



ILOTA Quarterly Board Report Form – August 2021

This report summarizes the actions taken by ILOTA Board members toward each of ILOTA’s strategic plan objectives since the previous Full Board meeting.

Focus Area 1: Inclusion and Diversity	
<i>1.1 - Increase opportunities for members to engage in various volunteer and educational events related to inclusion and diversity</i>	
May-Aug 2021	Continued meetings for the Community Outreach Ad-Hoc Committee- working on developing resources, identifying community partners, and developing a mentoring program for pre-OT students
May-Aug 2021	JEDI SIS has been active defining mission and JEDI for the committee, creating subcommittees, and planning initiatives
8/11/21	Hosted panel presentation, “OT Voices: Rethinking and Rewiring our Thoughts About Injustice”
<i>1.2 - Develop equitable representation and advocacy throughout the state</i>	
8/14/21	School-based SIS Co-chair participated in back to school event hosted by State Representative Dag Avelar at Irene King School in Romeoville. Partnered with ILOTPAC chair and Midwestern OTD students to develop and deliver a variety of developmentally appropriate movement activities, AOTA tip sheets, backpack fittings and bilingual communication re: the role of OT in school-based practice.
<i>1.3 - Ensure diverse representation in all communications</i>	
May-Aug	DOC: Highlighted diverse topics on social media and blog (Asian American Pacific Islander Month, Tourette’s Awareness Month, LGBTQ Pride Month/Transgender Care, Disability Pride Month, Juneteenth, 4th of July, Generational differences). Hosted an Instagram Live event that included a rural, downstate practitioner. Reached out to OTA programs to generate contributions to all platforms
May-July	Recruitment for Nominations for Executive Board positions occurred this summer. The elections occurred in July. Beverly Menninger is the new President-Elect and Brenda Koverman is the new Director of Advocacy. Many thanks to Molly Bathje and her team for their communications regarding recruitment, getting out the vote, and the election results. Special thanks to George Buckley for his assistance with the recruitment and election process.
<i>1.4 - Promote diverse membership on the board and sub-committees</i>	
July	DOC: Promoted open positions on social media
July	Volunteer recruitment campaign- invited all members to consider volunteering for open positions, including board and committee member positions
ongoing	Recruitment coordinator filled new social media committee member position, in discussions with potential volunteers for blog coordinator and mental health SIS chair. Requested SOP be prepared to improve ability to recruit for conference chair position.
<i>1.5 - Improve accessibility of ILOTA communications, events, and education</i>	
8/11/21	Contracted ASL interpreters for virtual CE event
August	Exploring policies/procedures to enhance accessibility for events and clarify process for attendees to request accommodations

Ongoing	Using technology-generated captions in all virtual meetings and CE webinars
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Focus Area 2: Membership	
<i>2.1 - Increase member engagement in SIS groups/committees</i>	
7/21 – 10/21	Research project in collaboration with GSU MOT students: OT Leaders Promotion of Best Practice in Quality Care Transitions. Goal to publish an article in December, 21 Communicate with direct provision of research results to AMSIS members via email listserv.
4/1/2021	AMSIS Survey results (29 responses). See attached
July-Aug	Home & Community Health SIS assisting with planning of Sept. CE Event
08/21	Recruitment coordinator speaking with various interested potential co-chairs
6/21	DOC- Social Media: Hosted EI SIS Month on Social Media sites, collaborated with LDP to establish website presence and social media campaign for LDP membership Blog: Posted piece on how to get involved with SIS Committees
August	School SIS Town Hall event posted on website has drawn interest and questions from external parties who have contacted co-chairs who've provided information and suggestions for advocacy.
Ongoing	Adding SIS resources for members on the website
<i>2.2 - Provide relevant and meaningful CE opportunities as a membership benefit</i>	
8/21-10/21	Development of Sexual Harassment CEU for provision to ILOTA members at Oct, 21 Annual Conference. New member engagement to support development and provision of CEU.
5/17/21	Hosted "Reframing Pediatric Occupational Therapy – What does it really mean to be holistic?" CE event
5/22/21	Hosted "Join the Conversation: Defining and Facilitating Best Practice in Occupational Therapy in Early Intervention in Illinois" CE event
June 2021	Hosted "Therapeutic Modalities for Occupational Therapists: Electrical and Thermal Course"
7/10/21	Hosted "Promoting Occupational Performance Across the Covid-19 Continuum" CE event
8/11/21	Hosted "OT Voices: Rethinking and Rewiring our Thoughts About Injustice" CE event
July	Third year of Leadership Development Program initiated with opening of mentor/mentee applications. Applications to be reviewed and third cohort to be established prior to Sept seminar
8/14/21	Final Leadership Development Program (LDP) Mentee-only session held for current cohort
Jul-Aug	Planning for 9/14 Sarah Young seminar for LDP participants as well as interested OTPs
<i>2.3 - Increase CE opportunities throughout the year through the LMS</i>	
Fall – Winter, 2021-22	Development and provision of ILOTA AMSIS sponsored CEU event with discounted rate for members (Telehealth, Health and Wellness Promotion via Health Management). Utilize this opportunity to host a town hall for member feedback and networking – Not started yet.
<i>2.4 - Develop methods to increase membership</i>	

10/21	Annual conference virtual meeting for AMSIS members via the Conversations that Matter to establish best practices regarding quality care transitions across healthcare settings including acute and post-acute.
Ongoing	Routinely respond to policy and procedure questions sent to ILOTA via email and in addition to providing relevant and helpful resources and info, encourage those reaching out to become members of ILOTA.
May 2021	New practitioner rates available
09/21	Working with student co-liaisons to develop roundtable of practitioners to discuss various areas of practice to educate students on potential future practice settings and encourage ILOTA membership and connection.
Ongoing	DOC- Continue to develop and deliver regular content for social media, blog, and newsletter, driving awareness of ILOTA membership benefits and potential new members.
2.5 - Develop methods for maintaining membership	
5/6/2021	Brainstorm collaboration on how to increase AMSIS member engagement outside of Chicagoland
August 2021	President calling lapsed members to encourage past members to rejoin or gather feedback on why not renewing to make improvements for future members
August 2021	President calling new members to welcome them to the profession; working with DOM to establish plan for better engaging new members

Focus Area 3: Organization and Structure	
3.1 - Create standardized structure for responding to advocacy issues	
7/21	Advocacy structure and flowchart provided to new DOA
July-Aug	Collaboration with new DOA on new/updated strategic plan action steps
3.2 - Clarify policies, procedures, and position descriptions for all ILOTA Executive and Full Board members	
June	DOC- Created an SOP for Blog Coordinator, developed and posted guidelines for blog contributions
July-Aug	President working with all full board members to review/update/create SOPs for their positions
May	Implemented new procedures for planning ILOTA-sponsored CE events and networking events
August	Bylaws coordinator collaborated with President and other board members to make proposed edits to the current Bylaws (editing roles/responsibilities, gender and grammar errors.)
3.3 - Standardize budget processes for all events	
June	Implemented new Fiscal Year Budget Request Form for all board members
3.4 - Update/reformat website in collaboration with DOC	
08/4/21	Developing EI-SIS Resources on website
May-Aug	Website ad-hoc committee voted on new website template; Executive Director has been working with Memberclicks website designer to transition content to new website

Focus Area 4: Communication	
<i>4.1 - Improve communication and responsiveness of ILOTA to legislative events</i>	
8/21	Sending letter of gratitude to co-sponsors of telehealth bill
Fall 2021	Engage members in advocacy initiatives – licensure Compact – host an online forum – Collaboration with Carol Michels resulted in a few new members engagement.
Ongoing	DOC- Posted “Legislative Victory” on social media, continue to include legislative update section in the Newsletter
<i>4.2 - Improve financial transparency communication to ILOTA members</i>	
Ongoing	Financial reports included in all board meeting minutes
<i>4.3 - Develop collaborative alliances with other states and professions</i>	
May	President participated in AOTA Affiliated State Association Presidents (ASAP) annual meeting
Ongoing	President remains actively engaged in ASAP listserv discussions
Ongoing	School-based SIS co-chair is member of AOTA Leaders in School Practice CoP which has provided information to AOTA executive board re: the status and challenges facing school-based practitioners nationwide which led to the development of advocacy materials on the AOTA website; currently discussing how to partner with State OT associations to develop and disseminate uniform information re: best practices in school practice.
<i>4.4 - Communicate most important aspects and updates about ILOTA to members using all communication tools</i>	
7/21	Public Policy Coord collaborated to send out back to school flyer and coordinate event
Ongoing	DOC- Social media posts event information, open ILOTA positions, legislative wins and calls to action, upcoming events, and conference promotions.
Ongoing	Archives committee plans to highlight the history of OT and OTA schools in Illinois over the next several years. Contact Kathy if interested in highlighting your school.
Ongoing	Archives committee continues to collect archival information about COVID-19 – stories or documents about clinician or student experience during this time. Please consider sharing your stories!
July	Communicated results of executive board elections on all platforms