



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA
December 18, 2024 * 6:30pm * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Beverly Menninger - President Samantha Smith - Secretary Luther King - Director of Membership Lauren Stone Kelly - Director of Communication Brenda Koverman - Director of Advocacy Dalmina Arias - Director of Finance George Buckley – Executive Director		
Guests Present Sarah Mugavero – interest in Finance-Elect position		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Call to order	Beverly called the meeting to order at 6:34pm.	
Roll call	See members present above.	
Previous Minutes	<ul style="list-style-type: none"> • Previous meeting minutes approval Motion to ratify the email approval of October 19, 2024 Executive Board Meeting Minutes. Seconded by Lauren. MOTION CARRIED (MOTION 2024-12-01)	
Consent agenda	<ul style="list-style-type: none"> • Presidents Report <ul style="list-style-type: none"> ○ No current updates, see agenda items. • Advocacy Report <ul style="list-style-type: none"> ○ No current updates, see agenda items. 	



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	<ul style="list-style-type: none"> • Communications Report <ul style="list-style-type: none"> ○ Communique Newsletter <ul style="list-style-type: none"> ▪ We have 6 articles, and a year-end legislative update that will be published along with the president's address. ▪ On schedule to have 4 issues next year ▪ SIS leaders, please sign up for article submissions for 2025 ▪ Newsletter coordinator - Erin Luy ▪ Newsletter committee open for volunteers - currently we have 1 ○ Social Media <ul style="list-style-type: none"> ▪ Working to update processes including a new social media email and submission form when requesting posts. Updated procedure/details to come once set ○ Blog <ul style="list-style-type: none"> ▪ Still looking for a blog coordinator - pass any volunteers interested on to me. ○ Website <ul style="list-style-type: none"> ▪ Jenn Kang Lim is the coordinator. Will be starting to work more on an audit, etc. in January • Finance Report <ul style="list-style-type: none"> ○ Documents Attached <ul style="list-style-type: none"> ▪ Profit and Loss Financial Report for October 2024 ▪ Profit and Loss Financial Report for November 2024 ○ Account Balances as of 12/11/24 11:30PM <ul style="list-style-type: none"> ▪ Checking: \$210,778.14 ▪ Debit: 1,683.97 ▪ CD: \$5,291.93 ▪ Money Market: 80,452.84 ▪ Total: 298,206.88 ○ Student Conclave Updates <ul style="list-style-type: none"> ▪ The student conclave will take place on Saturday February 15th, 2025 at MWU. MWU is providing the space once again at no cost to ILOTA. The theme of the conclave is "Innovating Through Occupation: OT's Role in a Changing World" – Focus on emerging practice areas, the integration of technology, and expanding OT's role across settings. The planning committee thus far includes Kiah Atkinson, Emily Harstad, Whitney Bright, Taylor Brown, Stephanie Petersen, Cynja Valcin, George Buckley and Dalmina Arias. (Three OT practitioners and four OT students). ○ Budget Requests <ul style="list-style-type: none"> ▪ Seven budget requests were submitted for FY 24-25. Signed budget request forms, indicating approval, denial, or modification, were sent to each individual who submitted a request. 	



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	<p>Decisions were made based on our strategic plan and discussions during the July executive board meeting. George copied all related emails.</p> <ul style="list-style-type: none"> ○ 2024 ILOTA Conference Registration Report as of 12/11/2024 (ATTACHED) ● Membership Report <ul style="list-style-type: none"> ○ See below in General Agenda. ● Executive Director Report <ul style="list-style-type: none"> ○ No current updates, see agenda items. <p>Motion to ratify the Consent Agenda for the December 18, 2024 Executive Board Meeting Minutes. Seconded by Dalmina. MOTION CARRIED. (MOTION 2024-12-02)</p>	
<p>ILOTA Conference Summary</p> <p>Finance</p>	<ul style="list-style-type: none"> ● George provided a summary/update from ILOTA Conference ● Discussed attendance and revenue ● Expressing gratitude to the committee for their assistance with the success of the conference <ul style="list-style-type: none"> ● Student Conclave Keynote Speaker <ul style="list-style-type: none"> ○ Requesting an honorarium for travel ○ Presentation “Innovating Occupation” ○ Executive Board proposes to reimburse for flight and 1 night hotel, not to exceed \$1,000 <p>Motion to ratify the reimbursement of Briana Bonner for Student Conclave Speaker for travel fees. Seconded by Lauren. MOTION CARRIED. (MOTION 2024-12-03)</p> <ul style="list-style-type: none"> ● Budget line items #20 & #33 <ul style="list-style-type: none"> ○ Adjusted budget to account for taxes ● Director of Finance-Elect role and formulating a succession plan <ul style="list-style-type: none"> ○ Google drive Finance resources available and timeline ○ Requires live training/observation ○ Discussed potential need a due date to develop a back-up plan to split role between executive board for finance and education components. Plan to revisit topic in April for potential role delegation. Board wants to ensure the newly elected board member has an appropriate amount of time for training. ○ Nominations committee – can put out a social media post 	



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	<ul style="list-style-type: none"> Rent vs. storage – plan to not renew lease, discussed alternative option for storage and necessary steps to take 	Dalmina, Bev and George to revisit topic of storage for January
Membership	<ul style="list-style-type: none"> Membership Update – LK <ul style="list-style-type: none"> Total membership numbers decreased by 72. Student membership increased by 6 Luther and George to discuss ideas for assessing data to track trends of membership Review of activities to increase membership and retention 	Luther to come to next meeting with firm ideas to improve membership
Strategic Initiatives Timeline	<ul style="list-style-type: none"> Executive Board agrees with current initiatives Made edits/more details to Strategic Plan Initiatives Discussed: <ul style="list-style-type: none"> Advocacy <ul style="list-style-type: none"> 1.1 – recruiting/training lobbyist, status occurring ongoing COMPLETE 1.2 submitting amendments for legislature by end of 2025 1.3 schedule meetings once a quarter when in session with key legislators with advocacy goals Membership <ul style="list-style-type: none"> 2.3 by April 2025 Education <ul style="list-style-type: none"> 3.1 by January 2026 3.2 Providing consistently 10-12 educational opportunities by end of August 2025 3.3 George agrees about timeline Owner for Education – change to CEU coordinator Governance <ul style="list-style-type: none"> 4.3 by March 2025 Finance <ul style="list-style-type: none"> 5.2 by August 31st, 2025 5.3 by December 2025 -Remove “Finance committee”, adding Bev/George 	Sam/George to make edits to strategic plan PPT slide based on meeting minutes



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Board Structure	<ul style="list-style-type: none"> • Possible Board Reorganization -Executive board to determine overarching plan, ensure the structure of the board is meeting our mission • Structure and Document Revision • SIS Restructuring Ideas and Task Force • Student Liaison Committee -Discussed need to ensure they are ILOTA members, good communication about Student Liaison Program 	<p>Brenda and Bev to meet about task force for board structure by next meeting.</p> <p>Luther to send Lauren a reminder to post again closer to Student Liaison Date</p>
Action Items from Previous Meetings	Discussion about conference/presentation accessibility	
Open Discussion for Emerging Issues Next steps & Assignments	<ul style="list-style-type: none"> • Board Members raise urgent issues <ul style="list-style-type: none"> ○ Prioritize topics for immediate action/decision-making ○ Next meeting January 18th, Saturday at 9am • Confirm action items and responsible parties <ul style="list-style-type: none"> ○ Deadlines for follow-up 	
Adjournment	Motion to adjourn the meeting at 8:37pm. Seconded by Lauren. MOTION CARRIED (MOTION 2024-12-04)	

Minutes prepared by Samantha Smith, ILOTA Secretary