



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
January 18, 2025 * 9:00am* Location: Zoom Call**

Members Present	Members Present for a Portion of Meeting	Members Absent
Beverly Menninger - President Samantha Smith - Secretary Luther King - Director of Membership Lauren Stone Kelly - Director of Communication Brenda Koverman - Director of Advocacy Dalmina Arias - Director of Finance George Buckley – Executive Director		
Guests Present Jennifer Summers – Networking Coordinator John Dudzik – Leadership Development Program Committee Coordinator		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Call to order	Beverly called the meeting to order at 9:01am.	
Roll call	See members present above.	
Student Committee	Jen Summers and John Dudzik present to discuss Student Committee. <ul style="list-style-type: none"> Reviewed IOTA Student Liaison Position Proposal including: <ul style="list-style-type: none"> Overlap with Student Liaison and Student Liaison-Elect for continuity, qualifications, general responsibilities and purpose, benefits, appointment/election process, and subcommittees. The executive board discussed revisions to proposal and fees associated with attending IOTA Student Conclave. 	



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Consent agenda	<ul style="list-style-type: none"> ○ Plan to remove benefit point in Proposal under VIII. with “waiving the fee for SL and SL-elect to attend the ILOTA Student Conclave” and plan to further discuss opportunities with Membership and Finance considerations. <p>Brenda motions to approve the standard operation procedures and general outline with edits provided for the student liaison program. Final approval will be done via e-mail from Jen Summers. Seconded by Lauren. MOTION CARRIED (MOTION 2025-01-01)</p> <ul style="list-style-type: none"> • Executive board approval of student liaison program – See ILOTA Student Liaison Position Proposal <ul style="list-style-type: none"> ○ General outline as presented and subject to final review • Previous meeting minutes approval • Presidents Report <ul style="list-style-type: none"> ○ No current updates, see agenda items. • Advocacy Report: <p>Current initiatives:</p> <ol style="list-style-type: none"> 1. Compact Act-Assumed that Bev did not hear back from Kifowit regarding new bill. I will follow up with AOTA & Brian to set up a meeting to determine if we should continue to pursue this. 2. Loan forgiveness for MH workers-Met with Brian, Julie C and Claudia. Brian will submit bill 3. OT Practice Act direct access language revision-Organizing another meeting as Brian believes revision may be needed to successfully amend this language. 4. CB waivers-Having difficulty determining next steps to move forward; Monika R and Ruby L are leading the effort. 5. EI- 1) Brenda attended meeting with Bureau and recommendations made for revised supervision language. Brenda (as rep of EIC tri-alliance) followed up with Bureau and have not heard anything. 2) EIC guidelines completed with tri-alliance group. Need approval from EI SIS and ex board. 3) Need to choose an EI Lead. 6. Transportation needs initiative with IPTA-2 OTPs on committee. A tri-alliance group is looking at Medicaid transportation issues with OPs of OT, PT and SLP. This may be a suspended effort. I have not heard anything from PT leader. 7. Task force group to develop talking points for OTs role in mental health-Brenda will ask Ex Board if they agree to this group. <p>Suspended/Terminated efforts:</p> <ol style="list-style-type: none"> 1. OP Medicaid Rates-Lobbyists from 3 associations did not contact department. 2. Medicaid expansion in schools-no leader to continue efforts. 3. Right to repair-no response needed after review of bill. 	



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	<ul style="list-style-type: none"> • Communications Report <ul style="list-style-type: none"> ◦ Final communique for 2024 is with Jaime, just waiting for a proof to approve before publishing ◦ New blog coordinator: Katie Little; working to update info to incentivize more post submissions • Finance Report <ul style="list-style-type: none"> ◦ Documents Attached <ul style="list-style-type: none"> ▪ Profit & Loss Report for December 2024 ▪ ILOTA Financial Report Budget vs Actual for Fiscal Year 2024-25 September through December <p><u>Account Balances as of 1/13/25 11:00 PM:</u></p> <ul style="list-style-type: none"> ◦ Checking: \$177,633.18 ◦ Debit: \$1,591.72 ◦ CD: \$5,291.93 ◦ Money Market: \$80,659.28 ◦ Total: \$256,176.11 • Student Conclave Update: <ul style="list-style-type: none"> ◦ We have secured Dr. Briana Bonner as our keynote speaker for this year's student conclave. We have a full agenda that's available on the website. https://www.ilota.org/ilota-student-conclave • Director of Finance-Elect: <ul style="list-style-type: none"> ◦ Sarah Mugavaro is running for Director of Finance-Elect in a special election. Please be sure to vote and spread the word! • Membership Report <ul style="list-style-type: none"> ◦ Luther met with Geroge to review data from membership website ◦ Membership Statistics: 	



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	<table><tr><td>AV</td><td>AW</td></tr><tr><td>Category</td><td>January 13, 2025</td></tr><tr><td>Admin</td><td>3</td></tr><tr><td>Associate</td><td>3</td></tr><tr><td>Honorary Lifetime</td><td>7</td></tr><tr><td>Multistate</td><td>22</td></tr><tr><td>OT New Practition</td><td>122</td></tr><tr><td>OTA New Practitic</td><td>28</td></tr><tr><td>OTA</td><td>76</td></tr><tr><td>OTA monthly</td><td>22</td></tr><tr><td>OT</td><td>618</td></tr><tr><td>OT Monthly</td><td>89</td></tr><tr><td>Retiree</td><td>13</td></tr><tr><td>Student</td><td>423</td></tr><tr><td>TOTAL</td><td>1426</td></tr><tr><td></td><td>-39</td></tr></table> <ul style="list-style-type: none">Executive Director Report<ul style="list-style-type: none">No current updates, see agenda items and Finance Reports. <p>Motion to ratify the approval of the consent agenda items listed above including the December 18, 2024 Executive Board Meeting Minutes. Seconded by Dalmina. MOTION CARRIED (MOTION 2025-01-02)</p>	AV	AW	Category	January 13, 2025	Admin	3	Associate	3	Honorary Lifetime	7	Multistate	22	OT New Practition	122	OTA New Practitic	28	OTA	76	OTA monthly	22	OT	618	OT Monthly	89	Retiree	13	Student	423	TOTAL	1426		-39	
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Upcoming meeting dates	<ul style="list-style-type: none">Proposal to change Executive Board meeting date in February from 2/15 to 2/22. Approved by executive board.																																	
Finance	<ul style="list-style-type: none">ILOTA Conference Chair/Co-Chair recruitment – DANetworking Chair from Full Executive Board,George recommends asking Conference Committee to see if a member would like to step up to the position.Luther suggests connecting with Jen about recruiting interested students	Dalmina, Luther, Bev, George, Finance-Elect to initiate discussion about 2026 Conference venue within the next 2 months																																



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	<ul style="list-style-type: none"> Discussion and Approval of 2025 ILOTA Annual Conference Venue and Dates: Friday and Saturday, November 21-22, 2025, at the NIU Naperville Conference Center Identify task force and determine criteria and discuss options for other available Conference venues for 2026. <p>Motion to have 2025 ILOTA Annual Conference at NIU Naperville by Dalmina. Seconded by Luther. MOTION CARRIED (MOTION 2025-01-03)</p>	Lauren to gather suggestions from members and post on social media to receive responses identify options for 2026 Conference venue and inquire about interest in helping with planning for Conference
Membership	<ul style="list-style-type: none"> Approval of student liaison program – See Attached document “ILOTA Student Liaison Position” Marketing of sustainable group discount rates – clinical sites, academic institutions, etc. – LK Discussed viewing data/member clicks and using administrative access Developing another membership survey Discussed group membership discount rates for various organizations and group bundle options for retention of membership Consensus of the Executive Board was for Luther to proceed with exploring opportunities and proposals for ideas discussed. 	Luther and George to clean up information from website
Board Structure	<ul style="list-style-type: none"> Board Structure and Document Revision – BM Discussed reviewing options for board restructure and SIS groups Discussed Shared Google folder and ability to edit access/ownership 	<p>George is going to update the website with updated mission, vision, and strategic plan</p> <p>Bev to send out an e-mail to request members/lead for the reorganization</p>
Advocacy	<ul style="list-style-type: none"> Compact Act. Confirm with Bev regarding communication with Kifowit. Ask Ex Board input on need to continue this effort. <ul style="list-style-type: none"> The board agrees with plan to discontinue at this time Mental Health advocacy task force-ask ex board approval of this committee <ul style="list-style-type: none"> The board approved this task force Referral language revision-discuss possibilities with ex board for input <ul style="list-style-type: none"> See Attached document “3.1 Referral proposed changes” Lobbyist recommending changes and plan to sign off next week. 	Bev and Brenda to discuss options for a EIC Lead



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	<ul style="list-style-type: none"> EIC guidelines-need approval Motion to approve EI Coalition Guidelines 2025. Beverly seconds. Motion CARRIED. (MOTION 2025-01-04) <ul style="list-style-type: none"> EIC lead-discuss options <ul style="list-style-type: none"> See Attached document "EI Coalition Guidelines 2025" Motion that we have an EI Lead that is approved by the Executive Board who must attend the EI SIS. Luther seconds. Motion CARRIED. (MOTION 2025-01-05)	
Strategic Plan Initiatives	<ul style="list-style-type: none"> Discussed Education and Finance initiatives 3.2 Providing educational opportunities for the year - Dalmina plans to discuss year with Sarah Zera, CE Committee Coordinator Modalities course upcoming Discussed Ad Hoc task force to look at the financial plan in 5.2 – need to recruit additional support/help Can host a meeting with Moira and previous Finance Directors to start resources needed. Looking at last 5 fiscal years and tax return information by August, Luther volunteered to be a part of this discussion with Membership options 3.5 – deadline by August 	
Action Items from Previous Meetings	Check in to confirm the below action items were complete: <ul style="list-style-type: none"> Dalmina, Bev, George to revisit topic of storage in January – notified landlord that we are not renewing the lease Luther to come to next meeting with firm ideas to improve membership – complete Luther to send Lauren a reminder to post again closer to Student Conclave Date – complete 	
Open Discussion for Emerging Issues	<ul style="list-style-type: none"> Upcoming 3 month evaluation for lobbyist – March 1st 	George to send Sam minutes from August meeting
Upcoming meeting dates	<ul style="list-style-type: none"> Saturday February 22nd, 2025 ILOTA Full Executive Board Meeting Wednesday March 19th, 2025 ILOTA Executive Board Meeting 	
Next steps & Assignments	<ul style="list-style-type: none"> Confirm action items and responsible parties <ul style="list-style-type: none"> Deadlines for follow-up 	



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Adjournment	Motion to adjourn the meeting 11:31am. MOTION CARRIED (MOTION 2025-01-06)	

Minutes prepared by Samantha Smith, ILOTA Secretary