



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
April 19, 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 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 9:03am.	
<b>Roll call</b>	See members present above.	
<b>Consent agenda</b>	<ul style="list-style-type: none"> <li>Previous ILOTA Executive Board meeting minutes approval March 2025</li> <li><b>Presidents Report</b> <ul style="list-style-type: none"> <li>Emails sent to IDFPOT Licensure Board Liaison, Rochelle Hartman and Board Coordinator Allie Neal re. status of Board member applicants. In touch with Allie now as she is receiving applications and contacting applicants. Communication with Brenda Koverman re. recruiting interested therapists. Sent out email to membership re. positions and have already received emails with questions from 3 OTs who are interested. Still need OTA candidates.</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>○ Governance Task Force formed, first meeting Wednesday April 16, 6:30 pm. Current members of TF: Bev, Brenda, Pooja Patel, Robin Jones, Jen Summers, Andres Olivares, Liz Nelson.</li> <li>● <b>Advocacy Report:</b> Current Initiatives:               <ol style="list-style-type: none"> <li>1. Compact Act-No new information. 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> <li>2. Loan forgiveness for MH workers-No New Information. SB1273-assigned to appropriations and we are asking to be included in this bill at the end of the legislative session</li> <li>3. OT Practice Act direct access language revision-HB3769-Should be moved over to the senate this week.</li> <li>4. CB waivers-on hold currently.</li> <li>5. EI-Attempting to determine efforts of Illinois Department of Early Childhood (IDEC) in organizing department and possible services. Brian is coming to the April meeting and goal is to get a formal ask to the appropriate person or department to ensure access to OT services.</li> <li>6. Transportation needs initiative with IPTA-Webinar will be developed to educate OT, PT and SLP about the efforts of this group and resources available.</li> <li>7. Task force group to develop talking points for OTs role in mental health-Group met and currently working on information sheet.</li> <li>8. State licensure board – Working with Bev, Chuck (AOTA) and Brian to get full board and then ensure a meeting. Determined that ILOTAs role is to get full board and then it is up to the Licensure board members to attend meetings. Brian will intervene as needed if meetings are cancelled.</li> <li>9. ILOTPAC with inconsistent attendance at recent meetings. Attending one PAC fundraiser (Senator Loughran) and no participants organized/volunteered for 2 others. Continued education of ILOTA legislative priorities. Added to discuss possible newly organized neurodiversity caucus.</li> <li>10. Completed Brian's 4-month performance review</li> </ol> </li> <li>● <b>Communications Report:</b> <ul style="list-style-type: none"> <li>○ No updates provided.</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 February 2025</li> <li>▪ ILOTA Financial Report Budget vs Actual for Fiscal Year 2024-25 September through February</li> </ul> </li> </ul> </li> </ul>	



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	<p><u>Account Balances as of 4/13/25 10:00 PM:</u></p> <ul style="list-style-type: none"> <li>• Checking: \$168,923.29</li> <li>• Debit: \$1,996.26</li> <li>• CD: \$5,415.88 (4.67%)</li> <li>• Money Market: \$81,236.98</li> <li>• Total: \$257,572.41</li> </ul> <p><u>Conference Planning Committee:</u></p> <ul style="list-style-type: none"> <li>• Maud Makoni and Stephanie McCammon have agreed to co-chair the Conference Planning committee. Other members include Bev Menninger, Dalmina Arias, Anne Kiraly-Alvarez, Susan McKay, Gabriela Carmona, Zhenya Popova, Sarah Mugavero</li> </ul> <p><u>CEU Committee:</u></p> <ul style="list-style-type: none"> <li>• The CEU committee is working on a proposal for capstone student CEUs. We plan to present the proposal within the next month or so.</li> </ul> <p><u>Investment Policy Task Force</u></p> <ul style="list-style-type: none"> <li>• Creation of the task force is underway. Moira, Luther, Velinda were contacted individually. Dalmina, George and Sarah M will also serve on the committee.</li> </ul> <p><u>Director of Finance Trainings</u></p> <ul style="list-style-type: none"> <li>• Sarah has engaged in 4 training sessions with Dalmina. We are planning to have about 6 additional trainings.</li> </ul> <p><u>ILOTA Cultural Competency CE Training:</u></p> <ul style="list-style-type: none"> <li>• Peggy Grill, Liz Wanka and Dalmina Arias have begun developing the ILOTA cultural competency CE training. We hope to have a draft of the training in PPT format by end of June/early July for the executive board's review.</li> </ul>	



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President	<ul style="list-style-type: none"><li><b>Membership Report:</b><table><tr><th>AV</th><th>AW</th><th>AX</th><th>AY</th><th>AZ</th></tr><tr><th>Category</th><th>January 13, 2025</th><th>February 22, 2025</th><th>March 12, 2025</th><th>April 19, 2025</th></tr><tr><td>Admin</td><td>3</td><td>3</td><td>3</td><td>3</td></tr><tr><td>Associate</td><td>3</td><td>4</td><td>5</td><td>5</td></tr><tr><td>Honorary Lifetime</td><td>7</td><td>7</td><td>7</td><td>7</td></tr><tr><td>Multistate</td><td>22</td><td>24</td><td>24</td><td>27</td></tr><tr><td>OT New Practition</td><td>122</td><td>119</td><td>123</td><td>127</td></tr><tr><td>OTA New Practitio</td><td>28</td><td>27</td><td>27</td><td>28</td></tr><tr><td>OTA</td><td>76</td><td>76</td><td>80</td><td>83</td></tr><tr><td>OTA monthly</td><td>22</td><td>21</td><td>22</td><td>23</td></tr><tr><td>OT</td><td>618</td><td>623</td><td>643</td><td>670</td></tr><tr><td>OT Monthly</td><td>89</td><td>86</td><td>84</td><td>84</td></tr><tr><td>Retiree</td><td>13</td><td>13</td><td>14</td><td>15</td></tr><tr><td>Student</td><td>423</td><td>423</td><td>431</td><td>403</td></tr><tr><td><b>TOTAL</b></td><td><b>1426</b></td><td><b>1436</b></td><td><b>1463</b></td><td><b>1475</b></td></tr><tr><td></td><td>-39</td><td>10</td><td>27</td><td>12</td></tr></table></li><li><b>Executive Director Report:</b><ul style="list-style-type: none"><li>No current updates, see agenda items and Finance Reports.</li></ul></li></ul> <p><b>Bev motions to approve the Consent Agenda. Dalmina seconds. MOTION CARRIED (MOTION 2025-04-01)</b></p> <ul style="list-style-type: none"><li>Discussed AFWC/Capstone Coordinator Consortium and Advocacy<ul style="list-style-type: none"><li>Identify where this area fits into ILOTA, what is their reporting structure, advocacy/outreach program</li><li>Consortium vs. Advisory Board</li><li>Item for Governance Tast Force</li></ul></li></ul>	AV	AW	AX	AY	AZ	Category	January 13, 2025	February 22, 2025	March 12, 2025	April 19, 2025	Admin	3	3	3	3	Associate	3	4	5	5	Honorary Lifetime	7	7	7	7	Multistate	22	24	24	27	OT New Practition	122	119	123	127	OTA New Practitio	28	27	27	28	OTA	76	76	80	83	OTA monthly	22	21	22	23	OT	618	623	643	670	OT Monthly	89	86	84	84	Retiree	13	13	14	15	Student	423	423	431	403	<b>TOTAL</b>	<b>1426</b>	<b>1436</b>	<b>1463</b>	<b>1475</b>		-39	10	27	12	Bev will bring this item to Governance Task Force to discuss AFWC/Capstone Coordinator Consortium and Advocacy
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	<ul style="list-style-type: none"> <li>• Board Reports – hold on this item</li> <li>• Current recruitment to IOTA efforts               <ul style="list-style-type: none"> <li>◦ Impressed and applaud recruitment efforts</li> </ul> </li> <li>• Option to return to in-person meetings – possibility to have one full board meeting in-person per year, build relationships with community colleges down state could also be an opportunity and budget for 1x/year, having a location with an option for a hybrid meeting               <ul style="list-style-type: none"> <li>◦ Bring to Full Board meeting in May, discuss for Full Board meeting in August and recruit planning volunteers</li> </ul> </li> </ul>	<p>Bring idea to Full Board meeting in May, discuss for Full Board meeting in-person in August and recruit planning volunteers</p>
<p><b>Membership</b></p>	<ul style="list-style-type: none"> <li>• Request for Board Members to review the IOTA exit/renewal questions and provide feedback (See attached document)               <ul style="list-style-type: none"> <li>◦ Executive Board provides feedback and suggestions to reference IOTA survey, assess language and inclusivity</li> <li>◦ Can incentivize survey for increased participation</li> </ul> </li> </ul>	<p>Luther to send an updated version prior to next meeting to get board approval before sending out</p>
<p><b>Finance</b></p> <p><b>Advocacy</b></p>	<ul style="list-style-type: none"> <li>• Discussion on Certificate of Deposit plan               <ul style="list-style-type: none"> <li>◦ 4.67% rate, this bank rate is the best compared to other options</li> </ul> </li> <li>• Discuss ILOTAs role in OT licensure board (BK + BM)               <ul style="list-style-type: none"> <li>◦ Responsibility as IOTA board to recommend people to fill seats from Chuck, discussed who is responsible for ensuring these seats are filled, these individuals are responsible for attending meetings, ILOTAs role as advisory, provide expert knowledge and advice on disciplinary matters and professional performance and conduct.</li> <li>◦ Discussed interested individuals who may apply and board approves suggested options</li> <li>◦ Opportunity to recruit OTA from southern Illinois</li> <li>◦ Need to have positions filled by August</li> </ul> </li> <li>• Discuss IDEC efforts and potential OT access issues               <ul style="list-style-type: none"> <li>◦ Changes to administrative codes, how OT is provided, and can impact access to services to EI</li> <li>◦ Brian gave summary on legislation, OTs/OTAs not feeling like a part of the conversation</li> <li>◦ EI SIS is involved</li> </ul> </li> <li>• Discuss ILOTPAC attendance</li> </ul>	<p>Bev and Ruby can reach out to others in OTA programs and contacts Brenda can attend call</p>



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Strategic Plan Initiatives	<ul style="list-style-type: none"> <li>No other items at this time.</li> </ul>	
Action Items from Previous Meetings	<p>Check in to confirm the below action items were complete:</p> <ul style="list-style-type: none"> <li>Bev to send e-mail to start Governance Task Force and Brenda to send out information to meet in April - <b>complete</b></li> <li>Dalmina, Luther, Bev, George, Sarah to initiate discussion about 2026 Conference venue within the next 2 months</li> <li>Luther to draft e-mail to send out to the board for feedback to reach out to programs.</li> <li>Luther to reach out to Claudia and Jeremy Furniss to show how mapping program was/is used.</li> <li>Lauren to direct Stephanie to start working on OT Month posts - <b>complete</b></li> <li>Brenda to pull in Brian and Chuck for OT Licensure board discussion, loop in Bev and George - <b>complete</b></li> <li>Brenda will send an e-mail for recruitment for Conference Co-Chairs - <b>complete</b></li> <li>Lauren can post statement on Social Media about recent government changes and ILOTA response – <b>confirm with Stephanie</b></li> </ul>	
Open Discussion for Emerging Issues	<ul style="list-style-type: none"> <li>Recruiting for other Board Member positions that will be ending soon – President-Elect and Director of Advocacy</li> <li>Positions we are trying to fill – CE Approval Committee, ILOTA Conference Committee, Mental Health with good responses</li> <li>Modalities Course coming up with 18 people registered</li> <li>Thank you to Bev for helping George with clearing out vacant office space</li> <li>Full Board Meeting – notify about office space/storage where we are saving money/efficiency, in-person Full Board event, Governance Task Force updates</li> </ul>	
Upcoming meeting dates	<ul style="list-style-type: none"> <li>Saturday May 17<sup>th</sup> 2025 ILOTA Full Board Meeting</li> <li>Wednesday June 18<sup>th</sup>, 2025 ILOTA Executive Board Meeting</li> </ul>	



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Next steps & Assignments	<ul style="list-style-type: none"> <li>• Confirm action items and responsible parties</li> <li>○ Deadlines for follow-up</li> </ul>	
Adjournment	Motion to adjourn the meeting at 10:36am. <b>MOTION CARRIED (MOTION 2025-04-02)</b>	

Minutes prepared by Samantha Smith, ILOTA Secretary