



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
September 17, 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 Pooja Patel – Director of Advocacy Sarah Mugavero – Director of Finance George Buckley – Executive Director		Lauren Stone Kelly – Director of Communication
Guests Present Brenda Koverman Jen Summers		

ALL AGENDA ITEMS	NOTES	ACTION ITEMS/PERSON RESPONSIBLE
Call to order	Beverly called the meeting to order at 6:34pm.	
Roll call	See members present above.	
Governance Task Force	• Governance Task Force Report - discuss the proposed updated organizational chart with the task force present. • <u>Key changes</u>: New VP position to oversee Bylaws position, shift Director of Finance to Treasurer, Change Director of Advocacy to Director of Governmental Affairs, Add Director of Education to more accurately reflect the needs/demands of the Executive Board • Grassroots Coordinator added to connect with advocacy priorities • Goal for improved communication channels with direct reports and spreading out responsibilities • Under Director of Education – Fieldwork/Capstone Coordinator • SIS coordinators were previously reaching out to Director of Advocacy • Adding 2 new Executive Level positions to spread out duties/responsibilities	



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	• Discussed position descriptions • Pilot study of state districts – subcommittee of the task force • Thank you to George for sending out recruitment e-mail for Southern Illinois participation – contact Liz Zubenko • Looking at standard operating procedures and the bylaws Bev motions to approve the interim report of the Governance Task Force with respect to the proposed ILOTA Organizational Chart. Sam Seconds. MOTION CARRIED (MOTION 2025-09-01)	
Consent agenda	• Previous ILOTA Executive Board meeting minutes approval July 2025 • Presidents Report ◦ No updates at this time • Director of Advocacy Report: ◦ Illinois Behavioral Analyst Act: work group formation • Director of Communication Report: ◦ Newsletter is in final editing stage and will be published soon ◦ Blog and social media - no updates • Director of Finance Report: <u>Account Balances as of 9/12/25 2:00 PM:</u> ◦ Checking: \$174,007.02 ◦ Debit: \$3,461.08 ◦ CD: \$5,458.15 ◦ Money Market: \$82,183.56 ◦ Total: 265,109.81 • Director of Membership Report: ◦ Continued collaboration with Claudia Cirrincione -Planning Friday visits with academic programs in southern part of the state ◦ Met with Cook County Hospital OTPs on September 10 -Affordability of membership	



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	-Advocacy - Membership data below: <table border="1"> <thead> <tr> <th>BE</th><th>BF</th><th>BG</th></tr> <tr> <th>Category</th><th>August 13, 2025</th><th>September 12, 2025</th></tr> </thead> <tbody> <tr> <td>Admin</td><td>3</td><td>3</td></tr> <tr> <td>Associate</td><td>10</td><td>10</td></tr> <tr> <td>Honorary Lifetime</td><td>8</td><td>8</td></tr> <tr> <td>Multistate</td><td>28</td><td>28</td></tr> <tr> <td>OT New Practition</td><td>136</td><td>138</td></tr> <tr> <td>OTA New Practition</td><td>30</td><td>29</td></tr> <tr> <td>OTA</td><td>88</td><td>96</td></tr> <tr> <td>OTA monthly</td><td>27</td><td>26</td></tr> <tr> <td>OT</td><td>718</td><td>751</td></tr> <tr> <td>OT Monthly</td><td>83</td><td>89</td></tr> <tr> <td>Retiree</td><td>16</td><td>16</td></tr> <tr> <td>Student</td><td>435</td><td>454</td></tr> <tr> <td>TOTAL</td><td>1582</td><td>1648</td></tr> <tr> <td></td><td>33</td><td>66</td></tr> </tbody> </table> Executive Director Report: - No current updates, see agenda items and Finance Reports. Motion to approve the Consent Agenda. Sarah Seconds. Motion CARRIED. (MOTION 2025-09-02)	BE	BF	BG	Category	August 13, 2025	September 12, 2025	Admin	3	3	Associate	10	10	Honorary Lifetime	8	8	Multistate	28	28	OT New Practition	136	138	OTA New Practition	30	29	OTA	88	96	OTA monthly	27	26	OT	718	751	OT Monthly	83	89	Retiree	16	16	Student	435	454	TOTAL	1582	1648		33	66	
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Director of Membership	• Offer discount membership and conference rates for group signups? • Institutions/clinics – membership and the conference • May be more feasible at this time for membership rates (i.e. 10 memberships get 10% off) • May need to wait until next year's conference 2026 opportunities for discounted rates due to timing with finalizing items already for the ILOTA Conference.	
Secretary	• Discuss October ILOTA Executive Board meeting on Saturday October 18 – propose moving to Wednesday October 15th? ◦ Executive Board decided to move meeting to Wednesday October 22nd at 6L30PM.	
Strategic Plan Initiatives	•	
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 • Dalmina, Luther, Bev, George, Sarah to initiate discussion about 2026 Conference venue within the next 2 months – need to prioritize • Investment policy development – George to assist Sarah/Dalmina – idea to pull a committee together	
Open Discussion for Emerging Issues	• Board Members raise urgent issues ◦ Prioritize topics for immediate action/decision-making	
Upcoming meeting dates	• Wednesday October 22nd, 2025 ILOTA Executive Board Meeting • November meeting TBD	
Next steps & Assignments	• Confirm action items and responsible parties ◦ Deadlines for follow-up	



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Adjournment	Motion to adjourn the meeting at 8:14pm. Luther Seconds. MOTION CARRIED (MOTION 2025-09-05)	

Minutes prepared by Samantha Smith, ILOTA Secretary