



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
October 21, 2023 \* 7:00 pm \* Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
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		

Topic	Notes	Action Items & Person Responsible
<b>Call to order</b>	Beverly called the meeting to order at 9:05	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 September 16, 2023 ILOTA Executive Committee Meeting Minutes. Seconded by Anne. Motion Carried. <b>(MOTION 2023-10-01)</b></li> </ul>	n/a
<b>Presidents Report</b>  Beverly Menninger	<ul style="list-style-type: none"> <li>● Honorary Lifetime Member Award (information sent previously by email from George)- Discussed the candidate and their CV/experience and contributions to ILOTA. The nomination was withdrawn by the nominator because they did not meet all of the criteria. The board will be revisiting the award criteria prior to next year award cycle.</li> <li>● ILOTA table at conference – Last year focus was on membership. In addition to membership want to have information on advocacy, membership survey with drawing to encourage them to complete the survey. Proposing use of a “quiz” format to draw people to the table.</li> <li>● Raffle prizes for Conference – Board members are encouraged to contribute a “basket” and/or item.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Annual Meeting Wed Nov. 8 - Motion made to approve holding the 2023 Annual Meeting on November 8, 2023 at 7:00pm. Seconded by Anne. Motion Carried. <b>(MOTION 2023-10-02)</b></li> </ul>	
<p><b>Advocacy Report</b></p> <p>Brenda Koverman</p>	<ul style="list-style-type: none"> <li>• Review Right to Repair Bill recommendations – Brenda shared the Assistive Technology SIS recommendations. The Assistive Technology SIS held a meeting and collected input on this legislation. Bill 3602 – Question whether the ILOTA committee wants ILOTA to support or oppose the bill. The statements put forth by the ILOTA Committee do not necessarily match the bill. Brenda will work with the committee to identify specifics related to ILOTA position as the current bill as written.</li> <li>• Discuss Compact Act status – Brenda attended a ILOTPAC meeting where the Compact was discussed. OT Lobbyist stated that she did not feel that we could get a sponsor for the bill this legislative session. There have been several contacts by OTs with legislators exploring potential sponsors but no commitments to date.</li> <li>• Determine feasibility of reviewing board participation requirements – Seeking meeting that will further discuss volunteer requirements. This will happen during the January meeting.</li> </ul>	
<p><b>Communication Committee Report</b></p> <p>Michelle Hanawalt</p>	<ul style="list-style-type: none"> <li>• Big thank you to new newsletter Coordinator, Lauren Adrian! She is now up and running and just submitted her first complete newsletter all on her own!</li> <li>• The April, May, June was published this week. July, August, September was just sent to Jamie to create.</li> <li>• Dalmina, I will submit Jamie’s invoice for April, May, June after the meeting and I imagine next week will submit his invoice for July, August, September.</li> <li>• If anyone would like to join the committee for reviewing articles for the newsletter if so please reach out and we would love to have you!</li> <li>• Conference social media – Seeking suggestions on how to get more diverse social media across different practice areas, etc., to ensure that ILOTA members feel equally represented across different geography, practice areas, etc. Discussed that email blasts to conference registrants about social media options around conference, etc., could help get more engagement and diversity.</li> </ul>	

	<ul style="list-style-type: none"> <li>Discussed “Instagram Live” interviews with conference platinum sponsor as part of social media for conference.</li> </ul>	
<p><b>Finance Report</b></p> <p>Dalmina Arias</p>	<p>1) Financial Update – Discussed status of revenues versus expenses. Membership increase has driven revenue increase as well as CE events, conference registration.</p> <p>2) Student Conclave – Site has been secured. Hosting at Midwestern University on February 10, 2024. Anne described the space options. Discussed sponsorship for the Conclave focused on things relevant to the students (e.g. NBCOT, AOTA, other study companies). Fee set at \$325 for sponsors which was the same as last year. Theme for the Conclave will focus on advocacy.</p> <p>3) ILOTA Conference (Bev and George) – 1 Platinum, 3 Gold and 1 Silver Sponsors to date. Several exhibitors have already signed up. Several in-kind sponsors are also signing up for auction items. 16 sponsors/exhibitors. Only room for 25 tables in the conference space. Only 7 slots left. Conference registration as of 10/20/2023 – In-person only 148 Virtual 13 Full (In-person and Virtual 26. The total # available is 300. Discussed various items ordered for the conference (lanyard, tote bag, etc.). Seeking raffle items/prizes from the Board. Contact Ari if you have anything to donate. Discussed increasing the social media push for conference. Discussed purchasing “ILOTA swag” to use as prizes for different engagement activities. Discussed use of social media with attendees for prize to increase engagement. Discussion of ILOPAC sharing table with ILOTA.</p> <p>See Attachment:</p> <ul style="list-style-type: none"> <li><b>September 2023 Profit &amp; Loss Report:</b> September was an incredible month, with \$46,951.23 in income. That is 24.2% of the budgeted income for the entire fiscal year, all in a single month. With September expenses at \$16,189.12, that yielded a net revenue for September of \$30,762.11. Membership dues were up across the board, and the CE courses yielded \$7,347 for the month. Conference income was \$16,617 for the month, comprised of sponsorships, exhibit booths, and attendee registrations.</li> </ul> <p><b>Balances as of 10/18/2023:</b>  Checking: \$93,848.39  Debit: \$2,740.47  CD: \$5,159.95  Savings: \$76,897.26  Total: \$178,646.07 (\$56K better than last month)</p>	
<p><b>Membership Update</b></p>		

Anne Kiraly-Alvarez	<ul style="list-style-type: none"> <li>ILOTA table at Conference (See comments under President's report)</li> </ul> <table border="1" data-bbox="541 261 1066 1063"> <thead> <tr> <th>Category</th> <th>October 18, 2023</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> </tr> <tr> <td>Associate</td> <td>1</td> </tr> <tr> <td>Honorary Lifetime</td> <td>7</td> </tr> <tr> <td>Multistate</td> <td>19</td> </tr> <tr> <td>OT New Practitioner</td> <td>113</td> </tr> <tr> <td>OTA New Practitioner</td> <td>36</td> </tr> <tr> <td>OTA</td> <td>79</td> </tr> <tr> <td>OTA monthly</td> <td>21</td> </tr> <tr> <td>OT</td> <td>648</td> </tr> <tr> <td>OT Monthly</td> <td>79</td> </tr> <tr> <td>Retiree</td> <td>12</td> </tr> <tr> <td>Student</td> <td>421</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>1439</b></td> </tr> <tr> <td>Difference (from 9/13/23)</td> <td>181</td> </tr> </tbody> </table>	Category	October 18, 2023	Admin	3	Associate	1	Honorary Lifetime	7	Multistate	19	OT New Practitioner	113	OTA New Practitioner	36	OTA	79	OTA monthly	21	OT	648	OT Monthly	79	Retiree	12	Student	421	<b>TOTAL</b>	<b>1439</b>	Difference (from 9/13/23)	181
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<b>Secretary updates</b> Robin Jones	November Annual Meeting is also the "Full Board Meeting". The next Executive Board meeting is in December.																														
<b>Executive Director Report</b> George Buckley	<ul style="list-style-type: none"> <li>ILOTPAC will have a Zoom event week prior to conference. Working with George to set it up. Will have \$5.00 contribution to participate.</li> <li>Discussed the #'s of persons who have participated in the various on-line training offered by ILOTA.</li> <li>Next 4 weeks will be very busy with the ILOTA Conference so he may not be as responsive so please be patient.</li> <li>Reminder for everyone to register for conference due to maximum of 300.</li> </ul>																														

<b>Other?</b>	Beverly will send out template for the Annual Meeting PowerPoint and asks everyone to please complete and return to her. Instructions will be in the email.	
<b>Adjournment</b>	<ul style="list-style-type: none"><li data-bbox="588 264 1743 329">• Motion made By Beverly to adjourn meeting at 10:51 am Seconded by Anne. Motion carried. ((<b>MOTION 2023-10-03</b>))</li></ul>	