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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
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| Reading of minutes of last meetingReview of proposed agenda | * Motion for approval by: Janet Adcox
* Seconded by: Michelle Sheperd
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| Review and acceptance of agenda | * Motion for approval by: Janet Adcox
* Seconded by: Michelle Sheperd
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| 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 4/28/18Michelle will contact some OT/OTA programs about “assignment” possibilityLisa K will look at what other organizations are doing with their newsletters by 4/28/18Lisa I to send templates, information to Beverly by 4/28/18Need 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
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