



**Quarterly Reports**

**August 2017**

**Board Position: President**

Report Date: August 19, 2017

**CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- Lisa Mahaffey M.S. OTR/L, FAOTA *President*
- Jennifer Dang *Office Manager*
- Open Position *Bylaws*
- Misty Ayers Cumbow AOTA RA *Representative*

**MEETINGS:****June 17 – Executive Board meeting****July 16 – Executive Board meeting****PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and any fiscal implications).****Executive Director Report:** See attached**Bylaws: No Report****Representative Assembly:**

Currently there is a call for motions for the next RA meeting. If you are interested in filing a motion please connect with RA Representative Misty Ayers Cumbow at email [meac628@gmail.com](mailto:meac628@gmail.com). Motions are due by September 8, 2017 to be considered for the Fall RA meeting.

**President**

Summer 2017 Elections are currently being organized. Monika Robinson is working on a slate of Candidates for Director of Advocacy, Director of Membership and President elect. We expect to run the election within the next three weeks. We are still looking for a candidate for President elect at this point.

SP 2.8 Nadia Marasti reports that the Emerging Leader's Program is attempting to use the database for participant information to create a portal that both mentors and mentees will be asked to use throughout the program. Similar to "Blackboard" that some academic programs use, this portal will be an avenue to access resources, discussion boards, and other program objectives. The Emerging Leader's Program committee has individually reviewed AOTA modules from their leadership program; consultation will begin shortly to determine how the AOTA model will be used to influence the ILOTA program. The Emerging Leader's Program is seeking help from academic programs to recruit participants (both mentors and mentees). The

committee is also interested in collaborating with conference committees to see if networking and other opportunities are feasible.

SP 1.5 We are beginning to look forward to the ILOTA Centennial and would like input as to how to celebrate. I would like to form a committee like our Hull House Committee to work on this event with our archive committee. If you are interested in being on this committee please send me or Jenny Dang an email.

SP 2.16/SP 5.1 We have identified several course offerings that we would like to create over the next year. We will offer an ethics course on social media at conference (Christine Urish) in addition to the online course we are running now. We would like other ethics courses in other platforms if anyone is interested in putting something together. In addition we are looking for other ideas for CE offerings that cross practice areas and touch on emerging practice areas such as primary care.

SP 5.2 One goal for the next quarter will be to look at materials that might be developed for a consumer page for the ILOTA website. What could be included that would be unique to Illinois and a value to our consumers.

Another goal is to explore some options for developing a refresher course for OT's who want to return to practice after letting their license lapse.

Respectfully submitted,  
**Lisa Mahaffey PhD(c). OTR/L, FAOTA**  
President

**Executive Director**  
**Non board position**  
**Report Date: August 19, 2017**

**CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- None

**MEETINGS:**

- July 31<sup>st</sup> - Social media coordinator orientation -
- June 2<sup>nd</sup> – PAMs course planning call with presenters
- June 7<sup>th</sup> – Conference planning meeting
- July 3<sup>rd</sup> – Conference planning meeting
- June 7<sup>th</sup> – Delivered PAMs course materials to presenters
- July 14<sup>th</sup> – PAMs course planning call with presenters
- July 27<sup>th</sup> – Met with Networking Coordinator and Recruitment Chair for MemberClicks training and SIS communication planning.
- July 25<sup>th</sup> Conference site visit
- August 1<sup>st</sup> - Vendor call with EBS regarding conference
- August 8<sup>th</sup> – Conference planning team call
- MemberClicks training call August 11, 2017

**PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and any fiscal implications).**

**Continuing Education Offerings**

- SP 2.7 and SP 5.1, - Planned, coordinated and successfully held two Physical Agent Modalities course. June 10<sup>th</sup> and 11<sup>th</sup> in Belleville and July 21<sup>st</sup> and 22<sup>nd</sup> in Chicago.
- SP 1.1 and 1.2 - Ethics course has had 194 registrations with over 130 people having successfully completed the course. Non member revenue for this course has exceeded \$1,000.

**Website and MemberClicks Database**

- SP 2.2, 2.6 – Added SIS Resources page, working with the Networking Coordinator to test the new communication functioning in MemberClicks. i.e. blogs, circles, forums and elists.
- SP 2.13 – Distributed survey for ILOTA’s first student conclave.
- 16 MemberClicks contact center messages were sent to members and contacts since may first
- Welcome messages were sent to new members in May, June and July.

Jennifer Dang  
ILOTA Executive Director



## QUARTERLY BOARD REPORT

PLEASE COMPLETE THIS QUARTERLY REPORT BEFORE ATTENDING THE BOARD MEETING. IF YOU WILL NOT BE ATTENDING THE MEETING, PLEASE SEND COMPLETED FORM TO [Office@ILOTA.org](mailto:Office@ILOTA.org).

To: Lisa Mahaffey Date: 08/19/17

From: Lisa Iffland Board Title: Secretary

Topic: Quarterly Report Action Needed: Yes  No

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### SUMMARY OF QUARTERLY KEY FACTORS COMPLETED (PLEASE PRINT):

1. Archives Committee is working at setting up interviews to highlight people who have been prominent in the OT field in Illinois.
2. Recruitment Coordinator filled Social Media position with two (2) MWU students, Samantha Pucci and Brittany Stewart.  
Director of Membership and Home and Community Health SIS Chair positions are still open.

### RECOMMENDATIONS FOR BOARD ACTION:

None

### FISCAL IMPLICATIONS:

None

**BOARD APPROVAL:** \_\_\_\_\_

Respectfully Submitted,

Lisa Iffland, MS, OTR/L



## QUARTERLY BOARD REPORT

PLEASE COMPLETE THIS QUARTERLY REPORT BEFORE ATTENDING THE BOARD MEETING. IF YOU WILL NOT BE ATTENDING THE MEETING, PLEASE SEND COMPLETED FORM TO Office@ILOTA.org.

To: Membership Director \_\_\_\_\_ Date: 8/9/17 \_\_\_\_\_

From: Minetta Wallingford Board Title: Recruitment Coordinator

Topic: Quarterly Report \_\_\_\_\_ Action Needed: Yes \_\_\_\_\_ No

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### SUMMARY OF QUARTERLY KEY FACTORS COMPLETED (PLEASE PRINT):

**The Following Board positions have been filled:**

- Samantha Pucci and Brittany Stewart (MWU OT students) are assisting with Social Media

**The current positions which need to be filled are:**

- Home and Community Health SIS Chair

Thank you to everyone who referred colleagues and friends for positions.

**RECOMMENDATIONS FOR BOARD ACTION:** None at this time

**FISCAL IMPLICATIONS:** None

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**BOARD APPROVAL:** \_\_\_\_\_

## **Board Position: Director of Finance**

**Report Date: August 9, 2017**

### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- **Janet Adcox OTR/L** *Director of Finance*
- **Kari Teske and Elizabeth Kohler-Rausch** *CE Approval Chairperson*
- **Veronica Ford** *CE Coordinator*
- **Christy Rojas and Jim Taylor** *Conference Co-Chairs*

### **MEETINGS:**

- \*Email communications with committee members to request updates/status reports.
- \*Updates and communication to/from Lisa and Jenny re: scholarship and budget updates.
- \*Email and phone communication with multiple product vendor about upcoming vendor fundraiser for scholarship fund.
- \*Multiple conversations/informal meetings about planning of student conclave.

### **PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN:** (Include any recommendation for board action and any fiscal implications).

#### **Scholarship update:**

- \*Balance in fund is approximately (waiting for update from AOTF)
- \*An anonymous donor came forward with matching funds in April and donated \$4000, exceeding match amount. ILOTA also matched funds in April.
- \*Vendor fundraiser being planned—multiple vendors one week each starting early September into October. (Goal 4.2 on strategic plan)
- \*Raffle at conference to benefit fund—donations being accepted.
- \*ILOTA remaining match to be used as a future promotion.

#### **CE Approval:**

- \*A total of 11 courses have been approved this quarter, 1 more pending.
- \*Projections for 2017: 45 courses to be submitted with minimum 80% being accepted.

#### **CE Coordinator:**

- \*Online ethics course is now up and running.
- \*Modalities course held.
- \*Working on another workshop that will be across multiple practice areas.

#### **Conference Committee:**

- \*Conference will be held in Bloomington from November 9th-11th.
- \*Planning in progress.
- \*Will be offering an ethics course at conference for people to use as their requirement.

#### **Director of Finance:**

- \*Account balance as of July 31, 2017 was \$83,586
- \*Sept-June 2017 total income \$ 175,175 (103% of budget)
- \*Sept-June 2017 total expenses \$149,700 (85% of budget)

\*Decision made to invest in technology for conference and CE events including projectors and possible some laptops/tablets to help with onsite registration.

**Student Conclave**

- Surveys have gone out to student members (15 responses the first day), also being sent to academic programs to send out to students.
- Small informal committee of recent grads contributing—working to formalize.
- ??Name of event

Respectfully submitted,  
Janet Adcox OTR/L, Director of Finance



**Board Position: Director of Membership**

Report Date: August 19, 2017

**CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- **Open Position** *Director of Membership*
- **Susan Quinn** *Retention Coordinator*
- **Minetta Wallingford** *Recruitment Coordinator*
- **Anne Kiraly-Alvarez** *Networking Coordinator*
- **Nadia Marasti** *Director of Professional Development*

**MEETINGS HELD THIS QUARTER:**

None

**QUARTERLY PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include recommendations for board action and any fiscal implications).**

**Director of Membership:**

Current Membership Statistics:

| Member Type                        | 5/1/2017   | New Members | Renewals this period | Members that lapsed(inactive) | 8/10/2017  |
|------------------------------------|------------|-------------|----------------------|-------------------------------|------------|
| Multi state association membership | 10         | 1           | 7 (70%)              | 0                             | 14         |
| OTA                                | 72         | 9           | 9 (12%)              | 13                            | 72         |
| OTA Monthly                        | 1          | 7           | 24 (2400%)           | 0                             | 8          |
| OTR/L                              | 383        | 26          | 77 (20%)             | 48                            | 418        |
| OTR/L Monthly                      | 8          | 12          | 45 (562%)            | 1                             | 21         |
| Retired/Disabled                   | 9          | 0           | 3 (33%)              | 0                             | 8          |
| Student                            | 166        | 18          | 18 (11%)             | 4                             | 177        |
| <b>Total</b>                       | <b>649</b> | <b>73</b>   | <b>11%</b>           | <b>66</b>                     | <b>718</b> |

- SP 2.11 – This quarter we have been monitoring the member to member campaign. 12 referrals have been made via the Member to Member referral content. To date only one new member has resulted from the campaign.

**Retention:**

- We had 7 award submissions for 2017. The committee is currently reviewing all submissions.

**Recruitment:**

See attached report from Minetta Wallingford

### **Networking:**

- SIS chairs and liaisons sent out follow-up emails to members who completed our networking survey and indicated an interest in getting more involved with their respective SISs/committees
- We rolled out a new feature for members on the website- SIS/Committee resources. Joy and Holly contributed the first Tech Spotlight for the AT SIS.
- We are working with Jenny to explore social networking opportunities through the website. We will hopefully be able to finalize plans and start using this new feature by conference.
- We are working with the Conference Committee to finalize leaders/moderators for the SIS sessions during conference.
- Paige Panfil is taking over the Student Liaison position for the next year- welcome! Thank you to Cassie & Ernie for your service!

### **Professional Development:**

Nadia continues to work with the Emerging Leaders program. See update in the President's report.

Respectfully submitted,

Lisa Mahaffey/Jenny Dang

**Board Position: Director of Advocacy**

**Report Date: 08-19-17**

**CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

**Robin Jones** *Director of Advocacy*

**Nancy Richman** *Reimbursement Coordinator*

**Marit Alexis Watson** *Policy Coordinator*

**MEETINGS:**

Attended regular meetings of the ILOTA Executive Committee

**PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN:**

Updated Strategic Goals for the Advocacy Committee to reflect increased need to outreach to members and provide educational information about how to influence public policy and track legislative issues that are pertinent to the profession.

**Reimbursement:** Nothing to report. Nancy Richman may report separately during the Board Meeting.

**Public Policy:** Legislative issues in Illinois were relatively “quiet” due to the on-going budget impasse during the spring 2017 session. A budget was passed in early July 2017 and it is anticipated that the legislature will be taking up additional business during the fall session so some of the issues that we have been monitoring may gain traction at that time.

- The Athletic Trainers Licensure bill is still pending and re-referred to the Rules Committee. This bill would amend the current license act to remove “athletes” and replace with individuals and include the scope of practice to include therapeutic intervention and rehabilitation of injuries and medical conditions incurred by individuals
- New legislation was submitted (amended shell bill) referred to as the Behavior Analyst Licensing Act which provides qualifications for licensure as a behavior analyst or assistant behavior analyst. It creates the Board of Behavior Analysts under DFPR.
- Physical Therapy submitted a bill to establish a Physical Therapy State Compact whereby Therapists meeting the requirements within states that are a part of the compact would be able to practice PT in Illinois. This bill supports interstate practice.
- Childhood Workforce Study – Calls for a study of the early childhood workforce every 3 years. The study would determine compensation levels that are sufficient to attract, support, and retain a workforce of high-quality child care providers; (iii) make recommendations to help create an accessible and well-supported career advancement pathway.

- Physical Therapy Co-Payment – Provides that an insurer shall not impose a copayment, coinsurance, or office visit deductible amount charged to the insured for services rendered for each date of service by a physical therapist licensed under the Illinois Physical Therapy Act that is greater than the copayment, coinsurance, or office visit deductible amount charged to the insured for the services of a primary care physician or an osteopath licensed under the Medical Practice Act of 1987 for an office visit. This legislation has been postponed by the Insurance Committee.

**ILOTA Election:** I am stepping down from the position of Director of Advocacy and have decided not to run for an additional term. Recruitment has been underway to identify candidates and I have spoken with potential candidates regarding the position. I want to thank everyone for their support during my tenure in this position and look forward to continuing my involvement with ILOTA in other ways going forward.

**ILOTPAC:** Alexandria Shandiz has submitted her resignation as the Chairperson of ILOTPAC due to relocation to Ohio. Gail Fisher has agreed to step in as “interim” chairperson at this time. The appropriate paperwork has been submitted to the State reflecting the change in leadership. Recruitment is underway with at least one potential candidate identified. If anyone else is aware of someone who is interested in this position please have them contact either Robin or Lisa.

Respectfully submitted,  
**Robin Jones, MPA, COTA/L, ROH**  
Chairperson

## **Board Position: Director of Communication**

**Report Date: August 2017**

### **CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- **Moira Bushell** *Director of Communication*
- **Briana Bonner** *Website Coordinator*
- **Molly Bathje** *Newsletter Coordinator*
- **Samantha Pucci/ Brittany Stewart** *Social Networking Coordinator*

### **MEETINGS HELD THIS QUARTER:**

July 31 – Phone call with Social Networking Coordinators about role and plans for the rest of the year

### **QUARTERLY PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include recommendations for board action and any fiscal implications).**

#### **Website:**

- Part of Executive Director's Report

#### **Newsletter:**

- Please see attached

#### **Social Networking:**

- Two new students have taken over Social Networking duties.
- Facebook page is getting more traction since the Hull House Event. Several boosted Facebook ads, to get more visibility such as submitting conference presentations and modalities CE. (2.1, 2.5)
- Invested in Hootsuite in order to better manage all social media platforms (2.5, 5.3)

#### **Director of Communication:**

- Hootsuite training completed (2.5, 5.3)
- Creating social media platform for conference to engage the membership (2.5)

Respectfully submitted,

**Moira P. Bushell**

Chairperson

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**Board Position: Newsletter Coordinator**  
**Report Date: August 2017**

**CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

Newsletter Coordinator: Molly Bathje

Newsletter Committee: Steven Taylor, Sue Charnley, Mara Sonkin, Anjali Sane, Molly Hoisington, Lauren Henderson

**MEETINGS:**

**None this quarter**

**PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS  
RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and  
any fiscal implications).**

New email template developed and used on the last 2 issues

Reached out for consultation on design accessibility, waiting for response

Survey about Communicate topics/features designed and link will go out on next issue/ member clicks?

Respectfully submitted,  
Molly Bathje