for tech. Janet thought of purchasing projectors, not ever purchased. 2 Chromebooks.  Lisa – problem when using our tech equipment- who will service us at our sites? Great if we are doing workshop, but 6 at once for conference we need support for tech issues. Need to talk with Tinley. Tinley tech outsources. AV $18703 for conference $550 per room per set up without tax, etc. $70/hr per person tech at Tinley.  Maybe be cheaper doing our own computers vs. rental.  Bank balance lowest it has been after paying conference.  Janet and Lisa analyze what makes sense for tech and bring back to board  Can hire tech temps.  Awards Ceremony, done differently over the years. Went well last year with evening event and reception.  Wasted money on food etc. this year due to low attendance for Awards. Change Awards to a different time. Used to do Awards at business meeting. Gave a lot of awards last year. Captive audience in Bloomington, Keynote Glen a big name so people stayed to hear him.  Issues around awards – nominations – always a struggle. Impacts way awards are viewed.  Good nomination committee reviews well, not all get awards. Lisa suggest incentivizing nominations. Has deadline. Publicize more. Awards and Conference Committee responsible for publicizing.  Forms directly to Susan Quinn  Call for papers earlier than awards nom. Work better for membership.  Start now, earlier in the year, for nominations.  Highlight other nominees monthly.  Timing of notice for nominations – quarterly send something out. Highlight different people that might be nominated each notice.  Membership card mailing shared by Jake.  Sustaining members – valuable membership – their membership card renews every month-MemberClicks does not have solution for monthly renewal. Need to figure this out.  Discussion one time mailing to new members with card. Look at manual generation (Jake)  Cost – standard letter.  Question re AOTA sustaining membership?   * Getting feedback to our RA delegate from AOTA about entry-level OT decision   RA Rep Meeting Nov 5-12  Carla Wilhite wants feedback as Rep. cwilhite@salud.unm.edu  Send out info to members to gather info.  When these things come up, who send to, and who follow up. If AOTA member get these.  How to encourage members to be AOTA members? How do we get ILOTA members to be aware of this?  Professional responsibility if not going to be professionally involved.  Many get info from Facebook.  Do our best to create value in ILOTA. More efficient to be a member and more coordinated effort being a member and getting important info.  Use as marketing tool – you get more info if a member and potential members– “Did You Know…”  Idea to send out notice from ILOTA to increase awareness - If AOTA member check website. Get overloaded by info from AOTA so often delete.  Notices – Immediate issues sent out some how   * Quarterly communication – news you can use – was monthly. Will encourage Lauren to continue monthly. Whatever officers say needs to go in. THIS IS IMPORTANT information. Also in Communique.   Jake question – can we use Conference app to push notifications to membership. App only hits ¼ of members. App may not remain on phone. Prefer option to use media that people can sign up for and opt out if want.  Who to triage to and how it goes out. What is emergent about a message? Is action needed now email needed from us? Save for legislative stuff? How much do we do pushing info vs. AOTA pushing their own info?  Misty represents us in IL as AOTA members.  What do we vote on about advocacy issues as an organization? Personal vs. professional lines about issues? As a group, get word out for input, not a statement of support or not. Our role is to get it out there?   * Communique   Need to set up a meeting. Who should be there? Possible electronic format, invest money, meet with Kitty for proposal.  Exec. Board and communications people.  May schedule for next meeting or set up separate meeting to ask questions. Agree separate meeting then bring to Board.  Proposals – first step get Kitty’s proposal. Could look for other bids after that based on proposal/cost. Possibly have her create the change, but not the support – could have someone else that would cost less. Need to negotiate specifics of what contract would look like, we can choose from her proposal.  Ask Lisa, Molly, Marleen to attend.  Lisa Kelsey to schedule the meeting   * Vision - first steps   More discussion at later meeting-  Procedural issues:  Google calendar for Board  Revisit Vision, Mission, Values and get grounded. Look at revisions  Defining roles and succession planning  Meeting structure – Roberts Rules – using kind of Roberts Rules. Get good at it or consider other options.  Martha’s rules as option. – nonprofit in WI. Less formal  Knowledge based decision making  Look at info for next time.   * Office Manager job description approval   Lisa shared job description - Office clerk/bookkeeper position – Jenny looking for before Lisa. Lisa really needs. Communique, conference. Took info from Jenny. Lisa to send to Board. QuickBooks, work with finance people and Accountants, reporting, deposits, etc.  Change made – Report to President currently, wants to change to Executive Director. Want ability to give them tasks.  Want to add, if in Exec Dir absence  Office ILOTA email address – to this person or share and Lisa new email. Day to day requests managed by new person.  Require board meeting? No need if Lisa attending and reporting to her.  Lisa responsible for annual review, President involved.  Next step recruiting? Send out to those Lisa knows, posted on Indeed in March, going through resumes received. Many may still be looking. Hope by next meeting this person in place. Interviews – Lisa do initial interview then to Board for review. Board agrees.  Salary and benefits by Board. Have done, Janet has calculations. PTO biggest decision – 10% or less? Only benefit with paid holidays. Suggest not offering PTO, maybe use in negotiations. Perk – expectation to not work on holiday vs. paid. Flexible position for scheduling.   * Job Board update   Live on Monday Oct.29. Enhanced version of what we have now. More jobs pulled in from other sites. Will send blast out once in place.   * Executive Board Meeting dates 2019   Usually 3rd Sat of the month. Flex around conference time. Don’t meet Nov/Dec – first week in December. Away from holidays. Out lunch after on December meeting.  Lisa to look at calendar and send out proposed schedule.   * Google Calendar for Exec Board and conference planning   Invite out this morning to Google calendar. Will have all meetings, deadlines, outline of due dates, prep for conference. Any things for calendar all can edit calendar.  Good communication tool, good for succession planning.   * Website Coordinator position   Really need one. In notes for Lauren.  Lisa to send a blast that we need this position. Don’t have to have access to everything, need contacts to assist.   * Licensing in Illinois   Saw this coming with student communications coming in. We can’t solve the problem.  Eric is contact at licensing board. Check with him about best thing for students to do  Blast out to everyone to contact representatives. Can we coordinate with other professions?  Students cannot work until license. Some get temp longer than regular license.  Need a script.  Students should check to see if application processed. Sometimes they process but delay sending.  Communicate with students based on feedback from Eric. What would be best process? Minimize phone calls? One student went to Springfield and waiting for processing of license.  Reach out other allied health care professions and come together.  Lisa to let Paige know – email received.   * Website Info Update   Roster, minutes needs to be on website  In Communique update in Communique   * Minetta absence and Recruitment   Having surgery so out of commission for some time. Website Coordinator only recruitment issue   * Budget approval and priorities/projects   Sent out budget out to Board. Projected with wiggle room. Budget housed with Janet. Can save on office drive. Could clean up – create functional reports, remove others if needed.  Review to determine things to add or things missed, questions. Reviewed spreadsheet.  Employment blasts – still an option. Website ads may be different title. May merge Blasts.  Expenses estimated based on this past year.  Taxes increased due to hiring another person. Salary already budgeted for new office person.  Payroll and Fed taxes lumped together. Accountant takes care of separating taxes.  Under Development – Communique, Emerging Leaders, Membership, etc. $20,000. Fluctuates so can adjust.  Continuing Ed. Modalities course costs – it was under membership expenses before. Track CE courses to see if money making/losing. Have not been covering costs recently. Kinesio did not cover costs. Clem broke ankle, out 3-4 months. Returning supplies for cancelled course.  Huge difference between expenses and revenue currently. Moira  Income 104% this year, estimated higher, expenses at 79%. Salary number will be different since did not hire this year. Conference expenses will be high paying for two conferences – this year and paid Tinley ahead of time, due in Dec and again once more. Next year will cycle better once conference income comes in.  Huge IRS proposal to change fiscal year. Fiscal year starts Sept 1. Labor intensive and time consuming to change year. Accountant not supportive of the change.  Need the new person on to do more of the financial stuff.  Need to hire an attorney. Lisa K  Get new person on staff before changing accounting services. Lisa has a contact.  Approve tentative as it reads. Final done this week by Janet and will send out to Board.  Moira loves spreadsheets and data.   * Accounting services   Need to investigate other options with new office manager   * Office Manager * Cont. Ed Committee role/decisions   Email out this week to form committee. Few things to decide as Board. Pros and cons of having facility hosted courses vs. hotel-based course. And Cancellation of courses. Don’t like to cancel if don’t have to. Don’t want rep of cancelling courses, would rather do no matter what.  Modalities need to host at facility vs. hotel. Rush hosted to provide for employees, low attendance cancelled, their investment and relationship.  Need to add advertising component that host assists with in exchange for 2 free attendees. Give them more responsibility to get word out. Outline plan for advertising.  NIU Conference center a good venue.  Do we want to maintain no cancellation? How do we base decision re. cancellation? On site, online vs. partnering? Possible discussion next meeting?  Proposal outside of Board for discussion at Board meeting.  Goal, where do we want to put energies – Online development. Onsite courses. Multidisciplinary, partner with Medbridge. Courses in So IL.  Nail down CE procedure for each setting/method. Jim- have a contract in place.  2 free first 15, do we add number?  Next meeting come with proposal to look at.   * Scholarship update?   Reaching out to AOTF – Janet. Deadline for new apps was just this week. Janet communicated with them.  9.17 response from AOTF to Janet. 2018 not announced, early October. Will reach out to Jeannie again for update. Disappointment with communication process and how do we improve.  We have more money for the fund but want to investigate and communicate with AOTF.  Talked about managing as ILOTA – too cumbersome.  Any ideas or contacts, contact Janet.   * Conference budget/summary (if available)   Conference site bill this year. Have Christy review bill. Can go back to them if have concerns. AV an issue – Lisa – live streaming toward the last minute we were going to cancel but had to rent equipment anyway for keynote overflow. Numbers indicated 300 attending – changed numbers -had second room for livestream. 10 minutes before room torn down for streaming. Could not use room. Did not need to use it but we would not be able to use it because it was torn down.  Janet reviewed bill. Extra room not on the bill. AV costs for Friday just under $10,000. Did find $3100 - ask meet in the middle. Lisa to review once again and will approach. Will wait to pay.  Food – could have had appetizers on demand to decrease food cost. Do we include a meal – awards banquet with cost.  Conclave March 9, survey out to students by end of year. Structure may change. At Shirley Ryan again. ON paper in conference booklet, can send a blast out.  Send info to schools – program directors. Janet has list of directors.  Send to student members/ membership  Modalities course, all set for site. Licensure law says have to have training so will be ongoing several times a year. Break-even at least.   * Letter on Advocacy – website   Mia, student, pulled up letter from AOTA website and added to it. Added comments from Maureen, how to make appointment with rep, viewing bills, prep for meeting and how to write to officials. On strategic plan for Advocacy.  Lisa to send letter to Board members for review. If OK will post on website.   * Role of Advocacy Director: Maureen suggested nothing to do initially. Now things are moving – telehealth bills. In role as Advocacy Director – just inform bill is out there? ILOTA board support for bills?? Gail Fisher sent out email to membership and got good response. * ILOTPAC meeting summary   Who do we as ILOTA or ILOTAPAC support. How do we say who we report? We donated money to Don Harmon because he is part of telehealth rule.   * Meeting with Sen. Don Harmon   Michelle went to fundraiser and gave money from PAC  Jim- Should there be a disclaimer from ILOTA. Our role is to inform/educate. Speaking to reps not communicating as rep of ILOTA – a member but not rep.  ILOTA role in advocacy is….. info re. PAC.  Surveys to determine what ILOTA can voice support?  Do we as an organization make a statement about support for an issue? Not a candidate? Rather inform of procedure. Inform about issues, encourage involvement.  Define statement of role would be good.  Send out information about issues and ask to become involved if interested.  Review of last Board meeting who presented about EI pay/developmental therapists.  Hope that with upcoming election and new session, new things put forward. Maureen gives Michelle a list. If something like telehealth bill, bring forward and inform membership. Jim- case by case basis. Will need to clarify role with each. Education and helping members collaborate. Filter information so members know what to prioritize.  Gail suggested having an Advisory network-list of people interested in advocacy. May need to discuss as a board how to utilize advocacy.   * Member engagement   Need to maintain numbers. 914 last number. Increasing role out there -advocacy information out, etc. can help.  Jim -Timeline – reaching out? Considering an email with new membership, then follow up phone call. Will be a lot to do.  Document what we are aspiring to accomplish. What implements do we do recognition – new, 5 yrs, 10 yrs, etc. Set up time line.  By next year contact every member.   * Emerging Leaders: Mentor program,   Mentoring program. Talk with people feel would be candidates for Mentors and mentees. Conference call coming up next week.  Lisa feel Lauren should be involved.   * School visits   By spring to every school   * Corporate membership rates   Companies pay for employees CPS as example. Corps get cut rate for certain amounts. Rate and window to do. Gets complicated. If word gets out, could alienate those working with smaller organizations. Maybe exchange with employee or ILOTA – providing CE opp in exchange.  Membership sale – February a good time.  April – for OT month.  Jim -Any way to expand beyond current OTs to people wanting to become OTs? Fee for handbook to become an OT. Could sign up as a prospect with organization.  Is it possible to pull in an IN to conference next year? Could explore surrounding states and giving CEUs for our conference.  Lisa to look at states and determine process to get CEUs for other states.  Meeting adjourned by Jim Hill 11:02 am  Motion: Janet  Second: Jake | Janet and Lisa analyze tech/computer purchase return with recommendation to Board  Janet reach out to Susan, loop Jake in.  Lisa K schedule meeting  Lisa to send job description out to Board.  Lisa to send blast out when Job Board in place  Lisa to send out proposed 2019 meeting schedule  Lisa to send Blast out re need for Website Coordinator.  Lisa contact Eric to ask best thing to do. Let Michelle know and she will draft letter if appropriate.  Michelle to check with Maureen. Get a letter drafted for representatives.  Lisa to update website with minutes, Board members and FW tab to be open for public to view  Janet to send out updated budget to Board  Janet to put together  Janet to turn financial over to Moira and focus on CE committee  Lisa to let Janet know when to send check.  CE proposal next meeting - Janet  Janet contacting Joanne  Christy to review conference bill  Lisa send letter to board members for review  Michelle and Jim work to draft role.  Lisa to reach out to other state organizations re. process. |

Sunday after Thanksgiving – visit to Tinley Conference Center