****

**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**April 21 2018 \* 9:00am\*Location: ILOTA Office**

**In Attendance:** Janet Adcox, Moira Bushell, Jacob Garrison, Lisa Kelsey, Lisa Mahaffey, Beverly Menninger , Christy Rojas, Michelle Sheperd,

**Absent:** Jim Hill, Jim Taylor

|  |  |  |  |
| --- | --- | --- | --- |
| **TOPICS** | **DISCUSSION ITEMS** | **Minutes** | **Follow up items** |
| **Meeting Called to order** | Time: 9:10am |  |  |
| Roll call of members present  | * See attendance list above
 |  |  |
| Reading of minutes of last meetingReview of proposed agenda | * Motion for approval by: Michelle Sheperd
* Seconded by: Jake Garrison
 | * Bev participated as part of 100 Celebration Committee with Jim and Catherine Brady
* Michelle talking to Maureen on May 3, 2018
 |  |
| Officers’ reports | **President (Lisa Mahaffey)*** Term limits for the SIS chairs and liaison positions
* The telehealth initiative for ILOTA
* Emerging Leaders Program
* Next meeting

**Executive Director (Lisa Kelsey)*** Job Board ( with your Membership
* Communiqué editor update
* Second employee update
* Email addresses for board members

**Finance*** Budget Report
* Continuing education plan

 **Advocacy*** Update on bills
* Use of MedBridge
* Use of work-study students

**Membership*** New member engagement
* Mentor program

**Communication*** Board emails
* Draft of research proposal request
* OT Month press release
* Social media update

**Conference*** Conference submission update
* Review schedule options
* Review proposal rubric
* Plenary

**Final Question:** | * Lisa M approached by Anne Kiraly- Alvarez re. SIS chair and liaison positions, looking at SOP’s, asked if there are term limits. Suggesting same term limits as Executive Board, 2 terms. Discussed if wanted more than 2 possibly 4. Agreed 2 is good with person in position having ability to continue in position. No term currently for SIS Chair. Discussed advantage with creating 2 terms as commitment. Questioned if need to reopen bylaws for this? Could/need to create volunteer agreement. Not necessarily a term but a volunteer agreement for a period of time- 2 years discussed. Anne would track volunteer agreement terms on spread sheet. Need to create volunteer agreement. Moira shared she has agreement she can share. With volunteer agreement would not need change to bylaws.
* Telehealth Initiative - Monika Robinson, Lauren Little, Anne Kiraly- Alvarez. Upcoming American Telemedicine Association Tele rehab special interest group Annual Conference. Given 4 free tickets to attend conference next week –April 30 McCormick place. Michelle open and volunteered to attend. Lisa reviewed agenda for the conference. Putting things together for ILOTA to look at telehealth in IL.
* Lisa M and Lisa K met with Emerging Leaders group via conference call - Laura VanPuymbrouck, Catherine Killian, John, Nadia part of committee. 2 things identified to do –delegated to John and Catherine. Group will meet at ILOTA office on May 8 at 5:30. Lisa has minutes from meeting.
* Mentor list. Lisa trying to contact Maureen Peterson. Application form, set up agreement – look at volunteer agreement as something that can be used create agreement here too.
* Michelle shared more than 10 yrs ago there was an Emerging Leader program through AOTA and AOTF, different from this. If Michelle has information left over from experience will share and/or share ideas that were helpful from her involvement previously. Michelle recalled their focus was on telling stories sharing situations as tool for problem solving.
* Lisa M. stated need to do formal training for mentors. Want to be sure they get something out of this, maybe a presentation for Mentors to attend for free – free CE and training, PDUs for mentoring.
* Next meeting May 19 full board, Jim will run meeting, Lisa will be out of the country. Reports need to be done by May 7 so reports get out to board by the 16th. Michelle to report on Telehealth Conference in her report. Michelle to be part of that committee and connect them to Exec Board. Lisa emphasized reports are important to make sure people know what we are working on.
* Lisa K reported she is “getting feet wet”, signed up for webinars in May. Joined group forum. One class about Social Media and integrating that.
* Job Board – Jenny brought this up before leaving. *Your Membership* supports membership – ala carte rather than full website membership mgt system. Has Job Board.
* ILOTA has Careers Opportunities page on website. Currently *MemberClicks*. Businesses can purchase posting on website. Not currently promoted. Offer product to send out email blasts. Considering *Your Membership* – looks more like job search page. Revenue producing. Doesn’t cost, giving them the page. Lisa K asking about going to *Your Membership. MemberClicks* has integrated with Your Membership. Janet shared looking at S. Dakota who uses *Your Membership.* Lists S. Dakota, links to look at and other states. Health related positions. Lisa K to look at and then promote it with a launch.
* Janet – do we want open access to everyone vs. just membership? Discussed advantage having non members visit ILOTA website. If it doesn’t work well for ILOTA can get out so worth trying. Lisa K reported it takes time to build page – 2 month process. Lisa K to get started.
* Communiqué copy editor discussion. Lisa K came up with 3-4 individuals in her network that might do a job like this, one specifically that would be good for position. Can’t get quote until giving the hours needed. This is a job we can pay someone to do. There are individuals to interview and hire. When Molly is ready to pass it on. Molly is in touch with Lisa K., Moira working on getting in touch with her too. New role is to plan issue of Communiqué, come up with writers and pass it on, that person receives articles, edits and sends to graphic designer. Lisa K feels there are people out there that could do this. Rates known are reasonable. Just waiting for Molly to respond to Moira with hours so can get quote to move forward. Lisa K to get resumes to interview. Can do a job search, but feel good about a few resumes already.
* Lisa K asked to table second employee update while working on copy editor for Communiqué.
* ILOTA email addresses for Board. Lisa K reported will have tutorial on how to use. Can print on business card with ILOTA Board email address vs. personal.
* Michelle asked about updating website. Email coordinator, needs clear direction weekly. List to her to update – Lisa K. to follow up with a check list.
* Budget Report.
* 2018 second quarter
* Income $159,060/ 80% of budget, Expenses $138,927/ 67% of budget
* Compared to last year at this time – Last year loss of 4700. Conclave revenue generator.
* Last year income $126,840/ 74% of budget, $131,537/ 75% of budget expenses
* Up 23,000 from last year
* Janet to double check a couple of numbers. A few errors and in wrong categories so will correct.
* Got money back from State – asked by Lisa M
* Credit from Federal $69.20 – We overpaid.
* Lisa K to figure out getting tax credit,can talk to accountants.
* Nothing out of line for amt budgeted for.
* Reported areas budgeted for and seem to be close to where budgeted. CE blasts are down. CC fees
* Social media – no expenses, boosts through PayPal – need to keep track and get to Janet. Lisa K to look at PayPal and see how it’s coded.
* Lisa K to look at how boosts are done. Create a page with ILOTA email – new account and that be admin acct. Lisa K. to look into it. Have not been boosting, nothing to boost in last few months (Moira). Organic posts. Need to boost Call for Papers. Moira got question re. word limit for Call.
* Call for Papers out – Facebook. Can change deadline. Send after back from AOTA conference. Post and boost Monday morning, comment, like and share.
* Looking at boosts for Facebook, some have been done with charges. Posting Tu and Th
* Fans of Facebook page on line at 8 pm. Jump at 7 am.
* Call for Papers was earlier before, timing off this time, coincided for AOTA, put out late.
* Janet to send new budget to Lisa M who got old one.
* Update on AOTF re. scholarship? Told would hear in April, have not heard will get in touch with AOTF in a month.
* CE plans – big revenue generator. Jenny started before she left. May 19 course, half full. Usually full. Interested in doing Kinesio near St. Louis, Clem Carter. Rush Copley interested in hosting a kinesio class – want full day or intro course. An Intro course here might feed a 2 day course down south.
* Talked about doing all day vision. CEs that cross practice areas. Previously talked with Deb Morrey. Bev offered to do. Will talk more with Janet and Lisa..
* CE committee/chair, Janet to reach out. **Conference call yearly plan set up. The rest of this year.**
* Michelle talked to son CTO of Medbridge- about using MedBridge for online CEUs. Discussed idea of having a coure on a quarterly basis. You give us 10 passwords and we tell members for $25 first 10 you can do this CEU course on your own time, approved and done. Medbridge charges $15, ILOTA gets $10. Next time do a different course. MedBridge open to this. We have $200 subscription, it is normally $399.membership/discount. Can’t combine discounts.
* Lisa M discussed this was a good idea but in addition to us gathering in person. Need good in person CEU opportunities. So two separate things. want to bring in outside speakers – topics like Leadership
* Online discussion – Ethics course success. Thinking future online courses specific items How to do Call for Papers, How to Advocate, How to do meet Legislator
* **Need coordinated CE proposal with committee.**
* MedBridge, therapists can register for individual courses rather than membership.
* 2 directions can go – Michelle – Son reported purchase individual courses or described above. Want to be able to choose topic.
* Lisa – Idea to offer one a month through MedBridge, each a different topic, coordinate with theme months. Cross practice areas – highlight to those people.
* Questions asked: Is there a limit to #, can individuals pick a single course rather than whole membership, does organization pick the course? Or do we want to just decide? Suggested we should screen the course to be sure it’s a quality course before offering to members.
* Michelle asked what we want so discussed we pay MedBridge and our members can take courses. Like promoting a course each month. Reaching out to membership constantly. Question to take to MedBridge= Can they take our voucher? – with our membership you get a $40 voucher.( membership voucher – drops cost of course)
* Preview courses – need committee to do that. Determine tasks and assign, pull committee together with CE chair. Lisa K to work on with Janet. Need a CE plan, build a calendar – online and in person.
* Maureen updated website sort of. List of bills PDF (38 pgs). Asked for more general info to put on page. Should have this week.
* Push out a link.
* 3 Bills to monitor – ABA license, not moving forward fast. May have statements that we could comment on.
* AT redoing their license, but not discussing what is being redone. Feel PT lobbyists strong.
* PT with direct access. Maureen does not feel Med community will allow that to happen in IL. Lisa reported we have supported PT direct access bills. We just point out concerns. Lisa M met with President and discussed professional org managing direct access vs. free for all. Having DA and being paid for DA are different issues. We have direct access. ILOTA has never opposed any license, opposed statements in license acts.
* Lisa suggested Michelle needs more people she can work with who would have eyes on legislation. Robin Jones, Regional director ADA center, a huge help. She could take a look at these things. Good policy knowledge and good at looking at bills. Nancy Richmond good contact. Monica Robinson and they may know others. Emma Penn Conclave Keynote. Larger group of people that would have eyes on the bills.
* Telehealth Conference. Be proactive and come up with something.
* Work Study Students – using them. Sent email out. Lisa M onsite with students, Michelle include Lisa M in email. This is their last quarter, writing final discussions, May 4 research day. Lisa M can talk to them. Designate one student to Advocacy – get a new student coming in.
* Email to students from Michelle to review – need clear directions. Send to Lisa M.
* Jake reached out Susan, Minetta, Ann, Nadia. Trying to engage new members and getting them involved. Welcome email to any new member, what we are doing, about ILOTA, short list of benefits and what we are working towards. Developing biggest things highlighted. Will email list when typed out.
* Suggested approach be here’s how you can contribute to ILOTA vs this is all we offer. You can have a voice. Currently developing involvement in SIS communities what ILOTA provides for education. Fill out surveys. Highlight continuum – check website, read Communiqué, contribute article, developing programs Emerging Leaders, Continuing Edu, present at conference. Periodic special projects.
* Mentor Program – touched on earlier. Through Emerging Leaders program. New grads connect to Mentor. Tried that sometimes grads know more than practicing therapists.
* Mentor training – use a story. Through SIS possibly.
* Message board for clinicians (Christy) Revamp and restarting message board ( Lisa K) Help members be aware of being a Mentor.

Will Launch when ready.* Talked about Board emails.
* Moira sent research proposal request to Lisa making it pretty, it will be a form. Request for surveys… need to be a state association member.
* OT Month Press Release – just sent to Lisa M with wording – why you love your job/OT. Lots of info out there on promoting but no examples of press releases, etc. re OT.
* Pull something together for OT month? (Lisa M) Talked about Logo on magnet, for 100 Celebration. Wanted to do on Thu night ( Jim)
* Fixing 100 Celebration Committee link on website ( Lisa K)
* Social Media – students doing what asked. Good one about therapy dog.
* Analytics in report.
* Emails will be nice and can reply from that email (Board email addresses) not personal email. Can email on website and will keep personal info confidential
* Need new social media students.
* As of this morning 4 proposal submissions. Emails, Facebook Communities re call for papers. Requested more Facebook posts – deadline the 30th, can extend deadline.
* Schedule options. Hotel reserved Fri, Sat all day, not on Thu what if did all day Thu, Fri half day Sat or half day Thu. Is it worth contacting hotel for Thu break out rooms?
* Possibly a half day Thu FW Consortium.
* Lisa concerned about proposals. Usually a push last couple of days and less advertising – send emails and Facebook. Many didn’t see original email.
* Thu possible FW Consortium – talking to Minetta Christy to reach out to Minetta and Kathy P re. Consortium plans.
* Proposal Rubric, general. Asked what an abstract requires. Lisa M started rubric process vs. just choosing proposals done in the past.
* Limited submission process so difficult to do rubric. Submission evolved. Hand in hand process
* Cut off based on score -lower end why low –may ask to be poster if lower.
* Christy send rubric to Board to review and give feedback. Good to review every few years.
* Plenary discussion. Ideas: like proposal put out – Coalition of OT Advocates for Diversity (COTAD), reaching out to
* Lisa K suggesting find a Moderator maybe outside of OT – diversity in the work place
* Multi cultural Liaison – current interest is a student. Explore this position, need to look at Bylaws.
* **Moira** knows Lauren Jones – through Emerging Leaders group. In N. Carolina. Can bring in. Maybe they would be willing to come in to do. Many out of St. Louis.
* Presentation vs. a discussion like AOTA.
* Looking at room layout. Naperville familiar space.
* Working on Vendor stuff, compile past and added more Vital Rehab. Share list and add others. **Christy adding contacts. Christy to send out list to Board to review.**
* The Army came in past after speaking to Midwestern recruiting for PhD program.
* $650 per vendor
* Can also do Sponsorship with name on lanyards, bags, etc. Different levels of sponsorship on the website.
* Awards (Lisa M) submissions, start putting that out –what the awards are. One award nomination. 100th year, award of merit.
* Do we have list of Rehab Directors? Is there a list. FW Coordinators – Bev work with Christy.
* Outstanding Rehab directors?
* Asked if we knew what the 2019 site will be– not looking at yet. Discussion we need to have. Most attendees in southern IL conference were from Chicagoland. Bloomington was OK. Springfield/Peoria would have to use Convention Centers so more expensive. Janet will check Peoria.
* Hilton smallest we can go, tight last time. May have to expand this year. Keynote needs to be in big room. Have downstairs space reserved.
* Are we streaming? Jenny said would stream everything. Have a packet re. streaming, we have extra rental fee where we can stream. Jenny may have said we would do it, Lisa K to work with Hilton contact about this. 1 room streamed to 3 CCs, sent food and stuff. One site had no one show, one 60 people, 45 students, and one 5-6 people. This was the first time done. If stream live have to take test or something. People had to man the streaming event and difficult. Lisa M would like to stream it. Springfield, Lincoln Land, and another site. $45 charge for day, 2 hours lunch and that was a problem. Maybe need onsite mediated discussion. Pull CC/Streaming folks together, create a schedule, line up schedule and promote that for Offsite conference reg. Find out capabilities and reach out hosting two years ago. Lisa K.
* Alum Association at Lewis and Clark – Lisa K to ask.
* Conference App, purchased. Working on recognition as Apple App. Jim Taylor working on.
* June 10 has to be kicked off. App process starts 3 months before conference. Lisa K can assist or take over.
* Are conclave survey back? Janet and Lisa K will get report and email it out.
 | * **Moira** to share agreement as example she has
* **Jake** work with **Anne** to create spread sheet

**Lisa** to email info to **Michelle** Sheperd and **Michelle** to attend the 30th **Lisa** may also go **Michelle** to see what she has re. emerging leaders – by Friday May 4**Executive Board Members** complete reports by May 7.**Lisa K** to get started on Your Membership update to Careers Opportunity page on website.**Lisa K** to have tutorial to board re. new email addresses for board members.**Lisa K** to follow up on updating website info.**Lisa K** to get tax credit figured out through accountant.**Lisa K** to determine how boosts on Facebook are done.**Janet** to send budget to Lisa M.**Janet** to work on CE committee.**Michelle** to take questions to MedBridge.**Lisa K and Janet** to work on CE committee, creating CE plan and building calendar, etc.**Lisa M** to talk with students re.work with Advocacy.**Michelle** to compose email to students, send to Lisa M.**Lisa K** to fix link for 100 Celebration Committee on webpage.**Christy** adding contacts. Will send out vendor list to Board.**Bev help Christy** with list of FW coordinators.**Lisa K** to follow up re. streaming conference.**Lisa K** check with Alum Assoc. at Lewis and Clark.**Lisa K** to follow up re. Conference App.**Lisa K and Janet** follow up re. conclave |
| **Meeting adjourned** | * Time: 11:45 am
* Motion to adjourn by: Janet Adcox
* Seconded by: Jake Garrison
 |  |  |