

## ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION EXECUTIVE BOARD MEETING MINUTES

March 19, 2025 \* 6:30pm \* 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		
Sarah Mugavero – Director of Finance-Elect		
Guests Present		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Call to order	Beverly called the meeting to order at 6:33pm.	
Roll call	See members present above.	
	<ul> <li>Previous meeting minutes approval January 2025</li> <li>Presidents Report         <ul> <li>No current updates, see agenda items.</li> </ul> </li> </ul>	
Consent agenda	Advocacy Report: Current initiatives:     Compact Act-We (Brian, Nancy, Emma and I) decided not to submit legislation this year. 3 other professional organizations have submitted bills (SW, nursing and PT). Brian states we will track and respond if we see that these bills are moving	



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		<ol> <li>Loan forgiveness for MH workers-SB1273-assigned to appropriations</li> <li>OT Practice Act direct access language revision-HB3769-referred to rules committee. Brian does not anticipate any barriers and will continue to monitor</li> <li>CB waivers-on hold currently.</li> <li>EI-Drafting letter to support OTs role in new department: Illinois Department of Early Childhood (IDEC).</li> <li>Transportation needs initiative with IPTA-Group restarting</li> <li>Task force group to develop talking points for OTs role in mental health-~6 people responded</li> <li>NBCOT questions (through Illinois ambassador)-regarding other state licensure board consolidations and possible exam changes-forwarded to Chuck and Brian and no action needed from IL at this time.</li> <li>OT licensure board meetings discussed at CACOTD meeting (where Brian and I presented)</li> <li>ILOTPAC with inconsistent attendance at recent meetings. Laura is continuing efforts to raise funds, identify members to attend events and gain active board participation.</li> <li>Completed Brian's 4 month performance review</li> </ol>	
		Suspended/Terminated efforts:	
		<ol> <li>OP Medicaid Rates-Lobbyists from 3 associations did not contact department (DHS).</li> <li>Medicaid expansion in schools-no leader to continue efforts.</li> <li>Right to repair-no response needed after review of bill.</li> </ol>	
		Communications Report     Stephanie Reichard took over as social media chair. Pass along any feedback     Jenn Lim is starting a website audit as phase 1 of a review and update of the website     First 2025 newsletter is in final stages of editing and should be out this month     Will be doing a call for papers for the next issue soon (Deadline of May 1)     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     Documents Attached     Profit & Loss Report for January 2025     ILOTA Financial Report Budget vs Actual for Fiscal Year 2024-25 September through January	
		Account Balances as of 3/13/25 9:00 PM:	



AGENDA ITEMS		NOT	ES		ITEM RES
	<ul> <li>Checking: \$169,409.69</li> <li>Debit: \$2,619.51</li> <li>CD: \$5,354.22</li> <li>Money Market: \$81,040.13</li> <li>Total: \$258,423.55</li> </ul> Membership Report				
o M	lembership Statistics:	AX	AY		
Catego					
Admin	3	3	3		
Associate	3	4	5		
Honorary L	ifetime 7	7	7		
Multistate	22	24	24		
OT New Pr	actition 122	119	123		
OTA New F	Practitio 28	27	27		
OTA	76	76	80		
OTA month	ly 22	21	22		
ОТ	618	623	643		
OT Monthly	89	86	84		
Retiree	13	13	14		
Student	423	423	431		
TOTAL	1426	1436	1463		
	-39	10	27		



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	<ul> <li>Efforts towards connecting with programs (academic and clinical) in underrepresented parts of the state</li> </ul>	
	Executive Director Report     No current updates, see agenda items and Finance Reports.	
	Motion to approve the consent agenda. Brenda seconds. Motion carried. (MOTION 2025-03-01)	
Upcoming meeting dates	Discuss July Executive Board meeting – Would others be available to move from Saturday 7/19 to Wednesday 7/16?	
Opcoming meeting dates	• Executive Board approves movement of meeting date to 7/16 at 6:30pm. Can reassess closer to date if this will still work.	
	Governance task force formation to review organizational structure of ILOTA     Good response, 10 individuals present total	
President	<ul> <li>Mental Health Task Force (including Brenda)</li> <li>Around 10 people expressed interest, looking at geographical areas and practice areas, seeking an OTA</li> <li>To further discuss how our role is defined in Mental Health in Illinois</li> </ul>	Bev to send e-mail to start Governance Task Force
resident	Cultural Competence Training development     Dalmina plans to meet with Peggy Grill and Liz Wanka after AOTA, goal to have content by July/August	Brenda to send out information to meet in April
	Office & storage Out of the office in 12 days, moving to storage George and Bev went through the office items and discussed competitive pricing options	
Membership	<ul> <li>Vote on Student Liaison Proposal from Jen Summers (document attached in e-mail)</li> <li>Motion to approve the new Student Liaison Proposal. Dalmina seconds. Motion Carried. (MOTION 2025-03-02)</li> </ul>	Luther to draft e-mail to send out to the board for feedback to reach out to programs.
	<ul> <li>Language used when reaching out to programs</li> <li>Travel and funding to meet in person with programs (as needed)</li> </ul>	



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	<ul> <li>Noted an organization's desire to connect with OTs in other parts of the state, options to travel and host CEUs in southern part of the state (in-person and virtual options)</li> <li>Dalmina shares that the budget includes membership expenses, traveling expenses are not currently included in the budget, and CEU budget is available (i.e. venue and speaker). Can discuss with Sara Zera (CEU Coordinator) to discuss options for courses</li> <li>Option to trial as an experiment for advocacy and networking opportunity (university and clinical members)</li> <li>Executive board can further discuss travel reimbursement options (i.e. for &gt;25 miles one way to an event for possible reimbursement)</li> <li>Is there a need for a Hybrid model including SIS and Geographical location groups?</li> <li>Can look into a program and map out locations for membership on the state map</li> <li>Request to identify or map out the state as regions to support the potential of a rolling conference or CEUs (in person/virtual)</li> <li>Lincoln Land College is the most central (OTA) academic program</li> <li>SIU-C is the most southern (OTD) academic program</li> </ul>	Luther to reach out to Claudia and Jeremy Furniss to show how mapping program was/is used.
Communication	<ul> <li>Newsletter &amp; Blog enhancements and ideas: events calendar, event reviews, event highlights, calls for volunteers, member or board highlight?</li> <li>Discussed options for regular sections in each newsletter and can include upcoming CE courses – Executive Board supports ideas</li> </ul>	Lauren can direct Stephanie to start working on OT Month posts
Advocacy	<ul> <li>Determine ILOTAs role in OT licensure board</li> <li>What is our role? Do we contact the secretary to meet?</li> <li>Bev communicated with the Liaison and the Secretary</li> <li>Recruitment for Director of Advocacy – works alongside Public Policy and Reimbursement Coordinators         <ul> <li>Think about who you may know/recommend – include details of role</li> </ul> </li> <li>Executive board discussed the benefit of more overlap with other board positions (Secretary, Communications, Advocacy)         <ul> <li>Provide feedback to Governance Task Force about increased overlap with Executive Board positions</li> </ul> </li> <li>Attended hearing meeting (OT Referral Bill) and unanimously passed the committee and likely to pass the House next week and the Senate in May</li> </ul>	Brenda to pull in Brian and Chuck for OT Licensure board discussion, loop in Bev and George



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Strategic Plan Initiatives	<ul> <li>Structure for Conference Co-Chairs</li> <li>George sent out a call for Conference Co-Chairs</li> </ul>	Brenda will send an e-mail for recruitment
Action Items from Previous Meetings	<ul> <li>Check in to confirm the below action items were complete:</li> <li>Dalmina, Luther, Bev, George, Finance-Elect to initiate discussion about 2026 Conference venue within the next 2 months – keep on list</li> <li>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 - wait</li> <li>Luther and George to clean up information from database</li> <li>George is going to update the website with updated mission, vision, and strategic plan - complete</li> <li>Bev to send out an e-mail to request members/lead for the reorganization - complete</li> <li>Bev and Brenda to discuss options for a EIC Lead - complete</li> </ul>	
Open Discussion for Emerging Issues	Response from Membership about statement sent out related to recent government changes – positive responses	Lauren can post statement on Social Media
Upcoming meeting dates	<ul> <li>Saturday April 19<sup>th</sup>, 2025 ILOTA Executive Board Meeting</li> <li>Saturday May 17<sup>th</sup>, 2025 ILOTA Full Executive Board Meeting</li> </ul>	
Next steps & Assignments	<ul> <li>Confirm action items and responsible parties</li> <li>Deadlines for follow-up</li> </ul>	
Adjournment	Motion to adjourn the meeting 7:56pm. MOTION CARRIED (MOTION 2025-03-03)	

Minutes prepared by Samantha Smith, ILOTA Secretary