



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
January 21, 2026 * 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 Pooja Patel – Director of Advocacy Sarah Mugavero – Director of Finance George Buckley – Executive Director	Laura Mraz – President-Elect	Lauren Stone Kelly – Director of Communication
Guests Present Sarah Zera Katelyn Lamb – ILOTA Capstone Student Brenda Koverman		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Call to order	Beverly called the meeting to order at 6:33PM.	
Roll call	See members present above.	
ILOTA Capstone Student	<ul style="list-style-type: none"> • Presentation to Executive Board – From Values to Voice: Digital Tools for OT Policy Influence <ul style="list-style-type: none"> ○ Survey results reviewed ○ Solution to Proposed Barriers – CapWiz, VoterVoice, Phone2Action ○ Proposed outcomes to support ILOTA – increase member education on advocacy/legislative topics, increase member engagement/retention <p>The Executive Board supports Katelyn’s participation to review options for interactive Website</p>	The Executive Board will review the ILOTA Capstone Student proposal when Katelyn sends it out and vote on approval.



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ILOTA Policy on Compensation for CE Presenters	<ul style="list-style-type: none"> • CE Required Courses <ul style="list-style-type: none"> ○ Upgrade courses by 2027, contact previous speakers ○ Consider offering compensation for speaker's time and effort ○ Reviewed speakers/champions to update content ○ Executive Board would like to review content • ILOTA Policy on Compensation for CE Presenters – See Attached Document <ul style="list-style-type: none"> ○ Sarah Zera discussed CE speaker reimbursement rates and potential to create a CE Marketing Protocol ○ The Executive Board discussed options for competitive compensation for CE Presenters and current policy • Modalities Courses <ul style="list-style-type: none"> ○ Discussion re: succession plan for transition of educators/presenters from Dana and Suzanne ○ Opportunity for more courses to meet the demand – currently restricted to 24 attendees for Lab space • Sarah suggested opportunities to take tasks related to CE planning off George's plate to accommodate marketing needs 	<p>Sarah Zera to develop a Policy Proposal for CE Speaker Reimbursement and a CE Marketing Protocol</p>
Consent agenda	<ul style="list-style-type: none"> • Previous ILOTA Executive Board meeting minutes approval October 2025 • Presidents Report <ul style="list-style-type: none"> ○ No updates at this time • Director of Advocacy Report: <ol style="list-style-type: none"> 1. Loan forgiveness for community MH workers-SB1273 <ol style="list-style-type: none"> a. Continue this legislative session. 2. OT Practice Act direct access language revision-HB3769 (Nancy) <ol style="list-style-type: none"> a. Will follow up this legislative session. 3. Equine bill: will attempt to file revision to include OTAs. 4. Licensed Behavioral Analyst bill and practice act. <ol style="list-style-type: none"> a. UPDATE: the ABA work group has met 3x since October. We are currently awaiting final language filing from ILABA & IPAAQ for this legislative session for next steps. b. 99.9% confirmation on adding OTP language as an excluded profession required for IL ABA License; unsure re: ownership language 5. Compact Act: <ol style="list-style-type: none"> a. UPDATE: refiling this session with Rep. La Ha end of Jan/1st week of Feb 	



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	<p>6. EI UPDATES: multiple efforts underway; multiple letters have been sent to various groups for multiple initiatives. Current priority appears to be the involvement of OT in IDEC rollout plans and updates to Adm. Code 500 to align scope of practice and definitions with our OT practice act and match eligibility and qualifications with our OT state regulations.</p> <ul style="list-style-type: none"> a. UPDATE: Brian is in touch with multiple agencies as relevant to help resolve some of the longer-standing issues and better understand potential revision opportunities. b. Rule 500 & Reimbursement Rates = two key high-level EI OT issues currently <p>7. Capstone Student:</p> <ul style="list-style-type: none"> a. Brenda remains primary point of contact with an MWU student on advocacy project related to state associations. Pooja offering feedback/guidance as needed. Focus: improving member engagement in population-level advocacy issues <p>8. ILOTA advocacy presentations for schools and downstate outreach initiative/collab with Director of Membership both ongoing.</p> <ul style="list-style-type: none"> a. North Central College coming up 1/27/2026 <p>9. Social Media Campaign</p> <ul style="list-style-type: none"> a. Initial posts outline + info sent to comms team. <ul style="list-style-type: none"> • Director of Communication Report: <ul style="list-style-type: none"> ○ <u>Newsletter</u>: open call for papers. Currently no submissions but usually a lot come through in the last two weeks. If you have any updates you want included, do a short write up and send them my way. ○ <u>Social Media</u>: coordinators will be transitioning between now and mid February so please be patient as we bring on a new student ○ <u>Blog</u>: would love to get more blog posts up this year. If there's an experience you want to share or reflect on, a topic or opinion piece you want to share but isn't right for the newsletter, or want to highlight a project (could be great for the capstone student to write a post about their work ir topic of interest), send them along to me or ilotablog@gmail.com ○ <u>Website</u>: Jenn is working with 2 volunteers. I plan to follow up with them and set a meeting with Bev in February for next steps ○ <u>Transition planning</u>: I'm trying to put together a transition plan/protocol for the social media coordinators and then hope to do the same for the other communications roles. If you have any advice or suggestions, let me know. 	



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	<ul style="list-style-type: none"> • Director of Finance Report: <ol style="list-style-type: none"> 1. <u>Account Balances as of 1/11/26 at 1:00 PM:</u> <ul style="list-style-type: none"> ○ Checking: \$283,979.11 ○ Debit: \$3,269.24 ○ CD: \$5,563.74 (3.84%) ○ Money Market: \$82,844.88 ○ Total: \$375,656.97 See Attached Documents: <ul style="list-style-type: none"> ○ Profit and Loss Report for September 2025 (net profit of \$27,182.23) ○ Profit and Loss Report for October 2025 (net profit of \$47,758.69) 2. Increased Members Clicks membership level per board approval on 1/9/26 	



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Open Discussion for Emerging Issues	<ul style="list-style-type: none"> • Board Members raise urgent issues ○ Prioritize topics for immediate action/decision-making 	
Upcoming meeting dates	<ul style="list-style-type: none"> • Wednesday February 25th, 2026 Full Board Meeting at 6:30PM • Wednesday March 18th, 2026 ILOTA Executive Board Meeting 	
Next steps & Assignments	<ul style="list-style-type: none"> • Confirm action items and responsible parties ○ Deadlines for follow-up 	
Adjournment	Motion to adjourn the meeting at 8:05PM. Sarah seconds. MOTION CARRIED (MOTION 2026-01-05)	

Minutes prepared by Samantha Smith, ILOTA Secretary