



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA
January 20, 2018 * 9:00 am * Location: ILOTA Office**

Attendees:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Lisa Mahaffey | <input type="checkbox"/> Jim Hill | <input type="checkbox"/> Lisa Iffland | <input type="checkbox"/> Christy Rojas |
| <input type="checkbox"/> Janet Adcox | <input type="checkbox"/> Jennifer Dang | <input type="checkbox"/> Michelle Sheperd | <input type="checkbox"/> Moira Bushell |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

TOPICS	DISCUSSION ITEMS	Presenter
Meeting Called to order	Time: 9:24am	By:
Roll call of members present	<input type="checkbox"/> Lisa Mahaffey, Michelle Sheperd, Janet Adcox, Jim Hill, Christy Rojas	
Reading of minutes of last meeting. Review of proposed agenda	<input type="checkbox"/> Motion for approval by: Michelle Sheperd <input type="checkbox"/> Seconded by: Janet Adcox	
Review and acceptance of proposed agenda	<input type="checkbox"/> Motion for approval by: Janet Adcox <input type="checkbox"/> Seconded by: Jim Hill	
Officers reports	<ul style="list-style-type: none"> o President o Review of Strategic Plan and goals for 2018 <ul style="list-style-type: none"> o Lisa: State based Emerging Leaders program <ul style="list-style-type: none"> ▪ Committee formed but needs more mentors ▪ Follow AOTA model or create our own? ▪ 2 current AOTA emerging leaders completing their year in IL ▪ Nadia Marasti: CE person o Finance Goals: many met <ul style="list-style-type: none"> ▪ Capital campaign ▪ Technology for conference ▪ CD: interest? ▪ CEs income <ul style="list-style-type: none"> • Great response from Ethics CE • MedBridge: look into and see if added value to provide 	<p>Lisa plans to pick up and continue to develop. Goal to graduate a class by 2020</p> <p>Janet to look into CD interest options and banks.</p> <p>Michelle to look into possible options. Medbridge trial?</p>

	<ul style="list-style-type: none">▪ Student Conclave○ Advocacy<ul style="list-style-type: none">▪ Build off strategic goal to create network event▪ How to advocate to your representative on website<ul style="list-style-type: none">• CE? Webinar? Documents on “How to”• Hill day haven’t been most successful in the past• Encourage people to go to local offices○ Communication goals<ul style="list-style-type: none">▪ Moira to collect and present in Feb○ Centennial celebration<ul style="list-style-type: none">○ Jim: Committee available. Need to set up a meeting, pull together some sort of acknowledgement that IL state association has been present for 100 years.○ Communicate to members, larger AOTA membership, Network gathering?○ 2017 was Hull House event.○ First day of Conference (Thursday) celebration?○ IL 100 year sticker○ Calendar of meetings for the year<ul style="list-style-type: none">○ Feb 17 Full Board @ Elmhurst○ March 17○ April 21○ May 19 Full Board @Elmhurst○ June 9○ July 21○ August 18 Full Board @Elmhurst○ September Conference 20-22○ October 27○ November NA○ December 1○ January 19, 2019○ Discussion of interest in board positions<ul style="list-style-type: none">○ Lisa reached to 3 people interested<ul style="list-style-type: none">▪ Heard back from 2 people both who would attend full board mtg in Feb○ Open positions: Secretary, Director of Membership and Conference Co-Chair, Communique coordinator<ul style="list-style-type: none">▪ Retention of these positions has been historically difficult○ Acknowledge board member/recognition in some way<ul style="list-style-type: none">▪ Recognize writers to communicate?○ President-Elect○ Conference Showcase proposal<ul style="list-style-type: none">○ Invite presenters to present TED talk style○ Create content for website, incentivize people to get there Thursday<ul style="list-style-type: none">▪ Snapshot of each presentation▪ Guidelines, promote conference on social media○ Combine with centennial celebration○ 100 stories?○ DTL: Drink Talk Listen	<p>Look into car magnet options, distributed to who?</p> <p>Jim will communicate with Christy regarding how to bring this to life at conference.</p>
--	--	--

- 3 minute power point on various topics, go over time drink, forget topic drink etc.
- Continuing Education proposal
 - CE on Psychological barriers to occupational engagement
- **Executive Director**
- **Secretary**
 - No updates
- **Director of Finance**
 - Financial updates
 - Current balance: \$93751.53
 - 10K CD in 5 year investment, currently year 3, not included in balance
 - Invest in organization: additional position, purchasing AV setups, another CD? Janet to look into rates. Funds to look into capital things if needed.
 - Student Symposium
 - Save the date, getting good response so far
 - Registration: ready to go, needs to be tested
 - Pending NBCOT confirmation
 - Opening keynote: Check confirmation
 - Courses: Test prep, time management (Lisa Iffland), Interviewing/networking
 - 7:30 registration, end at 2p, no formal lunch, but breaks.
 - Panels open to everyone
 - Need communique person present (Lisa emailing Jenny)
 - Scholarship decisions
 - WE HAVE THE 35K!!!
 - AOTF has 5-7 awards, National by score, awarded then by state. IL now included
 - We can start taking applications in August-December for spring 2019 scholarship
 - Need to determine parameters for award
 - Must be an ILOTA member to receive award, delegate 50/50 between OT/OTA, must be attending IL school, Entry level OT student,
 - Vendor fundraiser
 - Too close together, consider spreading out more in future
 - Quarterly for 2 weeks at a time (bring to full board)
 - Earned between \$700-\$1000
 - Lularoe worked well, people from out of state bought
 - \$2877 from T-shirts, raffle baskets, 50/50
 - roughly equal amount between 50/50 and raffle basket
 - no significant improvement of raffle tickets with free ticket
 - CE goals
 - To be looked at further later
 - PAMs continues to do well
 - Kinesio has done well
 - Ethics course expanded possibility: What are ethical dilemmas?
 - Offer multiple modes: Conference, Communique, discussion
 - Need more help to determine what areas/topics to be presented
 - Develop 5 year plan of how to offer CE's
 - Tap into people to want to be presenters

	<ul style="list-style-type: none"> • How to submit a proposal online CE • Refresher course for clinician's whose license has lapsed. Online courses with live in person assessment? What would be required in that course. <ul style="list-style-type: none"> ▪ Member benefit or paid offering ▪ Expand out south more ▪ SIS specialty course series? ▪ Cross practice topics? ▪ Sexual harassment: How to recognize ▪ Work place behaviors and hostile work environments ▪ Human trafficking: ERs, required for MI licensure <ul style="list-style-type: none"> ○ Director of Advocacy <ul style="list-style-type: none"> ○ Survey Monkey sent out to recruit volunteers, legislature who we can talk to <ul style="list-style-type: none"> ▪ Legislator speaker panel ▪ Gather info from membership to bring this to life ○ Sexual harassment policy <ul style="list-style-type: none"> ▪ Jenny filled in information ▪ Michelle to look closer at form if policy includes language on training ○ Director of Membership <ul style="list-style-type: none"> ○ Currently at 836 ○ Strategic plan : Volunteer registration option? Task specific? Editing, sorting/filing, Add to memberclicks, reviewing conference papers, manpower at event, description of volunteer roles ○ Director of Communication ○ Communique <ul style="list-style-type: none"> ○ Paying someone for layout? Possibly editing? ○ How to streamline communique to make it more of an efficient process ○ Exit interview with Molly to help next person that will be taking on the role (Jim will do) ○ Article feature of communique on FB/Social media highlighting an important quote to drive interest, people to website and interest to membership 	
Committee Reports	<input type="checkbox"/> Conference <ul style="list-style-type: none"> • 	
Special orders	<input type="checkbox"/> Motion to adjourn: Janet Adcox, Second by Jim Hill	