



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
July 20, 2024 * 9:00 am * 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 Brenda Koverman- Director of Advocacy George Buckley – Executive Director Robin Jones –Secretary	Michelle Hanawalt – Director of Communications	

Topic	Notes	Action Items & Person Responsible
Call to order	Beverly called the meeting to order at 9:04am	n/a
Roll call	See members present above	n/a
Approval of minutes	<ul style="list-style-type: none"> ● MOTION: to ratify the email approval of June 15, 2024 ILOTA Executive Committee Meeting Minutes. Seconded by Ann. MOTION CARRIED (MOTION 2024-07-01) 	n/a
President’s Report Beverly Menninger	<ul style="list-style-type: none"> ● Strategic Planning meeting September 21 Meeting will start at 9am. The facilitator signed the contract. 1st hour will be Board business and retreat will go from 10-4pm. Meeting at North Central College. Lunch will be brought in. Discussion of roles and responsibilities of Board members. Discussion of a “written” commitment document. ● Ad Hoc Committees – Discussion of how committees are set up (Bylaws has language about “Special Committee”). Bylaws state that they need to be approved by the board. We have not necessarily been following this formal process but Board is aware of the forming of committees and they are documented in the minutes of Board meetings. Further discussion of this issue will occur at the Strategic Planning meeting. ● Member Logo – Member requested a “Logo” to be used for member renewal. Jaime created one upon request. Discussion of how it can be used and where it would be made available on the website. Motion made to adopt the proposed New Member Digital Badge. Seconded by Bev. . MOTION CARRIED (MOTION 2024-07-02) 	

	<ul style="list-style-type: none"> Executive Director Insurance – Renewal of insurance due July 31st. \$3400 total/yr. Motion made to renew the Executive Director health Insurance for this year and on an on-going basis until a change in cost or coverage occurs. Seconded by Brenda. MOTION CARRIED (MOTION 2024-07-03) Idea for SIS – Request was made for a SIS that would address the topic of “Starting a Business”. Many OTs are interested in starting their own business and could be a good topic for an SIS. Discussed establishing it as a Subcommittee under another SIS (i.e. Administration and Management). Discuss during Strategic Planning meeting as part of SIS restructuring discussion. Elections update – 2 candidates for Secretary. 1 candidate for Communications. The election ends July 31st. After an email announcement last week regarding vacancies in two other positions (Membership and Finance-Elect), 2 individuals reached out expressing interest in the Membership position. Board agreed that ILOTA will hold a special election by the members given that there are two candidates interested in the position. George will verify AOTA and ILOTA membership eligibility. Will request position statements by August 1st. Elections will be open for 2 weeks. The goal is to have the position ready to take office September 1st. 	
<p>Advocacy Report</p> <p>Brenda Koverman</p>	<p>Current Initiatives:</p> <ul style="list-style-type: none"> Compact Act-We have 3 OTPs who contacted representatives and are awaiting meetings. We are trying to determine the feasibility of moving the bill through. Loan forgiveness for MH workers-No information available from Claudia or Julie C and I followed up with them. OT Practice Act direct access language revision-No action since last month. Nancy R is leading the effort. CB waivers-No action since last month. EI- Jessica sent EIC by laws. These conflict with message from last executive board meeting where it was stated that EIC is an autonomous organization. In reviewing the by-laws, it appears that the organizational structure of EIC may pose risks to ILOTA stakeholders. Awaiting further direction from the ILOTA executive board. Transportation needs initiative with IPTA-2 OTPs on committee. 1 student volunteer never responded to second email sent to join this group. A tri-alliance group is looking at Medicaid transportation issues with OP of OT, PT and SLP. Moving forward with review and exploring options for ILOTA Lobbyist. Looking at different organizations model for using a lobbyist. Daniel from AOTA is also giving a 	

	<p>national perspective which is helpful. The committee meets every other week. The goal is to have recommendations in September. The current lobbyist contract is up for renewal September 1st.</p> <ul style="list-style-type: none"> • EIC bylaws – They are not currently set up as an “autonomous organization”. Their stationery contains the logos of 3 organizations (PT, Speech and OT). Leadership does not have any direct report to ILOTA. Reorganization would require collaboration with Speech and PT organizations. Discussion of connecting with tri-alliance to work through this issue. <p>Suspended/Terminated efforts:</p> <ul style="list-style-type: none"> • OP Medicaid Rates-Lobbyists from 3 associations did not contact department • Medicaid expansion in schools-no leader to continue efforts • Right to repair-no response needed after review of bill 	
<p>Communications Report</p> <p>Michelle Hanawalt</p>	<ul style="list-style-type: none"> • Social Media- We will be working on promoting elections and voting. I will read over upcoming Social Media posts for the coming month. • Blog- Thank you to Sara Kopera and Monica Zloza for the last Blog post that came out end of May. It was interesting to see some opportunities for sensory activities that you can do during summer break and ones that you can do with a variety of ages. We have some upcoming blog posts so be sure to check the blog or reach out if you have submissions • Newsletter- It is in its final edits for April/May/June. Jamie sent me the file to look over and Molly and I will read over and hopefully it will be ready to publish soon. Lauren has transitioned out as coordinator so I will be doing the next newsletter. I hope to keep it coming out timely but it might be a tad behind normal. 	
<p>Finance Report</p> <p>Dalmina Arias</p>	<p>1) Financial Update - Lewis and Clark College paid for all their students to be members which was largest revenue for June. June is typically a very low revenue month. Several expenses hit in June but our balance sheet is still ahead of previous years.</p> <p>2) FY 24-25 Draft Budget – This is a non-renewal year for licensure, so it is likely to have less membership and CE revenue unless we increase the number of CE events offered. Renewal years typically bring in more revenue for membership and CE. Discussion of how additional revenue may be achieved (increased membership, CE events, Conference). Board members asked to review and send questions to Dalmina. 2nd draft will be sent out and discussion of scheduling a special meeting as needed.</p>	

	<p>3) Budget Requests – Several budget requests this year (7). \$150 CE for Gerontology event (CE Expense); Archives Committee \$40 (printing); Lobbyist Fee \$30,000; Membership \$3,000 (membership benefit options); Leadership Development \$3000 (Seminar expenses); Community Outreach \$600 (equipment). Expense requests were discussed.</p> <p>4) ILOTA Conference Update – Strong proposals and good variety received. Schedule has been created across a variety of practice areas. Three 3-hr workshops. Conversations that Matter will be more meaningful. Proposal acceptance letters will be sent shortly. Those not accepted will be recommended for virtual conference. All poster and virtual session proposals have been accepted. The conference website will be updated in August. Registration will be open at the end of August or beginning of September. Sponsorship is being finalized and will be ready by August 1st.</p> <p>5) The CE committee recommendations for inclusive presentations - Review document created by committee. Will be shared with conference presenters and CE event speakers. Move to approve the Recommendations for Inclusive Presentation Guidelines for ILOTA. Seconded by Brenda. MOTION CARRIED (MOTION 2024-07-04)</p> <p>See Attachments:</p> <ul style="list-style-type: none"> - FY 25 ILOTA Budget_7.18.24_v2 - Profit & Loss Report for June 2024 - Budget vs Actual for Fiscal Year 2023-24 September 23 through June 24 <p><u>Account Balances as of 7/18/24 5:00 PM:</u></p> <p>Checking: \$113,237.03 Debit: \$2,969.13 CD: \$5,170.17 Money Market: \$79,267.46 Total: \$200,643.79</p>	
<p>Membership Report</p> <p>Anne Kiraly-Alvarez</p>	<ul style="list-style-type: none"> ● Additional designs for store – discussed ILOTA swag website and options. Reviewed other logo options created by Jaime. Discussed promotion of these options via social media. ● Visit by Cristina Smith (incoming AOTA VP)? Will be in town September 20-21. Discussed how we could capitalize on her visit to Chicago. Looking at Thursday evening event in either the City or Suburbs and work with local entity to sponsor a 	

location, etc. This would be considered a “member benefit” program. Ann will continue to explore opportunities. Motion to work with Christina Smith to arrange a networking event on Thursday, September 19th evening or Friday morning, September 20th. Seconded by Brenda. **MOTION CARRIED (MOTION 2024-07-05)**

Membership Numbers:

Category	July 18, 2024
Admin	3
Associate	3
Honorary Lifetime	7
Multistate	34
OT New Practitioner	133
OTA New Practitioner	35
OTA	134
OTA monthly	26
OT	868
OT Monthly	93
Retiree	18
Student	458
TOTAL	1812
Difference (from 6/13/24)	-13

Secretary updates
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.

Executive Director Report
George Buckley

OTA SIS is hosting open meetings on Monday the 22nd and Wednesday the 24th. CE event on Tuesday the 23rd. Lisa Mahaffey has been appointed as the IL AOTA Representative.

Other?	George shared a letter sent by JEDI chair with Exec. Board members who did not previously see it. Discussion of the appropriateness of the letter and response by the Board to those that received the letter and JEDI chair.	
Adjournment	Motion made By Beverly to adjourn meeting at 12:02pm Seconded by Robin. MOTION CARRIED (MOTION 2024-07-06)	