



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
June 15, 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 Brenda Koverman- Director of Advocacy George Buckley – Executive Director Robin Jones –Secretary		Michelle Hanawalt – Director of Communications

<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 9:04am	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 April 20, 2024 ILOTA Executive Board Meeting Minutes. 2<sup>nd</sup> by Brenda. <b>MOTION CARRIED (MOTION 2024-06-01)</b></li> </ul>	n/a
<b>President’s Report</b>  Beverly Menninger	<ul style="list-style-type: none"> <li>Strategic Planning Facilitator – Beverly has identified someone with expertise/experience in facilitation. She has a background in receiving OT services. She made recommendations in the local area and an additional 2 recommendations provided by others. Cost ranges from \$2-5,000 (includes travel expenses, etc.) Discussed proposals and qualifications. Motion was made by Bev and 2<sup>nd</sup> by Anne to move forward with hiring Axxum Consulting to carry out strategic planning on September 21<sup>st</sup>. <b>MOTION CARRIED (MOTION 2024-06-02)</b> Discussed inviting her to attend the Full Board Meeting in August.</li> <li>Boston University OTD Student Volunteer – Bev received inquiry from student who wants to volunteer with ILOTA on advocacy issues as part of education requirements. Discussed potential options to discuss with her.</li> </ul>	Dalmina will create the tool for speakers regarding use of inclusive language, accessibility, etc. and seek feedback from others.

	<ul style="list-style-type: none"> <li>● ILOTA Swag – Discussion of existing swag and how people can obtain it. Discussion of how to promote better. Discussion of adding additional artwork that was representative of OT but not tied specifically to the ILOTA logo.</li> <li>● OT Practitioner language and exclusion of OTAs when terminology Occupational Therapist is used. Discussed creating some tools for speakers that discuss use of inclusive language and set forth some standards for presentations that incorporate accessibility as well.</li> <li>● New practitioner licensure question - Confusion from students who have been told that they can work once they get their letter from NBCOT with test results versus waiting for authorization letter from the State. Discussion of where this misinformation is coming from.</li> <li>● Lobbyist Discussion – Create a search committee that will develop the process and steps needed to identify what ILOTA needs in terms of a lobbyist. Discussed need for diversity on the search committee. Discussion of hiring individual versus a firm. Brenda will chair this committee. Committee size minimum 5 but no more than 7.</li> <li>● Board nominations – still working to identify candidates for board positions. Some people have reached out and expressed interest.</li> </ul>	
<p><b>Director of Advocacy Report</b></p> <p>Brenda Koverman</p>	<ul style="list-style-type: none"> <li>● See Attached Report of Advocacy Initiatives.</li> </ul> <p>Agenda Items for Discussion:</p> <ul style="list-style-type: none"> <li>● Compact Act – Several meetings held. AOTA has attended some meetings. Discussed doing a grassroots campaign. Some confusion about strategy to move this forward.</li> <li>● MH loan forgiveness - OTs organizing meetings with senator and denied need for assistance from ILOTA director of advocacy to attend these meetings.</li> <li>● Practice Act direct access amendment – Language was submitted to Maureen in January. It does not appear that it was submitted until 1 week prior to the end of legislative session. Discussed submitting it for the fall veto session but new bills are not typically allowed during the veto session. Unlikely that we will be able to submit a new bill until 2025.</li> <li>● EI organization - Brenda reviewed/discussed the details of the current status between the SIS and the EI Coalition with recommendations and authority to represent issues. Discussed role of the ILOTA EI SIS in relationship to the EI Coalition (state level) and how policy decisions are made and communicated.</li> </ul>	

<p><b>Director of Communications Report</b></p> <p>Michelle Hanawalt</p>	<ul style="list-style-type: none"> <li>• Finishing newsletter, articles sent to Jaimie for layout, etc. Meeting with current newsletter editor to transition her out of the role. Still no newsletter editor identified.</li> <li>• Anne recommended using the student who is doing social media and is interested in helping out in other areas so may be interested in working on Communique.</li> </ul>											
<p><b>Director of Finance Report</b></p> <p>Dalmina Arias</p>	<p>1) Financial Update – A quiet month. Reviewed balances below.  2) Budget requests – Forms were sent by email and due today. First draft of budget will be ready for the July Board meeting.  3) ILOTA Annual Conference Update - Identified a Keynote speaker (Dr. Victoria Garcia Wilburn, AOTA Board and State Representative in Indiana Legislature). Recommending \$500/Honorarium plus travel expenses and registration. Presenting Friday afternoon. Plenary speaker recommendation – Lori Basey, No Boundaries International, on Saturday. Recommending \$200/Honorarium plus 2 registrations.</p> <p>See Attachments:</p> <ul style="list-style-type: none"> <li>- Profit &amp; Loss Report for May 2024</li> <li>- Budget vs Actual for Fiscal Year 2023-24 September 23 through May 24</li> </ul> <p><b>Account Balances as of 6/12/2024:</b></p> <ul style="list-style-type: none"> <li>- Checking: \$120,581.66</li> <li>- Debit: \$3,044.96</li> <li>- CD: \$5,170.17</li> <li>- Money Market: \$79,102.88</li> <li>- Total: \$207,809.67</li> </ul>											
<p><b>Director of Membership Report</b></p> <p>Anne Kiraly-Alvarez</p>	<table border="1"> <thead> <tr> <th>Category</th> <th>June 13, 2024</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> </tr> <tr> <td>Associate</td> <td>3</td> </tr> <tr> <td>Honorary Lifetime</td> <td>7</td> </tr> <tr> <td>Multistate</td> <td>33</td> </tr> </tbody> </table>	Category	June 13, 2024	Admin	3	Associate	3	Honorary Lifetime	7	Multistate	33	
Category	June 13, 2024											
Admin	3											
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	OT New Practitioner	134	
	OTA New Practitioner	35	
	OTA	137	
	OTA monthly	29	
	OT	868	
	OT Monthly	96	
	Retiree	18	
	Student	462	
	<b>TOTAL</b>	<b>1825</b>	
	Difference (from 4/16/24)	-7	
<b>Secretary Report</b> Robin Jones	Please submit agenda items in a timely manner. Please respond to email of draft minutes letting me know if you have any edits/changes needed.		
<b>Executive Director Report</b> George Buckley	AI Continuing Education Event being scheduled for July. Good feedback on most recent CE session. Gerontology open forum scheduled for late June. OTA group looking to do a session in July and September. Sensory Integration SIS Town Hall last Sunday. More activity/organizing happening with the SISs.		
<b>Other?</b>			
<b>Adjournment</b>	Motion made By Beverly to adjourn meeting at 11:04. 2 <sup>nd</sup> by Anne. <b>MOTION CARRIED (MOTION 2024-06-03)</b>		

Prepared by Robin Jones, ILOTA Secretary.