



ILLINOIS OCCUPATIONAL THERAPY EXECUTIVE BOARD ANNUAL REPORTS 2015

Fiscal Year 2014 - 2015



NOVEMBER 7, 2015
MIDWESTERN UNIVERSITY

Board Position: President**Report Date: November 7, 2015****CURRENT BOARD MEMBERS AND THEIR ROLES:**

- **Lisa Mahaffey M.S. OTR/L, FAOTA** *President*
- **Jennifer Dang** *Office Manager*
- **Moiria Bushell** *Bylaws*
- **Rachel Dargatz** *AOTA RA Representative*

MEETINGS:

- Met with each executive board member to review strategic plan and goals for the year and several full board members to discuss new roles.
- Met by phone with Amy Roder to review the bylaws role and to discuss her role as parliamentarian for full board meetings.
- Met with Robin Jones and the IPTA president Mary Keehn and advocacy director Sarah Keller and with Speech and Language Presidents Barbara Goodson and Tom Parton (elect) and advocacy director Michelle Zemsky.
- Met with Monika Robinson to discuss the PAC process for updating bylaws
- Met with Carrie Nutter by phone to discuss some options for the newsletter in the future.
- Met with Christy Morrison regarding the Illinois EI Taskforce
- Met (Peggy and I) with the incoming OT class at UIC to talk about ILOTA. Will be meeting with the Rush SOTA and with the SOTA from Governors State – both in March.
- Met with Jenny to complete her annual review.
- Met with Rush University SOTA group to present on the importance of ILOTA membership and to answer questions - March 3, 2015
- Met with Governors State SOTA group to present on the importance of ILOTA membership and to answer questions - March 4, 2015
- Met with Robin Jones, Mary Keehn and Sarah Keller from APTA and Barb Goodson and Tom Parton from ISHA for quarterly meeting of the Professional Alliance group- March 30, 2015
- Met with the LCC and the Nashville LCC to gather information about the expectations for the 2016 Chicago Conference - April 17, 2015
- Met with Brooke Dudley to review her goals for this year and answer any questions she has regarding the DOC role - May 11, 2015 –
- Worked with Brooke Dudley to help her set goals for the director of communication position.
- Established a bylaws committee and a committee to look at developing a fundraising campaign for the scholarship with AOTF. Sent information to Kris Yung for review.
- Pulled resources and began the process to develop a new vision and mission statement
- Passed a motion for all full board members to recruit 2 new members. Will add to all SOPs going forward.
- Signed up ILOTA as an advocate with the Behavioral Health Advocates to support legislative activities for people with psychosocial disability
- Worked with the EI group on legislative activities to support EI work.
- Met on phone with Bryan Schneider, new secretary of IDFPR and Jenny Dang to discuss what OT is and to review any issues with the licensing process. We inquired about our practice rules and the time it takes for new Illinois practitioners to obtain their license. We were informed that the secretary would check up on the rules. He stated that the system for licensing is antiquated and the licensing process will remain slow until they are able to update. We have been informed that the rules will

- Confirmed support from IPTA for advocacy committees with Mary Keehn. Will move forward with that process this week.
- All SOPs for full board positions have been reviewed. Will approve final SOPs in September.

PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and any fiscal implications).

ILOTA Increased CE opportunities. Developed a voucher program for members. Each year when someone joins or renews their membership they will receive a 40-dollar voucher good toward an ILOTA education program or a program through our CE partner.

I have instituted a professional alliance group with IPTA and ISHA. This group is made up of presidents and advocacy leaders in each organization. We have met twice this year. In this second meeting we set a goal to form three committees made up of two members from each association to address issues related to HFS, Medicaid in IL and the SMART Act; Professional Regulation and School based services. All three organizations have identified names of people to serve on the committees. The instructions and charges have been finalized. They will be asked to meet and establish a liaison to the professional alliance group and a regular schedule and goals related to the charges within one month from receiving their charges. The committees will be asked to complete a report and meet in a conference call with the professional alliance group every 6 months for the next year. I have found 6 volunteers for these committees – Bill Hellyer and Monika Robinson for the SMART Act and Medicaid, Ruth Bixby and Patrick Bloom for the IDFPF committee and Jim Taylor and Cheryl Huber Lee For the Pediatric and school practice committee.

In February the full board voted to eliminate the district offices. This change will need to be made to the association bylaws and put to a full member vote. There are a number of concerns with the bylaws so since they will be amended to eliminate the district chair positions this is a good time to identify any other changes we need to make before we open a membership vote. Moira will work with a committee to complete this process.

Brad Egan attended the March meeting and worked with the executive board and invited guests to complete a SOAR analysis. This process will help us prepare for a re-visioning process and will be an important step to our strategic planning process for 2017.

The Local Conference Committee for the 2016 Chicago AOTA conference has been formed and met with the TNOTA committee in Nashville. Peggy Nelson will serve as the LCC chair. Committee members include Molly Bathje, Accessibility chair, Kylene Canham, Hospitality chair, and Carolyn Porter, Anne Kiraly-Alvarez and Leslie Jackson as manpower chairs.

Reviewed the 2014-2017 Strategic Plan for ILOTA. As a whole the board has made progress on all the goals identified in the last year as will be reflected in board reports with the exception of the goal of connecting with the ILOTA licensure board.

Worked with Brooke Dudley. Brooke started several initiatives with the social media including the very popular throw back Thursday in combination with the archives committee.

Established a bylaws committee and a committee to look at developing a fundraising campaign for the scholarship with AOTF. Amy Roder moved out of Illinois. Moira Bushell has agreed to take the position of Bylaws chair and Parliamentarian. Sent information to Moira and Kris Yung, and Nancy Richman for review.

The executive board is beginning the process to develop a new vision and mission statement.

Passed a motion for all full board members to recruit 2 new members. Will add to all SOPs going forward.

Signed up ILOTA as an advocate with the Behavioral Health Advocates to support legislative activities for people with psychosocial disability

Worked with the EI group on legislative activities to support EI work.

As of June 2015 Catherine Killian from UIC filled the open license board position and the board will be meeting this month.

Confirmed support from IPTA for advocacy committees with Mary Keehn. Will move forward with that process this week.

All SOPs for full board positions have been updated and approved. The full board SOPs are still in review and will be approved early next fiscal year.

ILOTA received recognition for our increase in membership and our advocacy initiative during the AOTA Affiliated States President's meeting in April.

Executive Director Report:

Created and executed the project plan regarding the membership fee increase.

- Communication
- Electronic forms
- Researched and summarized information regarding a new payment processor
- Integrated new payment processor into member clicks forms
- Cancelled paypal monthly payment gateway fee
- Researched and developed verbiage for recurring payment agreement
- Configured recruiting payment plans

Created a branding slogan for ILOTA – Your Profession is Our Business

Updated all ILOTA web pages to enhance the user experience. In particular, removed the popup menu's that make visiting our website on a tablet or phone difficult

Scheduled and coordinated all activities related to education courses held by ILOTA

- Modalities
- Documentation
- Sensory Processing Disorder
- Mental health in the EI population

Created and implemented ILOTA CE Discount (coupon code) program.
Researched and selected an external partner to honor our discount program.
Researched and purchased a new PC for the office
Regular auditing of the ILOTA membership database to ensure data validity
Maintained quarterly ILOTA membership metrics
Designed ILOTA 2015 Save the Date postcard. Secured \$2700 in sponsorships
Created expired member survey (to be distributed soon)
Worked on QR Roll Call integration initiative
Created all conference related forms (vendor/exhibitor, call for papers, attendee registration)

Bylaws:

In February we welcomed Amy Roder who accepted the bylaws position
In May Amy suggested that ILOTA form a committee for the bylaws changes. The suggestion is to have the committee go through the bylaws and make suggested changes, then solicit feedback. Amy also announced she will be moving to Wisconsin by the end of June.

In July Amy Roder resigned her position. A committee was established to review the bylaws. They will have a preliminary report prior to the business meeting. Moira Bushell has agreed to take the role of Bylaws Coordinator and Parliamentarian.

Representative Assembly:

Rachel participated in the Fall and spring RA meeting. She distributed a report to membership. Members can access the meeting on the AOTA website.

President

- Reviewed and updated all Executive Board Standard Operational Procedures. Are now working through all the full board SOP's. Created SOP's for the two new positions of Social networking coordinator and Professional Development coordinator.
- Restructured Board Roster to include those new positions and we moved professional development coordinator from director of finance to membership. We also moved recruitment coordinator to Secretary and currently we do not have a separate activation coordinator so Minetta is recruiting for all positions.
- Held an Election in September. Lisa Ifland won as secretary. Jason Mahilo won as Director of Communication. Jason decided he cannot meet the responsibilities right now and resigned his position.
- Monika Robinson resigned as PAC Chairperson last month. Alex Shandiz has agreed to step up into the position.
- The exec board is read the *Art of Membership* from the Center of Association Leadership. We are continuously reviewing what we offer our members and have identified some new goals. The membership drive that resulted in over 100 new and renewed members is one result from this process.
- Anne Kiraly-Alveraz will be passing the conference chair position to two new co-chairs next year and will take on the Networking Coordinator position. In this role she will work with the chairs of the SIS's to create committees. The SIS's will take on the

responsibility as content experts to develop content for the newsletter, website, social networking and any FAQ sheets they feel are important for members in Illinois.

- ILOTA purchased the Roberts Rules DVD and several other meeting organization resources. We will be reviewing and moving to using an abbreviated version of Roberts Rules in full board meetings going forward.
- ILOTA has retained a lawyer, Jack Darnell, to review Bylaws and other official documents and contracts.
- Have identified two people interested in applying for the IDFPF license board. Catherine Killian applied and accepted the position.
- Carrie Nutter has submitted her resignation as newsletter coordinator. She has agreed to stay until the summer while we find someone to replace her.:
- Worked to form a standing committee to plan for OT month for 2016 including an advocacy plan as well as activities to welcome our colleagues to Illinois for the conference in April. Joy Hyzny has agreed to serve on the committee. We are still looking for more people.

President Goals for Fiscal Year 2015-16

- Propose an online volunteer registration to recognize members who contribute to the organization during the year.
- Complete review of the bylaws. Send copy of bylaws to Jack Darnell for review and feedback.
- Establish and implement a plan to review and mission and vision. Then create a new strategic plan for 2017 -2020.
- Meet with Maureen Mulhall to review and update her contract.
- Complete the process of forming the Professional Alliance Advocacy committees. Call a meeting of the Professional Alliance group.
- Fill license board position of public member.
- Review the office manager job description and update to reflect Jenny's current duties. In that review will change the position title to executive director from office manager to be more in line with AOTA and with her duties in the position.
- Review and update all full board SOPs including the mandate for all board members to bring in 2 new members a year. New members will be identified as people who have not been a member for at least 4 months during the current year.

Respectfully submitted,

Lisa Mahaffey M.S. OTR/L, FAOTA
Chairperson

**Board Position: Director of Finance
Annual Report**

Report Date: November 7, 2015

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

- **Janet Adcox** *Director of Finance*
- **Katie Polo and Elizabeth Kohler-Rausch** *CE Approval Chairperson*
- **Vacant Position** *CE Coordinators*
- **Anne Kiraly-Alvarez** *Conference Coordinator*

MEETINGS:

- *Email communication re: development of a scholarship fund committee
- *Email communication re: conference updates
- *Email communication re: resignation of Kim Bryce and Catherine Brady from the CE Chair position

**PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS
RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and
any fiscal implications).**

- *Establish a student scholarship fund—in progress
- *Establish an annual budget to obtain a 10% or greater operating income per year—Income was 5.6% greater than expenses for the 2015 fiscal year
- *Expand and diversify sources of revenue to ensure sound fiscal viability—Increased CE income sources, continuing to explore other sources of revenue
- *New goals: Scholarship fund, Investments and Reserves for the future financial security of ILTOA, Invest in member services

CE Approval:

- *Elizabeth Kohler-Rausch and Katie Polo are current Coordinators
- *Thank you to Mark Kovic, prior co-chair
- *There have been a total of 64 CE approvals so far for the 2015 fiscal year.

CE Coordinator:

- *Vacant Board Position
- *Thank you to Kim Bryce and Catherine Brady, prior Coordinators
- *7 courses held during the 2105 fiscal year
- *Now working to plan 2016
- *Fees for courses will be set based on CEUs offered with an allowance for supplies/additional expenses.

Conference:

- *Anne Kiraly-Alvarez, Christy Rojas and Jessica Cox, Conference Chair and Co-Chairs

- *Success of this Conference: Record Attendance
- *Next year in Naperville/Lisle

Director of Finance:

***2015 Fiscal Year**

- *Income Budget: \$152,750
- *Income Actual: \$180,030
- *Expenses Budget: \$159,738
- *Expenses Actual: \$169,929
- * Investment made to insure the future financial security of the ILOTA
- *Currently planning fund raising for a scholarship fund: AOTF Endowment Scholarship Fund, \$25,000 investment needed, Currently have \$3348 (donations w/membership and past silent auctions).

Respectfully submitted,
Janet Adcox OTR/L
Chairperson

| ILOTA BUDGET | | FY 16 | FY 15 | FY 15 | FY 14 | FY 14 | FY 14 | FY 13 | FY 13 | FY 13 | FY 12 | FY 12 |
|----------------------|---------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | proposed | Final | 9/1/2015 | Proposed | Final | 9/1/2014 | Proposed | Final | 9/1/2013 | Proposed | Final |
| | | Budget | | Budget | Budget | | Budget | Budget | | Budget | Budget | Budget |
| ACCOUNT | | | | | | | | | | | | |
| INCOME | | | | | | | | | | | | |
| Communique | 60501 | \$800.00 | \$835.00 | \$750.00 | \$725.00 | \$300.00 | \$150.00 | \$3,000.00 | \$2,080.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| CE Workshop | 60721 | \$25,000.00 | \$18,569.00 | \$15,000.00 | \$13,700.00 | \$15,000.00 | \$13,800.00 | \$1,500.00 | \$0.00 | \$0.00 | \$500.00 | \$500.00 |
| CE Approval | 61000 | \$4,500.00 | \$4,330.00 | \$4,000.00 | \$3,300.00 | \$4,000.00 | \$4,220.00 | \$4,000.00 | \$4,475.00 | \$6,000.00 | \$6,000.00 | \$6,000.00 |
| Website Ads | 62000 | \$7,500.00 | \$6,450.00 | \$9,000.00 | \$7,720.00 | \$9,000.00 | \$8,760.00 | \$10,000.00 | \$10,830.00 | \$8,000.00 | \$8,000.00 | \$8,000.00 |
| Conference | 60701 | \$90,000.00 | \$106,992.00 | \$90,000.00 | \$80,180.18 | \$75,000.00 | \$88,262.00 | \$86,400.00 | \$78,019.09 | \$70,000.00 | \$70,000.00 | \$70,000.00 |
| Handbooks A | 60300 | | \$900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$900.00 | \$0.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Label Sales | 61500 | | \$38,819.00 | \$30,000.00 | \$26,335.00 | \$30,000.00 | \$25,358.00 | \$30,000.00 | \$26,619.00 | \$30,000.00 | \$30,000.00 | \$30,000.00 |
| Membership I | 5350951 | \$150.00 | \$119.00 | \$0.00 | \$6.80 | \$0.00 | \$6.00 | \$0.00 | \$16.62 | \$0.00 | \$0.00 | \$0.00 |
| Fundraising | 61100 | \$1,000.00 | \$881.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Special Proj | 64000 | ????? | \$45.00 | ?? | \$50.00 | \$0.00 | \$0.00 | \$100.00 | \$50.00 | \$500.00 | \$500.00 | \$500.00 |
| Scholarship | 65000 | | \$85.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$30.00 | \$0.00 | \$0.00 | \$0.00 |
| Research | 61900 | | \$332.00 | \$0.00 | \$772.59 | \$0.00 | \$127.00 | \$0.00 | \$968.06 | \$0.00 | \$0.00 | \$0.00 |
| Misc. Income | 69700 | | \$600.00 | \$1,500.00 | \$1,015.00 | \$2,000.00 | \$2,685.00 | \$2,000.00 | \$2,550.00 | \$300.00 | \$300.00 | \$300.00 |
| Employment t | 61502 | | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$500.00 | \$395.00 | \$500.00 | \$570.00 | \$100.00 | \$100.00 | \$100.00 |
| Eblasts | 61501 | | \$1,073.00 | \$1,000.00 | \$682.00 | \$1,000.00 | \$975.00 | \$1,500.00 | \$1,570.10 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| News you can | 63000 | | | | | | | | | | | |
| ILOTA PAC | 61501 | \$1,000.00 | \$1,073.00 | \$1,000.00 | \$682.00 | \$1,000.00 | \$975.00 | \$1,500.00 | \$1,570.10 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| TOTAL INCOME/REVENUE | | | \$180,030.00 | \$152,750.00 | \$141,056.57 | \$137,300.00 | \$145,883.00 | \$140,400.00 | \$128,372.87 | \$124,900.00 | \$124,900.00 | \$124,900.00 |

| EXPENSES | FY 16 | | FY 15 | | FY 15 | | FY 14 | | FY 13 | | FY 12 | |
|--------------------------|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|
| | Proposed | Final | Proposed | Final | Proposed | Final | Final | Final | Proposed | Final | Final | Proposed |
| | | | | | | | 9/1/2014 | 9/1/2013 | Budget | 9/1/2012 | Budget | |
| Operating Expenses | | | | | | | | | | | | |
| Salaries | 88900 | \$28,000.00 | \$24,063.00 | \$24,000.00 | \$18,475.20 | \$24,000.00 | \$267.00 | \$14,881.00 | \$20,000.00 | \$16,185.08 | \$15,000.00 | |
| Workers Com | 85300 | \$750.00 | \$ | \$300.00 | \$266.66 | \$267.00 | \$0.00 | \$267.00 | \$263.00 | \$262.61 | \$263.00 | |
| Employee Ben | 83700 | | | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | |
| Payroll Taxes | 30900 | \$5,500.00 | \$5,242.00 | \$6,200.00 | \$5,842.14 | \$5,000.00 | \$5,000.00 | \$4,807.00 | \$4,500.00 | \$4,549.72 | \$4,000.00 | |
| Lobbyist/Publ | 87900 | \$12,000.00 | \$9,324.00 | \$9,000.00 | \$9,000.00 | \$10,000.00 | \$9,000.00 | \$9,311.00 | \$9,000.00 | \$9,061.00 | \$8,000.00 | |
| Accounting Se | 86100 | \$4,600.00 | \$3,450.00 | \$4,600.00 | \$4,600.00 | \$4,600.00 | \$4,600.00 | \$3,450.00 | \$4,600.00 | \$3,450.00 | \$4,600.00 | |
| Bonding | 54701 | \$300.00 | | \$300.00 | \$0.00 | \$300.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | |
| Equipment Le | 84300 | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$372.00 | \$1,600.00 | |
| Dues/License | 83100 | \$300.00 | \$300.00 | \$78.00 | \$311.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$75.00 | |
| Credit card fe | 71400 | \$6,500.00 | \$6,367.00 | \$6,000.00 | \$5,506.33 | \$6,000.00 | \$6,000.00 | \$5,769.00 | \$3,000.00 | \$5,099.35 | \$4,000.00 | |
| Liability Insur | 85301 | | | \$500.00 | \$475.00 | \$450.00 | \$450.00 | \$450.00 | \$400.00 | \$400.00 | \$400.00 | |
| Office Supplie | 86500 | \$2,500.00 | \$1,301.00 | \$1,500.00 | \$927.25 | \$2,300.00 | \$2,300.00 | \$1,440.00 | \$2,300.00 | \$1,046.30 | \$1,000.00 | |
| Postage/Ship | 87700 | \$300.00 | \$123.00 | \$500.00 | \$2,390.99 | \$500.00 | \$500.00 | \$292.00 | \$500.00 | \$396.70 | \$2,000.00 | |
| Rent | 88300 | \$8,500.00 | \$8,200.00 | \$8,100.00 | \$8,100.00 | \$8,400.00 | \$8,400.00 | \$7,275.00 | \$10,000.00 | \$10,509.94 | \$10,000.00 | |
| Telephone | 91900 | \$1,500.00 | \$1,449.00 | \$1,500.00 | \$1,468.35 | \$1,500.00 | \$1,500.00 | \$1,446.00 | \$2,000.00 | \$1,399.00 | \$2,000.00 | |
| Web Site Mail | 96302 | \$4,500.00 | \$6,255.00 | \$2,700.00 | \$2,520.00 | \$2,500.00 | \$2,500.00 | \$2,471.00 | \$2,600.00 | \$2,300.00 | \$2,600.00 | |
| Staff Develop | 94700 | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Quickbooks | 86510 | \$400.00 | \$365.00 | \$310.00 | \$314.93 | \$360.00 | \$360.00 | \$341.00 | \$360.00 | \$220.56 | \$320.00 | |
| IL Taxes | 30600 | \$1,560.00 | \$1,349.00 | \$1,200.00 | \$1,069.27 | | | \$894.00 | \$600.00 | \$898.04 | \$600.00 | |
| Federal Taxes | 30500 | \$2,400.00 | \$2,290.00 | \$700.00 | \$601.44 | \$1,000.00 | \$1,000.00 | \$148.00 | \$400.00 | \$477.63 | \$300.00 | |
| Outside Labor | 7200884 | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$150.00 | \$150.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Utilities (Com | 86500 | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | \$188.34 | \$500.00 | |
| Repair & Maint | 86600 | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300.00 | \$0.00 | \$300.00 | |
| Contributions | 71800 | \$1,200.00 | \$885.00 | \$0.00 | \$1,046.32 | \$0.00 | \$0.00 | \$700.00 | \$1,000.00 | \$1,527.10 | \$1,000.00 | |
| Miscellaneous | 94700 | \$1,000.00 | \$2,050.00 | \$1,000.00 | \$526.25 | \$1,000.00 | \$1,000.00 | \$41.00 | \$200.00 | \$267.30 | \$0.00 | |
| Advocacy | ??? | ??? | \$6,750.00 | \$3,500.00 | \$0.00 | \$500.00 | \$500.00 | | | | | |
| Social Media | | \$500.00 | | \$500.00 | | | | | | | | |
| Total Operating Expenses | | | \$81,006.00 | \$73,488.00 | \$63,636.49 | \$69,827.00 | \$53,983.00 | \$63,823.00 | \$58,610.67 | \$59,858.00 | | |

Board Position: Director of Membership**Report Date: November 7, 2015****Current Committee Members and Roles:**

- **Kylene Canham** *Director of Membership*
- **Vacant** *Retention Coordinator*
- **Minetta Wallingford** *Recruitment Coordinator*
- **Anne Kiraly-Alvarez** *Networking Coordinator*
- **Peggy Nelson** *Professional Development Coordinator*

Meetings in 2015:

Peggy Nelson: New Board Member Orientation Meetings

Anne Kiraly- Alvarez: SIS Chairs Conference Calls

ILOTA Strategic Plan 2014-2017 : Annual Progress Report: Director of Membership**Director of Membership:**

Goal 1: Strengthen alliances within the state to promote the professional and ethical practice of Occupational Therapy.

Objective 1.3: Continue to foster and promote the work of districts as a format for member continuing education, competency development, networking and professional support.

Progress: Networking Coordinator and Director of Membership worked with ILOTA Executive Board to pass vote to redefine District Chairs role. District Chairs SOP to be modified to address advocacy needs. Organizational Chart will be modified to add District Chairs under Director of Advocacy. SIS Chairs will continue to report up to Networking Coordinator and are currently working to better identify their role and will work to modify their SOP. Additional SIS Chair positions are being considered. Increased time for SIS Round Tables are planned for ILOTA Conference 2015.

Goal 4: Recruitment of new and lapsed memberships; attain and sustain membership to 10% of licensed practitioners.

Objective 4.1: Identify number of members by OT/OTA/Student/Retired and develop targeted plan to increase participation.

Progress: Began to pull data from memberclicks that indicated number of new members as well as numbers of retained members, in all categories. Developed a plan for both areas recruitment and retention. Addressed in other objectives below.

Objective 4.2: Implement method to determine what existing and potential benefits promote renewed membership.

Progress: After determination that retention was a true area for opportunity we developed a survey to be sent to all non-renewing members regardless of how far post. Continuing to collect data. We also are aware that a large volume of non-renewals are coming from students transitioning to new practitioners. We will continue to explore this population in a focused way to determine next steps.

Objective 4.3: To promote leadership by actively involving the membership and contacting volunteers.

Progress: The Professional Development Coordinator position was established and includes within the SOP a large role of promoting leadership by working with the Recruitment Coordinator to contact all new board members and provide mentoring and orientation. Follow up from the reporting Executive Board Member is then established for those board members. In addition an Emerging Leader Program has been developed.

Recruitment:

Minetta has coordinated the effort to fill approximately 95% of full board positions. Only a few remain open and the Newsletter Coordinator is resigning her position. There has been a combined effort to find a replacement without any results.

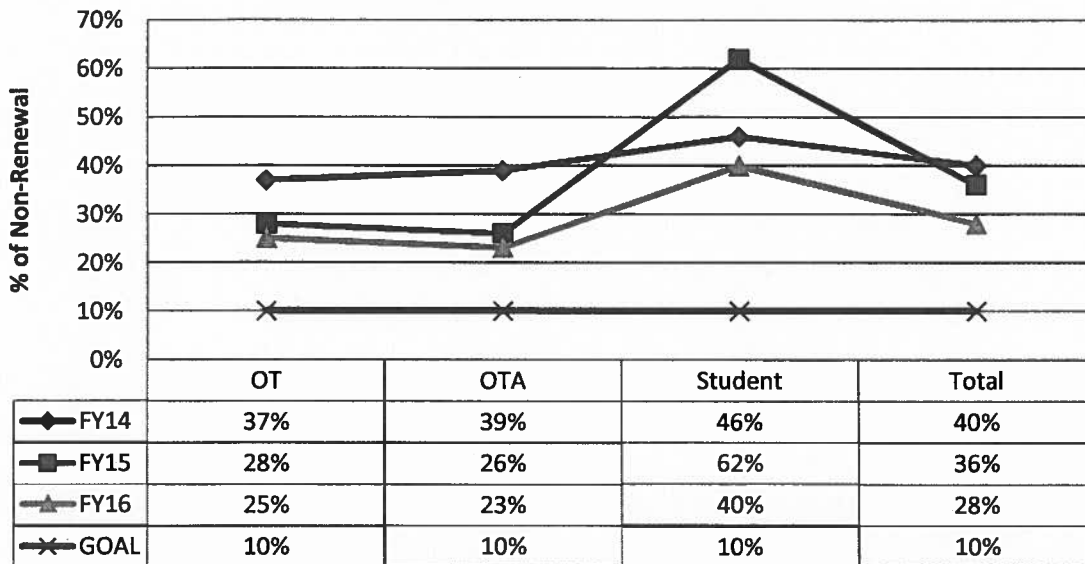
Networking: Anne Kiraly-Alveraz is transitioning to the Networking Coordinators position. She has met with the Chairs of the SIS groups and established a set of expectations for Chairs and their committees. Expectations will include one newsletter article for the Communique a year as well as contributions to social media and the annual conference. The SIS committee will meet a minimum of 2 times a year.

Professional Development:

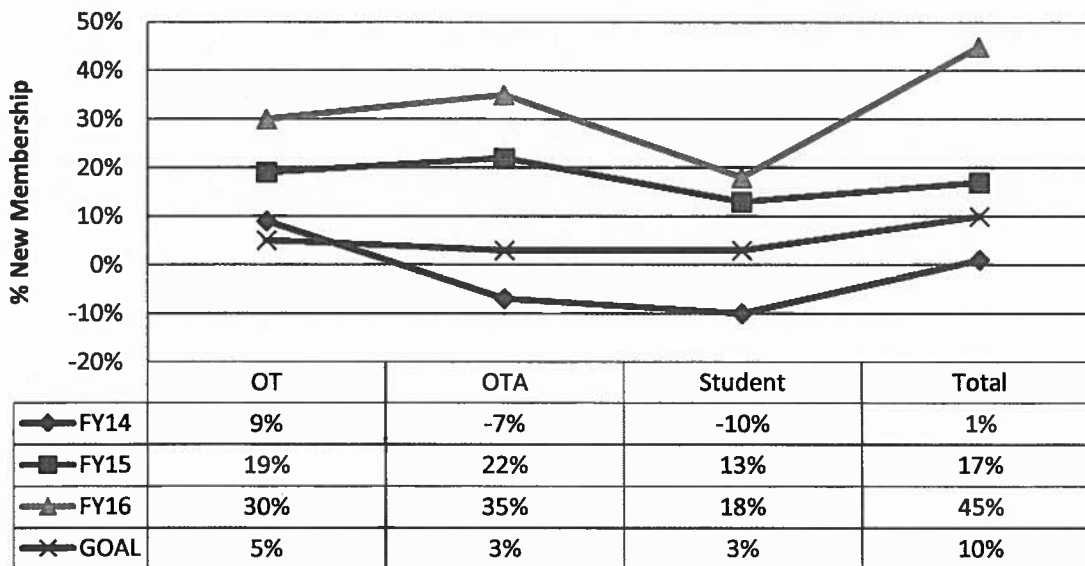
Peggy Nelson has held several orientation meetings this year as we continue to fill the full board positions. She has begun the process to start the Emerging Leaders program in Illinois. That program will be ready for launch toward the end of this fiscal year.

Respectfully submitted,
Kylene Canham
Chairperson

ILOTA Membership: Retention



ILOTA Membership: Recruitment



| FY 16: Q1 (ONLY of October 14, 2015) | | | | | | | |
|--------------------------------------|----------------------------|--------------------------|------------|--------------------|----------|----------------------|------------------------------|
| FY16 | Membership# Start of Q1 | Membership # Oct 14th | % Increase | % Increase Goal | # of New | # of Non- renewal | % of Non- Renewal Goal |
| OT | 409 | 428 | 4% | >5% | | | <10% |
| OTA | 89 | 90 | 1% | >3% | | | <10% |
| Student | 168 | 206 | 23% | >3% | | | <10% |
| Total | 667 | 724 | 8% | >10% | | | <10% |

| FY 15 | | | | | | | |
|---------|----------------------------|---------------------------|------------|--------------------|----------|----------------------|------------------------------|
| FY15 | Membership# Start of Q1 | Membership # End of Q4 | % Increase | % Increase Goal | # of New | # of Non- renewal | % of Non- Renewal Goal |
| OT | 355 | 409 | 15% | >5% | 103 | 98 | <10% |
| OTA | 74 | 89 | 20% | >3% | 22 | 19 | <10% |
| Student | 146 | 168 | 15% | >3% | 100 | 90 | <10% |
| Total | 576 | 667 | 16% | >10% | 225 | 207 | <10% |

| FY 14 | | | | | | | |
|---------|----------------------------|---------------------------|------------|--------------------|----------|----------------------|------------------------------|
| FY14 | Membership# Start of Q1 | Membership # End of Q4 | % Increase | % Increase Goal | # of New | # of Non- renewal | % of Non- Renewal Goal |
| OT | 291 | 318 | 9% | >5% | 63 | 109 | <10% |
| OTA | 67 | 62 | -7% | >3% | 24 | 26 | <10% |
| Student | 170 | 153 | -10% | >3% | 118 | 78 | <10% |
| Total | 529 | 534 | 1% | >10% | 205 | 213 | <10% |

ILOTA Board Roster

Board Members

| Executive Board | | Positions and Committees (Full Board) | | |
|-----------------------------------|---|---|--|---|
| President | Lisa Mahaffey Lisaotr85@yahoo.com 815-529-1547 | Office Manager | Jennifer Dang office@ilota.org 708-452-7640 | |
| | | By-Laws | Moiria Bushnell | Committee Nancy Richman Kris Yung-Pilot |
| | | AOTA Rep | Rachel Dargatz R.Dargatz.OTD@gmail.com | |
| President Elect | | | | |
| | | | | |
| Secretary | Lisa Iffland lisaiff@msn.com 773-227-4943 | Archives | Ashley Stoffel stoffelashley@yahoo.com | Cindy DeRuiter cderuit2@gmail.com |
| | | Recruitment Coordinator - Nominations | Minetta Wallingford mwalli@midwestern.edu | |
| Director of Finance | Janet Adcox Janetadcox@comcast.net | Continuing Education Coordinator(s) | Vacant | |
| | | Continuing Education Approval Coordinator(s) | Katie Polo kpolo@midwestern.edu | Elizabeth Kohler- Rausch beth.kr.ot@gmail.com |
| | | Conference Coordinator | Anne Kiraly-Alvarez akiraly1@gmail.com 630-333-6367 | Committee: Christy Rojas Jessica Cox |
| Director of finance Elect | | | | |
| | | | | |
| Director of Advocacy | Robin Jones guiness@uic.edu 312-996-1059 | Reimbursement Coordinator | Nancy Richman Nzrichman@aol.com 847-432-3833 | |
| | | Public Policy Coordinator | Vicky Nalezny vnalezny@gmail.com | |
| | | Professional Development Coordinator | Peggy Nelson plnelson@aol.com | |
| Director of Membership | Kylene Canham kcanham@ric.org | Retention Coordinator – Awards | Susan Quinn susanotrl@msn.com 708-732-4132 | |
| | | Networking Coordinator | Anne Kiraly-Alvarez akiraly1@gmail.com 630-333-6367 | |
| Director of Communications | Brooke Dudley bndudley@gmail.com | Website Coordinator | Vacant | |
| | | | | |
| | | Newsletter Coordinator | Carrie Nutter (Resigning, Looking for replacement) Codycheq@aol.com 773-472-3834 | |
| | | | Committee: Mara Sonkin Msonkin20@yahoo.com 630-728-4535 | Bridget Wickert bwickert@hotmail.com Divya Sood dsood@govst.edu Anjalil Sane angsane@gmail.com |

ILOTA Board Roster

Board Members

| SIS Chairs | | District Chairs | |
|------------------------------|---|-----------------|--|
| Pediatrics | Megan Carroll meganlynn22@comcast.net | North Suburban | Vacant |
| Developmental Disabilities | Kristine Yung-Pilat keyotr93@yahoo.com Traci Hayes tracihayes19@gmail.com | Rockford | Vacant |
| Assistive Technology | Joy Hyzny jhyzny1@aol.com 708-417-3782 | Fox Valley | Vacant |
| Home & Community Health | Julie Frakas julie.frakes@comcast.net | South Suburban | Vacant |
| Administrative & Management | Nancy Richman Nzrichman@aol.com 847-432-3833 | Little Egypt | Vacant |
| Gerontology | Rhonda Guzman rhondaotr@aol.com Lisa Knecht-Sabres lknech@midwestern.edu | Kickapoo | Vacant |
| Physical Disabilities | | Lincolnland | Vacant |
| Education | Kathy Preissner kpreiss@uic.edu 312-996-5220 | Peoria | Vacant |
| Sensory Integration | Caron Schranz cschranz@govst.edu | IL Valley | Vacant |
| Mental Health | Brad Egan began@midwestern.edu | Southern IL | Vacant |
| Work and Industry | Vacant | Central Metro | Vacant |
| Early Intervention committee | Christy Morrison CDoyleMor@sbcglobal.net Clare Giuffrida clare_giuffrida@rush.edu | Student Liaison | Vacant |
| Multicultural Liaison | Vacant | COTA Liaison | Ray Cendejas ray.cendejas@gmail.com |

Board Position: Secretary

Report Date: November 7, 2015

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

- **Lisa Iffland** *Secretary*
- **Kathy Preissner and Ashley Stoffel** *Archives*
- **Minetta Wallingford** *Recruitment Coordinator*
- **Open Position** *Activation Coordinator*

MEETINGS with committees:

**PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS
RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and
any fiscal implications).**

Archives: Kathy and Ashley have continued to gather items and articles from members for OT Archives collection that are stored in UIC Health Sciences Library. They initiated “Throwback Thursday” photos on Facebook with many enthusiastic responses, including comments from AOTA President, Ginny Stoffel.

Activation Coordinator: Open Position

Secretary: Annual service certificates for members volunteering their time to ILOTA have been issued. Have participated with Executive Board on updating and revising documents as needed.

Respectfully submitted,
Lisa Iffland, OTR/L

Board Position: Director of Communication**Report Date: November 7, 2015****CURRENT BOARD MEMBERS AND THEIR ROLES:**

- **Brooke Dudley** *Director of Communication*
- **Mary Battlach** *Website Coordinator*
- **Carrie Nutter** *Newletter Coordinator*
- **Open Position** *Social Networking Coordinator*

MEETINGS HELD THIS QUARTER: Meetings held monthly via email or telephone calls with board members.

QUARTERLY PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS RELATED TO STRATEGIC PLAN: (Include recommendations for board action and any fiscal implications).

Website: the website has been updated multiple times throughout the year to reflect relevant events and information about occupational therapy. Currently the home page contains information about 2015 ILOTA Conference registration, #TBT, and information on the state budget related to Early Intervention. Currently we are working on adding a page to the website with information about the executive board.

Newsletter: The Communiqué has been published every quarter with a good response from the ILOTA membership. Moving forward, it will no longer be printed. ILOTA is going green! A message will be sent to the general membership next week, by 10/23/15, to inform everyone of the change. We will be using CommunityNewsletter.com to publish the Communiqué in the future. The executive board made this decision to better care for our environment and budget. Carrie Nutter has served as the Newsletter Coordinator for many years and will be stepping down. The position for Newsletter Coordinator is now open. If anyone is interested please contact me.

Public Affairs/Social Networking: The ILOTA Facebook page has 916 likes (a 200 like increase in the past 6 months). Ashley Stoffel and Kathy Preissner compiled some great things from the archives that we have been posting on Facebook for #TBT. We have received great feedback from our membership and even the AOTA President about #TBT. The social networking coordinator position is open. If anyone is interested please contact me.

Director of Communication: I have been serving as the Director of Communications since March 2015. In that time I have learned my roles, responsibilities, and expectations. The executive board has been very helpful and welcoming to me. I am currently working on developing a social media policy to guide ILOTA as we begin to use social media more frequently to communicate with our membership and the occupational therapy community. I

would like to see our social media department continue to grow. I would also like to continue working with Jenny Dang and Mary Bettlach on the website. Jenny does a great job updating it with relevant information.

Respectfully submitted,
Brooke Dudley
Chairperson

ILOTPAC
Report Date: November 7, 2015

CURRENT EXECUTIVE COMMITTEE

(Refer to By-Laws for Corresponding Responsibilities)

Officers:

Alexandra Shandiz - *Chairperson*

Bryan Carlson – *Treasurer*

Vacant – *Secretary*

Robin Jones - *ILOTA Director of Advocacy*

Vacant – *Public Member*

MEETINGS:

The Committee shall hold its annual meeting immediately before the Association's annual business meeting at ILOTA's state conference, for the purpose of the election of the Chairman, Treasurer and Secretary and for the transaction of any other business which may come before it. No notice of such meeting shall be necessary.

ILOTA Conference – ILOTPAC Chairperson will attend the ILOTA Board Meeting

PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS:

1. By-Laws: The ILOTPAC By-Laws have been updated and revised for the 2016 Fiscal Year. Please see attached.

2. IOTPAC Name Change: Treasurer and Chairperson to file a formal name change from IOTPAC to ILOTPAC by December.

3. Recruitment of vacant positions: Chairperson, Treasurer to recruit vacant positions by end of fiscal year 2016.

4. Political Events: Attendance at various political events to promote OT through advocacy, education and policy.

5. Annual Audit: The Treasurer shall determine and schedule the annual financial audit of the Committee's books and records by an independent accounting firm retained by ILOTA. The ILOTPAC shall adhere to the financial operations practice of ILOTA. An annual report of the activities of the ILOTPAC shall be made to the ILOTA Executive Board and shall be available to the members of the Association.

6. Q3 Report: Submitted by Treasurer

Respectfully submitted,
Alexandra Shandiz, MS, OTR/L
Chairperson

**Illinois Occupational Therapy Political Action Committee
Bylaws**

ARTICLE I

Name, Office and Affiliation

Section 1, Name and Office. The name of this Committee is the Illinois Occupational Therapy Political Action Committee ("Committee") and sometimes referred to hereinafter as the ILOTPAC. The ILOTPAC is a non-profit, non-partisan, voluntary committee of occupational therapy practitioners in Illinois.

Section 2, Affiliation. The Illinois Occupational Therapy Association (IOTA), is the sponsoring entity of ILOTPAC, which is not affiliated with any political party.

ARTICLE II

Purposes

Section 1, Specific Purposes. The purposes for which the Committee is organized are:

- a. To raise monies and financially support (a) candidates for local and state public offices in Illinois (regardless of political affiliation) and (b) groups and individuals, each of whom advocate for policies consistent with the goals and objectives for the Illinois Occupational Therapy Association ("IOTA"), consisting of Illinois licensed occupational therapy practitioners and those they serve.
- b. To provide educational opportunities and information to stimulate interest in and provide a forum for the discussion of problems in the field of occupational therapy.
- c. To encourage occupational therapy practitioners and occupational therapy students to understand governmental procedures and the public issues acted upon by officials that affect the professions and those they serve.
- d. To encourage candidacy and election of qualified candidates for public office, particularly occupational therapy practitioners and occupational therapy students who are members of IOTA, regardless of party affiliation, in order to promote decision making responsive to public need for health care and services, especially pertaining to occupational therapy services.
- e. To promote the interests of the profession and those they serve by facilitating the participation of occupational therapy practitioners and occupational therapy students and other supporters of the professions in the political process.

- f. To do all of the above in order to promote public policies that result in accessible and appropriate services in the areas of education and health care, in the training and maintenance of qualified personnel to deliver these services, and in research that leads to more effective and quality services and benefits to the clients we serve.

ARTICLE III

Membership

Section 1. Definition.

(1) Any member in good standing of ILOTA who contributes to the ILOTPAC, shall be a member of the ILOTPAC ("Committee") and will receive acknowledgment of his or her contribution plus news of the Executive Committee's activities. (2) Five members of the Committee shall initially be appointed to the Executive Committee of the ILOTPAC. (3) The Treasurer of the Committee shall at all times maintain an up-to-date list of all Committee Members. Each Committee Member shall hereinafter be referred to as "Member."

Section 2. Termination of Membership. Membership in the Committee shall terminate (1) when the Member no longer holds a license to practice Occupational Therapy in Illinois; (2) Upon such member's resignation; (3) upon action by the Chairperson of Executive Committee or (4) when the Member otherwise is no longer eligible.

Section 3. Executive Committee Membership. At all times after the initial appointment to the Executive Committee, each Officer of the Executive Committee shall be appointed by the existing Executive Committee members. The public member of the Executive Committee shall not have a vote.

Section . Termination of Executive Membership. Membership in the Executive Committee shall terminate (1) when the member no longer holds a license to practice (Occupational Therapy in Illinois); (2) Upon such member's resignation; or (3) upon action by the Chairperson of Executive Committee or (4) when the member otherwise is no longer eligible.

ARTICLE IV

Committee Members

Section 1. General Powers. The business, property and affairs of the Committee shall be overseen by ILOTA. The ILOTPAC shall have the responsibility for ensuring adherence to policies

of ILOTA, advocating for participation by members of the ILOTA in the Committee, and assuring compliance with applicable state and federal laws and regulations. The ILOTA Executive Board shall provide guiding principles and objectives for the expenditures of ILOTPAC funds consistent with the Association's objectives. The ILOTA Director of Advocacy shall review all proposed political contributions to ensure the congruency of aims between ILOTA and ILOTPAC. The ILOTPAC shall be managed by its Executive Committee.

Section 2. Executive Committee: Number and Qualifications. The number of ILOTPAC Executive Committee Members shall be five (5) and may be increased or decreased from time to time by amendment to the Bylaws, provided that the number of Executive Committee Members shall not be less than three (3). Each Executive Committee Member shall be a member of the ILOTA but need not be a resident of the state of Illinois.

Section 3. Appointment and Tenure.

- a. Of the initial Executive Committee, three members shall be appointed to one-year terms and two Members shall be appointed to two-year terms. Thereafter, all members shall be appointed to two-year terms. The terms of office for Executive Committee Members shall be established, and nominations therefore shall be presented, so that at least one Executive Committee Member shall be appointed to a regular term biannually at the annual meeting of ILOTA. Each Executive Committee Officer shall be appointed by a majority vote of the Executive Committee.
- b. The Executive Committee of ILOTPAC shall have both a Chairman and a Treasurer in accordance with Section 100.40 of the State Board of Elections Rules and Regulations.

Section 4. Composition. The ILOTPAC Executive Committee shall have five voting members. These shall include the ILOTA Director of Advocacy, (who shall serve as liaison between the ILOTA Executive Board and the ILOTPAC), the Chair, Treasurer and Secretary plus a Member at large, may also include one non-voting member of the general public ("Public Member") as defined in Article V Section 5, who may or may not be a member of the Association or of the profession. Officers of the Committee shall be the Chair, Treasurer and Secretary.

Section 5. Vacancy. While a vacancy of either the Chairman or Treasurer exists, financial transactions of the ILOTPAC are prohibited. Any vacancy caused by the death, resignation, removal or disqualification of the Chair and/or the Treasurer shall be filled in accordance with the Rules found in Section 100.40 of the State Board of Elections Rules and Regulations.

Section 6. Removal.

- a. Any member of the Committee may be removed by a majority of the ILOTPAC Committee whenever in their judgment the best interests of the ILOTPAC and ILOTA would be served thereby.

- b. If a vacancy occurs as a result of removal, resignation, or for any other reason, a replacement shall be chosen by the ILOTPAC Committee at the earliest possible time and shall serve for the remainder of the term.

Section 7. Resignation. Any Member may resign his/her office at any time by delivering such resignation in writing to the IOPTAC Committee.

Section 8. Special Meeting for Appointment. If, for any reason, the annual meeting of Committee shall not be held at the time appointed by these By-Laws, a special meeting of the Committee shall be called as soon thereafter as may be convenient, but in any event, within 60 days following the date the vacancy occurred. Each Committee Member whose term of office has expired shall continue to act and hold office as such Committee Member until his or her successor is appointed.

Section 9. Notice of Meetings. Notice designating the time of regular and special meetings of the Committee shall be given at least five (5) days before the meeting by mailing, emailing or phone call, but such notice may be waived by any Member. Any business of the Committee may be transacted during the annual business meeting at ILOTA's state conference without such business being specified in said notice. No notice of an adjourned meeting need be given.

Section 10. Meetings. The Committee shall hold its annual meeting immediately before the Association's annual business meeting at ILOTA's state conference, for the purpose of the election of the Chairman, Treasurer and Secretary and for the transaction of any other business which may come before it. No notice of such meeting shall be necessary.

Section 11. Quorum. A majority of the Committee's Members shall constitute a quorum at any meeting of the Committee. A majority of those present may adjourn the meeting from time to time without notice. The act of a majority of the Committee Members present at a meeting at which a quorum is present shall be the act of a Committee.

Section 12. Consent in Lieu of Meeting. Any action required to be taken at a meeting of the Committee, or any other action which may be taken at a meeting of the Committee, may be taken without a meeting if consent in writing, setting for the action so taken, shall be approved by a majority of the Members of the Committee entitled to vote with respect to the subject matter thereof.

Article V

Officers

Section 1. Selection. Members should be selected who are active and experienced in federal/state legislation and political advocacy, with priority given to individuals who participate in ILOTA grassroots activities and ILOTPAC. Every effort shall be made to ensure that the Committee adequately represents the professions and a variety of work settings. The officers of the Committee shall be nominated by the existing Chairman and Treasurer of

ILOTPAC Committee. The Officers may also appoint such other or additional assistant officers as they may from time to time deem advisable. Officers must be members of the ILOTA. No two or more offices may be held by the same person.

Section 2. Chairman. The Chairman shall be the presiding officer of the Committee and shall in general supervise and control all of the business and affairs of the Committee. The Chairman may sign, with the Treasurer, contracts, or other instruments which the Committee has authorized, or where the signing and execution by both is required by the Illinois Campaign Disclosure Act or these By-Laws, and in general shall perform all duties incident to the office Chairman and such laws. The Chairman shall present to ILOTA for payment, invoices covering expenses incurred by the Committee for goods or services for payment through the ILOTA Legislative Defense Fund.

Section 3. Treasurer. The Treasurer of the Committee is responsible for keeping detailed accounts, records, bills and receipts that will verify all information shown on official reports.

The treasurer shall maintain: (1) records that reflect total contributions received and total expenditures made by the political committee, and (2) internal records reflecting the full name, mailing address, date and amount of every donation received and expenditure made by the Committee, regardless of amount.

The only exception is for receipts obtained from a Board-licensed raffle conducted by the committee. For such a raffle only, the Treasurer is not required to maintain records of the name and address of contributors who purchase tickets in amounts totaling \$150 or less. The treasurer must maintain proof of payment (i.e. canceled checks, receipts, vouchers) for all expenditures. The treasurer of the Committee should advise all campaign workers soliciting funds on behalf of the Committee that a detailed record of money collected must be maintained so that accurate reports can be filed. The treasurer must also inform all individuals participating in the fundraising activities of the Committee that (1) anonymous contributions are prohibited, (2) contributions cannot be made in the name of another person, and (3) the use of public funds for political purposes is prohibited. The treasurer should also be aware of possible additional reporting requirements with the Internal Revenue Service.

Section 4. Secretary. Shall keep the minutes for all ILOTPAC Committee meetings. Shall record motions and discussion held during meetings and report on the status of all agenda items. The Secretary shall also preside over meetings in the absence of the Chairperson.

Section 5. Public Member. Any member of the general public that does not have an affiliation with the IOTAC or ILOTA who is representative of the population served by the profession.

Article VI

Contributions, Fund Raising, Expenditures and Deposits

Section 1. Contributions. The ILOTPAC may solicit and collect contributions from members of ILOTA or other individuals as allowed by the State of Illinois, IRS or other state and federal agencies. Contributions to the ILOTPAC will be voluntary.

Section 2. Fund Raising. Fundraising activities will be permitted as long as the purpose of the fundraising is clearly stated prior to and during the activity and is visible on all promotional information. During the course of a campaign, activities may be planned to raise funds for the committee. If the campaign solicits funds through ticket sales, literature, broadcast media, the Internet or other forms of political advertisement, the law requires that the following notice appear: "A copy of our report filed with the State Board of Elections is (or will be) available on the Board's official website (www.elections.il.gov) or for purchase from the State Board of Elections, Springfield, Illinois."

Section 3. Expenditures. Policies and decisions concerning political expenditures or distribution of any contributions shall be the responsibility of the Committee. No expenditure shall be made at a time when there is a vacancy in either the office of the Chair or Treasurer of the Committee. No expenditure can be made without the authorization of the Chairman or Treasurer.

Section 4. Deposits. All contributions to the ILOTPAC shall be held in an account separate from the funds of the ILOTA. All contributions shall be used to carry out the purposes of the ILOTPAC and for no other purpose. Administrative costs incurred by the ILOTPAC shall be paid by ILOTA, subject to the other provisions of these By-laws.

Article VII

Books and Records

Section 1. Annual Audit and Report. There shall be an annual financial audit of the Committee's books and records by an independent accounting firm retained by ILOTA. The ILOTPAC shall adhere to the financial operations practice of ILOTA. An annual report of the activities of the ILOTPAC shall be made to the ILOTA Executive Board and shall be available to the members of the Association.

Section 2. Records. This Committee will provide quarterly reports to ILOTA indicating contributions, expenditures, and any outstanding debts of the Committee. All transactions for the Committee that have an aggregate (cumulative) value in excess of \$150 must be itemized on various schedules provided by the State Board of Elections. The reports will disclose the financial activity of the Committee during a specific reporting period, as required by law. All records related to the financial activity of the Committee will be preserved for not less than two years from the date each of them was recorded.

Article VIII

Dissolution

Section 1. Dissolution.

The Committee may be dissolved by a majority vote of the Committee. The Committee may file a Final Report if it no longer intends to raise or expend funds for political purposes. The Committee must have a zero (\$0) ending cash balance and must have disposed of all assets in order to file a Final Report. After the Committee has paid its outstanding bills or fines and disposed of any physical assets, the law provides three methods of disposing of remaining funds: (1) return funds to contributors in an amount not to exceed their contribution(s), (2) transfer funds to another political committee, or (3) donate funds to a charitable organization of the Committee's choice. Please remember that this section can be amended at a later date, so you are not "locked in" to the choice listed when the D-1 is first filled out.

Article IX

Indemnification

Section 1. Indemnification. ILOTA (this would required separate action by the Board of Directors of ILOTA) shall indemnify and hold harmless each Committee Member against any and all expenses and judgments, including attorneys' fees and court costs, actually and necessarily incurred by such director or officer in connection with the defense of any action, suit or proceeding to which he/she is made part by reason of his/her being or having been a Committee Member, except in relation to matters to which he/she shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of his/her duties as Chairman or Treasurer. Indemnification shall include reimbursement of amounts paid in settlement and expenses actually and necessarily incurred by such director or officer in connection therewith, but such indemnification shall be provided only if ILOTA is advised by its counsel that, in his/her opinion, (a) such settlement is in the best interest of ILOTA, and (b) the Committee Member to be indemnificatied has not been guilty of willful misconduct in respect of any matter covered by such settlement.

ARTICLE X

Contracts, Loans, Checks, and Deposits

SECTION 1. CONTRACTS. Only ILOTA can authorize the Chairman of the Committee to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Committee and such authority may be general or confined to specific instances. ILOTPAC may not authorize any office or officers, agent or agents, to enter into any contract or execute and deliver any instrument on behalf of the ILOTA in the amount of Five Hundred Dollars (\$500.00) or more, without the consent or approval by a majority of the Board of Directors of ILOTA.

SECTION 2. LOANS. No loans shall be contracted on behalf of the Committee.

SECTION 3. CHECKS, DRAFTS, ETC. The Chairman or the Treasurer is authorized to request that ILOTA pay invoices for goods and services rendered to the Committee.

SECTION 4. DEPOSITS. All funds of the Committee not otherwise employed shall be deposited from time to time to the credit of the Committee in such banks, trust companies or other depositories as the ILOTA Board of Directors may select.

ARTICLE XI

SECTION 1. BOOKS AND RECORDS. The Committee shall keep correct and complete books and records of account and shall also keep minutes of its proceedings, and shall keep at the registered or principal office a record giving the names and addresses of the contributors as required by law. All books and records of the Committee may be inspected by any member of the Board of Directors of ILOTA, or an agent or attorney of such member for any proper purpose at any reasonable time.

ARTICLE XII

SECTION 1. FISCAL YEAR. The fiscal year of the Committee shall be the calendar year.

ARTICLE XIII

SECTION 1. WAIVER OF NOTICE. Whenever any notice is required to be given under the provision of these By-Laws or under the provision of the Campaign Disclosure Act or the State board of Elections, waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance of any person at a meeting of which any notice whatever is required to be given under the provisions of these By-Laws or the Statutes of the State of Illinois shall constitute a waiver of notice of such meeting, except when the person attends for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE XIV

SECTION 1. AMENDMENTS. Upon appropriate notice, these By-Laws may be altered, amended, or repealed and new By-Laws may be adopted at any meeting (annual or special) of the Committee, at which a quorum is present, by a majority vote of the Members present or represented by proxy at the meeting.

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