



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
November 20, 2021 \* 8:00 am \* Location: Zoom Call**

<b>Members Present</b>	<b>Members Present for a Portion of Meeting</b>	<b>Members Absent</b>
Anne Kiraly-Alvarez – President Beverly Menninger – President-Elect Brenda Koverman – Director of Advocacy Molly Bathje – Director of Communications Moira Bushell – Director of Finance Christy Rojas – Director of Membership Robin Jones – Interim Secretary George Buckley – Executive Director		
<b>Guests Present</b>		
Maria Coronelli – ILOTA Conference Chairperson 2021		
Veronica Fowler – ILOTA Conference Chairperson 2022		

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
<b>Call to order</b>	Anne called the meeting to order at 8:02am	n/a
<b>Roll call</b>	See members present above	n/a
<b>Approval of minutes</b>	<ul style="list-style-type: none"> <li><i>Motion to ratify the email approval of September 18, 2021 Executive Board Meeting Minutes. Motion passed. (MOTION 2021-11-01)</i></li> </ul>	n/a
<b>Old Business</b>		
Bylaws update	Anne reviewed changes. Adding new member categories. Multi-state members category rights and privileges same as other members. Clarification of language regarding verification of Illinois licensure and/or enrollment in educational program. Clarification of individual officer roles. Clarification of voting options (electronic, etc.) Discussion of process to present to membership, offer opportunity for comment period and voting. February Full Board meeting will be used to review/discuss changes with the membership and voting will occur electronically afterward with the entire membership. Reviewed Organizational Chart and	

	changes made to realign positions. Discussed adding Accessibility Coordinator and Leadership Development Coordinator. Clarified position for Nominations Coordinator and Awards Coordinator under Secretary.	
Review of Strategic Plan and Board Member updates	Will be reported/updated at the next meeting.	
Corporate Partnership Update/discussion	Beverly, Brenda and Christy had met since previous meeting and discussed recommendations for the Board. Beverly presented recommendation for creating a Corporate Partnership Program. Referencing the ILPTA program and how it is organized as potential structure to use. Discussed changing the current corporate membership category to an "Associate" member for non-OT members. Committee will continue to work on this category of membership and come back to the Board with final recommendations February Board meeting.	
<b>New Business</b>		
AOTF Event Sponsorship	See Attached AOTA Conference Package Document. Will be discussed at the next meeting.	
2022 AOTA Conference ASAP Meeting	Will be reported/updated at the next meeting.	
Executive Committee and Full Board Meeting Dates for 2022	<p>January 22, 2022</p> <p>February 26, 2022 (full board meeting)</p> <p>March 19, 2022</p> <p>April 23, 2022</p> <p>May 21, 2022 (full board meeting)</p> <p>June 25, 2022</p> <p>July 16, 2022</p> <p>August 20, 2022 (full board meeting)</p> <p>September 17, 2022</p> <p>October 22, 2022</p> <p>November 19, 2022</p> <p>December 10, 2022</p>	
<b>Communication updates</b>	Will be reported/updated at the next meeting.	
<b>Finance Report</b>	October Financial Update -	

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2021 Conference Financials and Summary	<p>See Attached Interim 2021 Conference Financial Report See Attached 2021 Conference Registration Report Maria Coronelli joined the meeting at 9:00am for discussion and reviewed the conference evaluation. Overall, the response was good. Majority that responded to survey said that they would be more likely to attend a virtual conference in 2022 than in-person. George reviewed the conference attendance by session types, etc. as well as financial report.</p>																																																	
2022 Conference Scheduling/Update	<p>Veronica Fowler joined the meeting at 9:00am and was introduced as the 2022 Conference Chair. Currently, dates are being "held" at a local hotel (DoubleTree, Lisle, IL) for the Fall 2022 (Nov 11 &amp; 12) conference. Discussion as to whether ILOTA should maintain virtual and/or a hybrid in-person and virtual or go back to 100% in-person. Anne shared recent experience with a hybrid conference. Discussed consideration of hosting 1 day conference and holding it at colleges/university settings (versus hotel) for cost savings in 2022. <i>Motion to release the hotel block for 2022 and explore a hybrid option for 2022 to be decided by the Conference Committee. (MOTION 2021-11-02)</i></p>																																																	
In-person events 2022	<p>Maira requested input from Board regarding resuming in-person events in 2022. The Modalities course will be in-person with smaller group due to in-person component that is critical to the course content. Discussion of vaccination</p>																																																	

	requirements for participation and decided that it should be required. Moira is recommending remaining virtual for majority unless necessary for the integrity of the content (i.e. modalities course) in 2022. Will revisit later if COVID situation changes.																													
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<b>Secretary updates</b>	N/A																													
<b>Other?</b>	N/A																													
<b>Adjournment</b>	<i>Motion made to adjourn meeting at 10:01 am. Motion passed. (MOTION 2021-11-03)</i>																													