



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
January 21, 2023 \* 9:00 am \* Location: Zoom Call**

<b>Members Present</b>	<b>Members Present for a Portion of Meeting</b>	<b>Members Absent</b>
Beverly Menninger – President Moiria Bushell – Director of Finance Anne Kiraly-Alvarez – Director of Membership Robin Jones –Secretary Dalmina Arias - Director of Finance-Elect George Buckley – Executive Director	Michelle Hanawalt – Director of Communications Brenda Koverman- Director of Advocacy	
<b>Guests Present:</b> Claudia Maloberti – Capstone Student	Ari Carrillo-Ortega – Capstone Student	

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
<b>Call to order</b>	Beverly called the meeting to order at 9:05am	n/a
<b>Roll call</b>	See members present above	n/a
<b>Introduction of ILOTA Capstone Students</b>	Anne Introduced the Capstone Students and they provided a brief synopsis of what they will be doing with ILOTA- Ari Carrillo-Ortega and Claudia Maloberti	
<b>Approval of minutes</b>	<ul style="list-style-type: none"> <li><b>MOTION:</b> to ratify the email approval of December 10, 2022 ILOTA Executive Committee Meeting Minutes. Motion made by Robin Jones and 2<sup>nd</sup> by Anne Kiraly-Alvarez. Motion Carried. <b>(MOTION 2023-01-01)</b></li> </ul>	n/a
<b>Presidents Report</b>	<ul style="list-style-type: none"> <li>Implicit Bias Awareness Training and Dementia Training Plans. Sexual Harassment, Ethics, Implicit Bias Awareness are currently required. Dementia is likely to be added in new legislation. ILOTA currently has Sexual Harassment and Ethics training available already. Does ILOTA want to create Implicit Bias and Dementia Training or refer people to other training resources? Bev shared that AOTA has a training on Implicit Bias and Frank identified some other resources for this topic. Discussion centered around the fact that this should be a common practice for ILOTA. Members are asking for it and it is a</li> </ul>	

**2023 Conference Discussion**

revenue stream for ILOTA with non-members to take the course. Nancy Richman indicated she would be interested in creating the Dementia Training for ILOTA and it was discussed as to whether or not there were ILOTA members who would be qualified to do the Implicit Bias Training (suggested connecting with the JEDI group for recommendations). Will put something on the website to let people know that ILOTA will be creating the training and it will be available later this year. Need to update the website for the Ethics Training to reflect that the updated training is available as well.

- CO-OP course is April 13<sup>th</sup> and 14<sup>th</sup>, 2023. \$550 members, \$675 non-members. Will be promoting to other states, large employers, etc. to generate interest. Minimum 20 attendees or we will cancel. Site can accommodate 40 people. Follow up virtual session in October. Will be held at the Niles Township Special Education District Offices. Goal is to have the registration available February 1, 2023.
- January CE Event discussed in December meeting did not occur. The speaker had specific requirements that the Board wanted to be changed and the speaker did not agree so it was not held.

Discussion about how conference should be representing ILOTA going forward. There are issues with the venue and the dates and number of days. Theme needs to be established. Will there be a virtual aspect and what does that look like. The committee wants to go back to NIU. They want a 2-day event in October or November. NIU does not have anything available in October and questionable in November (17<sup>th</sup> -18<sup>th</sup>) (but the 17<sup>th</sup> is dependent upon another entity changing their dates). Discussion of costs associated with a hotel venue, etc. Discussion of value/benefit of 2 days versus 1 day. Discussed available dates with NIU for a single day event. Discussion of other options such as 1 day at NIU and 1 day at Midwestern or 2 days at Midwestern but Fridays could represent a challenge with space. Discussion of 1 day event with general conference content and 2<sup>nd</sup> day as a “specialty” conference. Discussion of having the 1-day conference on Saturday since NIU only firm date available then. Discussion that the virtual conference component needs to be rethought regarding content, process, amount of work to create versus return, etc. Board is recommending to the committee that we go with a 1 day and look at the available Sat. date at NIU (November 18<sup>th</sup>) or if the Friday, November 17<sup>th</sup> date opens up host it Friday versus Saturday. Discussed conducting a feedback survey of membership about conference preferences. Discussion of creating a “Theme” for the conference and value of doing that. Discussion of whether or not ILOTA needs a new “logo” each year for the conference or just use the ILOTA logo. Beverly will have a discussion with the Conference Co-Chairs about the Board’s discussion on these issues (no theme and no special logo).

<b>Advocacy Report</b>	<ol style="list-style-type: none"> <li>1. Emma Penn is new public policy coordinator</li> <li>2. Medicaid Reimbursement: IPTA, ISHA and ILOTA coalition has been meeting to strategize solutions. A consensus was reached to increase Medicaid OP reimbursement on the fee schedule thus eliminating the need to specify hospital and non-hospital setting reimbursement. The 3 lobbyists are tasked with contacting the person at HFS to set up a meeting to discuss this. No communication has been received about a meeting and 2 reminders sent. Will be connecting with Maureen next week.</li> <li>3. Scope of practice and practice act rule revisions: The final draft has been completed. Direct Access language has been left out. Following up to determine why this language was left off and what should we be doing to advocate to have this language included.</li> <li>4. Compact Act: This is on hold, waiting for a response from the house committee. Emma Penn has agreed to take the lead on this, and Nancy and Brenda will mentor her.</li> <li>5. Right to repair bill: Awaiting word from SIS or president on task force that is being developed. No communication has been received; if I hear nothing by next month, I am removing it as an action item.</li> <li>6. Dementia training added to legislation. Discussion about whether ILOTA has a stance on all of the different mandatory trainings required by legislature.</li> </ol>	
<b>Communication Committee Report</b>	<p>Still looking for Communique director position. Current Communique being edited at this time.</p> <p>Morgan is staying on through March 2023. Retain goal of 4 issues per year even with the transition even if the transition issue is smaller, etc. Board members should be assisting if needed. Will reach out to the Board if needed.</p> <p>New Blog coordinator has posted the first Blog.</p>	
<b>Finance Report</b>	<p>Bank Balances: (as of 1/19/23)</p> <p>Checking: 71,146.70</p> <p>Debit: 3792.55</p> <p>CD: 5,000</p> <p>Money Market: 45,093.48</p> <p>Total: \$120,032.73</p>	

<p><b>Student Conclave</b></p>	<p>Final expenses from the Conference are still not complete and a report will be shared at the next meeting.</p> <p>George shared outcome of the Modalities Course income/expenses and it was a very profitable event for ILOTA.</p> <p>See attachments titled which Moira discussed:</p> <ul style="list-style-type: none"> <li>• Profit and Loss December 2022</li> <li>• ILOTA Financial Report Budget vs Actual for Fiscal year 2022-2023 September through December</li> </ul> <p>Reported that the change in payroll processing is working well. Moira discussed issues with Accounting Firm and on-going negotiations and discussions for continuing to work with them.</p> <p>Strong planning committee. Date will be Sat. March 25<sup>th</sup> at the NIU Center. George is working to create the sponsorship package. Looking at \$300 level (Suggested benefits: logo on website, 2 free registrations, Social Media exposure, 1 email blast to conference registrants, etc.) Discussion about the value of what we are offering and how this will “entice” sponsors. Discussed adding exhibit table as an option for sponsors. This will add \$25 cost (for 6 ft table) which reduces \$ to ILOTA. George is going to reach out to one of the past sponsors to inquire about “what” they think the value of sponsorship is. Concerns about the cost, etc. as this is the 1<sup>st</sup> in-person in a few years. Preliminary discussion had set registration at \$25 fee for members and \$50 for members. Discussion about increasing this amount to \$35 for members and \$60 for non-members. The NIU contract is coming out at approximately \$50 per person just to host the event (food, room rental, etc.). So sponsorship is critical to “pay” for this event since registration will not cover the costs. Discussion about intent of the event and value of the event to ILOTA, etc.</p> <p>Beverly made motion made to set the registration fee for the Student Conclave at \$35 members and \$60 Non-Members. Motion 2<sup>nd</sup> by Anne. Motion Carried <b>(MOTION 2023-01-02)</b></p> <p>Beverly made motion to secure the NIU Conference Site. Motion 2<sup>nd</sup> by Brenda. Motion Carried. <b>(MOTION 2023-01-03)</b></p>		
<p><b>Membership Update</b></p>	<p><b>Current membership report:</b></p> <table border="1" data-bbox="541 1365 1213 1421"> <tr> <td data-bbox="541 1365 934 1421">Category</td> <td data-bbox="934 1365 1213 1421">January 13, 2023</td> </tr> </table>	Category	January 13, 2023
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Admin	3
OT	450
OT Monthly	58
OT New Practitioner	86
OTA	59
OTA monthly	13
OTA New Practitioner	32
Student	412
Retiree	12
Multistate	11
Honorary Lifetime	7
TOTAL	1143
Difference (from 12/6/22)	0

**Update on membership activities- generation of automatic emails for new and renewing members**

Nobody has used the conference code for discounted membership tied to conference attendance (non-members joining) but George will send out an email reminder to them.

Working with George to have automated emails to new members and renewing members with reminders about member benefits, opportunities to engage with ILOTA, etc. at specific timeframes (i.e. 3 months, 6 months, etc.).

Discussion of Business Partnership Packages for membership recruitment. George updated the website with specific information about what the benefits of membership are.

**Secretary updates**

Reminder to respond timely with Agenda Items when requested.

**Other?**

None

**Adjournment**

Motion made by Robin to adjourn meeting at 11:25am Motion was seconded by Anne. Motion carried. **(MOTION 2023-01-04)**

