



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
September 21, 2024 \* 9:00 am \* Location: North Central College**

<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 Dalmina Arias - Director of Finance Lauren Stone Kelly– Director of Communications Brenda Koverman- Director of Advocacy George Buckley – Executive Director Samantha Smith –Secretary		
<b>Guests Present</b>		
Anne Kiraly-Alvarez-Past Director of Membership Robin Jones-Past Secretary		

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
<b>Call to order</b>	Beverly called the meeting to order at 9:10AM.	N/A
<b>Roll call</b>	See members present above	N/A
<b>Approval of minutes</b>	<ul style="list-style-type: none"> <li><b>MOTION:</b> to ratify the email approval of July 20, 2024 ILOTA Executive Committee Meeting Minutes. Beverly Menninger moved and 2<sup>nd</sup> by Brenda Koverman.</li> </ul> <p><b>MOTION CARRIED (MOTION 2024-09-01)</b></p>	N/A
<b>Presidents Report</b>  Beverly Menninger	Introduce/Welcome New Board Members <ul style="list-style-type: none"> <li>Thank you to Robin Jones + Ann Kiraly-Alvarez for many years of service</li> <li>Welcome Samantha Smith, Luther King, and Lauren Stone Kelly to the Executive Board</li> </ul> Conference Update (George and Dalmina) <ul style="list-style-type: none"> <li>2 Months until ILOTA Conference</li> </ul>	Bev to meet with George to discuss final review and merit increase

	<ul style="list-style-type: none"> <li>• 60 Live and Virtual Courses, earn up to 38 CEUs: 35 Live, In-Person, 32 Live, In-Person Poster Sessions, 25 Virtual Courses</li> <li>• Board discussed Keynote Speaker and Awards Ceremony</li> <li>• Discussed Registration and fees - goal to have up by the end of this week and meet net profit/revenue of \$45,000</li> <li>• Board and Members can review ILOTA Conference content on website</li> </ul> <p>Executive Director raise</p> <ul style="list-style-type: none"> <li>• Scoring high</li> <li>• Discussed formula for future determination, merit increase vs. market adjustment</li> <li>• Discussed Executive Director merit increase</li> <li>• Brenda Koverman moved that we approve Executive Director merit increase and 2<sup>nd</sup> by Dalmina Arias.</li> </ul> <p><b>MOTION CARRIED (MOTION 2024-09-02)</b></p>	
<p><b>Finance Report</b></p> <p>Dalmina Arias</p>	<p>Review and Vote on 2024-2025 Budget</p> <p>See Attachment:</p> <ul style="list-style-type: none"> <li>- <b>FY 25 ILOTA Budget_9.18.24_v8</b></li> <li>- Board discussed areas to adjust budget.</li> <li>- Brenda Koverman moved that we approve finalized budget by Dalmina Arias and 2<sup>nd</sup> by Beverly Menninger.</li> </ul> <p><b>MOTION CARRIED (MOTION 2024-09-03)</b></p>	<p>Dalmina will submit finalized budget with amends to board for review and final approval.</p>
<p><b>Secretary updates</b></p> <p>Samantha Smith</p>	<p>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.</p>	
<p><b>Executive Director Report</b></p> <p>George Buckley</p>	<p>See above Conference Report.</p>	
<p><b>Other?</b></p>		
<p><b>Adjournment</b></p>	<p>Motion made By Beverly Menninger to adjourn meeting at 9:39AM. Seconded by Samantha Smith. <b>MOTION CARRIED (MOTION 2024-09-04)</b></p>	

Minutes prepared by Samantha Smith, ILOTA Secretary