



**ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION
FULL BOARD MEETING MINUTES
May 17, 2025 Location: Zoom Meeting**

Members Present	Members Absent
Beverly Menninger – President Lauren Stone Kelly – Director of Communications Luther King – Director of Membership Samantha Smith – Secretary Brenda Koverman – Director of Advocacy Dalmina Aria – Director of Finance Sarah Mugavero – Director of Finance-Elect George Buckley - Executive Director Ashley Stoffel – Archives Co-Coordinator Sarah Zera - CE Coordinator Jennifer Richert – CE Approval Co-Coordinator Maud Makoni – Conference Co-Coordinator Gail Fisher – Awards Coordinator Nancy Richman – Reimbursement Coordinator Jennifer Summers - Networking Coordinator Stephanie Reichard – Social Media Coordinator John Dudzik – Leadership Development Committee Chair Brian Wojcicki – Lobbyist	Hannah Kaytonah - Nominations Coordinator Kate Soens – Board Recruitment Coordinator Kathy Preissner – Archives Co-Coordinator Kate Barrett – CE Approval Co-Coordinator Emily Harstad– Student Conclave Co-Coordinator Emma Penn - Public Policy Coordinator La'Taria Overstreet – Professional Development Coordinator Katie Little – Blog Coordinator Erin Luy – Newsletter Coordinator Phyllis Hughes - Fieldwork Coordinator Bridget Hahn - Community Outreach Coordinator Mia St. Clair - Accessibility Coordinator Piper Hansen – Academic Education SIS Co-Coordinator Ryan Thomure – Academic Education SIS Co-Coordinator Joy Hyzny – Assistive Technology SIS Co-Coordinator Emily Daniels – OTA SIS Co-Coordinator Lillian Chen-Byerley – JEDI SIS Coordinator Clare Giuffrida – Early Intervention SIS Co-Coordinator Pooja Patel – Gerontology SIS Coordinator Monika Robinson – Home and Community Health SIS Co-Coordinator Maddy Nave - Mental Health SIS Co-Coordinator Ryan Thomure – Mental Health SIS Co-Coordinator Alexandra Wax – Neurorehabilitation SIS Co-Coordinator Katie Fierstein – Neurorehabilitation SIS Co-Coordinator Alison Baker – Pediatrics SIS Co-Coordinator Ashley Hettlinger – Pediatrics SIS Co-Coordinator Kathleen Ellis – Assistive Technology SIS Co-Coordinator
SIS Coordinators: Frank Czuba– Administration and Management SIS Co-Coordinator Ruby Loera – OTA SIS Co-Coordinator Alison Hanlon – Early Intervention SIS Co-Coordinator Laura Carlos - Orthopedic & Upper Extremity Rehab SIS Co-Coordinator Samantha Holzschu – Sensory Integration and Processing SIS Co-Coordinator	

Kyra Bariller – Sensory Integration and Processing SIS Co-Coordinator	Stephanie McCammon – Conference Co-Coordinator Jenn Lim – Website Coordinator Rita Moore – Developmental Disabilities SIS Coordinator Cassandra Jackson – Bylaws Coordinator Samantha Holzschu – Sensory Integration and Processing SIS Co-Coordinator
Guests: Lisa Mahaffey – AOTA Representative	

Topic	Notes	Action Items & Person Responsible
Call to Order	Beverly called the meeting to order at 9:01am.	
Roll Call	See members/guests present above.	
Approval of Minutes	Motion to approve the February 22, 2025, ILOTA Full Board Meeting Minutes. (See attached) Motion passed. (MOTION 2025-05-01)	
President's Report: Beverly Menninger	• Governance Task Force • Came out of Executive Board Strategic Planning • Appreciation for everyone who takes time out of their busy lives to assist with the organization, this task force is looking at that workload of each role. • SWOT Analysis review, goal to support mission/vision of ILOTA • Maud emphasizes having a focus on value of membership • Strengths – add from Archives history is strong and celebrated and continue to build on that, opportunities for mentorship/CEs, having a strengths-based approach, having the legislation win of direct access • Weaknesses – members in more rural areas, such as central IL or southern IL. More outreach to those areas, OTA members as a challenge/opportunity • Plan to send out SWOT analysis to full board and can send suggestions/additions,	

	• Ruby shared that they are focusing OTA SIS efforts towards empowering and supporting OTA students • AOTF – COO of AOTA • Report regarding the IL OT Licensure Board ○ We have a few members, our responsibility to try to get a full board, their responsibility to have the meetings and their parts. 2-3 open positions, updating the website when all roles are fulfilled. Brenda notes that the Physical Therapy IL Licensure Board had their meeting in March.	
Advocacy and Legislative Affairs: Brenda Koverman	Current Initiatives: 1. Loan forgiveness for community MH workers-SB1273 -Loan repayment Act, started in 2019, anticipate that this will be approved 2. OT Practice Act direct access language revision-HB3769 -Every house member was limited to 5 bills, this did not make the cut, this is not a revenue bill 3. Temporary license authorization-HB1365 -OT was not included, in this move to IL or finish schooling, applying for licensure, allowed to be part of a practice under supervision to do OT work, had other therapies and now OT is included, going through the Senate next week. 4. EI-Letter sent about proposed rate increase 5. Transportation needs initiative with IPTA-Webinar will be developed to educate OT, PT and SLP about the efforts of this group and resources available. - Divya Sood will be assisting with this CE 6. Advocacy task force for OTs role in mental health-Developing legislative information sheet. -Lisa expressed interest in getting involved with developing a legislative information sheet for mental health OT services 7. State licensure board – Working with Bev and have given list of potential candidates. -Learning process, total of 89 bills being tracked currently, may be good to have a group over the summer to go through them and list in prioritization order	

	-Compact – meeting with the Governor’s office, 6 bills were filed, none of the 6 got a committee hearing, there is a way to do it, but may take months of work if identified as a priority for next year. National political landscape, regarding reproductive care and gender affirming care plays a role in resistance to the Compacts in IL. Have been working on this since 2022. -EI proposed budget – 5 or 8% increase, OT listed as 5% increase, appreciate having the opportunity to help. Brian will be following up in the next few weeks to try to push for OT to get the 8% increase. EI SIS and Brian developed some facts. Cost model report looked at salaries based on the BLS (state or national) of each profession and how much we were reimbursed. Cost of providing OT services is greater than that of other services. - Reminder that you can access this information from Brian on ILOTA Website → Resources → Legislative Updates	
Director of Communications Report: Lauren Stone Kelly	• Erin Luy and Lauren are working on Apr/May/Jun Communique and hope to have it released by the end of June 2025. Thank you for everyone's submissions! • If you’d have any events from the first part of the year you’d like to highlight with photos and a blurb, email info to communique@ilota.org by May 25th • If you’d have upcoming events (July through early September) you want to advertise, email info to communique@ilota.org by May 25th • Deadline for submissions for July/Aug/Sept is Aug 1st • Website audit in the works. Meeting with coordinator soon to get updates and plan next steps. Members and board will be able to participate or submit ideas for changes once we get to that point • Social media OT month was a success. Great job Stephanie! • New blog post coming soon, by Katie Little. If you’d like to submit a post email here at ilotablog@gmail.com	
Director of Finance Report: Dalmina Aria	1. Financial Update: <u>Account Balances as of 5/8/25 at 1:00 PM:</u> ○ Checking: \$173,029.23 ○ Debit: \$1,742.55 ○ CD: \$5,415.88 ○ Money Market: \$81,426.94 ○ Total: \$261,614.60	

See attached documents:

- Profit & Loss Report for March 2025
- ILOTA Financial Report Budget vs Actual for Fiscal Year 2024-25 September through March
- Profit & Loss Report for April 2025
- ILOTA Financial Report Budget vs Actual for Fiscal Year 2024-25 September through April

- Working on being more efficient with spending funds, emptied office space and no longer have rent expense, instead have a storage unit now, saving about \$700/month

- Sarah Mugavero has been learning processes with Dalmina, transitions Sept 1

- 2. Budget Request Form
 - Submit your budget requests to finance@ilota.org by **June 15, 2025**.
 - Please highlight justification of your budget item
 - If you have ideas for guest speakers for committees/SIS groups – would go through CE Coordinator, Sarah Zera

- 3. ILOTA Conference Update
 - Submit abstracts by May 27th
 - Maud Makoni + Stephanie McCammon Conference Co-Coordinator
 - Considering options for ILOTA Conference Keynote Speakers, please reach out if you have suggestions
 - May/June discuss options for next year Conference venue, wanting to be as inclusive as possible for the state
 - Developing a committee for the Conference to hear the voices of the members if you or someone you know may be interested in getting involved.

- 4. Cultural Competency Training – OTP need to take 1 continuing education course requirement for cultural competency training to renew license at end of this year. To be completed 1x every 6 years. Working on including in ILOTA CEU package for license renewal, will hopefully be ready by August 2025.

	- Ethics, Implicit bias and sexual harassment are also all approved for EI credential credit for EI providers. 5. RISE through AOTA – emerging leaders, 2 practitioners from Illinois for leadership development program, Strength for ILOTA	
Director of Membership Report: Luther King	Membership report: 1. Collaboration with Claudia Cirrincione AOTA PAC ambassador -can go down and visit southern parts of the state to expand outreach -Suggestions from board including: offering professional due reimbursement at organizations for ILOTA -Create a 1page handout targeted to directors/rehab managers highlighting the benefits of membership for OTPs could be helpful to distribute? Could highlight modalities, CEU discounts, mentorship, leadership, etc. - Possibility to give awards to organizations with the greatest percentage of membership, similar to how AOTA does for Academic programs 2. Developing and editing survey targeting non-renewals with goal to support strategic plan to increase membership opportunities	

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Updates from SIS Coordinators and Committee Coordinators	Sarah Zera – CE Coordinator • Developing a policy for student CE presentations • In Person Vision course for peds and adults planned for Sept. 13 • DD and EI SIS collaboration August 19 at 6:30pm. This will be the second event in our CVI series. • Other upcoming topics: driving, aquatic therapy, entrepreneurship, making the switch to academic, policy series with the Home and Community & Geriatrics																																	

SISs, continuing the UE Rehab SIS surgeon series, DD and School Based SIS collab for the CVI series

- Big thanks to Jen and all of the SIS's for collaborating
- In-Person Modalities Course, capped out at 24. There was a previous downstate course in Normal, IL.

Maude Makoni + Stephanie McCammon – Conference Co-Coordinator

ILOTA Annual Conference Planning (April–May 2025):

Over the last two months, the planning team (16 members; 10 returning, six new) convened to finalize roles, update committee functions, and confirm the 2025 conference dates (Nov 21–22 at NIU Naperville). Key responsibilities, including raffles, vendors, exhibitors, proposal reviews, and data collection, were reaffirmed. New emphases were placed on inclusive language and student engagement. The Call for Papers launched on May 1, reaching 7,000 recipients, with strong early engagement. Proposal tracks were refined for better alignment, and a structured plan for optional presenter reviews (virtual and in-person) was adopted. Presenter fee policies were clarified with consistent language and speaker discount codes.

Key Planning Actions and Next Steps:

Initial keynote speaker brainstorming is underway, with suggestions including client panels and non-OT speakers. A proposal deadline of May 27 was set, with the first reviewer call going out in early May. Committee members are actively updating communications, organizing reviewer logistics, and assessing potential themes (with a tentative decision deadline of July 1). The full board meets on May 17 to provide additional input, and the subsequent planning session is scheduled for May 19 at 6 pm.

Alison Hanlon + Clare Giuffrida – Early Intervention SIS Co-Coordinator

Update:

As we continue working on advocacy initiatives, we are also preparing for the upcoming transition to the Illinois Department of Early Childhood. This shift makes our

	work even more important, and we remain committed to supporting EI occupational therapy providers during this time. In line with this, we cross-referenced the ILOTA EI-Interested list with confirmed EI providers and identified 133 members who are both interested and actively practicing in EI. <u>Related Action Item:</u> Given the need for timely and targeted communication, we wanted to explore whether it would be possible for the EI SIS to gain access to the contact information of those 133 members. Having direct communication would allow us to promptly share important and time-sensitive information, such as the recent IL EI and Schools OT Community of Practice survey regarding proposed pay rate increases for OTs compared to other disciplines. This would ensure that our EI providers have opportunities to weigh in on issues directly impacting them Gail Fisher – Awards Committee, adding an award and changing some criteria, consider nominating someone you know or asking someone you know to nominate you if you feel like you are a good candidate. Good opportunity for recognition within their institution of work. Presenting these awards at the ILOTA Conference in the fall. See more details at ilota.org/awards Lisa Mahaffey –AOTA Representative • Concern that the ethics approval was on the consent agenda, not held up for discussion. • 9 Motions on RA Meeting, 4 were SOP motions including a new SOP clarifying the process for vetting and responding to member's Requests For Action. • Lisa will send something out at the end of the quarter • 2 motions related to school-based practice— develop best practice for school-based practices and guidelines for legislative process • Code of ethics – concern about the term equity vs. equality	
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	• Lisa will send an email out with an overview of the results of the final meeting, and will add a more thorough review of the process.	
Secretary Report: Samantha Smith	You may reference past minutes posted on the ILOTA website. Thank you for sending your agenda items, please continue to submit to me prior to meetings so that I am able to send out the Agenda in a timely manner for everyone's review.	
Upcoming Meeting	ILOTA Full Board Meeting August 16th, 9:00AM. Discussion of 1x/year meeting in person and option to move some Full Board Meetings to Wednesday evenings. Option suggested for a hybrid meeting.	
Other Business	Nominations for 2 open positions for the Executive Board 1. President-Elect 2. Director of Advocacy Nominations Due July 15th Congratulations to Dalmina on inaugural cohort for RISE through AOTA! Recruitment for school-based SIS Co-Coordinator (Moir's departure), Coordinators for JEDI and other vacant positions.	
Adjournment	Motion to adjourn the meeting. Adjourned at 11:01AM. (MOTION 2025-05-02)	

Minutes prepared by Samantha Smith, ILOTA Secretary