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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**March 17, 2018 \* 9:00am\*Location: ILOTA Office**

**In Attendance:** Lisa Mahaffey, Janet Adcox, Lisa Iffland, Moira Bushell, Michelle Sheperd, Jim Hill, Jacob Garrison, Lisa Kelsi, Joann Peters  
   
**Absent:** Jim Taylor

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| **TOPICS** | **DISCUSSION ITEMS** | **Minutes** | **Follow up items** |
| **Meeting Called to order** | Time: 9:06 am |  |  |
| Roll call of members present | * See attendance list above |  |  |
| Reading of minutes of last meeting  Review of proposed agenda | * Motion for approval by: Janet Adcox * Seconded by: Michelle Sheperd |  |  |
| Review and acceptance of agenda | * Motion for approval by: Janet Adcox * Seconded by: Michelle Sheperd |  |  |
| Officers’ reports | **President**   * Tasks for work study students * How to utilize positions   **President-Elect**   * 100 year celebration   **Executive Director**   * Potential search for office bookkeeper/clerk     **Advocacy**   * Review of House and Senate bills * Utilizing students for advocacy * Maureen’s Communiqué article   **Finance**   * Student Conclave feedback/changes for next year * Budget report * Scholarship updates from AOTF   **Membership**   * Position filled by Jacob Garrison   **Communication**   * Research requests * Email accounts * Monthly communication template   **Secretary**   * New appointee   **Conference**   * Planning underway * Call for Papers will be going out within next few weeks * Update of proposal review rubric * Call for volunteers | * Work study students will work on social media over spring break; may need to do conference calls with them to help keep them on track; could format older minutes * Jim met with Catherine Brady to discuss possible ideas for ILOTA celebration * Will contact Kathy Preissner, Ashley Stoffel, Wanda Mahoney for assistance * Student involvement possibly for posters, videos, presentations * Catherine will contact older IL OTPs to set up something for conference * Social media will be used to promote celebrations * Thought to have car magnets with something like, “100 Years of ILOTA…”      * Started search with bookkeeper, have some resumes but Lisa K would like to wait a few months so that she can better train person who takes the position * HB 534-Introduced to extend EI services to age 5; Michelle will contact Lauren Little and Ashley Stoffel in EI group to consult about bill * HB 4643-PT introducing open access bill where they can make diagnosis and then treat without any type of doctor, nurse, etc. who would give diagnosis. Need to know more about bill * SB 2603-Music therapists changing language to include OT as well * HB 4749-ABA wants behavior covered under Medicaid and trying to get a Practice Act * IDFPR decided to change OT and PT Practice Acts so that therapists coming in to state with 10 or more years of experience will be able to get a license easier-will have to show evidence of CEs and pay * Survey to be sent out to find others who may be interested in working on advocacy; possibly students could be given an assignment to research how to talk to a legislator * Need to set up schedule for Maureen’s Communiqué articles to be submitted * Student Conclave feedback-FW panel went well; 1) lost participants at break time (may need to give a specific lunch time); 2) keynote speaker was good; 3) positive feedback for interview/resume breakout; 4) test prep was good; 5) 2nd time management session went over due to student discussion on supervision R/T time management, e.g. possibly partner with AOTA re: FW course, talk with Minetta about FW education during conference (possible suggested topics: supervision of OTA students, how to have Level II OT/OTA students, how to bill with students, difference between Level I/II supervision, points to stress to administration when therapists want to take students, etc.); 6) practice panel should possibly be driven by student questions if done again; 7) recommend smaller groups for breakout sessions for more intimate conversations; 8) how to write a cover letter R/T setting applying for; 9) how students could communicate with supervisor; 10) for first year students: time management in class vs clinic, self-care while in a program; 11) more vendors if Shirley Ryan will approve that; 12) Jenny’s recommendations: a) 2 food stations, b) people stationed around to direct to rooms/sessions, c) post time that raffle will occur, d) do 20 vs 30 minutes for resume review * Currently $87,000 in accounts-will be looking at discrepancy * ILOTA will be giving scholarships for 2019, but haven’t heard from AOTF yet-possibly in April; * Suggestion from accountant to change our FY to reflect calendar year * Janet would like to do CE video call in April to create plan of topics * Will be reaching out to Full Board members under his position * 895 members (3/17/18) * Will look at ways to reach out/welcome new members * Switch to ILOTA emails, e.g. President@, Finance@, etc.; instructions for use will be sent out * Being inundated with research requests, especially as OT programs converting to OTD; most are survey based-must show proof of IRB, must show proof of state association membership, who will this be distributed to * Moira and Lisa K to brainstorm template ideas before distributing it * Need look at need for an editor in chief or copy editor for Communiqué due to magnitude of task * Beverly Menninger will take over position of Secretary at next meeting | Michelle to contact Maureen to investigate more on ABA bill by 4/28/18  Michelle will contact some OT/OTA programs about “assignment” possibility  Lisa K will look at what other organizations are doing with their newsletters by 4/28/18  Lisa I to send templates, information to Beverly by 4/28/18  Need to start looking for Plenary speaker if there is going to be one by 4/28/18 |
| **Meeting adjourned** | * Time: 12:10pm * Motion to adjourn by: Jim Hill * Seconded by: Moira Bushell |  |  |