



Your Profession is Our Business

ILOTA QUARTERLY BOARD REPORT

ILOTA Quarterly Report

Month/Year: May 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 - *AOA RA Representative*

MEETINGS:

Date	Meeting Description
Weekly	Phone meeting with President, Executive Director, and President Elect
1-2x/month	Annual Conference planning meetings (zoom)
3/21/2020	Executive Board Meeting
4/18 2020	Executive Board Meeting
3/5/2020	President Elect: Phone meeting with EI group
3/26/2020	President Elect: phone meeting with Memberclicks LMS rep and other board members
4/3/2020 & 4/16/2020	President Elect: phone meetings to discuss upcoming capstone student
4/6/2020	President Elect: teleconference meeting with newsletter committee
4/8/2020	President Elect: phone meeting to discuss OT Month social media plan
4/21/2020 & 4/28/2020	President Elect: teleconference meetings to explore Community Brands virtual conference opportunities
5/5/2020	President Elect: phone meeting with new newsletter coordinator

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
	COVID Town Hall	CE Event: Stress Management	0
	COVID Town Hall	CE Event: Telehealth	0
	COVID Town Hall	CE Event: Adult Telehealth	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
2/28/2020	Met with Abi Swidergal and Hilton rep re. Conference planning
3/4/2020	Annual Conference planning meeting (Zoom)
4/9/2020	Annual Conference planning meetings (Zoom)

3/21/2020	Executive Board Meeting
4/18 2020	Executive Board Meeting
5/14/2020	Met with Sarah Zera and Minetta Wallingford re. Plans for Election

UPDATES:

Archives: No specific update

Recruitment Coordinator: Working with Minetta re. Election planning

Nominations Chair: Planning for election. Secretary and Director of Membership positions will be open.

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
%, 2/22, 3/4, 3/21, 4/15, 4/18, 5/6	Conference Planning Meetings
3/21/2020	Executive Board Meeting
4/18 2020	Executive Board Meeting

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
2.1	COVID CE	ILOTA has provided several opportunities for OTPs to access free CE resources throughout the COVID-19 time. They are being moved and saved into the LMS as well.	
2.2	Financial Record Review	Continued work to rename and merge accounts to better meet the needs of data comparison year over year	
2.3	Financial Transparency	More data provided during quarterly updates	
2.4	Partnership Programs	On pause due to current climate	
2.5	CE Tracking	Underdevelopment within LMS	
2.6	Partnership Programs	On pause due to current climate	

Income	YTD	Budget	Difference
Membership	45,658.50	50,000	-4,341.50
CE	38,335.00	40,000	-1,665.00
Conference	110,412.80	100,000.00	+10,412.80
Other	*15,639.20	5,500.00	+10,789.20
<i>Total</i>	210,045.50	195,550.00	+14,495.50
Expenses			
Operating	76,489.06	105,400.00	-28,910.94

Direct Costs	83,163.47	73,000.00	+10,163.47
<i>Total</i>	165,010.84	178,400.00	-13,389.16
Net Income	45,034.66	17,150.00	27,884.66

CE Approval:

- Several courses approved: 14 submissions since Jan 2020

CE Coordinator:

- Successful Student Conclave - 148 registered attendees
- Positive feedback from post-surveys

Conference Committee:

- Conference has moved to a virtual event - will be throughout the month of October.
- Hotel has approved moving to 2021 without financial loss. Keynote also agreed to 2021. New keynote contacted for 2020.
- Proposal submissions moved to virtual in short course or poster presentations style only.
- Initial call for papers all scored and emails sent for confirmation. New virtual Call for Papers open through May 17, as space is not an issue.
- SIS chairs have been contacted to confirm roundtable discussions - will be held live throughout the month. Membership meeting and awards will be held live.

Respectfully submitted,
Moira 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
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UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
1.1			
1.2			
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			

Professional Development Coordinator: No update.

Networking Coordinator:

- SIS Chairs and Liaisons have signed up to submit articles for upcoming issues of the Communique
- Special thanks to the SIS Chairs who have contributed to the ILOTA COVID-19 virtual town hall/webinars about telehealth, helped create resources, and have been involved in advocacy efforts

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 - *Not filled*

MEETINGS:

Date	Meeting Description
	<p>Advocacy work focused on the following topics:</p> <ul style="list-style-type: none"> --Outreach: Speaking at university and on a roundtable --ILOTPAC: Creating cross-links for support between ILOTPAC and ILOTA --Creating Advocacy Framework of Leads for each Topic Area: <ul style="list-style-type: none"> --EI: Clare/Christy: Attending meetings, including in telehealth --Telehealth: Monika Robinson: SB27/Telehealth Research --Medicaid Pay Differential: Kelsey/Brian --School Licensure: Michelle Mays --Creating capstone opportunities and setting up a structure
March-May 2020	<p>Advocacy Outreach:</p> <p>4/27/20: Meeting with June W. prep for Telehealth Roundtable 5/8/20: Meeting with June W. prep for Telehealth Roundtable 5/14/20: Present with June W (CPS) at Telehealth Roundtable for School OT</p> <p>4/27/20: Spoke at Governors State University: Advocacy and Leadership</p>
March-May 2020	<p>Advocacy: Board Member on ILOTPAC Board</p> <p>4/11/20: ILOTPAC Board Meeting 4/22/20: Met with ILOTPAC Chair (Claudia) to update advocacy actions 5/5/20: Met with Claudia, Sarah: Designed Spreadsheet to link IL reps with ILOTA members in their districts to facilitate advocacy with individual representatives</p>
March-May 2020	<p>Early Intervention:</p> <p>3/19/20-EI Meeting 4/2/20-EI Call 4/20/20: Met with Clare/Christy to set up EI Advocacy Leads-topics 4/23/20: EI Call</p>
March-May 2020	<p>Advocacy: Telehealth</p> <p>4/3/20-Meet with Monika R: Leading Telehealth Advocacy through ILOTA 4/8/20-Telehealth Expansion Discussion</p>

	<p>4/15/20: Telehealth Advocacy Group Meeting: Prep for meeting with Sen. Harmon 4/17/20: Met with Sen. Harmon re SB27 (with Telehealth Advocacy Lead Group) 4/23/20: Met with Lauren, Ashley, Monika: Design Telehealth Research Survey 4/28/20: Telehealth Roundtable Session: Attendee 5/3/20: Met with Telehealth Lead/Lobbyist to rewrite SB27 for submission 5/6/20: Met with Abigail, Lauren, Asley, Monika: Design Telehealth Research Survey</p>
March-May 2020	<p>Advocacy: Medicaid Telehealth</p> <p>4/16/20: Call with Gail Fisher: Update on Medicaid pay Differential (OT/PT) 4/30/20: Met with Kelsey/Brian: Medicaid Pay Differential Advocacy Leads April-May: Several emails discussing the progress of research around Medicaid Pay differential for OTPT outpatient</p>
March-May 2020	<p>Advocacy: Capstone Opportunities:</p> <p>--Developed potential capstone projects --Engaged in discussions with ILOTA President-Elect around supervising capstone student through ILOTA for leadership/advocacy opportunities --Emailed/connected with Becky (capstone student) to begin planning --Emailed/connected with Liz (capstone student) sent to me through ILOTPAC</p>
March-May 2020	<p>Advocacy: School Licensure</p> <p>4/24/20: Connected with Michelle Mays-asked her to lead the School Licensure Advocacy Group 4/8/20: Emailed Michelle: Connect to include capstone student in the setup</p>

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
3.1	Strategic Relationships with Representatives	<p>ILOTA volunteer Sarah Allen created a spreadsheet linking each ILOTA member (via zip code) to their Illinois representatives. She demonstrated how to create pivot tables so when ILOTA needs advocacy in a representatives' district, we can pull each ILOTA constituent in that representative's district.</p> <p>--Follow up includes designing a process for updating new/departing ILOTA members and changing representatives.</p>	None

		--Chart to be managed by ILOTPAC to strengthen collaboration between advocacy efforts and political support	
3.2	Legislative Communication Proposal	<p>Created an advocacy structure of strong lead advocates in each area of need (e.g., telehealth, school, etc.)</p> <p>Designed capstone project for creating a process to best/quickly move forward in response to legislative events</p> <p>Designed communication system between ILOTPAC and ILOTA to ensure cross communication and collaboration for quick and collaborative responses to legislative events</p>	None
3.3	Priority Strategic Relationship Proposal	Not Initiated	None
3.4	Collaborative Alliance	<p>Designed capstone project to create spreadsheets of Dir of Advocacy positions in each state for ongoing communication and collaboration around similar events/needs.</p> <p>Designed capstone project to create spreadsheets of Director of Advocacy positions in other professions (SLP, PT, etc.) to begin developing supportive and collaborative relationships.</p>	None

Respectfully submitted,
Carol Michels - Director of Advocacy

Board Position: Director of Communications

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

Molly Bathje - Director of Communication
Allison Peuler - Newsletter Coordinator
Stephanie McCammon - Blog Coordinator - Blog Coordinator
Maricela Pautrat - Website Coordinator

MEETINGS:

Date	Meeting Description
4/15, 5/13	Telephone Meeting with Stephanie M., In the Now Blog Coordinator
3/25, 4/8, 4/22, 5/6	Telephone Meeting with Maricela P, Website Coordinator
5/10	Zoom Meeting with Alison P., Newsletter Coordinator -Orientation to position -Established plans for communication
3/24	Telephone Meeting with Executive Director -Orientation to position

UPDATES:

Strategic Plan Item	Project Title	Progress Update	Anticipated Fiscal Implications
4.1	Establish a consistent posting schedule for social media	Bi-monthly meetings with Website Coordinator who manages Social Media to plan and review upcoming postings. Have established schedule for recurring posts and more seasonal posts	None
4.2	Launch blog and coordinate with Communiqu	Blog has been launched. Coordinated 2 postings with Social Media sites Will coordinate with Communique after Newsletter Coordinator is oriented.	None
4.3	Establish procedures for effective use of e-mail (frequency, type, branding, targeting specific audiences...)	Not initiated	None
4.4	Improve knowledge and use of technology(Zoom, WebClicks, LMS, Conference App...	Proficient in Zoom, facebook, and instagram. Continuing to learn twitter and wordpress. No learning of	None

		MemberClicks, LMS, or conference App	
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Social Media:

Established a schedule for social media posts and content.

Meet bi-monthly to discuss content.

Cross posted with In the Now blog

Website:

Initiated an audit of the website to identify and replace outdated content.

Posted “COVID-19 Resources” and updated with input from the Board.

In the Now Blog:

Established goal of Bi-monthly postings

Cross posting with social media platforms this increased traffic.

Newsletter:

New Newsletter Coordinator, Alison Peuler (Thank you Sara!).

Thank you Anne who has been leading the Newsletter committee

Newsletter Coordinator (submitted by Anne Kiraly-Alvarez, Interim Coordinator until May 2020):

- Jan-Feb-Mar Communique issue was successfully published at the end of March 2020
- April 2020: Newsletter committee met virtually to discuss plans for upcoming issues
- April -May 2020: Have continued collecting and editing new articles for Apr-May-Jun issue- on track for publication in June

Respectfully submitted,

Molly Bathje - *Director of Communications*