



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING AGENDA/MINUTES  
June 25, 2022 \* 9:00 am \* Location: Zoom Call**

<b>Members Present</b>	<b>Members Present for a Portion of Meeting</b>	<b>Members Absent</b>
Anne Kiraly-Alvarez – President Beverly Menninger – President-Elect Brenda Koverman – Director of Advocacy Molly Bathje – Director of Communications Robin Jones – Interim Secretary George Buckley – Executive Director	Moira Bushell – Director of Finance	Christy Rojas – Director of Membership
<b>Guests Present:</b>		

<b>Topic</b>	<b>Notes</b>	<b>Action Items &amp; Person Responsible</b>
<b>Call to order</b>	Anne called the meeting to order at 9:03am	n/a
<b>Roll call</b>	See members present above	n/a
<b>Approval of minutes</b>	<ul style="list-style-type: none"> <li><i>Motion to ratify the email approval of April 23, 2022 ILOTA Executive Committee Meeting Minutes. Motion Approved (<b>MOTION 2022-06-01</b>)</i></li> </ul>	n/a
<b>Old Business</b>		
Finalize advocacy/communication guidelines	Discussion of draft policy created by Anne and Brenda. Move to approve the policy titled: "ILOTA Responses to Member Concerns/Requests for Action". Motion Approved ( <b>MOTION 2022-06-02</b> )	
Finalize partnership options	Discussion of draft document created to identify partnership options. Clarification and edits made. George will do necessary administrative tasks to add Associate Membership Option to membership options where publicized (website, etc.). Rate same as OT.	Anne will edit and Committee will review/approve at next meeting.

Finalize Strategic Plan (Draft 5-21-2022 attached)	Discussion of Strategic Plan as presented during the Full Board meeting in May. Reviewed one last time. Motion to approve 2022-2025 ILOTA Strategic Plan. Motion Approved. ( <b>MOTION 2022-06-03</b> )	
Discuss annual goal and board report processes	With the final approval of the Strategic Plan, Anne will update the Annual Goal and Board Report document to reflect the updates. Purpose of the Goal Forms is for the Full Board members to utilize as guidance about what they could/should be doing and for purpose of planning their goals and activities to make sure that they are consistent with ILOTA's Goals. This should also assist with the budgeting process as members plan events and can work with the treasurer to incorporate their needs. Discussed switching the process for inputting to the Quarterly Board Report but having committees, etc. input directly to the Google Doc versus sending to Executive Board members and then copy and paste into the document. Will try using the direct input process for the next Quarter to see how it goes.	
Executive board elections	Only 1 candidate so far identified for Secretary. Anne indicated she has put forth her name for the Membership Chair. Other Board members have recruited persons, but they have not yet talked with Minetta.	Board members encouraged to solicit additional candidates.
Awards nominations	George reported that there was 1 Award nomination to date. George will send out another reminder for Award Nominations soon. Social Media also highlighting the Awards nomination process.	Board members encouraged to consider submitting someone for ILOTA awards.

<p><b>Communication Committee</b></p>	<ul style="list-style-type: none"> <li>• Update on accessibility activities for Blog, Communique and Social Media posts.</li> <li>• Each Social Media platform has its own page on website with information about what is appropriate, etc. to submit to guide members submissions.</li> <li>• Developing a “Tip Sheet” for students who want to submit their information to the Communique.</li> <li>• Working on switching hosting of the Blog from WordPress to directly onto the ILOTA Website.</li> <li>• Costs for copy layout has decreased with donated services which has greatly improved the process.</li> </ul> <p>Discussion of TikTok – Feedback from Board shared with developer. Decided moving forward that the developer will do a plan which the Board will review prior to production of any additional videos. Reviewed preliminary plan that has been developed for several videos. Board members were satisfied with the plan. Quality of the production/outcome was discussed as an on-going concern and expressed appreciation for the work that the committee has done on this issue. Goal is to post 1-2 videos per month.</p>	
<p><b>Advocacy Report</b></p>	<ol style="list-style-type: none"> <li>1. Medicaid Reimbursement: Hiring attorney to discuss AOTA concern about any legal issues. Meeting held with IL dental association to discuss their successful advocacy efforts. They indicated it was a long process. Brenda is going to reach out to Saul Morse for legal assistance.</li> <li>2. Scope of practice: We are working on 2 sections: definitions in rules and increasing referral language in the act. Waiting on Anne and Nancy for status.</li> <li>3. Compact Act: Nancy is leading efforts and joint town hall with compact act provider, AOTA and NBCOT was successful. Task force in July.</li> <li>4. Practice act rule revisions: several submitted including modalities, restoration of license and supervision of students. As above, awaiting information from Anne. Anne reports that there has been no additional information available.</li> </ol>	

5. HH referrals: Monica R leading effort on possible decrease in HH OT referrals in HH.

**Finance Committee**

Income	YTD	Budget	Difference
Membership	60168	69500	-9332
CE	35420	29200	6220
Conference	44568	45000	-432
Other	6543.37	4550	1993.37
Total	146699.37	148250	-1550.63
Expenses			
Operating	81807.88	122000	-40192.12
Direct Costs	8175.78	25500	-17324.22
Total	89983.66	147500	-57516.34
Net Income	\$56,715.71	\$750.00	\$55,965.71

As of 5/31/22

Bank Account Balances as of 6/22/22

Byline

Checking: 75, 774.05

Debit: 5,155.77

Total 80, 929.82

Reserves

Savings: 10, 455.34

CD: 5245.03

Total: 15700.37

	Budget on target. A few adjustments last month but things have evened out this month. Everything is within budget. It is just an issue of when expenses are hitting the budget.																																				
2022 Conference Update (George)	<p>Things are moving along well. Draft of activities created. Finalizing sponsorship packages to be sent out. Contract signed with Keynote Speaker. Added additional “kick-off” speaker that will be virtual as well as an optional plenary at the end of the day which have budget implications (\$100 each). Discussion of registration fee structure. Discussion of “value” of conference and need to reflect that in the cost versus just looking at covering expenses, etc. Motion to approve 2022 Conference Fees as proposed. Motion Approved (<b>MOTION 2022-06-04</b>)</p> <table border="1" data-bbox="562 597 1612 1222"> <thead> <tr> <th colspan="5"><b>Executive Board- Approved Registration Fees on 6/25/2022</b></th> </tr> <tr> <th colspan="5"><b><u>Registration Fees - Final</u></b></th> </tr> <tr> <th></th> <th></th> <th><b>In-person only on November 18<sup>th</sup></b></th> <th><b>Virtual only</b></th> <th><b>Full (in-person and virtual)</b></th> </tr> </thead> <tbody> <tr> <td></td> <td>ILOTA Members</td> <td>\$189</td> <td>\$175</td> <td>\$339</td> </tr> <tr> <td></td> <td>Non-members</td> <td>\$289</td> <td>\$275</td> <td>\$539</td> </tr> <tr> <td></td> <td>Student Members</td> <td>\$99</td> <td>\$84</td> <td>\$158</td> </tr> <tr> <td></td> <td>Student Non-members</td> <td>\$129</td> <td>\$114</td> <td>\$218</td> </tr> </tbody> </table>	<b>Executive Board- Approved Registration Fees on 6/25/2022</b>					<b><u>Registration Fees - Final</u></b>							<b>In-person only on November 18<sup>th</sup></b>	<b>Virtual only</b>	<b>Full (in-person and virtual)</b>		ILOTA Members	\$189	\$175	\$339		Non-members	\$289	\$275	\$539		Student Members	\$99	\$84	\$158		Student Non-members	\$129	\$114	\$218	
<b>Executive Board- Approved Registration Fees on 6/25/2022</b>																																					
<b><u>Registration Fees - Final</u></b>																																					
		<b>In-person only on November 18<sup>th</sup></b>	<b>Virtual only</b>	<b>Full (in-person and virtual)</b>																																	
	ILOTA Members	\$189	\$175	\$339																																	
	Non-members	\$289	\$275	\$539																																	
	Student Members	\$99	\$84	\$158																																	
	Student Non-members	\$129	\$114	\$218																																	

<p>FY 22-23 Budget First Draft (Attachment)</p>	<p>Reviewed status of developing the new budget. Noted that will see an added budget line for ILOTA President because we have not had that in last few years but anticipate need in future. Started to input expenses for conference different than previous because it will be in-person which is change from last few years. There are holes in the budget because it's still a work in progress. Waiting for information from some of the committees/positions to finalize this. Anne suggested adding money for AOTF sponsorship activities at AOTA Conference which we have been doing the past few years but it has not been budgeted.</p>	<p>Members to send budget questions to Moira.</p>																												
<p><b>Membership Update</b></p>	<table border="1" data-bbox="562 492 905 1295"> <thead> <tr> <th>Category</th> <th>June 24, 2022</th> </tr> </thead> <tbody> <tr> <td>Admin</td> <td>3</td> </tr> <tr> <td>OT</td> <td>482</td> </tr> <tr> <td>OT Monthly</td> <td>64</td> </tr> <tr> <td>OT New Practitioner</td> <td>71</td> </tr> <tr> <td>OTA</td> <td>64</td> </tr> <tr> <td>OTA monthly</td> <td>14</td> </tr> <tr> <td>OTA New Practitioner</td> <td>21</td> </tr> <tr> <td>Student</td> <td>466</td> </tr> <tr> <td>Retiree</td> <td>10</td> </tr> <tr> <td>Multistate</td> <td>14</td> </tr> <tr> <td>Honorary Lifetime</td> <td>7</td> </tr> <tr> <td>TOTAL</td> <td>1216</td> </tr> <tr> <td>Difference</td> <td>-8</td> </tr> </tbody> </table> <p>Discussed the drop in student membership. Anne asked Molly to talk about the experience of working with students in various positions as a Board member. Discussed recruitment for the new position "Retention Coordinator" and that if it goes unfilled it may be a consideration to fill it with a student.</p>	Category	June 24, 2022	Admin	3	OT	482	OT Monthly	64	OT New Practitioner	71	OTA	64	OTA monthly	14	OTA New Practitioner	21	Student	466	Retiree	10	Multistate	14	Honorary Lifetime	7	TOTAL	1216	Difference	-8	
Category	June 24, 2022																													
Admin	3																													
OT	482																													
OT Monthly	64																													
OT New Practitioner	71																													
OTA	64																													
OTA monthly	14																													
OTA New Practitioner	21																													
Student	466																													
Retiree	10																													
Multistate	14																													
Honorary Lifetime	7																													
TOTAL	1216																													
Difference	-8																													

<b>Secretary updates</b>	None	
<b>Other?</b>	George discussed the Early Intervention/JEDI program that is planned for July. It will be free to members. Registration has been positive. There will be an additional CE in September that is not yet posted.	
<b>Adjournment</b>	<i>Motion made to adjourn meeting at Motion to adjourn the meeting at 10:47am. Motion Approved (<b>MOTION 2022-06-05</b>)</i>	