

Executive Board Meeting, **August 4, 2013**
Panera, River Forrest, Illinois
5 – 7 pm



MEETING AGENDA

Executive Board Members Present

<input checked="" type="checkbox"/> President: Heather Leigh	<input type="checkbox"/> Director/Membership: Theresa Dewey
<input checked="" type="checkbox"/> President Elect: Melissa Hedlund	<input checked="" type="checkbox"/> Director/Webmaster: Megan Campbell
<input type="checkbox"/> Secretary: Julie Ludwick	<input checked="" type="checkbox"/> Director/Committee & Community Liaison: Val Newman
<input checked="" type="checkbox"/> Treasurer: Beth Casey	<input checked="" type="checkbox"/> Other: Chair/Governmental Affairs Committee: Lariza Fenner

Call to Order- Began at 5:16PM

Heather Motions to begin meeting, Theresa seconds, all in favor.

Establish Quorum –

6 present, 75%.

5:00 – 5:45/6:00

Lariza present shared governance/organizational format for consideration.

- Chapter Manuals- posted on Glasscubes- pulling from chapter manual to add to bylaws to address how the chapter is run.
- Lariza is adding to our bylaws (in red)- the required sections from the chapter manual *will get email copy of bylaws update from Lariza to email to executive board.
- Anyone who is a professional member can vote at the chapter meetings.
- Any change to the bylaws must be voted on by the membership.
- Establishing Policies and procedures are separate from the bylaws.
- Use AATA's guidelines as an example to model.
- Will need to vote to update bylaws with entire membership following revisions
- Updates to bylaws/policies and procedures should be sent out 14 days ahead for membership to view, and then voted on during the chapter meeting.
- Discussion of potential changes to annual meeting
- Policies and Procedures (P&Ps) – should they be voted on by the membership? Or by the board?
- Lariza has been working on an assessment of the literature, and the documents that IATA already has- including any P&Ps... she will continue to look at P&Ps, and documentation and work towards assimilating the information by the end of the year.
- Executive Board meetings- should Chairs of committees come? (possibly based on the agenda of the EB)
- Inclusion can increase participation- so how can we include membership, and voting members.

Approval of meeting minutes from June 2, 2013.

- Melissa motions to approve, “I motion that we approve the executive board meeting minutes from June 2, 1013.” Heather seconds, all in favor

Financial

Annual Conference budget –

- Comparison with proposed budget vs. actual budget
- Approved budget was 2500 for food/ requirement with SAIC is to use their catered which is 750 more than approved budget, 800 for brochure/print/ now only using 600, 50 more for closing ceremony to have the drummer come, 75 for postage...
- Waiting for actual breakdown before voting.
- Getting in kind donations, and sponsors

D&O insurance-

- Melissa needs signatures, and will then submit the application
- That will be enacted soon...

Attorney General filing-

- Melissa- by law IATA needs to register with the attorney general - \$15, and then send in a document of our finances in order to be in good standing. Donors who would like to donate can look us up on the AG website.
- Application for Heather and Beth to sign
- Discussion of struggle with mailing address, and PO Box history... need to think further of dealing with mail, and address.
 - Need to put this into a Policy & Procedure including who fills out paperwork, and who does what when, what names/addresses are used, etc...

Checking and Savings update- Beth

- Checks from AATA, no large change to checking and savings account since May 5, 2013 full board meeting.

Misc. follow-up

Art Therapy/Music Therapy conference update (Val) –

- Art Supplies- buy and get reimbursed, had not originally budgeted for this program
 - Need to look at what we have, and then figure out what in addition they need/line item budget
- What date is registration/ parking rates needed by Lurie Children's?
- E-Alert for this conference?

Programs Committee- update from Val

- Events/program committee is struggling with a preconceived set of programs from the year before, and not having more openness with planning for programs, and budgeting for programs
- Questions- regarding budget for events, and programs, and pre-established presenter fees (developing criteria for how presenters are paid)
- Not reinventing the wheel vs. what programs should be staples
- Committees should potentially meet between December, and January in order to address budgeting and planning for the past year and year to come.

Il-Luen's suggestions about student roles/support (Work with Theresa on this)-

- Will follow up with this at another time – Theresa to follow up with this regarding student reps.
- Student reps- permanent reps for each committee?

- Volunteers/student reps gained through the website.

Nominations –

Status from Monique-

- Heather spoke with Mo regarding updates things seem to go well.

Committee to help, if needed

Survey Monkey ballot-

Sangi (format), Megan (tech help), Melissa (approval), Theresa (member list/emails)

- Ballot going out when? End of August? In order to have everything counted, and begin positions September 14
- Do we have multiple people for each position- bios need to be sent in by next Friday to Mo

Job descriptions – Status

Marketing/Communications

Megan discuss her role and plans for Marketing/Communications-

Discussion of the way the director will work with the committee, and how the committees will be broken down. Marketing (print vs. web), and communications

Megan will meet with Sangi this week, and discuss more.

Adjournment

At 7:12 Beth motions, “I motion we end the meeting.” Val seconds, all in favor.