



ILOTA Quarterly Board Report Form – February 2021

This report summarizes the actions taken by ILOTA Board members toward each of ILOTA’s strategic plan objectives since the previous Full Board meeting.

Focus Area 1: Inclusion and Diversity	
<i>1.1 - Increase opportunities for members to engage in various volunteer and educational events related to inclusion and diversity</i>	
Oct. 2020	ILOTA hosted a Multicultural Roundtable during the virtual conference.
Jan. 2021	President created the Community Outreach Ad-Hoc Committee; Committee met to start work on developing resources, developing a plan for connecting with community organizations, and setting up a pre-OT mentoring program
Various	Director of Communications: Promoted Student Conclave, conference logo contest, Advocacy Webinar through social media
<i>1.2 - Develop equitable representation and advocacy throughout the state</i>	
Aug. 2020	DOA attended Meg Cappel Campaign Fundraiser
Nov 2020- Jan 2021	DOA met/worked with capstone student-School Leadership Advocacy project
Jan-Feb 2021	DOA and Public Policy Coord. prepared and sent out a letter to ILOTA members asking for advocacy leaders in districts
Feb 2021	DOA met with ILOTA Lobbyist and created General Assembly Bill table to organize Bills for advocacy; Created a Need to Know document about General Assembly Information and Advocating for Bills
Various	Director of Communications: Promoted EI Coalition, “Save Mercy”, Licensure Compact on Social Media
<i>1.3 - Ensure diverse representation in all communications</i>	
Ongoing	Working to improve use of "OT Practitioners" instead of OTs and/or OTAs in ILOTA communications
Ongoing	Working to improve use of gender-neutral language in SOPs, website, and other documents/means of communication
Various	Blog Coordinator: Met with FW students working with ILOTA President and set plan for to provide support to blog and create content. Anticipating OTS submissions in Feb and March.
Various	Newsletter Coordinator: Diverse representation in newsletter communications, examples include... Issue 4: OT Archives “Racial Justice at Hull House”; Student Perspective “Learning During a Global Pandemic and Civil Rights Movement”; “Improving Healthcare for People with IDD” Issue 3: “Importance of our OT Words” (COTA author); “Snoezlen for Adults with I/DD”
Various	Director of Communications: Reached out to Elmhurst College, Chicago State and Lewis University OT programs to set up month long features of each program.
<i>1.4 - Promote diverse membership on the board and sub-committees</i>	
Dec 2020	Volunteer campaign through email and social media to recruit for open positions
Jan-Feb 2021	Involving FW and Capstone students in various committees

Jan-Feb 2021	Director of Finance: Student Conclave planning in progress. Weeklong event from March 6- March 11. For committee, sought diversity in planning committee members through targeted marketing. Intentional in finding diverse representation on panels and when looking for speakers.
Various	Director of Communications: Promoted open board and subcommittee positions and joining EI Coalition on social media; Highlighted various board members on social media and Newsletter
1.5 - Improve accessibility of ILOTA communications, events, and education	
Oct 2020	Created automatic closed captioning for pre-recorded short course and poster conference presentations
Dec 2020	Explored and confirmed use of image descriptions when emailing images
Jan 2021	Identified accessibility as a priority of website update through Website Update Ad-Hoc Committee
Feb 2021	Explored and confirmed use of automatic closed captioning during future Zoom meetings

Focus Area 2: Membership	
2.1 - Increase member engagement in SIS groups/committees	
Dec 2020	Volunteer recruitment campaign to recruit members for SIS committees
8/24; 9/4; 12/11/20	DOA and Co-Chair of School-Based Practice SIS (M. Mays) met re: advocacy issues
1/12/21	SIS chairs met with DOM and Networking Coordinator to discuss future planning and increasing engagement
Jan-Feb 2021	President and Networking Coordinator offered meetings for new potential SIS co-chairs and committee members to communicate roles/responsibilities
2.2 - Provide relevant and meaningful CE opportunities as a membership benefit	
Oct 2020	Hosted annual conference virtually to offer dozens of CE opportunities through pre-recorded short courses and poster presentations and live keynote and roundtable discussions
1/2021	Survey sent out to members and prospects gathering information about format and topics wanted for CE in 2021
Feb 2021	CE Chair: Completed survey for CE events. Will identify topics and 1 guest speaker by end of the Feb 2021.
Feb 2021	CE Approval Chairs: Currently reviewing and identifying CE submission criteria that may benefit from a standardized template or form such as objective list, time schedule, etc.
Feb 2021	Director of Finance: Student Conclave planning in progress. Weeklong event from March 6- March 11. For committee, sought diversity in planning committee members through targeted marketing. Intentional in finding diverse representation on panels and when looking for speakers.
Feb 2021	Hosted free Advocacy and Political Action webinar
2.3 - Increase CE opportunities throughout the year through the LMS	
Oct 2020	Hosted annual conference virtually through the LMS
Jan 2021	Finalized the Licensed Content agreement to be used to develop LMS content

Jan 2021	Launched first virtual physical agent modalities course
2.4 - Develop methods to increase membership	
12/20	Explored current membership options and opportunities for growth. Considering new graduate option.
1/21	Discussed membership structure update further and formed corporate/organizational membership committee (Moir, Christy, George and Carol)
Various	Blog Coordinator: FW students working with ILOTA President or work study student working with Communications Director to write a piece on the value of membership for publication March or April (Board members involved: President, Blog Coordinator, Communications Director)
Various	Social Media Coordinator: Increased member engagement by increasing followers on Instagram and Facebook, increased in content interactions and accounts researched.
Various	Director of Communications: Established a "Welcome to new members" feature on social media
2.5 - Develop methods for maintaining membership	
December 2020	Volunteer campaign to provide opportunities for members to get more involved

Focus Area 3: Organization and Structure	
3.1 - Create standardized structure for responding to advocacy issues	
Sept, Oct, Nov 2020	DOA met with Chair of ILOTPAC re Advocacy, Telehealth, Process for PAC/DOA
Oct 2020	Presentation available during conference about advocacy- presented by DOA and others
Oct 2020	ILOTA Pres, ILOTPAC Dir Advocacy, Lobbyist met to discuss protocols for Political Action, Advocacy, Lobbying
10/20/20	DOA met with ILOTA President and EI SIS Co-Chair to discuss EI advocacy
Sept 2020 - Feb 2020	Ongoing weekly/bi-weekly meetings between Pres & EI SIS co-chairs to discuss ongoing EI advocacy issues
Oct-Nov 2020	DOA attended EI Coalition Meetings
1/5; 1/26 2021	DOA met with Public Policy Coordinator - begin developing a network of volunteer advocates
1/27/21	DOA reviewed all 101st GA bills and so far proposed 102nd GA bills - reached out to lobbyist about process
2/1/21	ILOTA sponsored a free webinar on advocacy and political action; several board members contributed and/or attended
3.2 - Clarify policies, procedures, and position descriptions for all ILOTA Executive and Full Board members	
Oct 2020 - Ongoing	Executive Director is creating/updating a policies and procedures document for office-related tasks
Nov 2020	Streamlined note-taking process for executive board and full board meetings
Dec 2020	Implemented use of yearly goal forms for all full board members
12/2020	Ensured all Executive Board SOPs were updated

12/2020	DOA created flow chart of responsibilities
1/2021	Updated board report forms
Various	Newsletter Coordinator: Meetings with work study student and Directors of Communications to determine organization/structure of newsletter committee, assisting with development of policies, procedures, member descriptions, and efficiency for publishing issues
Various	Blog Coordinator: Created blog submission guidelines and provided copy to Communications Director. Plan to publish guidelines on the blog. Continuing to develop a framework to facilitate communication between Communications Director and Blog Coordinator to sustain viability and growth of the blog (Board members involved: Blog Coordinator, Communications Director)
3.3 - Standardize budget processes for all events	
(Not yet initiated)	
3.4 - Update/reformat website in collaboration with DOC	
Dec 2021	Filled vacant Website Coordinator position
Jan 2021	Created Website Update Ad-Hoc Committee and held first meeting; identified subcommittees to perform audit of current website, look into accessibility considerations, and explore models for making updates
Feb 2021	President working with ED to make updates to various website pages
Feb 2021	Executive Director updated membership descriptions as updated in January board meeting

Focus Area 4: Communication	
4.1 - Improve communication and responsiveness of ILOTA to legislative events	
Oct 2020	ILOTA Pres, ILOTPAC Dir Advocacy, Lobbyist met to discuss protocols for Political Action, Advocacy, Lobbying
Aug, Sept, Dec 2020	DOA attended ILOTPAC Exec Board Meeting
1/2021	ILOTPAC Director in coordination with others developing a virtual training for ILOTA members: How to speak with legislators and political candidates about advocacy
1/26/21, ongoing	Telehealth Committee Advocacy/Lobbying Meeting; ongoing efforts to collect telehealth stories to include in advocacy efforts
Various	Director of Communications: "Save Mercy", "Stop the Cut" rally, and "Transdisciplinary" EI language highlights on social media
Various	Newsletter Coordinator: Published update on EI Coalition work, Clarified expectations for quarterly Legislative Updates for newsletter with lobbyist
4.2 - Improve financial transparency communication to ILOTA members	
11/1/2020	Created single format for presentation of budget update included in minutes
4.3 - Develop collaborative alliances with other states and professions	
Dec 2020-Feb 2021	DOA and School SIS joined AOTA State Leaders in Department of Education Community of Practice Meeting to facilitate advocacy for administrative positions in schools for OTs
1/21/2021	National School-Based Roundtable supported by DOA and school SIS Co-Chairs
Jan 2021	IL Early Intervention Coalition introduced to ILOTA members

Jan 2021	Responded to EI Developmental Therapist about collaborating on telehealth in EI
1/21/21	DOA participated in AOTA Path to School Leadership Roundtable
Feb 2021	Pres reached out to presidents of IPTA and ISHA to establish collaborative relationships
<i>4.4 - Communicate most important aspects and updates about ILOTA to members using all communication tools</i>	
Ongoing	Developing plans for communicating via email, website, and social media platforms
Various	Blog Coordinator: Publishing twice per month; Tasked work study student to work with Communications Director to identify and initiate contact COTA and OTS to assess interest in contributing to the blog and provide technical support to maximize blog as a social media tool
Various	Social Media Coordinator: Publishing at least 5 days per week Developed a "Brand Kit" for ILOTA social media Obtained Pro-Canva account to increase quality of graphics
Various	Newsletter Coordinator: Published December 2020 Newsletter; Created email template to introduce latest newsletter issue to members, including highlights and hyperlink for easy access on joomag; Solicit and cross-reference content in Communique on other platforms (i.e. social media and/or ILOTA blog) Jan 26, 2021 (Hippotherapy - Blog) Jan 19, 2021 (IDD & Healthcare) Jan 13, 2021 (new issue) Nov 23, 2020 (OT Words Matter) Nov 19, 2020 (La'taria Overstreet - Meet the Board) Aug 28, 2020 (solicit articles) Aug 19, 2020 (new issue) Jul 3, 2020 (new issue; COTAD feature) Jun 2, 2020 (COTAD) May 14, 2020 (survey on member interests)
Feb 2020	Website Coordinator: Established an EI SIS information section on website for committee communication to members