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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**BOARD MEETING MINUTES**

**6/16/18\*Location: Naperville office**

In Attendance: Lisa Mahaffey, Lisa Kelsey, Christy Rojas, Bev Menninger, Jim Hill called in 10-10:50

Absent: Michelle Sheperd, Jake Garrison, Janet Adcox, Moira Bushell

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| **TOPICS** | **DISCUSSION ITEMS** | **Minutes** | **Follow up items** |
| **Meeting Called to order** | Time: 9:15 | By Lisa M |  |
| Roll call of members present | * See attendance list above |  |  |
| Reading of minutes of last meeting  Review of proposed agenda | * Motion for approval by: Christy * Seconded by: Lisa M | Review of 4/21/18 minutes. Correction to spelling of Monika’s name.  Lisa M reported lost website coordinator too. |  |
| Review and acceptance of agenda | * Motion for approval by: * Seconded by: |  |  |
| Officers’ reports | President:   * Strategic plan and goals for this year. Report progress on goals * Update on the full board meeting and how that went. * Emerging leaders * More formal succession plan for leadership.  Position as recruiter.      * AOTA webinars on the ACA and the OT Doctoral Mandate.   President-Elect:   * ILOTA 100 Year Celebration Committee Update   Executive Director:   * YourMembership Job Board Update * Communiqué Editor Position * Email Addresses for Exec Board * Conference Intern/Additional Help   Secretary:   * No report.   Director of Finance:   * Scholarship update: waiting to hear from AOTF, did attempt to call today, left a message, looking to find the email contact we had to try that  Kinesio courses: being planned with registration to open soon \*\*\*\*Need to decide best way to handle travel arrangements for speakers. * CEU/site agreement: Standard agreement developed for use...can share.  Agreement w/ TheraVision made for vision courses, they will take member voucher.  CE committee--this will be next on my agenda to do. I have some names and have emailed w/ Veronica (briefly only). Goals/agenda being worked on and call to be schedules with those that have expressed interest.   In process of getting Lisa K a debit card and changing names on account from Jenny to Lisa.   2019 conference locations: I have a quote coming from Peoria (more for comparison, not sure going that far south again is in our best interest but not against it either). Tinley quote looked reasonable but have AV questions if we use our own stuff. Hard to compare being this is a new type of venue--we have outgrown hotel based conference sites.   May 31 account balance: $88,191.05. I'm working on getting the financial reports caught us---was able to access bank info again this afternoon after talking to the bank and resetting things.  Director of Advocacy:   * Michelle will be meeting with an ILOTA member and Emma Penn re: a legislative piece on hippotherapy that the member is opposed to the wording. She wants to meet with the representative. We are going to meet ahead of time to discuss the issue and approach.   Director of Membership:   * Email to be sent to membership   Director of Communication:   * Email transition issues/questions? * Filling Communiqué and Website positions * Social Media for next year (can we get some students again?) * Update on Editor search from Lisa K | Table Strategic plan until next meeting with small attendance this month.  Reviewed full board meeting.  Legislative discussion stands out per Lisa K.  Lisa M suggested Glen Cotton good idea to look at hippotherapy bill. Also Carrie Nutter another who could review. Questions raised re. this bill and need for OT to be addressed specifically – so many therapies OT is involved in that could be brought up.  Regarding legislative discussion - Lisa K. suggested maybe we develop a better process when members have a concern about something. Board meeting place to bring up issues or concerns, need process for follow up. Need steps to take if there is a concern about a bill. What is best process?  Discussed that it takes someone to do it. Lisa reported Maureen lobbyist for years. She can’t create legislation. PT pays a lobbyist to create a plan ($4000/m). Maureen cannot do. Started at $500 a month, $1000/mo now. Maureen reads bills and lets ILOTA know what bills may be a problem. We tell her what to do and she moves forward. If we want more will have to pay for it. Robin Jones had us get computer program to review bills $7000, inputted everyone and no one took initiative to put bills in. The program sat until expired after 4 years, did not renew because it was not used.  Need to pull a committee together and make decision. **Lisa M can talk with Michelle** or can put on next agenda.  Letter template. On SP build toolkit for members to be advocates. Had work study students pull a bunch of stuff and give to Michelle. Unsure if it got to Michelle. Also need info re. bills we should be interested in. Could get one work study dedicated to this, have to guide them re. what to do. Can discuss. Could we get another work study student from UIC, Rush?  Discussion how to better communicate. Robin was great when emergency things came up. Have to watch ACA stuff now. Someone to check benchmark plan. Public can comment re. ACA until July 20 . Talk more formalized process with goals next month.  Stuff goes out of AOTA on state affairs and Maureen is unaware of those. Lisa has to forward to her. Lisa sent ACA info to her and has not heard.  Lisa was concerned an hour and a half full board meeting was a little short to drive that long.  Smaller group than normal, timing made it smaller. Good conversations and networking went on after meeting so felt it was worthwhile ( Lisa K, Bev, Christy).  Do we want to offer CEU after? Not a lot of people stayed in the past. Depends on where people are with CE and topic. Have tried offering the CE after meeting for a year.  Suggested topics like ethics (Christy) highly attended. Advocacy an idea (Bev).  Agreed will try for another year. Board members to ID topics and presentations.  Meeting coming up Monday night. Application forms together for mentors and mentees. Will talk about those. Pool of people interested. Evie Swindergal and Melissa Titan – Abi’s mentor emerging leaders AOTA. Having them come in to talk about process for set up. Contacted Jenny Stoffel about Mentor Program. How AOTA built mentor pool. Lisa was told to contact Maureen through Facebook and ask questions. Maureen is retired – has not responded. Still working on that. Need understanding of how to provide help to mentors to make program effective.  Talked about setting up CE on mentorship. Free for mentors who volunteer. Talked about names for that.  Lisa K reported she knows a woman who can help with mentorship program ideas - does a lot of corporate mentoring. Lisa K to contact Sarah Young (Zing Collaborative) Women and Leadership and woman in WI for proposal re. CE on leadership and mentoring. Sarah Young did a great job. Sarah did charge $4000 and ILOTA did not make money. 4hour session charged $100/attendee.  Good membership benefit for lower cost.  Need to market to membership they can use vouchers.  Minetta is thinking of leaving recruitment chair. She would like to step out and do something else. She is the reason why we have a full board. Lost website person.  Need:  Recruitment chair  Website  Bylaws and parliament  Nomination chair  Finance Director  Secretary ( Bev to submit for nomination)  Minetta is looking at these positions. Her network as a fieldwork coordinator helpful. Maybe Becky O. interested. Could ask Minetta to replace herself. Could talk to FW Consortium.  Discussed Secretary looking at archives and volunteer data base.  Start conversation re. formal succession plan for leadership. Research succession planning. AOTA put out a bunch of informtion over the last few years, Lisa M has this info.  ASAE has some info on succession planning. Assoc of membership organizations. AOTA belongs to them.  Lisa attended webinars re. OT doctoral mandate… 2 hour talk not one person in favor. ACA webinars talked impact of rollback on mandate. Big thing is that states are trying to get out of benchmark plans. Temporary plans being put out – decide to switch jobs. Rather than cobra, buy a plan that covers emergency services while out of insurance. State wants to sell these plans – not passing. Benchmarks are up for review. Two things pulled habilitative care for one. Period between now and July 20 States have to know what their 2020 benchmarks will be. Discussion going on right now. Can’t find anything on IL. Asked Maureen to look into, have not heard back. Will ask Michelle too to look into it.  Discussed succession plan idea. Minetta to step down reported to Jim via phone. AOTA putting out ideas re succession plans. Lisa M. interested in having someone take leadership with succession plan, research and put proposal together for more formal process for recruiting people. Told Janet needs to find Finance Elect this summer.  Jim – as a non committal commitment and take a look at initial research around succession. May need to pull together a few people. He will take a look at it. Lisa M to pull stuff together for Jim. On flash drive for Jim, including AOTA info. Referred to ASAE as a resource. Book the Art of Membership. May have something on succession planning. Timeline good to develop as well – recruitment to run for succession.  ILOTA 100 Year Celebration. Two main things need to figure out – when and where in conference schedule have the historian panel, so Cathy can knows when and can invite participants.  Possibly Sat after business meeting. Saturday morning. Christy has template for schedule. 11:45-12:30 panel right after lunch and business meeting. One room set aside for posters so many posters. Posters would be concurrent in pm with research panels.  Discussed schedule and times that were not coordinating well, making Saturday long.  Jim re. business meeting – any way to shave off 15 minutes and roll into panel even in same space. Too short it won’t work, maybe 45 minutes. Board meeting has to have treasurers report. Some members might want to speak. AOTA to speak re. PAC. Last two years Janet reports then Lisa M goes through what was accomplished over the year.  Looking as an attendee, tightened business meeting, as participant 15 minutes overview re. ILOTA more effective than 30 mins. Good show accomplishments. Slides that tell story, what are we doing with money, etc. and message here is why you want to join, opportunities, etc. Bylaws state this meeting is for the membership so membership can speak back. Returned to discussion that Board meeting could roll into historian panel. Christy email to Jim to look at schedule. Defer to Lisa re. timeframe for meeting then panel.  Decided to create one block with Lunch/Business meeting/Panel of Historians.  Discussed having someone write on historians for Communiqué – can ask Archives.  Not much response from students, etc. Archives says we have posters we can use. **Lisa K and Jim** can look. Stuff for Hull House and Conference that year. Archives put together picture board and Hull House poster.  Jim reported Catherine had ideas about putting together a book, input from those with over 30 years of practice, available at table with history stuff.  Life sized photo/posters. Talked to Archive to talk to Lisa K. Need specific images. ID a few pictures we want. Link or web access to see how it would look. Most photos for state historic figures headshots vs. full sized shots.  Lisa to contact Frank Gaynor at AOTA re. photo poster.  Names to search – Eleanor Clark Slagle Lisa M found. Some could work. Adolph Meyer. Bea Wade. Lisa M searching online for influential OTs from IL.  Merchandise. Jim thought board was already thinking about items. Talked about magnet or sticker. T-shirt from last year. Review merchandise we have already used. 4 Imprint used for last few conferences. See what they can offer us. What for sale, what as part of give away.  Christy asked about sneak peak on Thursday night. Seems a lot to do in a short time. Tentatively Fri evening keynote and Awards ceremony. Lisa, Christy liked this.  Could have something rolling on screen in ballroom with registration.  Thu afternoon sessions in the past. Had attendance on Thu before. Possibly move workshops to Thu pm and short courses ending Saturday so we end early.  Smaller attendance in the past on Thur. Have to think of what Workshops, snacks in bags, could be 4 hours vs 3 hours.  Thu afternoon/ night registration.  Evening slot quick welcome, here’s what’s coming up preview. Jim look at MC’ing something.  App stuff – Christy. Think everything is good to go. Think mechanics part is good per Lisa K.  Meeting planned Wed. with YourMembership re. launching it. Have to sign agreement to do this. **Send out to all** to look at.  Points – right now we don’t’ pay them beyond set up fee, though will waive set up fee. They make money by collecting a portion of our proceeds. 1 month posting $110 on our website. Min is $99. Keep fee at $110 we make $55. They do sales for membership boards. WE make 20% on anyone who posts to ours that they’ve reached out to. Easy potential to make up $55 we lose. Other recommendation to raise price if worried about revenue. Try it out as is right now and see how it goes. Safe to keep at current rate, 3 year agreement with them. Was going to ask if this doesn’t work is there any out for us. Don’t see why it wouldn’t, looks like good service. Not advertising it now but could. They advertise with phone sales team ( that’s the 20%). Anything from our job board is the 50%. Don’t think risky. Read termination portion of contract. Will find out re early term. We could do more to support it, advertise which we did before. There will be more jobs there since they pull from multiple sources. Sign after follow up meeting.  Job posting done by Lisa K. Send to people she knows and get bids. Send to exec board again for review.  Need to look at SOP for Newsletter chair to talk about how it’s going to work. Newsletter chair voluntary. IF this work that position changes. Maybe Molly can help before leaving.  ILOTA.org email address. Can use for your position. The email goes with the next person who takes over position. Can set it up easily following directions in email from Lisa K.  Have space to do conference email but not changing this year.  Jenny Dang suggested that LisaK. find a paid person to help at conference with registration. Christy said absolutely. What does that look like.  Jenny was constantly troubleshooting throughout – tech, last minute reg, bags, etc, etc. Last year Christy helped with registration. Set up laptops to register themselves and print up name tags. At least 90% presenters preregister. Lisa M suggested having a box to check re. registration with presenter submission.  Lisa K suggested she could generate an invoice for registration for presenters as fall back. Poster presenters register for at least the day of their poster presentation.  Lisa K asked if there might be an opportunity for an OT to help in exchange for registration, possibly student to help. Clear parameters re. length of volunteerism for free registration. Member benefit . Plan for that and think of what else needed. 2 volunteers reasonable with advanced training. Suggested would have each volunteer sign an agreement  Lisa K thought we would hear from AOTF, have not. Janet trying to follow up. Reaching out to them.  K T1 and 2 at Lewis in July, Rush Copley in August. Registration open for July event, have 4. Appropriate group rate, any 4 from same organization  Had to be members $375 was course cost, group rate was $300 – had to be ILOTA member for rate. Decided instead group discount vs. rate. $75 off for that, $50 off for course.  $425 member rate, $575 non member, $350 student member right now.  Group rate 15% (or $50 discount)  Reporting have a standard agreement now for hosting. Good for the course only. Negotiable per course.  Have agreement with Theravision LLC. Lisa will blast and Facebook and boost on Monday again for July 7 course. Have 4 registered with 1 most likely.  Kim Langley wants to be on this committee from SICCM. Lisa M on committee.  Christy has Peoria information. Have to look at past ones to compare. Have info re AV services, attached info and pricing reported.  Have two laptops. Chromebooks and projectors. Places provide cords, screens. Typically run 7. Maybe buy 2.  Peoria was nice. Good question would Tinley be a better option.  Has not seen Tinley yet.  Looked last year. Close to 500 register, all but 75 from Chicago land area. People willing to travel – went to Bloomington. Vendor support changes if farther out. Maybe reasonable to do city, near city and south so 2 out of three close to Chicago.  St. Charles conference center paid per person $85 pp/per day. Rooms $60 a night, singles. Cafeteria style food, did breakfast that was good. Gorgeous place. Prices astronomical now.  Need additional info to talk Tinley.  Push to next month .  Talking about doing a different type of report. Physical budget report every meeting. Lisa K to help out with this.  Emma is on PAC, working with Gail.  Reviewed letter drafted by Jake. Need to discuss definitions of things like Mentor vs. emerging leaders.  Lisa M stated advocacy is not a member benefit.  Lisa M likes to phone 10% to recruit membership.  Christy would like to look into more organization memberships.  Lisa discussed that telling people the benefits of the organization has never worked. Would like to change language to what can you do for your profession. Have ILOTA help contribute to your profession. Examples of how can a member use ILOTA to give back. Attend CE and also learn/share your knowledge. Determine what that would be in the conversation. Need Jake in on conversation – move to next meeting. Recommended book The Art of Membership -eye opening - $60 for book. AOTA got them for free. Lisa K has one on hold in library.  Discussed earlier in meeting.  Anyone know anyone?  Hold off on Communiqué chair until filling editor.  Look at SOP for website position. Had to be asked, better if we had someone monitor website regularly– what would website person do? Update, take down out of date items, etc. Suggested checklist be developed based on pages. Update, working, etc. Lisa K can update now, ultimately a report to Lisa from website person. Maybe a student. Things they can do while sitting at home. Lisa K to make checklist.  Lisa M to clarify what is going on with current students. Sent email, no response yet. Lisa M will follow up.  Christy, student session same time Friday at conference. One student reached out to help – Paige.  Completed earlier in meeting. | **Bev** add to next month’s agenda  **Lisa M** talk with Michelle re. developing committee to follow legislation. On next board agenda  **Lisa M** ask to brainstorm ideas. **Board** to think of possible topics for next meeting.  **Lisa K** to contact Sarah Young from Zing Corp. re CE presentation.  **Lisa M** to ask Michelle to look into ACA issues.  **Jim H** to research around succession planning and may take on this task.  **Jim** to talk to Archives about write up on historians.  **Lisa K and Jim** to find photos to use, **Lisa M and Lisa K** to check office today.  **Lisa M** contact Frank Gaynor at AOTA re. photo poster.  **Jim** to look at 4 Imprint for possible merchandise.  **Lisa K** to send out YourMembership agreement to board members for review.  **Lisa K** to send job posting for Communiqué to board for review. **Lisa K** to look at SOP for newsletter chair.  **Janet** to follow up with AOTF.  Lisa K to do eblast for July 7 course.  **Bev** add to next month’s agenda  **Lisa K** help with budget report.  **Bev** add to next agenda. |
| **Committee Reports** | * Conference Update | Tentative conference schedule shared, update on app. Only 2 vendors right now. Need to follow up since vendor contacts have changed. Just email sent at this point. Jim Taylor or Abi to follow up.  In good shape.  Any word from satellite sites for streaming (Christy). Lisa K. unsure how this works. 2 yrs ago streaming SICCM, (Kim Langley) ,Lewis and Clark hosting kinesio course, easy to book space and interested in doing this – in Godfrey. Lisa M explained complaints re. streaming events in the past. Understood Hilton can stream out to more than one space. Schedule is different now, back to back with breaks could stream more. Can we stream into more than one space? Need onsite CE. If watch on own computer there has to be a test for CE. See if there are sites that want to do, can we stream multiple spaces (could do at Midwestern) and how much it would cost. Lisa K to get info.  Reach out to contacts at sites, CC directors, we might stream to. South of Peoria not nearby.  What courses most desirable to stream. Easy to figure out.  Lisa K look through files re sites.  Brochure – follow template from last year if OK with it. Get vendors and sponsorship most important.  Christy, confirm contract – talked upstairs and downstairs rooms, contract only has downstairs. Lisa K. making contact with Hilton. Holding off on scheduling until room space confirmed. Lisa K will make appt this week to go over.  Asked any suggestions Ethics – Lisa M to contact Christine Urish.  Amy Lambs travel stuff – Lisa K to start reaching out for that. Offer full conference. | **Jim Taylor or Abi** to follow up with vendors.  **Lisa K** to follow up re. streaming.  **Lisa K** to follow up with Hilton and to work on Amy Lambs travel plans. |
| **Meeting adjourned** | * Adjourned 11:58 am |  |  |