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**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION**

**EXECUTIVE BOARD MEETING MINUTES**

**January 18, 2020 \* 9:00 am \* Location: via Zoom Call due to weather**

Attendees: Absent:

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| xJim Hill |  |  |  |
| xMoira Bushell |  | * Lauren Henderson |  |
| xJake Garrison |  |  |  |
| xAbi Swidergal |  |  |  |
| xTracy Repmann |  |  |  |
| xCarol Michel  xAnne Kiraly-Alvarez   * Beverly Menninger |  |  |  |

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| **TOPIC** | **DISCUSSION ITEM** | **PRESENTER** |
| Meeting called to order | Time: 9:00  Move: Jake  Second: Carol | By: |
| Members present (roll call) | See list above |  |
| Reading of minutes of last meeting: | Motion for approval by: Jake  Second: Anne  All in favor. |  |
| Membership | Strategic plan review  Anne: question about doing an event for OT Month, in different parts of the state, some meet the Board opportunities to understand what members are looking for from ILOTA, share resources, way to maybe offer CE.  Carol likes the idea, putting face to organization and connect, esp. if linked to CE  -next steps: pick dates, decide who would go where. Would it be beneficial for finding large groups of practitioners? First, what are the ideas, THEN decide on other plans.  -ideas: formal vs targeted conversation CE -could it be awarded like Roundtable Discussions? Target around election (maybe with PAC) as voters and professionals  -Jake thinks more informal to see if people show up. maybe tie to Hill Day? Target less engaged members for casual meeting vs CE  -Jim looking for who is audience? Highly engaged for more focus on specific issues to joint efforts? Or more broadly to members who may not be currently engaged - would CE or targeted might be off-putting compared to a casual meet-up?  -Others thoughts on audience: Anne - can we purchase email addresses of all licensed practitioners? Tracy not sure, will look and ask Janet. Would be great to reach out to non-members.  -Jim: CE is symbolic of role of ILOTA. Leans towards more engaged group. For OT Month get together, from development and receiving may be better. As small, subgroup, challenging for board to imagine what is needed by the periphery.  -goal: cast net widely as possible, so how many events/locations do we need? Do we look at larger hospital systems, academic programs for placement, school districts, SOTA groups?  -Tracy wants to know how many people is a good turnout, what is budget, what is the purpose?  -costs: go south as a group, and a trip in 1 day (expect people to get own drinks/foods), Jim likes an occupation happening - food pantry, painting, service project; goal is to increase presence and visibility across the state, people at the event talk to others who then become aware of the event.  -Complete a service project - good imaging - OTP Day of Service for OT Month.  -Committee - Anne and Carol  3 events, 3 locations, budget $200 each  -Jim motions to create Committee to Identify  -Anne second  -All in favor |  |
| Finance | -Conference  -Win for logo creation: ILOTA membership  -Vendor prices: stay the same  -Keynote: Sally Wasmuth - approved $2,000 for performance  -Modalities and Ethics  -Mod. today - 33 registered, 7 waitlisted  -lots of interest  -possibly another course  -Ethics: 202 CE certs in December  -$3,150 Dec alone (126 non-members paid in Dec)  -another course is on LMS ready to go  -Conclave  -Keynote-Glen, Tracy working to finish travel plans - Glen copied on his confirmations  -Sponsor - Spotter, invoice sent this week.  -Contest - poster  -Glen poster needs a photo, weather kept us out of office - will need to be completed  -completing speaker times  -what does Tracy need? Has topics from Jeanine, needs timeline to open registration; Moira will confirm the times are accurate that were sent  -Launch this upcoming week!  -Moira wants to know if Glen wants money prior to or after event. Contract states within 7 days of speaking.  -Jim, Anne, Carol, Jake, Abi will be present  -Budget  -2/3 of the way to CE goal already  -moved into 1 spreadsheet  -membership numbers are down  -New State Farm CDs  -Renewed Mag subscription, are we using it?  -Electronically paying Tracy, next is Maureen |  |
| Advocacy | -Advocacy Advisory group  -created document to use, unfamiliar with OTAs, SNFs, HH, started reaching out to people. Goal to bring people who are knowledgeable in their area, to reach out to Carol, then connect with others. Will meet monthly and share expectations.  -Needs A on process, does this need to be shared with *Communiqué*, what is next step?  -At a full board meeting, a list was created, but not necessarily identifying representative. Jim made into a google doc.  -Wants to connect with small group so they reach out around them. To create Witness Slips. Plug into regions to reach representatives.  -Is it possible to add the advocacy committee to SIS groups and advocacy at conference?  -Reach out to SIS to connect with others, if not them, do they know anyone or access to groups of therapists?  -1 person responded to PDPM/PDGM email, possibly tap into her. Anne sending her info to Carol.  -Power will be in people helping outside of their area of practice  -Looking for benefits to join this committee, will take out the highlighted yellow at this time  -will identify volunteer CEs  -Maureen  -spoke with her and Claudia (PAC chair) yesterday  -working on identifying role  -made suggestions to change wording in Service logs within school districts  -will meet with PAC board  -Jim: flexibility to determine role on PAC as Advocacy Chair, needs to check with Board  -Anne: PAC bylaws state Director of Advocacy is a Board member on PAC, in order to bring things back to ILOTA.  -Claudia mentioned ILOTA will have expectation of contribution. Moira - that is probably not legal. Jim - perhaps not talking of money, but more of support and communication and collaboration, need to be financially separate. ILOTA does send quarterly checks, but it is not our money, we are the holder of the money - comes from membership donations.  -Anne reports Gail had said PAC does not need to ask for more money right now because they have a large amount that needs to be used before they are asking for more  -Anne thought there would be a connection with Maureen at the end of this meeting - Jim was proposing receiving an update, not an additional meeting  -Will follow up with Maureen to see if there is a need. Typically at full board meetings. Virtually is possible. Standing assumption is she in attendance.  -Hill Day - ASAP has many states participating; Jim has history that some have been attempted and has not been successful, expensive, low participation. Can use the ASAP emails in the future if we are interested. Carol's ideas could be ground work towards this event.  -Conference tshirt that's Advocacy-focused and money goes to PAC. Carol to bring up at PAC meeting. Looking for Advocacy round table.  -PEL status: no admin track in IL, reached out to other states pushing. Carol created doc about comparison to OT vs ST to attempt to change the ISBE rule about OT. Presenting to Northern IL OT/PT group. Communicate through longer article in *Communique* and blog with links. Then, will start advocacy. Send to ?????? no one in positions. Elizabeth for *Communique* and Stephanie for blog. Copy Tracy. |  |
| Jim | -Director of Communications - Someone interested from Sarah, Jim emailed yesterday, hasn't heard back  - since this is not in place, Abi contact with Moira and Maricela (new work study student)  -Elizabeth training for *Communique* but not sure of role  -should it be a newsletter or magazine?  -Blog: has a curator to make in blog form, but midpoint  -MHFA - as a non-skilled intervention, cost, CEs, ethics of presenter making money, is there a standard approach from MHFA; techniques are not necessarily OT specific, but are tools for OTPs to use to achieve OT goals  -ILOTA CE criteria: relevant to role, be scientific, presented by people with education/experience, certification through approved provider  -next steps: Can board ask CE committee for reasoning? Does it become an issue? Can we provide sponsorship of a course without providing CEs? Need to create criterion for instructors then? When falls outside our typical realm, ILOTA response is difficult. Will need another set of criteria/system regarding non-CE type of events.  - actual next steps: going to CE Committee, ask for the explanation in providing CEs. Anne to ask Beth for rubric. And to Frank Gainer regarding AOTA offering. |  |
| Anne | -New board member orientation  -Hasn't occurred in several years, but would like this to come back  -Peggy Nelson created a PowerPoint of history of ILOTA - Tracy to look for it  -Nadia had begun to turn this electronic or virtual  -Anne will take lead on this; Jim warned of making it too aspirational, and first step is to collect and organize orientation materials on a google drive |  |
| LDP | Will be attending full board meeting. Midwestern has not been confirmed as setting for these - Tracy requested form twice, and hasn't received but assuming Midwestern will utilize same paperwork from last year |  |
| Board Meeting | Prospective student/business owner interested in attending. Do we allow non-members at our meetings?  Bylaws? Tracy looked them up - nothing specific. Member benefit is taking part of meetings. One membership meetings.  Happy to talk to prospective members about interests and what happens, but the conversations at meetings are for/by members |  |
|  | Abi - Conference  Carol - Developing an Advocacy Advisory group             School advocacy for PEL status           - Maureen  Moira - budget update  Conclave update  Tracey- brief events update – Ethics, Modalities, & Conclave  Jim - MH First Aid  Director of Communications, Blog, and communique.  New board member orientation (Anne)  Hill Day or virtual event?  OT Month ideas (meet the ILOTA board)? |  |
| Adjorn | Motion: Anne  Second: Jake  Time: 11:57 am |  |
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