



**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<br>Samantha Smith - Secretary<br>Luther King - Director of Membership<br>Lauren Stone Kelly - Director of Communication<br>Brenda Koverman - Director of Advocacy<br>George Buckley – Executive Director<br>Sarah Mugavero – Director of Finance-Elect |  | Dalmina Arias - Director of Finance |
| <b>Guests Present</b>  |  |                                     |

| ALL AGENDA ITEMS      | NOTES   | ACTION ITEMS/PERSON RESPONSIBLE |
|-----------------------|---|---------------------------------|
| <b>Call to order</b>  | Beverly called the meeting to order at 6:30pm.  |                                 |
| <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 April 2025</li> <li>• <b>President Report</b> <ul style="list-style-type: none"> <li>○ 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</li> </ul> </li> <li>• <b>Director of Advocacy Report:</b><br/>           Current Initiatives:<br/>           1. Current Initiatives</li> </ul> |                                 |



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



| ALL AGENDA ITEMS  | NOTES  | ACTION ITEMS/PERSON RESPONSIBLE |             |    |    |          |              |               |  |       |  |   |   |           |  |   |    |                   |  |   |   |            |  |    |    |                   |  |     |     |                   |  |    |    |     |  |    |    |             |  |    |    |    |  |     |     |            |  |    |    |         |  |    |    |         |  |     |     |              |  |             |             |  |  |    |    |  |
|-------------------|--|---------------------------------|-------------|----|----|----------|--------------|---------------|--|-------|--|---|---|-----------|--|---|----|-------------------|--|---|---|------------|--|----|----|-------------------|--|-----|-----|-------------------|--|----|----|-----|--|----|----|-------------|--|----|----|----|--|-----|-----|------------|--|----|----|---------|--|----|----|---------|--|-----|-----|--------------|--|-------------|-------------|--|--|----|----|--|
|                   | <ul style="list-style-type: none"> <li>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 &amp; approval.</li> </ul> <p>Certificate of Deposit:</p> <ul style="list-style-type: none"> <li>CD renew on 6/14/25, 7-Month CD 3.90% APY</li> </ul> <p><u>Director of Finance Trainings</u></p> <ul style="list-style-type: none"> <li>Sarah has engaged in 7 training sessions with Dalmina. We are planning to have about 2 more training sessions before the transition.</li> </ul> <ul style="list-style-type: none"> <li><b>Director of Membership Report:</b> <ul style="list-style-type: none"> <li>Email draft to academic programs and rehab facilities completed</li> <li>Exit survey completed</li> <li>Recognition of group memberships renewal</li> <li>Chicago Area of OT Directors meeting June 9               <ul style="list-style-type: none"> <li>Cook County Hospital meeting July 2</li> </ul> </li> <li>Collaborative follow-up email with Claudia Cirrincione</li> </ul> </li> </ul> <table border="1" data-bbox="466 885 907 1356"> <thead> <tr> <th></th> <th>BA</th> <th>BB</th> <th>BC</th> </tr> <tr> <th>Category</th> <th>May 12, 2025</th> <th>June 18, 2025</th> <th></th> </tr> </thead> <tbody> <tr><td>Admin</td><td></td><td>3</td><td>3</td></tr> <tr><td>Associate</td><td></td><td>9</td><td>10</td></tr> <tr><td>Honorary Lifetime</td><td></td><td>7</td><td>8</td></tr> <tr><td>Multistate</td><td></td><td>28</td><td>28</td></tr> <tr><td>OT New Practition</td><td></td><td>132</td><td>134</td></tr> <tr><td>OTA New Practitio</td><td></td><td>27</td><td>27</td></tr> <tr><td>OTA</td><td></td><td>83</td><td>83</td></tr> <tr><td>OTA monthly</td><td></td><td>24</td><td>26</td></tr> <tr><td>OT</td><td></td><td>679</td><td>685</td></tr> <tr><td>OT Monthly</td><td></td><td>80</td><td>79</td></tr> <tr><td>Retiree</td><td></td><td>15</td><td>16</td></tr> <tr><td>Student</td><td></td><td>401</td><td>428</td></tr> <tr><td><b>TOTAL</b></td><td></td><td><b>1488</b></td><td><b>1527</b></td></tr> <tr><td></td><td></td><td>13</td><td>39</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li><b>Executive Director Report:</b></li> </ul> |                                 | 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 | <b>TOTAL</b> |  | <b>1488</b> | <b>1527</b> |  |  | 13 | 39 |  |
|                   | 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         |    |    |          |              |               |  |       |  |   |   |           |  |   |    |                   |  |   |   |            |  |    |    |                   |  |     |     |                   |  |    |    |     |  |    |    |             |  |    |    |    |  |     |     |            |  |    |    |         |  |    |    |         |  |     |     |              |  |             |             |  |  |    |    |  |
| <b>TOTAL</b>      |  | <b>1488</b>                     | <b>1527</b> |    |    |          |              |               |  |       |  |   |   |           |  |   |    |                   |  |   |   |            |  |    |    |                   |  |     |     |                   |  |    |    |     |  |    |    |             |  |    |    |    |  |     |     |            |  |    |    |         |  |    |    |         |  |     |     |              |  |             |             |  |  |    |    |  |
|                   |  | 13                              | 39          |    |    |          |              |               |  |       |  |   |   |           |  |   |    |                   |  |   |   |            |  |    |    |                   |  |     |     |                   |  |    |    |     |  |    |    |             |  |    |    |    |  |     |     |            |  |    |    |         |  |    |    |         |  |     |     |              |  |             |             |  |  |    |    |  |





| ALL AGENDA ITEMS                           | NOTES   | ACTION ITEMS/PERSON RESPONSIBLE  |
|--|---|--|
| <b>Action Items from Previous Meetings</b> | Check in to confirm the below action items were complete: <ul style="list-style-type: none"> <li>• Bev will bring discussion of AFWC/Capstone Coordinator Consortium and Advocacy to Governance Task Force</li> <li>• Luther to send an updated version of exit/renewal questions prior to next meeting to get board approval before sending out – <b>WILL SEND OUT THIS WEEK</b></li> <li>• Luther to draft e-mail to send out to the board for feedback to reach out to programs. – <b>WILL COMPLETE THIS WEEK</b></li> <li>• 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</li> </ul> |  |
| <b>Open Discussion for Emerging Issues</b> | <ul style="list-style-type: none"> <li>• Next CE Event on 6/26– Complex Hand Nerve Injury + Reconstruction</li> <li>• Student Liaison Program Information under menu on ILOTA page</li> <li>• 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.</li> </ul>   | Lauren is adding Student Liaison Program information to the Newsletter |
| <b>Upcoming meeting dates</b>              | <ul style="list-style-type: none"> <li>• Wednesday July 16<sup>th</sup>, 2025 ILOTA Executive Board Meeting</li> <li>• Saturday August 16<sup>th</sup>, 2025 ILOTA Full 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 at 7:12pm. Lauren seconds. <b>MOTION CARRIED (MOTION 2025-06-02)</b>  |  |

Minutes prepared by Samantha Smith, ILOTA Secretary