

## 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		Lauren Stone Kelly – Director of
Samantha Smith - Secretary		Communication
Luther King – Director of Membership		
Pooja Patel – Director of Advocacy		
Sarah Mugavero – Director of Finance		
George Buckley – Executive Director		
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	<ul> <li>Governance Task Force Report - discuss the proposed updated organizational chart with the task force present.</li> <li>Key changes: 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</li> <li>Grassroots Coordinator added to connect with advocacy priorities</li> <li>Goal for improved communication channels with direct reports and spreading out responsibilities</li> <li>Under Director of Education – Fieldwork/Capstone Coordinator</li> <li>SIS coordinators were previously reaching out to Director of Advocacy</li> <li>Adding 2 new Executive Level positions to spread out duties/responsibilities</li> </ul>	



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	<ul> <li>Discussed position descriptions</li> <li>Pilot study of state districts – subcommittee of the task force</li> <li>Thank you to George for sending out recruitment e-mail for Southern Illinois participation – contact Liz Zubenko</li> <li>Looking at standard operating procedures and the bylaws</li> <li>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)</li> </ul>	
Consent agenda	<ul> <li>Previous ILOTA Executive Board meeting minutes approval July 2025</li> <li>Presidents Report         <ul> <li>No updates at this time</li> </ul> </li> <li>Director of Advocacy Report:         <ul> <li>Illinois Behavioral Analyst Act: work group formation</li> </ul> </li> <li>Director of Communication Report:         <ul> <li>Newsletter is in final editing stage and will be published soon</li> <li>Blog and social media - no updates</li> </ul> </li> <li>Director of Finance Report:         <ul> <li>Checking: \$174,007.02</li> <li>Debit: \$3,461.08</li> <li>CD: \$5,458.15</li> <li>Money Market: \$82,183.56</li> <li>Total: 265,109.81</li> </ul> </li> <li>Director of Membership Report:         <ul> <li>Continued collaboration with Claudia Cirrincione</li></ul></li></ul>	



ALL AGENDA ITEMS			NOTES		
	-Advocacy o Membership o				
	BE	BF	BG		
	Category	August 13, 2025	September 12, 202		
	Admin	3			
	Associate	10	10		
	Honorary Lifetime	8			
	Multistate	28	28		
	OT New Practition	136	138		
	<b>OTA New Practitio</b>	30	29		
	OTA	88	96		
	OTA monthly	27	26		
	ОТ	718	751		
	OT Monthly	83	89		
	Retiree	16	16		
	Student	435	454		
	TOTAL	1582			
		33	66		
	Executive Director     No current up  Motion to approve the C	dates, see agenda	a items and Finance		



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	Discuss Executive Director contract/salary	
	Motion to increase salary Pooja Seconds. Motion CARRIED. (MOTION 2025-09-03)	
President	AOTA Affiliation Agreement (See document attached)     Will vote on this in October, no significant changes, AOTA added requesting a complimentary exhibit space at the ILOTA Conference and a state affiliate booth at the national conference, affiliate logo may be used for marketing purposes for state affiliate with the AOTA State Affiliate Logo	
	President-Elect position – Special Election goes until September 23 <sup>rd</sup>	
Director of Finance	<ul> <li>Review and Approval of the ILOTA 2025-26 Fiscal Year Budget</li> <li>Adjusted net profit, changed it to be more conservative</li> <li>Do not want the membership budget to be too dominant</li> <li>License renewal year and Live Lab courses</li> <li>Discussion regarding investment policy development</li> <li>Document Attached: FY 26 ILOTA Budget_9.1.25_V1 rev 9/10/25 rev 091225 137pm 091225 final draft to Executive Board.xlsx</li> </ul>	
	Motion to approve the revised 2025-2026 ILOTA Budget. Pooja seconds. Motion CARRIED. (MOTION 2025-09-04)	
Director of Communication	Website Survey – Lauren + Bev	Please fill out this survey and have colleagues fill it out, as well
Director of Advocacy	<ul> <li>Legislative/Advocacy Social Media campaign</li> <li>Practitioners and students do not have an awareness of what bills are being discussed/on the table</li> <li>Increasing transparency with items that can have impact on practice.</li> <li>Social Media Account can help (Communique) and Brian's report on the ILOTA Website, highlight specific items or refer to content.</li> <li>Idea for a one page distribution when Luther visits other locations for increased awareness</li> </ul>	Pooja to reach out to Brian and Lauren to collaborate on opportunities for campaign



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Director of Membership	<ul> <li>Offer discount membership and conference rates for group signups?</li> <li>Institutions/clinics – membership and the conference</li> <li>May be more feasible at this time for membership rates (i.e. 10 memberships get 10% off)</li> <li>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.</li> </ul>	
Secretary	<ul> <li>Discuss October ILOTA Executive Board meeting on Saturday October 18 – propose moving to Wednesday October 15<sup>th</sup>?</li> <li>Executive Board decided to move meeting to Wednesday October 22<sup>nd</sup> at 6L30PM.</li> </ul>	
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	<ul> <li>Board Members raise urgent issues</li> <li>Prioritize topics for immediate action/decision-making</li> </ul>	
Upcoming meeting dates	<ul> <li>Wednesday October 22<sup>nd</sup>, 2025 ILOTA Executive Board Meeting</li> <li>November meeting TBD</li> </ul>	
Next steps & Assignments	<ul> <li>Confirm action items and responsible parties</li> <li>Deadlines for follow-up</li> </ul>	



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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