



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
January 20, 2024 \* 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 Anne Kiraly-Alvarez – Director of Membership Dalmina Arias - Director of Finance Michelle Hanawalt – Director of Communications Brenda Koverman- Director of Advocacy George Buckley – Executive Director Robin Jones –Secretary		

<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 9:02am	n/a
<b>Roll call</b>	See members present above	n/a
<b>Approval of minutes</b>	<ul style="list-style-type: none"> <li>● <b>MOTION:</b> to ratify the email approval of October 21, 2023 ILOTA Executive Committee Meeting Minutes. .Brenda Koverman moved and 2<sup>nd</sup> by Dalmina Arias. <b>MOTION CARRIED (MOTION 2024-01-01)</b></li> </ul>	n/a
<b>Presidents Report</b>  Beverly Menninger	<ul style="list-style-type: none"> <li>● Strategic Planning Discussion/Update - Need to streamline the Goals to focus on:               <ul style="list-style-type: none"> <li>○ Membership – Goal of 2000 by end of FY2024; Enhancing Benefits of ILOTA Membership; Growing Associate Membership; Review Student member/Student Committee; Enhance succession plan/volunteer recruitment efforts; Mentorship/Leadership</li> <li>○ Education – Highly valued by members. Enhance online CEU Offerings; Continue annual CEU Course that have high/strong draw; Ensuring monthly CEU course offered; Conference/Conclave/OTA Conference/Missouri-Illinois Collaborative</li> <li>○ Advocacy – Lobbyist options; development of Government Affairs Committee; Prioritizing of Bills/legislative/advocacy efforts (i.e. Practice Act/Rules, etc.); recruitment for advocacy effort support from membership</li> </ul> </li> </ul>	Robin – Contact Nominating Chair regarding upcoming elections.

	<ul style="list-style-type: none"> <li>○ Communication – Communique; Social Media; Website; Identifying WHAT we want to be communicating</li> <li>○ Financial- focus on dues/membership goals; increase sponsorships/associate memberships; Conference/Conclave and CEU offerings; Promoting/developing ILOTA Swag; Determine risks we want to take as an organization; future staffing (lobbyist/Admin Assistant; Enhancing Reserve Fund</li> <li>○ Use March meeting to focus on the Strategic Plan and update (continue, change, add, etc.)</li> <li>○ Review the SISs- their function, structure and what they could be doing or do we need them at all?</li> <li>○ Review organizational chart – identify positions that are active/necessary/need renewing or removing</li> <li>● Confirm meeting dates for 2024 February 17 (Full) May 18 (Full) August 17 (Full) Executive Board 3<sup>rd</sup> Sat. of each Month. November Annual Meeting with Conference.</li> <li>● Conference Planning for 2024</li> <li>● Elections for 2024 – Membership, Communications, Secretary and Finance-Elect Call for nominations issued in May 2024. Elections start July 1, 2024. Positions: Director of Membership, Director of Communications, Secretary and Director of Finance-elect. Discussion of the high # of positions up this year due to a shift in term a few years ago for Director of Communications. Board position – Nominations Committee Chair responsible for recruiting people and should be responsible for recruitment, etc.</li> <li>● Continuing Education 2024 Discussion: <ul style="list-style-type: none"> <li>○ Request from members for Splinting/Casting Course – Sara Zera had brought forth a speaker/topic over a year ago to the Board and we had decided not to pursue. Membership Survey results also support a course on this topic. Discussed offering a series to address different levels of splinting skills. Beverly moved to explore the feasibility of hosting these courses. Brenda 2<sup>nd</sup>. <b>MOTION CARRIED (MOTION 2024-01-02)</b></li> <li>○ Collaborative Illinois/Missouri Conference Discussion about different options. Decided to refer it to the Continuing Education Committee for further exploration.</li> <li>○ California OTA Conference – Open to anyone and George distributed to ILOTA’s OTA Members as an FYI</li> </ul> </li> <li>● Discussion of board responsibilities that include attendance, fundraising, and leading initiatives</li> </ul>	
<b>Advocacy Report</b>	<ul style="list-style-type: none"> <li>● See Attached Report of 2024 Advocacy Initiatives</li> </ul>	

<p>Brenda Koverman</p>	<ul style="list-style-type: none"> <li>• George/Bev and Brenda met with representative of AOTA regarding strategies for advocacy, lobbyist, government affairs committee, etc. Stressed prioritization of ILOTA's advocacy efforts. Important to determine what the role of a lobbyist is for ILOTA and AOTA will assist in developing a job description for this position. Current lobbyist has a contract through 2024. Brenda/Beverly will be meeting with Maureen to discuss ILOTA's needs going forward.</li> <li>• Legislator has been identified to support the Compact Act. Deadline for submitting the Compact Act bill was last Friday and we do not know if ILOTA has a bill submitted or not.</li> </ul>	
<p><b>Communication Committee Report</b></p> <p>Michelle Hanawalt</p>	<p>No Agenda Items</p> <p>There was an error with one of the article titles in the latest Newsletter. Issue with editing final copy. Discussion of future editing.</p> <p>Social media is doing a great job.</p>	
<p><b>Finance Report</b></p> <p>Dalmina Arias</p>	<p>1) Financial Update – discussion of reporting/comparisons for analysis of trends.</p> <p>2) Mapped Out CEUs for 2024 – used membership survey to inform potential courses (AI and OT, Burnout, Splinting, Fieldwork, etc.) Advocacy could be another topic area to explore. Discussion of other potential topics/structure/organization.</p> <p>3) Online Apps for Conference – Interest in having app access for the Fall 2024 conference. Explored/researched different options. Discussion of pros/cons. Cost and time commitment concerns expressed. Decision to continue to explore for fall 2024 conference.</p> <p>4) ILOTA Conference Chair Search – outreach has resulted in some interest (6 people) to date. Previous committee will be contacted to see who is interested in serving again. Discussion of conference date and location.</p> <p>5) ILOTA Student Conclave – Feb 10<sup>th</sup> at Midwestern University. Schedule shared for review.</p> <p>See Attachments:</p> <ul style="list-style-type: none"> <li>- October, November and December Profit and Loss Statements</li> <li>- Profit and Loss from September – December Report</li> </ul> <p><b>Account Balances as of 1/16/24 5:30 PM:</b></p> <ul style="list-style-type: none"> <li>○ Checking: \$135,908.37</li> <li>○ Debit: \$\$2,997.81</li> <li>○ CD: \$5,159.95</li> </ul>	

- o Money Market: \$\$77,698.58
- o Total: \$221,764.71

**Profit & Loss Report for September through December 2023:** These are some incredible numbers for the first four months (one-third) of the fiscal year...

- Overall **Membership** revenue is \$79,283. **That's 99.1% of the entire fiscal year budget of \$80,000 after only four months.**
- Overall **Conference** revenue is \$66,832. **That now exceeds the \$65K budgeted revenue for the fiscal year**, and there's still more to come in January (the Chicago State University check for \$4,660 wasn't deposited until January).
- The **Continuing Ed Workshops** remain strong at \$36,742 for the first four months – **that's 96.7% of the \$38K budgeted for the full fiscal year.**
- Net income after the first four months is a whopping \$109,485.03. Total income is \$187,111.23 after four months – that's 96.5% of the \$193,750 budgeted for the full fiscal year.**

**Membership Update**

Anne Kiraly-Alvarez

- Membership Update
- Membership Feedback Survey Report (see attached) – Anne reviewed and highlighted specific findings. Discussed considering offering the short CE Courses (1 hr- 1.5 hr) as a free member benefit and only charge for the longer more intense courses. Discussion of different membership categories. Discussion of dues increase will occur as part of the March Strategic Planning meeting.
- The raffle will occur this next week for the membership survey.

Category	January 11, 2024
Admin	3
Associate	3
Honorary Lifetime	7
Multistate	31
OT New Practitioner	121
OTA New Practitioner	37

Robin – Send out Member Feedback Survey Report to the Full Board for review at the February Meeting as part of the meeting preparation materials.

	OTA	133	
	OTA monthly	33	
	OT	870	
	OT Monthly	108	
	Retiree	19	
	Student	453	
	<b>TOTAL</b>	<b>1818</b>	
	Difference (from 11/15/23)	199	
<b>Secretary updates</b> Robin Jones	Reminder to respond in a timely manner to requests for agenda items.		
<b>Executive Director Report</b> George Buckley			
<b>Other?</b>			
<b>Adjournment</b>	Motion made By Beverly and seconded by Anne.to adjourn meeting at 11:45am. <b>MOTION CARRIED (MOTION 2024-01-03)</b>		

Prepared by Robin Jones, ILOTA Secretary.