ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
October 22, 2022 * 9:00 am * Location: Zoom Call

Members Present	Members Present for a Portion of Meeting	Members Absent
Beverly Menninger – President Moira 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
Guests Present:		

Topic	Notes	Action Items & Person Responsible
Call to order	Beverly called the meeting to order at 9:02am	n/a
Roll call	See members present above	n/a
Approval of minutes	• ***MOTION:*** *to ratify the email approval of September 17, 2022 ILOTA Executive Committee Meeting Minutes.* Motion carried. **(MOTION 2022-10-01)**	n/a
Presidents Report	There will not be a November Executive Committee Meeting. The Business meeting will be held on November 18th during the Conference.	
Initial discussion about the different coordinator positions committees and SISs	Beverly asked Board members to review the position descriptions that are under them on the organizational chart to determine if changes, updates, etc. are needed. Discussed various positions that specifically need some additional clarification added to their position descriptions.	
Advocacy Report	1. Medicaid Reimbursement: OT, PT, SLP coalition formed and we have met twice. ILOTA OT task force met with legislator Gable to gather information with next steps.	

	2. Scope of practice and practice act rule revisions: We are working on several sections including: definitions in rules and increasing referral language in the act. We continue to wait for response. I connected Catherine, Nancy, and Bev to discuss responsible roles of ILOTA and licensure board. I have not received any follow up. 3. Compact Act: Meeting set with Senator Jones has been rescheduled twice and then cancelled. We are evaluating connecting with House representatives. 4. Right to repair bill: I have not heard anything from SIS or president on task force that is being developed. (Ann reported that Joy recently held a "round table" on right to repair so anticipate information will be forthcoming)	
Communication Committee Report	Michelle not available but George updated regarding the fact that social media continues to be very active. They are coordinating with Conference Committee for social media for the conference. Revisions are in progress for the Communique so should be ready for publication soon. Several positions are transitioning to new people over the next few months.	
Finance Committee **Fiscal Year Update** **Savings Account Update**	Bank Account Balance: Byline Checking $104,231.08 Savings $4,197.98 Total **$108,429.06** US Bank CD $5,254.52 Savings $10,455.66 Total $15,710.18 See Attached Budget Report versus Actual September 2022 Report Recommending closing U.S. Bank Account and moving all money to Byline because of better rates for CD and Savings. 4 Accounts at Byline (Checking, Debit, CD and Savings). **MOTION:** Move adoption of Finance Director Report as presented. Motion carried. **(MOTION 2022-10-03)**	

Payroll Automation Proposal	See Attached Proposal Document. Payroll has been done manually up to this point. Recommending automation to streamline the process for accuracy, efficiency, etc. Got 3 quotes that were vastly different. Recommend use of Sure Payroll. Cost will be approximately $500/yr for this service. **MOTION:** Move to utilize Sure Payroll for managing ILOTA Payroll functions as of January 1, 2023. Motion carried. **(MOTION 2022-10-02)**	
2022 Conference Update (George)	See Attached Report. Discussion of purchase of conference tote, name tags and ribbons. Conversations that Matter: Not getting a lot of attendance at these events.	Board members asked to promote the Conversations that Matter events to build attendance
Modalities Course Fee $$	Fee has not been increased since 2018. Currently is $425 for members and $560 for Non-members. **MOTION:** Increase Modalities Course fees to $440 for members and $575 for non-members. Motion carried. **(MOTION 2022-10-04)**	
CE Course Budgeting	Discussed need to determine what profit ILOTA anticipates for each program. **MOTION:** To target pricing for large scale CE Courses at a 15% profit per course expenses to revenues. Motion carried. **(MOTION 2022-10-05)**	
Membership Update	Current membership report: | Category	October 20, 2022
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Admin	3
OT	457
OT Monthly	52
OT New Pracitioner	78
OTA	60
OTA monthly	11
OTA New Practitioner	31
Student	405
Retiree	10
Multistate	13
Honorary Lifetime	7		

	TOTAL	1127	
	Difference (from 9/15/22)	-72	
Lifetime Membership Award Criteria	See attached Lifetime Membership Award Criteria Document and Lifetime Membership Award Data. Discussion about years of employment and membership. Adjustments made based on discussion. **MOTION:** Approve proposed Lifetime Membership Criteria as proposed. Motion carried. **(MOTION 2022-10-06)**		
Secretary updates	Reminder to submit agenda items in a timely manner for monthly meetings.		
Other?	Next EB meeting on Saturday, December 10, 2022. Beverly will send out a template for the Annual Business Meeting (using template from last year) and asking Board members to update the information for their position and return to her by November 5, 2022.		Board members asked to promote the conference to colleagues, etc. Board members to send PPT slides for the Annual Business Meeting to Beverly by November 5, 2022.
Adjournment	*Motion made to adjourn meeting at 10:45 am Motion carried* **(MOTION 2022-10-07)**		