



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
June 18, 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 George Buckley – Executive Director Sarah Mugavero – Director of Finance-Elect		Dalmina Arias - Director of Finance
Guests Present		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Call to order	Beverly called the meeting to order at 6:30pm.	
Roll call	See members present above.	
Consent agenda	<ul style="list-style-type: none"> • Previous IOTA Executive Board meeting minutes approval April 2025 • President Report <ul style="list-style-type: none"> ○ Awards - As all should have seen, the announcement re. awards was emailed. The fieldwork educator award was added, but the OT/OTA of the year award was left as it was last year and will be revisited after this year to determine if the recommended change by the committee is appropriate • Director of Advocacy Report: Current Initiatives: <ol style="list-style-type: none"> 1. Current Initiatives 	



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	<ol style="list-style-type: none"> 2. Loan forgiveness for community MH workers-SB1273-not likely to proceed 3. OT Practice Act direct access language revision-HB3769-not likely to proceed. Brian will follow up with Morgan's office. 4. Temporary license authorization-HB1365-likely to pass 5. EI-Letter sent about proposed rate increase-Likely reimbursement differential between OT & PT. Brian will follow up. 6. Transportation needs initiative with IPTA-Divya S. taking lead and is organizing date with PT, SLP and Sara Zera 7. Advocacy task force for OTs role in mental health-Developed draft legislative information sheet. Sending to Brian for review 8. State licensure board – Bev is leading effort to get full board. 9. Meeting with group to discuss Behavioral Analyst bill and practice act. <ul style="list-style-type: none"> • Director of Communication Report: <ul style="list-style-type: none"> ○ April/May/June newsletter being edited, hope to have out by end of June ○ New blog post and looking for more submissions. May be reaching out to OT/OTA programs to see if any faculty or students want to contribute ○ Website audit continues, slow but steady forward progress. Will likely have more updates next meeting ○ Social media continues; problem solving some link posting issues and cross posting but nothing major or concerning ○ Next call for papers deadline is August 1st • Director of Finance Report: <ul style="list-style-type: none"> ○ Document Attached <ul style="list-style-type: none"> ▪ Profit & Loss Report for May 2025 <p><u>Account Balances as of 6/13/25 5:30 PM:</u></p> <ul style="list-style-type: none"> • Checking: \$162,156.99 • Debit: \$2,865.38 • CD: \$5,415.88 (4.67%) • Money Market: \$81,619.57 • Total: \$252,057.82 <p><u>IOTA Cultural Competency CE Training:</u></p>	



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	<ul style="list-style-type: none">Peggy Grill, Liz Wanka and Dalmina Arias will be finalizing the ILOTA Cultural Competency CEU Training early July and will send a draft of the PPT to the Executive Board for review & approval. <p>Certificate of Deposit:</p> <ul style="list-style-type: none">CD renew on 6/14/25, 7-Month CD 3.90% APY <p><u>Director of Finance Trainings</u></p> <ul style="list-style-type: none">Sarah has engaged in 7 training sessions with Dalmina. We are planning to have about 2 more training sessions before the transition. <ul style="list-style-type: none">Director of Membership Report:<ul style="list-style-type: none">Email draft to academic programs and rehab facilities completedExit survey completedRecognition of group memberships renewalChicago Area of OT Directors meeting June 9<ul style="list-style-type: none">Cook County Hospital meeting July 2Collaborative follow-up email with Claudia Cirrincione <table><tr><td>BA</td><td>BB</td><td>BC</td></tr><tr><td>Category</td><td>May 12, 2025</td><td>June 18, 2025</td></tr><tr><td>Admin</td><td>3</td><td>3</td></tr><tr><td>Associate</td><td>9</td><td>10</td></tr><tr><td>Honorary Lifetime</td><td>7</td><td>8</td></tr><tr><td>Multistate</td><td>28</td><td>28</td></tr><tr><td>OT New Practition</td><td>132</td><td>134</td></tr><tr><td>OTA New Practitio</td><td>27</td><td>27</td></tr><tr><td>OTA</td><td>83</td><td>83</td></tr><tr><td>OTA monthly</td><td>24</td><td>26</td></tr><tr><td>OT</td><td>679</td><td>685</td></tr><tr><td>OT Monthly</td><td>80</td><td>79</td></tr><tr><td>Retiree</td><td>15</td><td>16</td></tr><tr><td>Student</td><td>401</td><td>428</td></tr><tr><td>TOTAL</td><td>1488</td><td>1527</td></tr><tr><td></td><td>13</td><td>39</td></tr></table> <ul style="list-style-type: none">Executive Director Report:	BA	BB	BC	Category	May 12, 2025	June 18, 2025	Admin	3	3	Associate	9	10	Honorary Lifetime	7	8	Multistate	28	28	OT New Practition	132	134	OTA New Practitio	27	27	OTA	83	83	OTA monthly	24	26	OT	679	685	OT Monthly	80	79	Retiree	15	16	Student	401	428	TOTAL	1488	1527		13	39	
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	<ul style="list-style-type: none"> No current updates, see agenda items and Finance Reports. <p>Bev motions to approve the Consent Agenda. Luther seconds. MOTION CARRIED. (MOTION 2025-06-01)</p>	
President	<ul style="list-style-type: none"> Update on Governance Task Force – committee is meeting and reviewing structure, will provide more updates in the future Nominations for election – be thinking about people that we may know. Extended the deadline for nominations. Concerned about Advocacy position. Brenda is open to mentoring for the role. Brian's role complements the role of Director of Advocacy with his contributions. Licensure Board update – 4 OTRs, 2 OTAs and a public member. Will be publishing all of the names on the website. They have members, an onboarding process, and is now their responsibility to hold meetings ongoing. 	
ILOTA Conference	<ul style="list-style-type: none"> Update on progress of 2025 ILOTA Annual Conference Committee – SM 45 Poster Session Proposals Only 2 Virtual Courses On schedule and good responses, meeting every 2 weeks, 3 different individuals being considered for Keynote Speakers: making a decision by June 30th. Will then initiate marketing for the Conference. Working on sponsorship and exhibitor packages. Possibility of adding an hour panel (similar to student conclave) Theme being considered: Thinking Outside of the Box Will have more details by July Executive Board Meetings to discuss budget 	
In-Person Full Board Meeting	<ul style="list-style-type: none"> Follow-up from full board meeting regarding possibility of annual in-person meeting (hybrid attendance opportunity) Move to next Spring 2026 – plan to discuss board meeting dates for next year 	
Strategic Plan Initiatives	<ul style="list-style-type: none"> Investment Committee initiation by Summer 2025. 	



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Action Items from Previous Meetings	<p>Check in to confirm the below action items were complete:</p> <ul style="list-style-type: none"> • Bev will bring discussion of AFWC/Capstone Coordinator Consortium and Advocacy to Governance Task Force • Luther to send an updated version of exit/renewal questions prior to next meeting to get board approval before sending out – WILL SEND OUT THIS WEEK • Luther to draft e-mail to send out to the board for feedback to reach out to programs. – WILL COMPLETE THIS WEEK • Dalmina, Luther, Bev, George, Sarah to initiate discussion about 2026 Conference venue within the next 2 months – George will initiate a meeting for a plan/checklist to evaluate different venues 	
Open Discussion for Emerging Issues	<ul style="list-style-type: none"> • Next CE Event on 6/26– Complex Hand Nerve Injury + Reconstruction • Student Liaison Program Information under menu on ILOTA page • Capstone student from Midwestern working on project with ILOTA – still formulating the question, looking at structure of advocacy and legislative areas. Can get switched over to new person in the Director of Advocacy role. 	Lauren is adding Student Liaison Program information to the Newsletter
Upcoming meeting dates	<ul style="list-style-type: none"> • Wednesday July 16th, 2025 ILOTA Executive Board Meeting • Saturday August 16th, 2025 ILOTA Full 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 	
Adjournment	Motion to adjourn the meeting at 7:12pm. Lauren seconds. MOTION CARRIED (MOTION 2025-06-02)	

Minutes prepared by Samantha Smith, ILOTA Secretary