



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
December 10, 2022 * 9:00 am * Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Beverly Menninger – President Anne Kiraly-Alvarez – Director of Membership Robin Jones –Secretary Dalmina Arias - Director of Finance-Elect George Buckley – Executive Director	Michelle Hanawalt – Director of Communications Brenda Koverman- Director of Advocacy	Moira Bushell – Director of Finance
Guests Present:		

Topic	Notes	Action Items & Person Responsible
Call to order	Beverly called the meeting to order at 9:04am	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 October 22, 2022 ILOTA Executive Committee Meeting Minutes. Motion Carried. (MOTION 2022-12-01) 	n/a
Presidents Report	<ul style="list-style-type: none"> Discussion Student Committee – Committee has not been functioning lately. It sits structurally under the Networking Committee. Intent is to have 1 rep from each program across the state. Bev will work to get it reconstituted. The committee contributes to the Student Conclave as well as planning student activity at the annual conference and at least 1 other activity during the year (i.e. webinar, etc.) January CE Event (Discussion with George) – Program for January 10th planned by Sarah Z. Presentation about specific type of product that this person works for. Questions about content as it appears to be a “sales” pitch for a specific product. Discussed concerns about endorsing product. Ask to remove the company name from the description. Ask them to present via Zoom versus suggested “Teams” and ask presenter to make statement that there are other products that can be used, not just the product her company sells. 	

	<ul style="list-style-type: none"> Schedule of Full Board and Executive Board Meetings for 2023 – Beverly sent out suggested dates for 2023 via email. Discussion of several proposed dates due to conflicts (i.e. AOTA Conference). January 21, February 18 (Full Board Mtg), March 18, April 15, May 20 (Full Board Mtg), June 17, July 15, August 19 (Full Board Mtg), September 16, October 21, November 18, December 16 	
Advocacy Report	<ol style="list-style-type: none"> Medicaid Reimbursement: IPTA, ISHA and ILOTA coalition has been meeting to strategize solutions. A consensus was reached to increase Medicaid OP reimbursement on the fee schedule thus eliminating the need to specify hospital and non-hospital setting reimbursement. The 3 lobbyists are tasked with contacting person at HFS to set up a meeting to discuss this. Scope of practice and practice act rule revisions: The final draft has been completed. Compact Act: This is on hold; waiting for response from house committee. Right to repair bill: Awaiting word from SIS or president on task force that is being developed. 	
Communication Committee Report	<p>This month focused on Conference Promotions. Will be coordinating for volunteers for student conclave. Working on the next newsletter, reaching out and coordinating articles. I haven't been able to coordinate with website coordinator, wondering if she has a new email address. Suggested trying to call her as another option to reach her.</p> <p>Morgan is stepping down as Newsletter coordinator, she got a promotion at work and needs to take a break to focus on a new leadership role at work. Will need to recruit a new volunteer. Discussed possibility of setting this position up for a Work Study Student.</p> <p>George reported that some of the remaining "raffle" baskets will be selected on December 15th via an Instagram Live session. Social media will promote the event.</p> <p>Some of the sponsorship packages have "offerings" from ILOTA associated with their sponsorship and George and Michelle will work to make sure that they receive those benefits.</p>	
Finance Report Fiscal Year Update	<p>Bank Account Balance as of 12/7/22 Checking \$95,702.14 Debit 3,344.60</p>	George will send out a recruitment notice to membership

<p>Conference Update</p> <p>Student Conclave (Dalmina)</p> <p>CE Approval Chair</p>	<p>CD \$5,000.00 Money Market \$45,026.93 Total \$149,073.67</p> <p>See attached reports: Budget vs. Actuals: ILOTA FY2022-23 Budget - FY23 P&L; Budget vs. Actuals for November 2022; Budget vs. Actuals for October 2022</p> <p>See attached report from George titled: 2022 ILOTA Conference Registration Interim Report Conference income should be mostly processed at this point but final numbers will be shared at the end of the month. George shared data regarding attendance at various sessions and requests for CE.</p> <p>Sent out email for Student participation on the committee and got a good response. In-person in March 2023 and still looking at venue options (considering NIU Conference Center). Anne shared that Marion Joy Rehabilitation site was suggested in the past as they have free parking option. George states that attendance in past was 100-150. Discussion about sponsorship opportunities to offset some of the costs (food, etc.). Discussion of fee at \$25 for ILOTA members and \$50 for Non-members. This is the same fee from previous “in-person” event. Date needs to be determined first so that a venue can be secured. Discussion of sponsorship packages used for Conference and using similar process for the Conclave.</p> <p>Need to recruit a new CE Approval Co-Coordinator.</p>	<p>regarding vacant positions.</p>														
<p>Membership Update</p>	<p>Current membership report:</p> <table border="1" data-bbox="541 1062 1115 1414"> <thead> <tr> <th>Category</th> <th>December 6, 2022</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> </tr> <tr> <td>OT</td> <td>456</td> </tr> <tr> <td>OT Monthly</td> <td>58</td> </tr> <tr> <td>OT New Practitioner</td> <td>88</td> </tr> <tr> <td>OTA</td> <td>60</td> </tr> <tr> <td>OTA monthly</td> <td>12</td> </tr> </tbody> </table>	Category	December 6, 2022	Admin	3	OT	456	OT Monthly	58	OT New Practitioner	88	OTA	60	OTA monthly	12	
Category	December 6, 2022															
Admin	3															
OT	456															
OT Monthly	58															
OT New Practitioner	88															
OTA	60															
OTA monthly	12															

<p>Membership promotions/discounts</p> <p>Upcoming capstone student announcement</p>	<table border="1"> <tr> <td>OTA New Practitioner</td> <td>28</td> </tr> <tr> <td>Student</td> <td>408</td> </tr> <tr> <td>Retiree</td> <td>11</td> </tr> <tr> <td>Multistate</td> <td>12</td> </tr> <tr> <td>Honorary Lifetime</td> <td>7</td> </tr> <tr> <td>TOTAL</td> <td>1143</td> </tr> <tr> <td>Difference (from 11/10/22)</td> <td>5</td> </tr> </table> <p>Suggestions include: offering an incentive to non-members who register for the conference (i.e. \$ off if they join, etc.). Also offering something for current members as well. (i.e., \$ off on CE for existing members, \$ off CE for recruiting a new member). Discussion of impact on budget/revenue and whether there was any data that supports the advantage of doing this type of incentives. MOTION: Offer Non-member practitioners who attended conference as Non-member a \$10 discount on new ILOTA membership if they join before January 31, 2023. Motion Carried (MOTION 2022-12-02)</p> <p>MOTION: Implement program for an existing ILOTA member who recruits a new practitioner member by February 28, 2023 will receive a \$10 discount for a CE event hosted by ILOTA through August 31, 2023. Motion Carried. (MOTION 2022-12-03)</p> <p>2 capstone students are starting in January 2023. Anne will have student from Huntington University (Indiana) working with her on Outreach Committee. Bev and John are hosting a Midwest University student who will be focused on activities related to developing leadership of students. The students may be attending future ILOTA Exec. Committee meetings in the future.</p>	OTA New Practitioner	28	Student	408	Retiree	11	Multistate	12	Honorary Lifetime	7	TOTAL	1143	Difference (from 11/10/22)	5		
OTA New Practitioner	28																
Student	408																
Retiree	11																
Multistate	12																
Honorary Lifetime	7																
TOTAL	1143																
Difference (from 11/10/22)	5																
<p>Secretary updates</p>	<p>Starting in 2023, all agenda Items must be submitted 1 week prior to the scheduled meeting. A reminder to submit items will be sent out 2 weeks prior to the scheduled meeting. Please submit in a timely manner.</p>																
<p>Other?</p>	<p>Anne indicated that “thank you’ s” need to be sent out to all volunteers who have contributed to ILOTA in 2022. The social media team will develop a social media post for the holiday’s/end of year from the Board.</p>		<p>Bev will coordinate the Thank you’s to the Volunteers</p> <p>Michelle will coordinate the end of</p>														

		year message to membership from the Board
Adjournment	<i>Motion made to adjourn meeting at 10:26 am</i> Motion carried. (MOTION 2022-12-04)	