



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
October 19, 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 Luther King - Director of Membership Lauren Stone Kelly - Director of Communication Brenda Koverman - Director of Advocacy George Buckley – Executive Director	Samantha Smith - Secretary	Dalmina Arias - Director of Finance
<b>Guests Present</b> Mariam Huss		

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
<b>Call to order</b>	Beverly called the overall meeting to order at 9:01 am and welcomed Mariam Huss as our guest. After Mariam’s presentation, she left the meeting and Beverly then called the Executive Board meeting to order at 9:22 am.	
<b>Roll call</b>	See members present above	
<b>Approval of minutes</b>	Motion to ratify the email approval of September 21, 2024, Executive Board Meeting minutes. <b>MOTION CARRIED (MOTION 2024-10-01)</b>	
<b>Strategic Plan</b>	Strategic plan review with Mariam Huss. After Mariam left the meeting, the Executive Board members made various minor edits to the strategic plan. Motion was made to approve the “IOTA Strategic Plan 2024-2027.” <b>MOTION CARRIED (MOTION 2024-10-02)</b>	
<b>Executive Board Meeting Structure</b>	Beverly reviewed suggestions on the meeting structure going forward, including: <ul style="list-style-type: none"> <li>● Day of the week</li> <li>● Time</li> <li>● Length</li> <li>● Agenda (and maybe a Consent Agenda)</li> <li>● Monthly Status Report</li> </ul>	

	After discussion, the consensus going forward was to hold four Executive Board meetings for the next year on Saturday mornings, four on the third Wednesday of the month evenings, and the remaining three meeting dates would be held on Saturday mornings in conjunction with the Full Board. Beverly will send out a proposed schedule. She also reminded everyone that the ILOTA Annual Meeting will be held virtually over Zoom at 7:00 pm on November 13 <sup>th</sup> .	
<b>Action Items from Previous Meetings</b>		
<b>Director Agenda Items</b>	<p>President (Beverly):</p> <ul style="list-style-type: none"> <li>Motion to ratify the email vote approving the ILOTA Conference registration fees. <b>MOTION CARRIED (MOTION 2024-10-03)</b></li> <li>Motion was made to confer the Honorary Lifetime Achievement Award to Lisa Mahaffey <b>MOTION CARRIED (MOTION 2024-10-04)</b></li> </ul> <p>Membership (Luther):</p> <ul style="list-style-type: none"> <li>Request ideas for activities to support increased membership and retainment</li> </ul> <p>Advocacy (Brenda):</p> <ul style="list-style-type: none"> <li>Advocacy needs committee next steps. Motion was made to have Beverly and Brenda make a formal offer, within current parameters of the budget, to retain Brian Wojcicki as ILOTA's new lobbyist. <b>MOTION CARRIED (MOTION 2024-10-05)</b></li> <li>Board restructuring and strategic plan-this relates to email about SIS and I also have questions about advocacy operations</li> <li>Board member expectations-we discussed this several months ago and I believe we stated we would revisit after strategic planning meeting</li> </ul>	
<b>Open Discussion for Emerging Issues</b>	<ul style="list-style-type: none"> <li>Board Members raise urgent issues</li> </ul> <p>prioritize topics for immediate action/decision-making</p>	
<b>Next steps &amp; Assignments</b>	<ul style="list-style-type: none"> <li>Confirm action items and responsible parties</li> </ul> <p>Deadlines for follow-up</p>	
<b>Other Requests</b>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Adjournment</b>	Motion to adjourn the meeting at 10:56 am. <b>MOTION CARRIED (MOTION 2024-10-06)</b>	

**ILOTA DIRECTOR REPORTS – To be reviewed prior to Executive Board Meeting:**

Report	Notes
Presidents Report	See above agenda items for review with the Executive Board.

Beverly Menninger	
<b>Advocacy Report</b> Brenda Koverman	<p>Current Initiatives:</p> <ol style="list-style-type: none"> <li>1. Compact Act-Awaiting to hear if we can get a new bill reintroduced (Bev was contacting Kifowit); anticipate this will occur in first quarter of 2025.</li> <li>2. Loan forgiveness for MH workers-No new information.</li> <li>3. OT Practice Act direct access language revision-No action and Nancy R is leading the effort. Anticipate that an amendment will be drafted in first quarter of 2025.</li> <li>4. CB waivers-Having difficulty determining next steps to move forward; Monika R and Ruby L are leading the effort.</li> <li>5. EI- Brenda is coordinating a meeting with IPTA and ISHA presidents and 1 representative from each discipline to review by-laws. Assistant supervision language being reviewed in the EIC and IPTA sent language to EIC for their discipline. BK, Abi S, Jessica K and Ruby L met to make recommendations and used the AOTA guidelines for supervision as a referral document. Brenda will take over as lead of EIC while in transition and is not permitted to attend the EIC meeting with the bureau to discuss the supervision language as Jessica K wants to attend and the Bureau limits number of participants from each organization. EI SIS sent revision language to Bureau and awaiting to see if these will be used in handbook.</li> <li>6. Transportation needs initiative with IPTA-2 OTPs on committee. A tri-alliance group is looking at Medicaid transportation issues with OPs of OT, PT and SLP.</li> <li>7. Licensing delays-Brenda and Nancy attended 2 events to discuss licensing delays with legislators. Email sent to all ILOTA members and only one person volunteered to attend and then decided not to attend.</li> </ol> <p>Suspended/Terminated efforts:</p> <ol style="list-style-type: none"> <li>1. OP Medicaid Rates-Lobbyists from 3 associations did not contact department.</li> <li>2. Medicaid expansion in schools-no leader to continue efforts.</li> <li>3. Right to repair-no response needed after review of bill.</li> </ol>
<b>Communication Committee Report</b> Lauren Stone Kelly	<p>Newsletter</p> <ul style="list-style-type: none"> <li>• The most recent newsletter was finalized and sent out!</li> <li>• A Call for Papers for the final 2024 newsletter is open, with a submission deadline of November 15<sup>th</sup>. An email and social media post will be going out soon.</li> <li>• We have an opening for a newsletter coordinator and newsletter committee positions. Please encourage colleagues, friends and students to consider volunteering. I am asking for a 1-year commitment from January – December 2025 for all positions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Considering changes to publication of the newsletter -in the recent past a quarterly publication has been difficult and sometimes delayed. Will consider changes that can be implemented in 2025. Some options are reducing to 3 publications with one publication focused on students and student written articles. Discussion on this will continue</li> </ul> <p>Social Media</p> <ul style="list-style-type: none"> <li>• Our social media coordinator is doing great! Taylor will transition out in February, and we have another student lined up to take her place. She is primarily focusing on Instagram and Facebook.</li> <li>• I am looking to try and resurrect our TikTok but need a volunteer to take charge of this. If you or someone you know is interested, please reach out. I am asking for a 1-year commitment from January – December 2025</li> </ul> <p>Blog</p> <ul style="list-style-type: none"> <li>• The blog coordinator recently resigned. I am currently searching for a new blog coordinator. Please consider volunteering or sharing this opportunity with your students and colleagues. I am asking for a 1-year commitment from January – December 2025</li> </ul> <p>Website</p> <ul style="list-style-type: none"> <li>• We currently do not have a website coordinator. If you or someone you know might be interested in taking this role, please reach out. I am asking for a 1-year commitment from January – December 2025</li> </ul> <p><b>Submissions for Communique</b> – <a href="mailto:communique@ilota.org">communique@ilota.org</a></p> <p><b>Volunteer Positions</b> – contact me at <a href="mailto:communications@ilota.org">communications@ilota.org</a> Asking for a 1-year commitment (Jan-Dec 2025), but can be flexible</p> <ul style="list-style-type: none"> <li>• Newsletter coordinator</li> <li>• Newsletter committee</li> <li>• Website Coordinator</li> <li>• Blog Coordinator</li> <li>• Tik Tok Coordinator</li> <li>• Block, website, or Tik Tok committee</li> </ul>
<p><b>Finance Report</b> Dalmina Arias</p>	<p>See <b>Attachments</b> “Profit and Loss for September 2024 101524” and “ILOTA Financial Report Budget vs. Actual for Fiscal Year 2023-2024”.</p> <p><u>Financial Update/Report:</u></p> <ol style="list-style-type: none"> <li>1. Account Balances as of 10/16/24 2:00 PM: <ol style="list-style-type: none"> <li>a. Checking: \$155,112.88</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Debit: \$2,088.66</li> <li>c. CD: \$5,291.93</li> <li>d. Money Market: \$80,023.45</li> <li>e. Total: 242,516.92</li> </ul> <p>2. Financial Update – documents that are attached are:</p> <ul style="list-style-type: none"> <li>a. The Budget vs. Actual for FY2023-24</li> <li>b. The Profit &amp; Loss Report for September <ul style="list-style-type: none"> <li>i. September came in strong with a net profit of \$10,450.20. That includes \$3,655 in Conference-related income. It also reflects the accountant’s fee for last year of \$2,575. When the accountant does our FY taxes in January, he said he could “move” that expense to the FY2023-24.</li> </ul> </li> </ul> <p>3. ILOTA Conference Update</p> <ul style="list-style-type: none"> <li>a. Registration for the ILOTA Conference is open. Please share amongst your colleagues and students!</li> </ul> <p>4. Student Conclave Update</p> <ul style="list-style-type: none"> <li>a. Looking into hosting the conclave this year at GovState. Still looking at securing the space. George and Dalmina hope to visit the campus next week.</li> </ul>
<b>Membership Update</b> Luther King	<ul style="list-style-type: none"> <li>• By November's meeting I will: <ul style="list-style-type: none"> <li>○ Be up to date with membership data</li> <li>○ Have a list of activities to increase membership and retain members</li> </ul> </li> </ul>
<b>Secretary Updates</b> Samantha Smith	Please submit agenda items for upcoming meetings 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	No report.

Minutes prepared by George Buckley, ILOTA Executive Director