



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
September 16, 2023 * 7:00 pm * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Beverly Menninger – President Anne Kiraly-Alvarez – Director of Membership Michelle Hanawalt – Director of Communications Brenda Koverman- Director of Advocacy George Buckley – Executive Director Robin Jones –Secretary	Dalmina Arias - Director of Finance	
Guest		
Linda Riccio – Conference Chairperson		

Topic	Notes	Action Items & Person Responsible
Call to order	Beverly called the meeting to order at 9:01am	n/a
Roll call	See members present above	n/a
Approval of minutes	<ul style="list-style-type: none"> MOTION: to ratify the email approval of July 17, 2023 ILOTA Executive Committee Meeting Minutes Seconded by Anne Kiraly-Alvarez MOTION CARRIED (MOTION 2023-09-01) 	n/a
Presidents Report Beverly Menninger	<ul style="list-style-type: none"> Illinois Licensure Board – Membership on the licensure board discussed and issues associated with how it is currently operating in terms of members. November Board Meeting - Will not have Board meeting at Conference. Annual Meeting will be “remote” and scheduled for another date. Lobbyist and Advocacy – Discussed issues associated with prioritizing legislation. Discussed plan to explore future options. Strategic Planning – Discussed plan to engage in strategic planning for the next year. Begin process in January 2024. Ratification of email vote on 8-23-2023 re: Conference Fees: I move that we accept the proposed 2023 Registration fees outlined in the email below and 	<p>Social Media will promote vacancy on licensure board and encourage applications.</p> <p>George will send out email to ILOTA’s email list notifying them of vacancies.</p>

	<p>the attached spreadsheet. Motion 2nd by Anne Kiraly-Alvarez MOTION CARRIED (MOTION 2023-09-02)</p> <ul style="list-style-type: none"> ○ Executive Director Review - Completed 	<p>Board members encouraged to identify potential persons and encourage them to apply.</p> <p>George and Bev will identify some dates/times for both Full Board Meeting and Annual Meeting.</p>											
<p>Advocacy Report</p> <p>Brenda Koverman</p>	<p>1. Discussion regarding prioritizing advocacy and legislative initiatives, workload and barriers:</p> <ul style="list-style-type: none"> a. difficulty getting volunteers to follow through or lead initiatives b. communication to membership lacking c. an organized plan that includes items to focus on and to proactively plan for <table border="1" data-bbox="541 732 806 1230"> <thead> <tr> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>School Medicaid Expansion</td> </tr> <tr> <td>Right to Repair</td> </tr> <tr> <td>Compact Act</td> </tr> <tr> <td>Medicaid Rate increase</td> </tr> <tr> <td>Practice Act</td> </tr> <tr> <td>EI Supervision requirements</td> </tr> <tr> <td>HBSC</td> </tr> <tr> <td>Loan Forgiveness</td> </tr> <tr> <td>Mental Health</td> </tr> <tr> <td>PAC</td> </tr> </tbody> </table>	Topic	School Medicaid Expansion	Right to Repair	Compact Act	Medicaid Rate increase	Practice Act	EI Supervision requirements	HBSC	Loan Forgiveness	Mental Health	PAC	
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<p>Communication Committee Report</p> <p>Michelle Hanawalt</p>	<p>Discussed issues with Newsletter Co-Editors. Having a meeting with Editors/Molly to look at long term planning for communication/newsletter in near future. Newsletter is currently behind but confident it will be on-time for release. Discussed use of social media to generate interest in sessions at conference.</p>												

<p>Finance Report</p> <p>Dalmina Arias</p>	<p>1) Financial Update – Reviewed current status of expenses and income. Discussed close out of the fiscal year.</p> <p><u>Balances as of 9/15/2023:</u> Checking: \$36,671.53 Debit: \$4,242.56 CD: \$5,130.32 Savings: \$76,637.74 Total: \$122,682.15</p> <p>2) Budget Approval – Reviewed budget document distributed to the Board prior to the meeting. Discussion of how ILOTA develops budget.</p> <p>3) Student Conclave Update – Announced Co-Chairs have been identified. Planning to host in February 2024. Looking at options to host at Midwestern University and/or Northern Illinois University Space. To be determined.</p> <p>See Attachments:</p> <ul style="list-style-type: none"> • August 2023 Profit & Loss Report: Net income for August \$5,867.48; we had three payrolls and the accountant’s payment; the modalities and new required CE courses were helpful; the membership numbers picked up as we expected; the conference sponsor and exhibitor revenue is also helpful; everything else looks about normal • 2022 – 2023 FY Profit & Loss Report • Custom Budget Report for August 2023: this one may still not compare correctly, as it includes transactions posted for August-to-date in QuickBooks • Proposed FY 2023 -- 2024 Budget 	<p>George and Dalmina will review proposed budget given feedback from the Board and send update to the Board for review.</p> <p>Social Media will continue to promote sponsorship/exhibitor opportunities for Fall Conference.</p>
<p>Linda Riccio</p>	<p>4) ILOTA Conference Update - Website has gone live with information and registration. 23 live sessions and 32 posters. 19 virtual events. Licensure changes session will be both live and in-person. Committee is working on “Conversations that Matter” to be held during lunchtime. There is room for 25 exhibitors. Discussion of fee related to additional exhibitor personnel attending conference. Motion made: Additional Exhibitor Personnel Fee will be \$99.00/each. Seconded by Brenda Koverman MOTION CARRIED (MOTION 2023-09-03)</p> <p>Discussion about request to provide alternative registration policy for individuals who are part of a poster session to be able to come “only” when the poster is scheduled and not pay a fee or a reduced fee.</p>	<p>George to look forward to 2024 Dates for scheduling Conference in order to secure best options for conference space before end of the year.</p>

<p>Membership Update</p> <p>Anne Kiraly-Alvarez</p>	<ul style="list-style-type: none"> Feedback survey updates - Getting a good response. Survey is still open and hoping to continue to get responses weekly. <table border="1" data-bbox="541 293 1100 1094"> <thead> <tr> <th>Category</th> <th>September 13, 2023</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> </tr> <tr> <td>Associate</td> <td>1</td> </tr> <tr> <td>Honorary Lifetime</td> <td>7</td> </tr> <tr> <td>Multistate</td> <td>14</td> </tr> <tr> <td>OT New Practitioner</td> <td>105</td> </tr> <tr> <td>OTA New Practitioner</td> <td>32</td> </tr> <tr> <td>OTA</td> <td>58</td> </tr> <tr> <td>OTA monthly</td> <td>15</td> </tr> <tr> <td>OT</td> <td>529</td> </tr> <tr> <td>OT Monthly</td> <td>62</td> </tr> <tr> <td>Retiree</td> <td>12</td> </tr> <tr> <td>Student</td> <td>420</td> </tr> <tr> <td>TOTAL</td> <td>1258</td> </tr> <tr> <td>Difference (from 8/15/23)</td> <td>79</td> </tr> </tbody> </table>	Category	September 13, 2023	Admin	3	Associate	1	Honorary Lifetime	7	Multistate	14	OT New Practitioner	105	OTA New Practitioner	32	OTA	58	OTA monthly	15	OT	529	OT Monthly	62	Retiree	12	Student	420	TOTAL	1258	Difference (from 8/15/23)	79
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<p>Secretary updates Robin Jones</p>	<p>Please submit your agenda items for meetings in a timely manner.</p>																														
<p>Executive Director Report George Buckley</p>	<p>Provided update on LMS regarding the # of certificates that have been issued because people have been using the available CE courses. Provided update on the Modalities Course. 26 individuals attended the most recent session. Discussed revenue generated from this program. Provided update on upcoming continuing education programs registration.</p>																														
<p>Other?</p>	<p>Beverly checked in on "Swag" with Anne. Anne will follow up with artwork.</p>																														

Adjournment	Motion made by Beverly to adjourn meeting at 10:57am Motion Seconded by: Anne Kiraly-Alvarez MOTION CARRIED (MOTION 2023-09-04)	
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Minutes taken and prepared by Robin Jones, Executive Board Secretary.