



Your Profession is Our Business

ILOTA QUARTERLY BOARD REPORT

ILOTA Quarterly Report

Month/Year: February 2020

Board Position: President

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

James Hill OTR/L - *President*

Anne Kiraly-Alvarez - *President-Elect*

Tracy Repmann - *Executive Director*

Open Position - *Bylaws*

Misty Ayers-Cumbow - *AOTA RA Representative*

MEETINGS:

Date	Meeting Description
Weekly	Phone meeting with President, Executive Director, and President Elect
1-2x/month	Student Conclave planning meetings (zoom)
1-2x/month	Annual Conference planning meetings (zoom)
11/23/19	Executive Board Meeting
12/19	President & Stephanie McCammon - planning for ILOTA Blog
12/18/19	President-Elect- AOTA Webinar on PDGM
1/18/2020	Executive Board Meeting
12/9, 12/11, 12/13, 1/14, 1/15, 1/16, 1/17, 1/18, 1/21, 1/22, 1/23, 1/24, 1/28, 1/29, 1/31, 2/3, 2/6, 2/7	President Elect: Phone calls/meetings with executive and full board members to learn more about roles and responsibilities of other board members and to gather feedback on organization and ideas for future

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
All	Strategic Plan Integration	Adopted structure to integrate strategic plan into monthly board meetings	0

Bylaws: Position Vacant

Representative Assembly: Nothing to report

Respectfully submitted,
James Hill OTR/L, President

Board Position: Secretary

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

Beverly Menninger - *Secretary*

Kathy Preissner and Ashley Stoffel - *Archives*

Sarah Zera - *Recruitment*

Minetta Wallingford - *Nominations Chair*

MEETINGS:

Date	Meeting Description
1x/month	Annual Conference Committee Zoom Calls
11/23/19	Executive Board Meeting

UPDATES:

Archives: The Archives Committee is working on collecting past editions of the Communique, board meeting minutes and conference brochures from the ILOTA office so that we can take another batch of items to the ILOTA Archives at the UIC Library of Health Sciences. They are hoping to start contributing to the Communique via the Archives Corner again in this new year.

Recruitment Coordinator: Minetta Wallingford agrees to taking the Nominations Chair position. The Professional Development Coordinator position is currently open, Sarah is looking for leads

Nominations Chair: Nothing at this time.

Respectfully submitted,
Beverly Menninger, MA, OTR/L, Secretary

Board Position: Director of Finance

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

Moira Bushell - *Director of Finance*

Vacant - *Director of Finance Elect*

Kari Teske and Elizabeth Kohler-Rausch - *CE Approval Co-Chairs*

Jeanine Panico - *CE Coordinator*

Abi Swidergal - *Conference Chair*

MEETINGS:

Date	Meeting Description
1-2x/month	Student Conclave planning meetings (zoom)
1-2x/month	Annual Conference planning meetings (zoom)
11/23/19	Executive Board Meeting
1/18/2020	Executive Board Meeting

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
2.1	Conference LMS	<ul style="list-style-type: none">• Conference Prep is ahead of schedule• LMS system continues to be worked on to roll out a few free courses for the membership	
2.2	Electronic	<ul style="list-style-type: none">• Began paying the ED electronically to	

	Payments	provide more consistent payment schedule	
2.3	Member Communication	<ul style="list-style-type: none"> • Creating template to share financial information with membership 	
2.4	AOTF Spotter	<ul style="list-style-type: none"> • Sponsoring 4 seats at the Breakfast with a Scholar Event at AOTA • Sponsor for Student Conclave 	\$350
2.5	Tracking CE Events	<ul style="list-style-type: none"> • Progressing 	
2.6	Tracking business relationships	Not initiated	

CE Approval:

- Several courses approved

CE Coordinator:

- Registration is live for Student Conclave on February 29 at Shirley-Ryan Ability Lab
- Dr. Glen Gillen is giving the keynote
- Schedule is finalized. Speakers are solidified

Conference Committee:

- Dates are confirmed at Hilton
- Keynote is confirmed
- Conference Theme has been selected

Respectfully submitted,
Maira P Bushell OTD, MEd, OTR/L - Director of Finance

Board Position: Director of Membership

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

- Jacob Garrison** - *Director of Membership*
- Vacant** - *Professional Development Coordinator*
- Anne Kiraly-Alvarez** - *Networking Coordinator*

MEETINGS:

Date	Meeting Description
11/23/19	executive board meeting
1/18/20	executive board meeting
various dates	student conclave and ILOTA Conference planning

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
1.1	Standard CE Rating	Initiated.	0
1.2	Access of Benefits	Initiated list of benefits to communicate to new members	0
1.3	Member Contact	Sent Holiday Cards	0
1.4	SIS Experience	SIS survey completed	0
1.5	State Alliance	Initiated conversations with surrounding state organizations	0
1.6	Volunteer coordination and recognition	Initiated	0
1.7	Member Analytics	Not initiated	0
1.8	Standard Event Rating	Initiated.	0
1.9	Logo Update	Completed	0

Professional Development Coordinator: No update.

Networking Coordinator: Based on the survey from last year, there will be a few minor changes to the SISs. Physical Disabilities SIS will be split into Neurorehabilitation SIS and Orthopedic/Upper Extremity Rehabilitation SIS. Work and Industry SIS will be eliminated, but the topic will fall under the purview of the new Orthopedic/Upper Extremity Rehabilitation SIS. Education SIS will be renamed as Academic Education SIS. A new SIS will be created: School-Based Practice SIS. The chair position for this new SIS is vacant. Holly Gormley-Guttu has stepped down from the role of Assistive Technology SIS Ch-Chair. Baylee Skelton has stepped down from the role of Student Co-Liaison. Thank you both for your service!

Respectfully submitted,
Jacob Garrison, Director of Membership

Board Position: Director of Advocacy

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

Carol Michels - *Director of Advocacy*
Reimbursement Coordinator - *Nancy Richman*
Public Policy Coordinator - *Marit Watson*

MEETINGS:

Date	Meeting Description
11/23/19	Executive Board Meeting
1/16/20	Phone conference with ILOTA Lobbyist and ILOTPAC Chairperson
1/18/2020	Executive Board Meeting
1/24/20	Meeting with KW re potential advocacy advisory support
2/29/20	Meeting with ILOTPAC board
1/22/20	Meeting with OTPT Coordinator of N. Illinois Group re: Advocacy for School OTs

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
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3.1		Nothing to report	
3.2	Communicating Advocacy Responses	*Engaged with Lobbyist to gain an understanding of the current advocacy process. *Exploring communication options through ILOTA (blogs, newsletters, etc.) that may be appropriate to use for improving communication around legislative events	None
3.3	ILOTPAC	*Linked conversation with Lobbyist and ILOTPAC chair *Set an initial meeting with ILOTPAC board members and will finalize meeting schedule	None
3.4	Advocacy Advisory Group	Researched and created an Advocacy Advisory Group document and began reaching out to potential group members.	None

Respectfully submitted,
Carol Michels - Director of Advocacy

Board Position: Director of Communications

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

Vacant - *Director of Communication*

Elizabeth VanderLaan - *Newsletter Coordinator*

Stephanie McCammon - **Blog Coordinator** - *Blog Coordinator*

Maricela Pautrat - *Website Coordinator*

MEETINGS:

Date	Meeting Description

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UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
4.1	Social Media	Nothing to report	
4.2	Blog	Delayed by vacancy of leadership positions. Gradual progress and ongoing meetings despite this.	0
4.3	Use of E-mail	Improved coordination and use of branding (ongoing)	0
4.4	Use of Technology	Frequent use of Zoom to improve event planning and meetings. Exploring use of Google tools to share and archive information.	14.99/mo Evaluating

Respectfully submitted,
James Hill - *President* (In lieu of Director of Communications)