



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA/MINUTES
April 20, 2024 * 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 Dalmina Arias - Director of Finance Michelle Hanawalt – Director of Communications Brenda Koverman- Director of Advocacy George Buckley – Executive Director Robin Jones –Secretary		

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 January 20, 2024 ILOTA Executive Committee Meeting Minutes. Seconded by Anne. MOTION CARRIED (MOTION 2024-04-01) 	n/a
Presidents Report Beverly Menninger	<ul style="list-style-type: none"> Strategic Planning Discussion/Update - Review information provided by Bev. Focus on streamlining what we have in place. Visioning what we want to do in the next 5 years. Reflecting on what has been done. Goal is to make it a shorter and more focused document. Propose that focus areas follow the Board areas of responsibility. Discussed holding an in-person meeting with a facilitator. Discussion of involving other stakeholders (i.e. student, clinician, etc.) Want to do with new officers. Planning for September 2024 (Board mtg 9/21/2024 date suggested). Will identify a venue to host at. ILOTA Awards - Gail Fisher stepped in as chair of the Awards committee. There are new members as well. Gail identified a number of changes that they wanted to make to the awards process. George met with Gail and reviewed but there were some things that needed to come to the board for discussion. 	George to identify potential facilitators. Bev and George to identify potential venues once facilitator is identified Bev will convey Board response to Awards committee

	<ul style="list-style-type: none"> ○ Recommends removing the limit to the # of recipients for the awards with exception of the OT and OTA of the Year, OT Student and OTA Student of the Year. Discussion of pros and cons of multiple awardees. Bev will go back to the committee with the Board feedback. ○ Asking to collapse list of previous awardees for each award to a separate webpage. Rationale, feels that people have to scroll too much to get through the list of names before getting to the actual description of the award. Robin shared example of award page reflecting reduced scrolling, etc. ○ Asking for reorganization of the Awards webpage. Discussion of pros and cons. Discretion should be given to the Chair for reasonable changes. ○ Name of the award “Board Award of Merit” – name does not reflect intent of the award. Discussion of pros and cons. Bev and George will discuss further and give Gail feedback. ● ILOTPAC – Looking at ways to increase financial support. Wants to come to the Full Board meeting to discuss various options for raising funds including a proposal that Board members should be required to contribute once they are a Board member. This could be done monthly or some other increment. Discussion of pros and cons of adding this as a Board member expectation/requirement. They will be invited to come to next Full Board meeting to present and discuss. <p>MOTION: To ratify the Executive Board’s unanimous email approval of the registration fees for the May 4th CE Course on “Orthotics Fabrication (Splinting): Mastering the Basics and Beyond” at \$299 for ILOTA members and \$424 for non-members. Seconded by Anne MOTION CARRIED (MOTION 2024-04-02)</p> <p>MOTION: To ratify the Executive Board’s unanimous email approval of the following motion: To approve the attached annual one-year lease renewal at \$800/month for the ILOTA office space at 1717 North Naper Blvd., Suite 200-15, in Naperville. Seconded by Michelle MOTION CARRIED (MOTION 2024-04-03)</p>
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inquiries back to Chair

<p>Advocacy Report</p> <p>Brenda Koverman</p>	<ul style="list-style-type: none"> • See Attached Report for update on Advocacy Initiatives <p>Agenda Items for Discussion:</p> <ul style="list-style-type: none"> • Compact Act grassroots campaign – Illinois legislature resistive to compact legislation. Working with AOTA to create talking points to address concerns raised. Will require more grassroots member advocacy to move forward at this time. • OTD capstone student -advocacy project- Midwestern University Student will be working with Brenda on an advocacy project. Will be using existing agreement in place. • Strategic planning-evaluate advocacy organization and structure – deferred to later discussion on strategic planning. 	
<p>Communication Committee Report</p> <p>Michelle Hanawalt</p>	<ul style="list-style-type: none"> • Rundown of posts for the upcoming month. Going to highlight the Illinois awardees from the AOTA Conference. • Search for Newsletter Coordinator- please let me know of any leads. Board Recruitment Chair should be working with Michelle to assist with this position. Discussion of changing the way that the Communique is handled including potential of reducing the # of issues, entertaining establishing a “paid” position, etc. Discussion that this issue should be added to the strategic planning process/discussion. 	
<p>Finance Report</p> <p>Dalmina Arias</p>	<ol style="list-style-type: none"> 1) Financial Update – Discussion of budget figures and clarification. 2) Ratifying Motion for Orthotics Fabrication CEU Course – See Motion in President’s Report 3) CEU Speaker Fee – Committee will be submitting a proposal to adjust the existing speaker fee to recognize that there are different types of preparation, knowledge and skills required of speakers for different CE courses and they would like to recognize this within the speaker fee schedule. Discussion followed. 4) CEU Schedule Update – Used member feedback, etc. and have created a schedule. Reviewed the schedule for the next year which includes a diverse set of topic areas. 5) ILOTA Conference Update – Planning has started. No conference chair is identified yet. Committee members are all contributing and will determine conference chair at a later date. Call for Papers has been drafted and getting ready to post and promote. Changes – 1.5 hr or 3 hr courses for in-person versus 1 hr. 1 hr courses for virtual only. Deadline is May 23rd. George is finalizing contract before sending out notices. 	

See Attachments:

- February Profit and Loss Statements
- Profit & Loss Report for March 2024
- Budget vs Actual for Fiscal Year 2023-24 September through March

Account Balances as of 4/18/2024:

- Checking: \$139,424.80
- Debit: \$3,500.36
- CD: \$5,170.17
- Money Market: \$78,496.07
- Total: \$226,591.40

Membership Update

Anne Kiraly-Alvarez

Category	April 16, 2024
Admin	3
Associate	3
Honorary Lifetime	7
Multistate	33
OT New Practitioner	131
OTA New Practitioner	38
OTA	137
OTA monthly	29
OT	871
OT Monthly	99
Retiree	17
Student	464

	<table border="1"> <tr> <td>TOTAL</td> <td>1832</td> </tr> <tr> <td>Difference (from 2/13/24)</td> <td>-1</td> </tr> </table>	TOTAL	1832	Difference (from 2/13/24)	-1	
TOTAL	1832					
Difference (from 2/13/24)	-1					
	<ul style="list-style-type: none"> - Membership ideas for strategic plan – will share during strategic planning discussion - Motion to eliminate fees for 1-1.5hr scheduled webinars for members through July 2024- discussion of implications. Seconded by Dalmina. MOTION CARRIED (MOTION 2024-04-04) 					
Secretary updates Robin Jones	Please submit agenda items in a timely manner. Please respond to email of draft minutes letting me know if you have any edits/changes needed.					
Executive Director Report George Buckley	Community Outreach Committee – Mentorship workshop was done and 18 mentors and mentees. Very well done. Thank committee for their work. Nominations – Outgoing officers being asked to write a statement about the position in order to help with recruitment. George will be sending link to those impacted and will need response within 1 week.					
Other?	N/A					
Adjournment	Motion made By Beverly to adjourn meeting at 11:17am Seconded by Anne. MOTION CARRIED (MOTION 2024-04-05)					

Prepared by Robin Jones, ILOTA Secretary.