



**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		
<b>Guests Present</b>		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
<b>Call to order</b>	Beverly called the meeting to order at 6:33pm.	
<b>Roll call</b>	See members present above.	
<b>Consent agenda</b>	<ul style="list-style-type: none"> <li>• Previous meeting minutes approval January 2025</li> <li>• <b>Presidents Report</b> <ul style="list-style-type: none"> <li>○ No current updates, see agenda items.</li> </ul> </li> <li>• <b>Advocacy Report:</b> Current initiatives:               <ol style="list-style-type: none"> <li>1. 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</li> </ol> </li> </ul>	



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	<ol style="list-style-type: none"> <li>2. Loan forgiveness for MH workers-SB1273-assigned to appropriations</li> <li>3. 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>4. CB waivers-on hold currently.</li> <li>5. EI-Drafting letter to support OTs role in new department: Illinois Department of Early Childhood (IDEC).</li> <li>6. Transportation needs initiative with IPTA-Group restarting</li> <li>7. Task force group to develop talking points for OTs role in mental health--~6 people responded</li> <li>8. 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>9. OT licensure board meetings discussed at CACOTD meeting (where Brian and I presented)</li> <li>10. 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>11. Completed Brian's 4 month performance review</li> </ol> <p>Suspended/Terminated efforts:</p> <ol style="list-style-type: none"> <li>1. OP Medicaid Rates-Lobbyists from 3 associations did not contact department (DHS).</li> <li>2. Medicaid expansion in schools-no leader to continue efforts.</li> <li>3. Right to repair-no response needed after review of bill.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Communications Report</b> <ul style="list-style-type: none"> <li>○ Stephanie Reichard took over as social media chair. Pass along any feedback</li> <li>○ Jenn Lim is starting a website audit as phase 1 of a review and update of the website</li> <li>○ First 2025 newsletter is in final stages of editing and should be out this month</li> <li>○ Will be doing a call for papers for the next issue soon (Deadline of May 1)</li> <li>○ Final communique for 2024 is with Jaime, just waiting for a proof to approve before publishing</li> <li>○ New blog coordinator: Katie Little; working to update info to incentivize more post submissions</li> </ul> </li> <li>• <b>Finance Report</b> <ul style="list-style-type: none"> <li>○ <b>Documents Attached</b> <ul style="list-style-type: none"> <li>▪ Profit &amp; Loss Report for January 2025</li> <li>▪ ILOTA Financial Report Budget vs Actual for Fiscal Year 2024-25 September through January</li> </ul> </li> <li>• <u>Account Balances as of 3/13/25 9:00 PM:</u></li> </ul> </li> </ul>	



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	<div><div><div>○ Checking: \$169,409.69</div><div>○ Debit: \$2,619.51</div><div>○ CD: \$ 5,354.22</div><div>○ Money Market: \$81,040.13</div><div>○ Total: \$258,423.55</div></div><div><div>● Membership Report</div><div><div>○ Membership Statistics:</div><table><thead><tr><th>AV</th><th>AW</th><th>AX</th><th>AY</th></tr><tr><th>Category</th><th>January 13, 2025</th><th>February 22, 2025</th><th>March 12, 2025</th></tr></thead><tbody><tr><td>Admin</td><td>3</td><td>3</td><td>3</td></tr><tr><td>Associate</td><td>3</td><td>4</td><td>5</td></tr><tr><td>Honorary Lifetime</td><td>7</td><td>7</td><td>7</td></tr><tr><td>Multistate</td><td>22</td><td>24</td><td>24</td></tr><tr><td>OT New Practition</td><td>122</td><td>119</td><td>123</td></tr><tr><td>OTA New Practitic</td><td>28</td><td>27</td><td>27</td></tr><tr><td>OTA</td><td>76</td><td>76</td><td>80</td></tr><tr><td>OTA monthly</td><td>22</td><td>21</td><td>22</td></tr><tr><td>OT</td><td>618</td><td>623</td><td>643</td></tr><tr><td>OT Monthly</td><td>89</td><td>86</td><td>84</td></tr><tr><td>Retiree</td><td>13</td><td>13</td><td>14</td></tr><tr><td>Student</td><td>423</td><td>423</td><td>431</td></tr><tr><td>TOTAL</td><td>1426</td><td>1436</td><td>1463</td></tr><tr><td></td><td>-39</td><td>10</td><td>27</td></tr></tbody></table></div></div><div><div>○ Members have reached out with many ideas to support membership retention and growth</div></div></div>	AV	AW	AX	AY	Category	January 13, 2025	February 22, 2025	March 12, 2025	Admin	3	3	3	Associate	3	4	5	Honorary Lifetime	7	7	7	Multistate	22	24	24	OT New Practition	122	119	123	OTA New Practitic	28	27	27	OTA	76	76	80	OTA monthly	22	21	22	OT	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 style="list-style-type: none"> <li>○ Efforts towards connecting with programs (academic and clinical) in underrepresented parts of the state</li> <li>• Executive Director Report <ul style="list-style-type: none"> <li>○ No current updates, see agenda items and Finance Reports.</li> </ul> </li> </ul> <p><b>Motion to approve the consent agenda. Brenda seconds. Motion carried. (MOTION 2025-03-01)</b></p>	
<b>Upcoming meeting dates</b>	<ul style="list-style-type: none"> <li>• Discuss July Executive Board meeting – Would others be available to move from Saturday 7/19 to Wednesday 7/16?</li> <li>• Executive Board approves movement of meeting date to 7/16 at 6:30pm. Can reassess closer to date if this will still work.</li> </ul>	
<b>President</b>	<ul style="list-style-type: none"> <li>• Governance task force formation to review organizational structure of ILOTA <ul style="list-style-type: none"> <li>○ Good response, 10 individuals present total</li> </ul> </li> <li>• Mental Health Task Force (including Brenda) <ul style="list-style-type: none"> <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> </li> <li>• Cultural Competence Training development <ul style="list-style-type: none"> <li>○ Dalmina plans to meet with Peggy Grill and Liz Wanka after AOTA, goal to have content by July/August</li> </ul> </li> <li>• Office &amp; storage <ul style="list-style-type: none"> <li>○ Out of the office in 12 days, moving to storage</li> <li>○ George and Bev went through the office items and discussed competitive pricing options</li> </ul> </li> </ul>	<p>Bev to send e-mail to start Governance Task Force</p> <p>Brenda to send out information to meet in April</p>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vote on Student Liaison Proposal from Jen Summers (document attached in e-mail)</li> </ul> <p><b>Motion to approve the new Student Liaison Proposal. Dalmina seconds. Motion Carried. (MOTION 2025-03-02)</b></p> <ul style="list-style-type: none"> <li>• Language used when reaching out to programs</li> <li>• Travel and funding to meet in person with programs (as needed)</li> </ul>	<p>Luther to draft e-mail to send out to the board for feedback to reach out to programs.</p>



Brenda to pull in Brian and  
Chuck for OT Licensure  
board discussion, loop in  
Bev and George



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<b>Strategic Plan Initiatives</b>	<ul style="list-style-type: none"> <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
<b>Action Items from Previous Meetings</b>	<p>Check in to confirm the below action items were complete:</p> <ul style="list-style-type: none"> <li>Dalmina, Luther, Bev, George, Finance-Elect to initiate discussion about 2026 Conference venue within the next 2 months – <b>keep on list</b></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 - <b>wait</b></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 - <b>complete</b></li> <li>Bev to send out an e-mail to request members/lead for the reorganization - <b>complete</b></li> <li>Bev and Brenda to discuss options for a EIC Lead - <b>complete</b></li> </ul>	
<b>Open Discussion for Emerging Issues</b>	<ul style="list-style-type: none"> <li>Response from Membership about statement sent out related to recent government changes – positive responses</li> </ul>	Lauren can post statement on Social Media
<b>Upcoming meeting dates</b>	<ul style="list-style-type: none"> <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>	
<b>Next steps &amp; Assignments</b>	<ul style="list-style-type: none"> <li>Confirm action items and responsible parties <ul style="list-style-type: none"> <li>Deadlines for follow-up</li> </ul> </li> </ul>	
<b>Adjournment</b>	Motion to adjourn the meeting 7:56pm. <b>MOTION CARRIED (MOTION 2025-03-03)</b>	

Minutes prepared by Samantha Smith, ILOTA Secretary