



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
September 17, 2022 \* 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 Brenda Koverman – Director of Advocacy Moiria Bushell – Director of Finance Dalmina Arias - Director of Finance-Elect Anne Kiraly-Alvarez – Director of Membership Robin Jones –Secretary George Buckley – Executive Director	Michelle Hanawalt – Director of Communications	
<b>Guests Present:</b>		

<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 9:03am	n/a
<b>Roll call</b>	See members present above	n/a
<b>Approval of minutes</b>	<b>MOTION:</b> Ratify the email approval of June 25, 2022 ILOTA Executive Committee Meeting Minutes. PASSED <b>(MOTION 2022-09-01)</b>	n/a
<b>Welcome New Board Members</b>	Dalmina Arias introduced herself to the Board and provided brief background of her experience.	
<b>Presidents Report</b>	Asked that board members send emails to the <a href="mailto:president@ilota.org">president@ilota.org</a> email. Spoke with Illinois RA Rep. and discussion about how to include/incorporate the RA Rep more into ILOTA’s activities. Also interested in engaging the student reps. Will make sure to include RA Rep on mailings for Full Board Meetings.  There is a proposal for ILOTA to host a 2-day Co-Op Workshop. This would include cost of speaker’s honorarium, travel, etc. The space would be donated. Budget to produce the program is estimated at \$12,800. Discussion of registration set at \$500 for members and \$650 for non-members.	

<b>Communication Committee</b>	New committee is working to stay on top of social media for conference. Michelle introduced herself and gave a brief description of her background.	
<b>Advocacy Report</b>	<ol style="list-style-type: none"> <li>1. Medicaid Reimbursement: Executive board approved ability to move forward after reviewing legal counsel interpretation. One page handout developed for legislators. Maureen contacted IPTA and ISHA and both confirmed interest in this work. Maureen plans to seek legislator Gable to see if she will assist in our effort. Task force determined we are ready to have coalition with IPTA and ISHA and Brenda will contact both associations.</li> <li>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 are waiting for response. Nancy, Catherine, and I plan to meet to discuss further actions.</li> <li>3. Compact Act: Tentative meeting set with Senator Jones to see if he will assist with sponsoring a bill. AOTA assisting with this effort</li> <li>4. Right to repair bill: Awaiting word from SIS or president on task force that is being developed.</li> </ol>	Brenda will reach out to make contact with IDPA contact. Try to establish a relationship to determine status of Licensure Board and pending activities.
<b>Finance Committee</b>  Fiscal Year Update	Bank Account Balances: August 31, 2022  Checking: \$68,827.25 Debit: \$4644.08 Total: \$73471.33  US Bank: Savings \$10455.58 CD: \$5254.30  See attached Budget Documents. Discussion held regarding various budget areas. Michelle noted that the \$2000 for Communique reflects the cost of \$500/mo for external fees for layout design.  <b>MOTION:</b> Approve 2023 FY Budget as presented. PASSED ( <i><b>MOTION 2022-09-02</b></i> )  Plan is to transfer some of the profits from the last fiscal year into the Savings Account to strengthen the Associations reserve fund. Beverly and Moira will bring a policy regarding a goal for ILOTA's reserve account to the October Board meeting.	

Motion for ILOTA Bank Account Access	<b>MOTION:</b> To authorize Director of Finance Moira Bushell to coordinate with Byline Bank the change in signatories to the ILOTA checking and savings accounts and to remove Past President Anne Kiraly-Alvarez and add new President Beverly Menninger. PASSED ( <b>MOTION 2022-09-03</b> )																												
<b>2022 Conference Update</b>	58 registrants to date. 11 registered for “Full” conference. 2 Platinum Sponsors, 12 Exhibitors Change in Kick-off speaker for the Virtual event. George is continuing to work on loading videos for the virtual conference sessions and poster sessions.																												
<b>Membership Update</b>	<p>Current membership report:</p> <table border="1" data-bbox="453 493 1014 1193"> <thead> <tr> <th>Category</th> <th>September 15, 2022</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> </tr> <tr> <td>OT</td> <td>479</td> </tr> <tr> <td>OT Monthly</td> <td>50</td> </tr> <tr> <td>OT New Practitioner</td> <td>78</td> </tr> <tr> <td>OTA</td> <td>65</td> </tr> <tr> <td>OTA monthly</td> <td>14</td> </tr> <tr> <td>OTA New Practitioner</td> <td>29</td> </tr> <tr> <td>Student</td> <td>449</td> </tr> <tr> <td>Retiree</td> <td>10</td> </tr> <tr> <td>Multistate</td> <td>15</td> </tr> <tr> <td>Honorary Lifetime</td> <td>7</td> </tr> <tr> <td>TOTAL</td> <td>1199</td> </tr> <tr> <td>Difference (from 6/24/22)</td> <td>-17</td> </tr> </tbody> </table> <p>Discussion about continuing to develop mechanism for incorporating an “Associate” member category in place on the website. George and Anne are working on getting that operational.</p>	Category	September 15, 2022	Admin	3	OT	479	OT Monthly	50	OT New Practitioner	78	OTA	65	OTA monthly	14	OTA New Practitioner	29	Student	449	Retiree	10	Multistate	15	Honorary Lifetime	7	TOTAL	1199	Difference (from 6/24/22)	-17
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<b>Approve final draft of ILOTA</b>	View them on-line at: <a href="https://docs.google.com/document/d/1MrNtZLZc5gXDn7n8xFglzjieNPJysbecxXiRUyTVn8M/edit?usp=sharing">https://docs.google.com/document/d/1MrNtZLZc5gXDn7n8xFglzjieNPJysbecxXiRUyTVn8M/edit?usp=sharing</a>																												

<b>Partnership Categories</b>	<b>MOTION:</b> Approve the ILOTA Partnership Categories and develop plan to implement in January 2023. PASSED ( <b>MOTION 2022-09-04</b> )
<b>Gauge interest of Exec Board in contacting new and lapsed members</b>	Anne had worked with Christy to develop a script for contacting new members and those who had dropped off membership to gauge their interest and encourage them to rejoin.  Anne is going to put a call out for volunteers to join a committee to continue this outreach effort.  Anne proposed that Exec. Board members take time after each Board meeting to make calls. Discussion held. Was recommended that potentially recruiting people from the Full Board to assist with this effort.
<b>Conference t-shirt proposal</b>	Discussed options for creating a t-shirt for the conference. <b>MOTION:</b> To allocate \$1000 to contract with K-A Designs to provide the following services: <ul style="list-style-type: none"> <li>• Create/finalize three designs of OT logos that can be used on various apparel or other items</li> <li>• Set-up online store platform with at least five items per design (Total of at least 15 items)</li> <li>• Create three designs to promote items on social media.</li> </ul> Anne Kiraly-Alvarez abstained from the vote. PASSED ( <b>MOTION 2022-09-05</b> )
<b>Secretary updates</b>	None
<b>Other?</b>	George reviewed the upcoming activities listed on the ILOTA website and status of registrations. Reminder that George's agenda is very full with conference right now and to be mindful of that in terms of "asks" to him right now.
<b>Adjournment</b>	<b>MOTION:</b> Adjourn meeting at 10:45am. PASSED ( <b>MOTION 2022-09-06</b> )

Respectfully Submitted: Robin A. Jones, COTA/L, ROH, Secretary 9-17-2022