ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING AGENDA
July 16, 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 6:32PM.	
Roll call	See members present above.	

Consent agenda	• Previous ILOTA Executive Board meeting minutes approval June 2025
	• **Presidents Report**
	  ○ No updates at this time
	• **Director of Advocacy Report:**
	  ○ No updates at this time	

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE

	• **Director of Communication Report:**
	    ○ Issue 2 of Communique out (imperfect but was a bit of extra challenge with technology this issue). Added new sections and will continue those in upcoming issues. Next submission deadline Aug 1.
	    ○ Social media - starting an IG account for the pre-OT student mentorship program. Trialing sub accounts to maximize communication reach. May explore additional options depending on how this goes.
	    ○ Website project continues. Will meet with website coordinator in coming weeks to determine next steps
	    ○ Blog - had a few posts this year. Will contact academic programs to try to generate more posts - possibly student projects or SOTA activities, etc.
	
	• **Director of Finance Report:**
	    ○ **Documents Attached**
	        ▪ Profit & Loss Report for June 2025
	        ▪ 2025 ILOTA Annual Conference Sponsorship and Exhibitor Packages
	
	<u>Account Balances as of 7/9/25 9:00 PM:</u>
	    • Checking: $158,273.23
	    • Debit: $2,851.97
	    • CD: $5,458.15 (3.84%)
	    • Money Market: $81,805.06
	    • Total: $248,388.41
	
	<u>ILOTA Cultural Competency CE Training:</u>
	    • Peggy Grill, Liz Wanka and Dalmina Arias will be finalizing the ILOTA Cultural Competency CEU Training at the end of July and will send a draft of the PPT to the Executive Board for their review.
	
	<u>Director of Finance Trainings</u>
	    • Sarah has engaged in 7 training sessions with Dalmina. We are planning to have about 2 more training sessions before the transition.
	
	• **Director of Membership Report:**
	    ○ Exit/renewal survey is complete and ready to be sent out
	    ○ Membership data below:	

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE

BA	BB	BC	BD
Category	May 12, 2025	June 18, 2025	July 11, 2025
Admin	3	3	3
Associate	9	10	10
Honorary Lifetime	7	8	8
Multistate	28	28	28
OT New Practition	132	134	136
OTA New Practitio	27	27	28
OTA	83	83	84
OTA monthly	24	26	26
OT	679	685	694
OT Monthly	80	79	79
Retiree	15	16	16
Student	401	428	437
TOTAL	**1488**	**1527**	**1549**
	13	39	22

- **Executive Director Report:**
    - No current updates, see agenda items and Finance Reports.

Motion to approve the Consent Agenda. Luther seconds. MOTION CARRIED (MOTION 2025-07-01)

Illinois Occupational Therapy Association

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
President	• Consent Agenda – discussion regarding the ability for the Executive Board to continue to request to remove items from the Consent Agenda when appropriate if an individual would like to have more of a discussion about a topic. Reinforced to not put items in the Consent Agenda that could be controversial. • Election – 1 candidate for Director of Advocacy position, no candidates yet for President-Elect position • Thank you to Brenda and Dalmina for their service in the Director of Advocacy and Director of Finance roles! Last Executive Board Meetings!	Executive Board to reach out to those who you think may be a good candidate/interested in President-Elect position
Director of Advocacy	• Following up to confirm licensure board is meeting in August – Bev reached out to the full board, moving slow, Abby sent in her paperwork, planning to update the website. Agenda item – determine chairperson of the board. They need to get a meeting scheduled.	

Director of Finance	• ILOTA Student CEU Proposal (please review attached document) –
	  ○ Received 2 requests in early spring from doctorate students to present with ILOTA.
	  ○ The executive board discussed opportunity to expand to all students and not just capstone students. Received 2 requests in early spring from doctorate students to present with ILOTA.
	  ○ Eligibility – a faculty member or licensed occupational therapy practitioner, clarify
	  ○ Discuss option to cap number of presentation on an annual basis, up to the discretion of executive board
	  ○ Suggestion for on-demand content if there are several requests around the same timeline.
	  ○
	Dalmina motions to approve the Student CEU Presentations policy with revisions. Brenda seconds. MOTION CARRIED. (MOTION 2025-07-02)
	
	• Transition of accounts (Byline, Quickbooks, Payroll)
	
	MOTION: To authorize Director of Finance Dalmina Arias to coordinate with Byline Bank the change in signatories to the ILOTA checking and savings accounts, and payroll account and add new Director of Finance Sarah Mugavero and remove outgoing Director of Finance Moira Bushell, effective September 1, 2025. Samantha Seconds. **MOTION CARRIED. (MOTION 2025-07-03)**
	
	• Cultural Competency Course – Dalmina reports plan to send content to executive board for final approval of the cultural competency course. Interviewed 2 OTP, COTA, and an OT on how they implement culturally relevant care into their practices. Connecting with language interpreters on insights/considerations when	

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
	working with individuals with diverse backgrounds. More interactive format. Goal to send finalized version to George by first week of August.	
Strategic Plan Initiatives	• Governance Task Force • Lapsed Membership sent out today by Luther	
Action Items from Previous Meetings	Check in to confirm the below action items were complete: • 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 – **COMPLETE** • Luther to draft e-mail to send out to the board for feedback to reach out to programs. – **COMPLETE** • Dalmina, Luther, Bev, George, Sarah to initiate discussion about 2026 Conference venue within the next 2 months – **need to prioritize** • Lauren to add Student Liaison Program information to the Newsletter – **COMPLETE** • Investment policy development – George to assist Sarah/Dalmina	

Open Discussion for Emerging Issues	• Upcoming performance/market review for Brian due in November
	  ○ Fiscal year starts September 1 – present budget at September Executive Board meeting
	Discuss for future moving Full board meeting from August to July for Executive Board meeting and with transition of roles
	• ILOTA Conference update: Committee meeting every other week since March.
	  ○ Unanimously selected Pooja Patel as Keynote Speaker on Day 1. Anne Kiraly-Alvarez Plenary Speaker Day 2
	  ○ Exhibitor Sponsor Package complete and finalizing presentations
	• Lauren to communicate with Brian about Communique Legislative updates – Brian provided a podcast, summary of the Bills	

Upcoming meeting dates	• Saturday August 16th, 2025 ILOTA Full Board Meeting • Wednesday September 17th, 2025 ILOTA Executive Board Meeting	

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Next steps & Assignments	• Confirm action items and responsible parties ○ Deadlines for follow-up	
Adjournment	Motion to adjourn the meeting at 7:26PM. **MOTION CARRIED (MOTION 2025-07-04)**	

Minutes prepared by Samantha Smith, ILOTA Secretary