

ILLINOIS OCCUPATIONAL THERAPY ANNUAL REPORT

Fiscal Year 2015-2016

Respectfully Submitted by the ILOTA Executive Committee

Illinois Occupational Therapy Association, PO Box 4520, Lisle, IL 60532

Board Position: President**Report Date: October 30, 2016****CURRENT BOARD MEMBERS AND THEIR ROLES:**

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

MEETINGS:

- August 16, 2015 - Met with Maureen Mulhall to discuss her contract and updating it. Followed up with her in December 2015 and signed new contract.
- August 2015 - Met with UIC Students to talk about ILOTA membership benefits
- November 18, 2015 - Met with Bryan Carlson at the Representative Zalewski fundraiser.
- Participated in phone calls for CCBHC application grants as representative for Illinois (October, 26, December 9th).
- November 7, 2015 - Moderated the ILOTA Conference business meeting
- November 2015 - Completed two roundtable discussions regarding the revision of the ILOTA Vision
- December 18, 2015 - Met with Jenny Dang to complete her Annual Review
- January 11, 2016 – Met with Marvin Lindsey, CEO of Community Behavioral Healthcare Association, John Mayes from Trilogy and Jamie Rotter MOT, OTR/L of Trilogy to discuss the role of OT in the CCBHC and inclusion of OT services in the demonstration grant proposal.
- February 3, 2016 – Phone conversation with Lora Thomas who is serving as the Trainer for the Certified Community Behavioral Health Demonstration (CCBHC) application grant to discuss a role for occupational therapy in the CCBHCs.
- January 27, 2016 - Met with Lisa Iffland, Secretary for ILOTA to discuss goals for 2016.
- January 28, 2016 – Met with Janet Adcox, Director of Finance for ILOTA to discuss her goals for 2016.
- February 3, 2016 – Met with Brooke Dudley, Director of Communication for ILOTA to discuss her goals for 2016.
- February 10, 2016 – Met with Robin Jones, Director of Advocacy for ILOTA to discuss her goals for 2016.
- March 3, 2016 - Spoke to the students at Governor's State University about ILOTA and membership.
- March 12, 2016 – Held a full board retreat (see below) at NIU conference center in Lisle to complete the mission and vision for ILOTA.
- April 5, 2016 – Met with AOTA leadership and Illinois program directors to identify a process to call attention to the budget crisis impact on occupational therapy in Illinois.
- April 5 – April 6, 2016 – Jenny Dang and I attended the Affiliated State Presidents (ASAP) meeting prior to the AOTA conference in Chicago.

- April 7, 2016 – Spoke in the Opening Ceremonies for ILOTA welcoming the conference to Chicago.
- April 8, 2016 – Attended the AOTA state regulatory forum to learn about the latest concerns, issues and successes related to state licensure.
- May 5, 2016 – Attended a day long Leadership Conference offered by the Wisconsin Alumni Association.
- Bi-weekly meetings with the State CCBHC work group. For this quarter dates included June 6 & 20, July 5 & 18, August 15 & 29.
- June 20, 2016 – I attended the open house for the new OTA program at Fox College. Program director is Beth Sullivan.
- July 6, 2016 – Presented to the RIC Practice Counsel. Topic was finding and articulating the Why in Occupational Therapy.
- August 18, 2016 – Presented on ILOTA at UIC orientation to the incoming class.
- August 31 and Sept. 7, 2016 – Call with Debbie Morey to discuss her new role as Director of Membership.
- Sept. 14, 2016 – Call with Jenny Dang and Brianna Bonner to review Brianna's new role as Website Coordinator.

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

Executive Director Report:

- August through November Jenny's time was largely spent on conference related tasks for the 2015 conference.
- Negotiated contracts with two new CE provider partners
- Renewed partnership with Education Resources Inc.
- Researched, selected and launched digital communicate software. Uploaded five years of Communicate issues.
- Created survey monkey survey for inactive members. Reviewed and reported results to Director of Membership.
- Created and distributed conference survey. Compiled and reported results to executive board and conference chair.
- Held a conference call with two new continuing education co-chairs to develop an action plan for 2016 continuing education offerings.
- Scheduled and successfully held a PAM's course in Galesburg IL. The course was full with a waitlist!
- Located another host site for ILOTA courses – Vital Rehab in Chicago.
- Researched and selected new membership card stationary
- Mailed out over 300 letters to inactive members with the new membership application. Included the link to the inactive member survey.
- Updated Call for Papers online form
- Communicated the call for presentations through memberclicks, facebook and email.
- Updated vendor registration form
- Worked with Anne on the Vendor/Exhibitor options flyer and the call for papers handout

- Prepared for and attended AOTA conference, organized and manned the ILOTA Booth in the exhibit hall, networked with other organizations.
- Created ILOTA's first ever promotional banner.
- Worked with the Archives committee on to produce a tri-fold 2x6 foot archives display.
- Attended the two day ASAP meeting at the 2016 AOTA conference in April
- Recruited four organizations to attend a resume writing and interview workshop at Midwestern with me for the OT students. Sponsored by their SOTA.
- Designed the save the date card and then secured three sponsors to help offset the costs
- Finalized the AOTF scholarship fund contract and sent for signature.
- Updated the ILOTA membership forms with a "round up" function that can be turned on when we are ready.
- Communicating with multiple individuals on CE courses for ILOTA. Working to finalize dates and locations.
- Assisted in getting the new social chair trained and functional on her duties for ILOTA.
- Reserved the Hull House for the ILOTA celebration of occupational therapy centennial year.
- 2016 Conference vendor and sponsor solicitation
- 2016 Save the date card graphics and mailing for the 2016 conference
- ILOTA CE course scheduling
- 2016 conference planning including conference brochure, online updates etc
- 2017 Centennial Celebration planning including committee organized and first meeting held.

In addition to the above items there are the general office duties which generally include responding to e-mail, membership support, membership cards, processing mail, paying bills, updating address in membership database, answering the phone, finding resources for members, website updates and maintenance, processed advertising orders, followed up with CE approval request sponsors and much more. Additionally, Jenny worked with the attorney on three contracts and secured the 2017 conference site.

Bylaws:

Moira and her committee worked on the first revision of the bylaws. After review and feedback from the executive board they were revised to the second draft. That draft was submitted to Jack Darnell, lawyer for ILOTA, for review. Jack returned those in December with a list of suggested revisions. Suggested revisions include wording and formatting. The new format is reflective of the bylaws completed by the PAC earlier this year. In May Moira submitted the second version of the bylaws that incorporated the suggested changes by Jack Darnell. In July the Executive Board did a thorough review of the second version of the bylaws. The board had several suggestions. Some were wording changes and several were suggestions for clarity in certain areas. One major change was a change to the voting process. This change will allow ILOTA to run electronic voting for all organizational votes, not just elections. Moira and her committee have completed the final draft which will be presented to the membership for a face-to-face vote at the conference business meeting. This version is attached here for review prior to the meeting.

Representative Assembly:

Rachel Dargatz chose not to run for a second term for AOTA Representative Assembly. This information came to me after the AOTA ballot was completed so Illinois did not have someone on the ballot. After the election I identified two potential candidates and supplied their information to AOTA who followed up and identified a new representative. As of July 1, Misty Ayers-Cumbow is Illinois' RA representative. She attended the August meeting where she was introduced to the full board. Misty earned her Master of Occupational Therapy degree from Midwestern University in 2009. Misty has experience working in schools, pediatrics and acute care. Misty has spent several years working in therapeutic day schools and has an interest in self-regulation and mental health, particularly in the school environment. Misty lives in Batavia with her husband and son. She enjoys traveling, reading and running. She attends a gaming convention with her family every year, and likes to incorporate new games into therapy.

President

In November I attended a fundraising event for Representative Zalewski with Bryan Carleson from the ILOTPAC. We discussed creating a plan for the PAC going forward in which we identify several people we want to support. I later met with Robin and Alex to begin this process. Robin and Alex met with Gail Fisher and discussed ideas and the process for identifying and setting PAC goals. See Director of Advocacy report for details.

At the August meeting the board voted to change Jenny's title to Executive Director. In response to that change I changed Jenny's review to reflect her new title and the tasks that she completes in her role. Jenny received a promotional and merit raise, 250 dollars in continuing education money and 6 paid holidays.

During December I worked with Maureen and the board to review and update her contract. That contract was sent to Jack Darnell who reviewed it and provided some feedback. The contract has been signed. We will be increased Maureen's fee to 1000 dollars a month. She will be responsible to provide the board with a list of her contacts she makes on behalf of ILOTA on a quarterly basis.

On February 1st I met with IPTA's Mike Riley and Colleen Flannery, ISHAs Tom Parton and Kim Peppler and Robin Jones for the Professional Alliance meeting. We reviewed the reports from the multidisciplinary meetings and identified a plan to have the HFS committee work on identifying providing more detailed information related to the list of issues they identified, such as the specific problem, why it is a problem (information that indicates the impact on the profession and those we serve) and suggested solutions. That document was completed and reviewed at a follow-up meeting. At that time the Professional Alliance group decided not to pursue any other initiatives this year. We agreed that we could connect should there be any reason to do so. I have been in touch with IPTA twice during the remainder of the year, both around the Athletic Trainers bill to update their practice act. During those interactions it was agreed that we shared common concerns regarding this bill and ILOTA agreed to support PT's response to the legislation by the AT. No further meetings were planned for the year.

In July I met with the RIC practice counsel and presented information about ILOTA, our new mission, vision and strategic goals and then a short talk on marketing what we do. I used a TED talk by Simon Sinek on the power of Why. We had a good discussion about flipping our explanation from starting with what and how we do OT to starting with the *why* we do OT.

CE Opportunities: ILOTA held two continuing education courses this fiscal year and we already have seven planned for the next fiscal year. We have increased the partners who have agreed to honor our CE voucher to three. We have had some preliminary discussions the Co-Presidents of WOTA. They have reached out to us to consider some joint activities and to set up advertising reciprocity for CE events. We are talking about this as a possible way to broaden the quality CE opportunities for our members. We are also considering the NBCOT CE program - though we have reservations regarding this program and are talking about some ways to include the option but with some restrictions. NBCOT is not included “officially” as an acceptable source for CEs in the Illinois Practice Act at this time – though it is not explicitly excluded either.

ILOTA Vision and Mission Retreat: On March 11, 2016 the executive board, the conference chairs and several invited guests came together for an all-day retreat. The goal of the retreat was to create a new vision and mission, to redefine our values and to identify some core focus areas for the next 3-year strategic plan to begin in 2017. During the 2015 conference in St. Charles the Director of Membership and I run three roundtables with members where we asked the group to discuss three questions related to mission and vision: What is the outcome of the work that ILOTA does? What is the unique twist that ILOTA brings to this outcome? And Describe ILOTA in three years. These questions were also sent to the full board as a survey and I held conference calls with every executive board member and the executive director to talk about the questions. The responses were compiled and presented during the retreat as a resource. We met at the NIU conference center in Naperville where we enjoyed a catered breakfast and lunch. I structured the day with a series of activities meant to guide us through the process of identifying a new vision, core values, a mission and the focus areas for the new strategic plan. After 8 hours of work with few breaks we were able to complete this process. Attached you will find the new vision, mission, core values and focus areas for the 2017-20 strategic plan. We ended the day with a wine and cheese reception where we presented each participant with a hoodie sweatshirt with ILOTA and the 3E logo on it.

The 2016 Chicago local conference committee: A big thankyou to the AOTA local conference committee. They did a great job. Committee members included LCC Chair Peggy Nelson as well as Kylene Canham, Carolyn Porter, Molly Bathje and Leslie Jackson. Illinois was well represented among the volunteers. We received a 10,000 dollar check from AOTA as part of the benefit of being the host state. We used some of that money to create the ILOTA booth. We have committed half to the endowed scholarship fund through AOTF. A big congrats to Carolyn Porter (conference committee member) who delivered her baby May 5, 2016.

AOTA Conference: ILOTA had a good conference experience. I delivered the presidents welcome at the opening ceremonies – go Harry Carey! The ILOTA booth was a big success with the backdrop of Hull House. I have since heard from several members of the ASAP including the president of OTAC stating they loved our booth. At one point there was a line of people to get their pictures taken in front of the Hull House poster. Jenny Dang joined me at the ASAP meeting this year. The meeting was chaired by Peggy Nelson, former ILOTA president. The focus was on non-profit leadership. One of the many presentations was from Memberclicks on growing membership. The

presentation offered the idea that rather than looking at what we do in our membership advertisement we need to focus on our “why.” See TED talk on how great leaders inspire action by Simon Sinek – https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action?language=en#t-4884. During the meeting Jenny was able to connect with the representative from Memberclicks to discuss some of our goals as an organization and as a result they will be following up with us. I was asked to talk about our process for updating the ILOTA vision and mission to the group as part of a discussion on strategic planning.

CCHBC Initiative: I have been working with AOTA on the Certified Community Behavioral Health Centers (CCHBC) initiative. Illinois was one of 24 states to receive an application grant to apply for the demonstration money for the CCBHC grant. I am serving as the point person for Illinois. In that capacity I have been listening in on the AOTA conference calls, SAMHSA conference calls on the Prospective Payment System (PPS), have received the information from AOTA and have a met with Marvin Lindsey, CEO of a trade association in Chicago to ask him to bring up OT at the Illinois Workgroups as a required profession. With Marvin’s help I was able to get a meeting with Lora Thomas who is working with Director Diana Knaebe on February 3. Lora added my name to the list of people interested in participating in the CCBHC workgroups in the state of Illinois. She states that getting OT funded under the prospective payment system for the CCHBC will not be an issue so it is a matter of defining the role within the structure of the CCHBC. She also sees a role for OT in her capacity as trainer for the state. We will continue to be in touch. AOTA has sent her an invitation to the conference as a VIP. AOTA has provided the CCBHC ambassadors with a powerpoint and resources supporting the distinct contribution of OT to community mental health. In addition the AOTA MHSIS has compiled evidence to support OT. In addition there is a UIC student research group that has decided to work on developing a systematic review looking at the evidence for the role of occupation in recovery. Throughout the spring and summer I attended biweekly meetings and have had a hand in creating some of the expectations and evaluative process for choosing the Illinois CCBHC sites. One challenge that arose during thie process was the difficulty in combining the CCBHC PPS with the state Medicaid managed care payment system. As a result any CCBHC in Illinois would be located in areas that are not covered by managed care. This has severely limited the options in the state – to largely rural areas that do not serve the people the CCBHC was originally intended to serve. The state has reconsidering their involvement in this demonstration program and chosen to terminate the process. They will apply the work that all the workgroups did in their system transformation – referred to as the 1115 waiver. I will be monitoring the progress of the 1115 waiver and will work to continue to advocate for OT services in the Department of Health and Human Services.

Strategic Plan for 2017-2020: The executive board has completed the new three-year strategic plan for 2017 - 2020. This plan reflects the new vision and mission as well as the new AOTA 2025 vision statement. We have identified some questions that have guided our planning process. Those questions include: What can we bring to our members that will support their continued growth? How can we provide resources to our more passive members? What can ILOTA do to excite membership to join our mission such as helping each SIS groups develop a community of practice? What can we do to bring OT education to the community around us? The new strategic plan is attached.

Positions filled: ILOTA has filled three important positions this last quarter.

- Debra Morey has agreed to take the Director of Membership position on the executive board. She will be oriented today and will begin her duties this next quarter.

- Misty Ayers-Cumbow has accepted the role of RA Representative for AOTA on behalf of Illinois.
- Elizabeth Wittbrodt took on a position on the OT regulatory board for Illinois – replacing Marla Robinson who has moved on to a position on the Board of Directors at AOTA.

Brooke Dudley has resigned from her position as Director of Communication. This position was up for election this quarter, along with secretary. Unfortunately we did not find anyone interested in running for either position so we were unable to run an election. We will be working to appoint people to these roles. In the meantime, Lisa Iffland has agreed to remain in the secretary position until we are able to find a candidate to take that role. Please pass on names or let me know if anyone reading this would be interested in serving on the executive board in one of these positions. We also need someone who would be willing to serve in a position dedicated to running the board elections and someone excited to take on the Emerging Leaders program for Illinois.

Ethics Course: The on-line ethics program is almost ready for launch. We are currently adding subtitles. Once that is complete we will launch on the website. I am interested in establishing an ethics curriculum given this requirement will be applied to every renewal. I think we could create a program that would increase the depth related to ethical issues. This could be presented through a variety of platforms. I am looking for someone to take on this curriculum challenge for the next strategic plan.

Emerging Leaders Program: We are beginning the final process for launching the Emerging Leaders program. We will be kick off the program with a leadership presentation by expert Sarah Young from Zing Collaborative and provide an introduction to the program and process. Attached you will find the timeline and overview of the program.

Centennial Year Celebration: We have currently identified one celebratory activity for the Centennial Celebration. We will be hosting an event at Hull House in April 22, 2017. There is a committee working with Jenny to plan the day-long event. The committee is currently considering an open house event with historical displays, presentations and possibly period dress. The committee members include Monika Robinson, Kathy Preissner, Ashley Stoffel, Caryn Masterson and Jennifer Dang. We are also discussing other activities that will allow for participation throughout the state.

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

BYLAWS (Draft for approval)
of the
ILLINOIS OCCUPATIONAL THERAPY ASSOCIATION

ARTICLE I - NAME

- Section 1. The name of the organization shall be the Illinois Occupational Therapy Association, hereinafter referred to as ILOTA.
- Section 2. It shall be affiliated with the American Occupational Therapy Association, Inc., hereinafter referred to as AOTA. Its bylaws shall not be contrary to, nor inconsistent with bylaws of the AOTA.
- Section 3. There shall be an official publication.

ARTICLE II - OBJECT AND PURPOSE, NONINUREMENT

- Section 1. **The object and purpose of ILOTA shall be as follows:**
- A. Improve and advance the practice of Occupational Therapy; to promote breadth and quality of services that adequately and appropriately meet the occupation performance needs of the individuals it serves, while promoting highest quality of life.
 - B. Improve and advance the education and qualification of the occupational therapist and the occupational therapy assistant.
 - C. Promote establishment of standards of performance in cooperation with the AOTA.
 - D. Foster research and study of occupational therapy.
 - E. Engage in other activities to further the dissemination of knowledge of the practice of occupational therapy.

ARTICLE III - MEMBERS

- Section 1. **Membership classifications and qualifications:** The Membership of ILOTA shall be divided into five classes:
- A. Occupational Therapist (OT).
 - B. Occupational Therapy Assistant (OTA).
 - C. Honorary Life – a life membership which is conferred upon those who performed distinguished service in the field of occupational therapy, to be determined by the Executive Committee.
 - D. Student occupational therapy practitioner – membership for those enrolled in an accredited entry-level occupational therapy curriculum.
 - E. Corporate – organization who is interested in promoting occupational therapy in Illinois, but is not eligible for membership in other categories.
- Section 2. **Rights and Privileges of Members**
- A. Occupational Therapists (OT) – entitled to all rights and privileges of ILOTA, including voting in state affairs, holding any office and serving on committees in any capacity, subject to qualifications of the office or committee. Receives the newsletter and routine ILOTA updates, and may attend and participate in all regular and special meetings of ILOTA.

- B. Occupational Therapy Assistant (OTA) - entitled to all rights and privileges of ILOTA, including voting in state affairs, holding any office and serving on committees in any capacity, subject to qualifications of the office or committee. Receives the newsletter and routine ILOTA updates, and may attend and participate in all regular and special meetings of ILOTA.
- C. Honorary Life – shall have all the rights and privileges of the membership category for which she/he is qualified and shall pay no dues.
- D. Student occupational therapy practitioner– may vote in state affairs, receive the newsletter and routine ILOTA updates, and attend and participate in all regular and special meetings of ILOTA, may serve on committees, but shall not hold elected office nor serve as any committee chair.
- E. Corporate – Receives newsletters of ILOTA, may attend and participate in all regular and special meetings of ILOTA.

- Section 3. **Clarification of Membership Voting Privileges:** Before ILOTA voting membership is granted, OT and OTA applicants must show proof of Illinois licensure. Student applicants must show proof of enrollment in an occupational therapy educational curriculum (i.e., program director's signature). A membership committee shall investigate and determine the eligibility and membership classification of all members.
- Section 4. **Good Standing:** A member is in good standing provided she/he has paid current annual ILOTA dues in the category for which she/he qualifies. Elected officers and all board positions that serve as liaison positions to AOTA must also be members in good standing of AOTA.
- Section 5. The state election area from which representatives to the Representative Assembly of AOTA are elected is the boundary of the State of Illinois.
- Section 6. The number of Representatives to the AOTA Representative Assembly shall be determined by proportional representation as outlined in AOTA bylaws, Article VI.
- Section 7. Qualifications of Representatives: Refer to AOTA bylaws, Article IX.
- Section 8. Expenses of Representatives: The representative (s) may be reimbursed by ILOTA for expenses incurred in performing duties. Reimbursement will be considered upon evaluation of budgetary allowance. An expense report is required for reimbursement.

ARTICLE IV – MEETINGS OF MEMBERS

- Section 1. ILOTA shall hold at least one membership meeting per year at which ILOTA organizational business shall be conducted.
- Section 2. Special meetings may be called by the President or by three members of the ILOTA Board. The call for special meetings must state business to be transacted, and no other business may be transacted that is not stated in the call.
- Section 3. 5% of members in good standing shall constitute a quorum for transacting business at a meeting of the general membership.
- Section 4. Except as otherwise provided, all meeting of ILOTA and the ILOTA Board shall be governed by Parliamentary rules and procedures stipulated in the current edition of ROBERT'S RULES OF ORDER, REVISED.

Section 5. Voting

- A. Mail, electronic, or telephonic transmission may be used by OT, OTA, and student members for voting.
- B. At any annual or special meeting of the members, there shall be no voting by proxy.
- C. The Board in conformance with the law applicable to non-profit corporations shall determine the process for counting and recording the vote except as otherwise provided in Article VIII of these Bylaws.
- D. Any action that may be taken at any annual, special, or regular meeting of the members may be taken without a meeting by ballot. Elections by ballots shall be conducted by ballot in accordance with Article VI.
- E. An action is approved by the membership if the votes cast favoring the action exceed the votes cast opposing the action, unless the Bylaws requires a greater or lesser number of affirmative votes for the specific matter that is the subject of the vote.
- F. Results will be published after they are tallied by the Secretary.

ARTICLE V - ILOTA BOARD

Section 1. **Name:** The executive body of ILOTA shall be called the ILOTA Board.

Section 2. **Members:** The ILOTA Board shall consist of the following members: The Executive Committee, the Board of Directors, and non-voting committees/positions.

Section 3. **Executive Committee:** The Executive Committee of the ILOTA Board shall be the President, Director of Membership, Director of Communication, Director of Advocacy, Director of Finance, Secretary, President-Elect, and Director of Finance-Elect and shall serve in such capacity. President-Elect and Director of Finance-Elect will be participating, but non-voting members.

A. **Duties:** In addition to the rights and duties provided elsewhere in these bylaws, or as custom Parliamentary usage may require, the officers have the rights and duties respectively assigned to them in succeeding sections of this Article.

1. Each officer except President-Elect and Director of Finance-Elect serves as a voting member of the ILOTA Board.
2. The executive board manages the affairs of ILOTA within policies established by the membership and creates and dissolves Standing and Special Committees, Secures qualified advisors in various fields in assisting ILOTA as needed.
3. All executive officers shall follow all Standard Operating Procedures of specific office.
4. In order to be eligible for an executive office, a person must fulfill the criteria in Article III, Section I, be a member in good standing of ILOTA, a member in good standing of AOTA and shall have consented to serve.

B. **President:**

1. The President should be the chief executive officer of ILOTA.
2. She/he shall preside at all meetings of ILOTA and the ILOTA Board
3. The President shall be an ex-officio member of all committees except the Nomination Committee.
4. She/he shall have the power to sign all written obligations of ILOTA.
5. She/he shall have the general powers of supervision and active management of employees of ILOTA.
6. She/he shall present an annual report of ILOTA at the Annual Meeting and it shall be made available to the membership.

7. She/he shall, when requested, furnish credentials for the Representative to AOTA if no representation is possible. She/he shall submit an annual report to AOTA each year on the date specified by the Representative Assembly. Attendance at the AOTA Committee of State Association Presidents is highly recommended.
8. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Bylaws Chair.

C. President-Elect:

1. The President-Elect shall prepare for all duties of the President and shall be an ex-officio member of all committees including the executive committee, except Nomination.
2. The President-Elect shall serve on the ILOTA Board without vote.
3. She/he shall follow all Standard Operating Procedures of the President.

D. Director of Advocacy:

1. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Chairs for Public Policy and Reimbursement.
2. In the event the President is unable to preside at a meeting, the Director of Advocacy will preside in her/his place.
3. She/he shall present an annual report of ILOTA at the annual meeting.
4. The Director of Advocacy shall be the liaison with IOTPAAC.
5. She/he shall coordinate efforts regarding licensure, reimbursement and sunset of the OT Practice Act.

E. Secretary:

1. The Secretary shall see that the minutes are recorded and distributed as appropriate.
2. She/he shall keep all records of ILOTA.
3. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing archives chair and recruitment coordinator.
4. She/he shall present an annual report of ILOTA at the annual meeting.

F. Director of Finance:

1. Director of Finance shall be responsible for the conduct of the financial affairs of ILOTA and oversee collection of monies paid into or belonging to ILOTA.
2. She/he shall approve budgets of the Executive Committee officers, Directors, and non-voting positions. The budget shall be approved by the ILOTA Board
3. All individuals handling money or checks or having check signing privileges shall be bonded at the expense of the organization.
4. She/he shall coordinate preparation of all necessary tax reporting forms (i.e. state, federal, and payroll).
5. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the CE approval chair, CE coordinator and Conference Coordinator.

G. Director of Finance-Elect:

1. The Director of Finance-Elect shall prepare for all duties of the Director of Finance.
2. She/he shall serve on the ILOTA Board without a vote.
3. She/he shall follow all Standard Operating Procedures of the Director of Finance.

H. Director of Membership:

1. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Chairs for Retention, Nomination, Awards, Networking and Professional Development.
2. She/he shall present an annual report of ILOTA at the annual meeting.

3. The Director of Membership is responsible for organizing the yearly new member drive.

I. Director of Communication:

1. She/he shall be responsible for appointing, with the approval of the Executive Committee, and overseeing the Chairs for Website, Newsletter, and Social Media.
2. She/he shall present an annual report of ILOTA at the annual meeting.

Section 4. **Voting Members of the Full Board** - The Chairperson of the following Committees shall be a voting member of the board:

- A. The Chair of each committee shall appoint his/her own committee members.
- B. Each Chair shall submit a report for discussion at meetings of the ILOTA Board
- C. Each Standing Committee shall have a standard operating procedure which specifies its responsibilities and functions which shall have been approved by the ILOTA Board.
 1. Public Policy
 2. Continuing Education Approval
 3. Continuing Education Coordinator
 4. Conference Coordinator
 5. Website
 6. Newsletter
 7. Social media
 8. Reimbursement
 9. Retention
 10. Recruitment
 11. Networking
 12. Professional Development

Section 5. **Non-Voting Members of Full Board:** The Chairperson of the following Committees shall be a non-voting member of the board:

- A. The Chair of each committee shall appoint his/her own committee members.
- B. Each Chair shall submit a report for discussion at meetings of the ILOTA Board.
- C. Each Standing Committee shall have a standard operating procedure which specifies its responsibilities and functions which shall have been approved by the ILOTA Board.
 1. Bylaws
 2. Archives
 3. Awards
 4. Nominations
 5. Special Interest Section Chairs/Liaisons

Section 6. **Special Committees (Ad-Hoc Committees)**

- A. Special Committees are approved by the Executive Committee. Such committees shall be responsible to report to the President or designated person at regular intervals, and to submit a written report to the ILOTA Board, but may be asked to attend as well.

Section 7. **Term of Office:**

- A. All Executive Committee officers assume office at the beginning of the fiscal year, September 1.
- B. All Executive Committee officers shall serve for two years or until a successor has been elected.
- C. The President-Elect shall serve for one year and shall assume the office of President on September 1.

- D. The Director of Finance-Elect shall serve for one year and shall assume the office of Director of Finance on September 1.
- E. No officer shall be eligible to serve more than two terms consecutively in the same office.
- F. The term of office shall be two years commencing with the fiscal year following the election. No member may serve on the ILOTA Board in the same capacity more than two successive terms except by a vote of the Executive Committee. No member may hold more than one voting position at a time.
- G. An officer who has served more than one-half a term of office shall be considered to have served a full term.

Section 8. **Vacancies in Office:** In the event of a vacancy in an office or in the ILOTA Board, the President, with the consent of the Executive Committee, shall appoint a replacement to complete the term of office. In the case of a vacancy in the office of President, the Director of Advocacy shall automatically assume the incumbent position and serve out the remainder of that term of office except in cases where a President-Elect is in office. If the positions of President-Elect or Director of Finance-Elect become vacant before they assumes office, a special election following established nomination and election procedures will be held.

Section 9. **Removal, Censure, Appeal:** A executive committee, full board member or chairperson may be removed or censured for incapacitating illness or circumstances, misconduct, or neglect of duty. The removal, censure, and appeal processes shall be governed by provisions set forth in the Board Manual. Adoption of a motion to remove shall require concurrence of two-thirds of the ILOTA Board members.

Section 10. **Meetings:** Regular meetings of the ILOTA Board shall be held at such time and place as the President shall direct with a minimum of four meetings each fiscal year. Fifty percent of the voting members shall constitute a quorum. Minutes of the meetings shall be made public.

ARTICLE VI – NOMINATIONS AND ELECTIONS

- Section 1. **Duties of the Nominating Committee:**
- A. The Nominating Committee will be chaired by the Nomination Chair.
 - B. The Nominating Committee shall present a slate of qualified candidates for elected offices two months before each election and shall have the slate published. Any member who wishes to add a qualified name to the slate shall present a petition with at least 15 members' signatures to the chair of the Nominating Committee during the two weeks following the original presentation of the slate.
 - C. No member's name may be put on the ballot without his/her prior consent.
 - D. All officer ballots must allow for write in candidates.
 - E. The Nominating Committee shall make its report at the appropriate Board meeting.

- Section 2. **Results of Balloting:**
- A. Election of officers shall be by mail, electronic or telephonic ballot, to be returned to the Nominating Chair via the ILOTA Office. Election to office will be determined by plurality of ballots returned. In the event of a tie, election shall be determined by a second mail, electronic or telephonic ballot to members of the ILOTA Board and by plurality of those ballots returned. Results will be published after they are tallied by the Nominating Chair.

ARTICLE VII - DUES AND ASSESSMENTS

- Section 1. The dues shall be fixed annually upon the recommendation of the Director of Finance and approved by the ILOTA Executive Committee.
- Section 2. Written notice of annual dues shall be sent by the Director of Membership. The fiscal year of the ILOTA shall be from September 1 through August 31.
- Section 3. Any member whose dues are not paid on or within 3 months of their yearly expiration date shall be considered in arrears and shall be automatically dropped from membership in ILOTA.
- Section 4. In case of fiscal emergency, assessments shall be recommended by the Executive Committee and presented to the membership for ratification.

ARTICLE VIII - AMENDMENTS

- Section 1. This document may be amended by any meeting of the General Membership, regular or special by a two thirds (2/3) vote of the ballots cast, entitled to vote, as follows:
- A. A copy of the proposed amendment shall be sent to the By-Laws Chair at least three months in advance of the meeting/special meeting.
 - B. After editing and/or correlating the proposed amendments, the Bylaws committee shall send a copy of the proposed amendments to President of ILOTA within two months of the meeting/special meeting.
 - C. Voting may take place in person or by electronic methods as defined by Article V Section 10. Only one method will be allowed for each vote.
- Section 2. The President of ILOTA shall send a copy of the proposed amendments to each member, within 1 month of the meeting/special meeting.
- Section 3. Any proposed amendment shall be signed by:
- a. Two (2) Committee Chairs
 - b. Two (2) Executive Officers
 - c. Three (3) Members at Large
 - d. Two (2) Members of the Bylaws Committee



ILOTA Emerging Leaders Development Program

ILOTA's Emerging Leaders Development Program gives students and new practitioners the tools and training to become strong leaders within occupational therapy to help the profession achieve the goals of the Centennial Vision. Selected participants will receive leadership training, ongoing mentorship, and participation in current service opportunities that match each participant's own leadership goals.

The development of strong leaders within the profession of occupational therapy is essential to achieving the goals of AOTA's Centennial Vision. The Emerging Leaders Development Program recognizes and invests in students and practitioners who have demonstrated dedication and commitment, through service to the profession, at the start of their career. The program provides selected candidates with leadership training and ongoing mentorship while addressing volunteer service needs within ILOTA.

Once candidates are chosen, they receive formal face-to-face training focusing on leadership development and other components of the program. Following training, candidates are paired with a mentor, who currently holds a leadership position within the Association, and they participate in service learning activities over a one-year period which directly supports ILOTA's Strategic Priorities. Although candidates will develop leadership skills that could transfer into practice, the goal of this program is to provide leadership training through engagement in Association activities. The program is not designed to provide clinical mentoring. Emerging leader participants are expected to share their experiences through ILOTA publications or formal and informal presentations as well as completion of periodic feedback surveys.

Who Should Apply?

Applicants may be occupational therapy or occupational therapy assistant students in the last year of professional preparation, or practitioners within the state of Illinois. Applicants must also be members in good standing of ILOTA and AOTA at the time of application and for the duration of the program.

This program is designed for individuals who desire to stay actively involved in ILOTA leadership and volunteer opportunities. It is the program's goal that the leadership training and experience provided shall inspire individuals to continue service within ILOTA throughout their careers. Candidates must be able to commit to the following:

- Attendance at a one day ILOTA Emerging Leader Orientation Program
- Participation in formal mentorship for a period of 12 months
- Completion of service learning activities determined in collaboration with an assigned mentor
- Expectation of leadership service within ILOTA after the program has concluded

Application Process

Applicants must submit:

1. A personal letter of interest (no more than 3 pages, double-spaced, 12 point font) which describes **why you see yourself as an emerging leader** and addresses the following:

- Explanation of what you hope to accomplish in your career and professional life, listing any personal and professional goals as they relate to leadership development.
- Description of how you learned about the Emerging Leaders Development Program, and how your participation will support growth in your current role, assist in achieving your goals, and promote your leadership development. Specifically describe how participation in this program will enable you to develop a trajectory toward leadership within ILOTA.
- Description of your leadership philosophy that includes examples of past and current leadership experiences in which you demonstrated effective leadership. Please include details describing how you were able to successfully lead others citing any challenges and achievements that may have occurred.
- Explanation of how you will benefit from a structured mentoring relationship that includes experiences embedded within the governance and organizational structure of ILOTA, as well as what you can offer to a mentoring partnership. Refer to the ILOTA Strategic Goals, and identify which priorities are of interest to focus your leadership



activities. Although ILOTA cannot guarantee that each candidate will be paired with a mentor who shares the same activity interests, we strive to do so within the parameters of the pool of available mentors.

2. A reference letter from someone who has first-hand knowledge of your leadership ability.

- The reference letter should provide a strong recommendation, as it accounts for approximately one-third of the total score in the selection process.
- Individuals providing the letter of reference may be professional supervisors, professors, existing AOTA or ILOTA association leaders.
- Reference letters should specifically address why you are an appropriate candidate for the program including aspects of your personal character, leadership qualities, leadership potential, and your ability to successfully complete the program.

3. A current curriculum vitae.

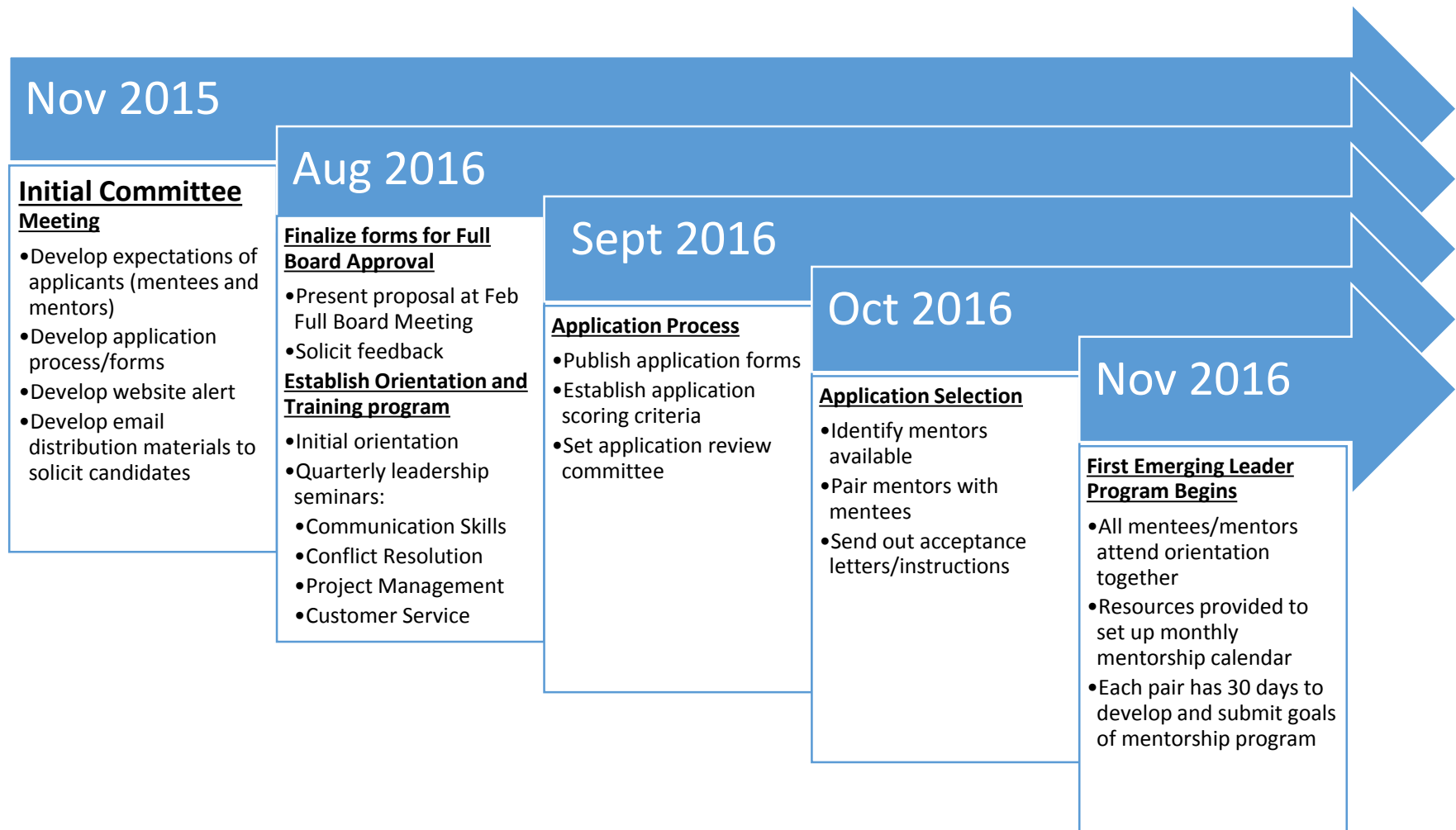
All applications should be submitted electronically to office@ilota.org no later than September 30th, 2016.

If you have questions about the program, please contact:

Peggy Nelson, MBA, OTR/L, LNHA, Professional Development Coordinator for ILOTA at plnnelson@aol.com



ILOTA Emerging Leadership Development Program Timeline Proposal



ILOTA Board Roster

Board Members

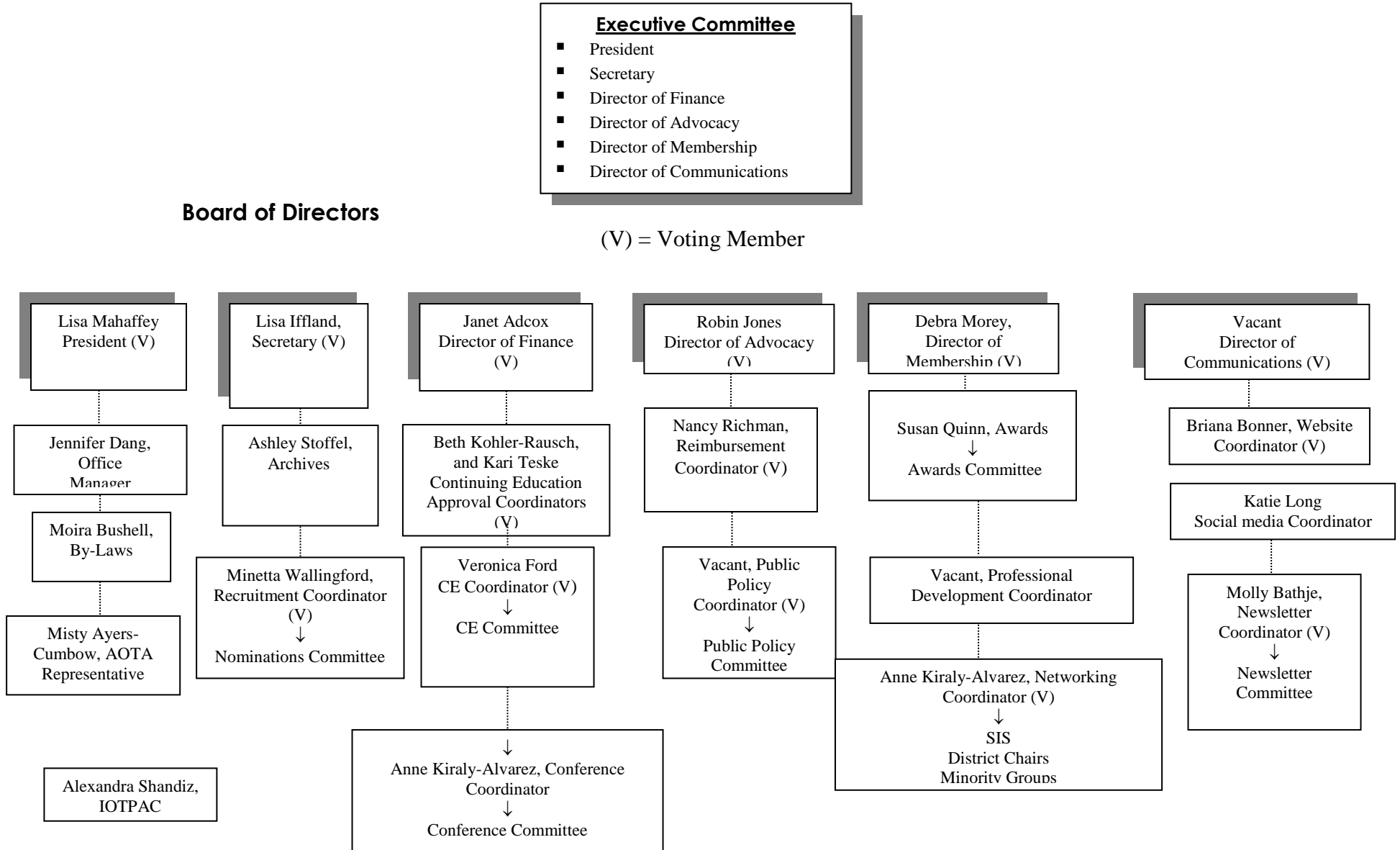
Executive Board		Positions and Committees (Full Board)		
President	Lisa Mahaffey lisaotr85@yahoo.com 815-529-1547	Office Manager	Jennifer Dang office@ilota.org 708-452-7640	
President Elect		By-Laws	Moira Bushell moira.bushell@gmail.com	Committee Nancy Richman Kris Yung-Pilot
		AOTA Rep	Misty Ayers-Cumbow meac628@gmail.com	
Secretary	Lisa Iffland lisaiff@msn.com 773-227-4943	Archives	Ashley Stoffel stoffelashley@yahoo.com	Cindy DeRuitter cderuit2@gmail.com
		Recruitment Coordinator - Nominations	Minetta Wallingford mwalli@midwestern.edu	
Director of Finance	Janet Adcox Janetadcox@comcast.net	Continuing Education Coordinator(s)	Frederica Kennedy fredericadouglas@sbcglobal.net	Veronica Ford veronicaford3@gmail.com
		Continuing Education Approval Coordinator(s)	Elizabeth Kohler- Rausch beth.kr.ot@gmail.com	Kari Teske kteske1@gmail.com
		Conference Coordinator(s)	Christy Rojas christyrojasot@gmail.com Jessica Cox jftherapist@gmail.com	Committee: Anne Kiraly-Alvarez akiraly1@gmail.com 630-333-6367
Director of Advocacy	Robin Jones guiness@uic.edu 312-996-1059	Reimbursement Coordinator	Nancy Richman Nzrichman@aol.com 847-432-3833	
		Public Policy Coordinator	Vacant	
		Professional Development Coordinator	Vacant	
Director of Membership	Debbie Morey dmorey714@gmail.com	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	Vacant	Website Coordinator	Brianna Bonner brianna.n.bonner@gmail.com	
		Newsletter Coordinator	Molly Bathje molly_m_bathje@rush.edu	
			Committee: Mara Sonkin Msonkin20@yahoo.com 630-728-4535	Bridget Wickert bwickert@hotmail.com Divya Sood dsood@govst.edu Anjali Sane angsane@gmail.com

ILOTA Board Roster

Board Members

SIS Chairs	
Pediatrics	Abigail Swidergal abiswi@sbcglobal.net
Developmental Disabilities	Kristine Yung-Pilat keyotr93@yahoo.com
Assistive Technology	Joy Hyzny Jhyzny1@aol.com Holly Gormley-Guttu hollygguttu@gmail.com
Home & Community Health	Julie Frakes julie.frakes@comcast.net
Administrative & Management	Nancy Richman Nzrichman@aol.com 847-432-3833
Gerontology	Rhonda Guzman rhondaotr@aol.com Lisa Knecht-Sabres lknech@midwestern.edu
Physical Disabilities	Piper Hansen phansen@ric.org
Education	Kathy Preissner kpreiss@uic.edu 312-996-5220
Sensory Integration	Caron Schranz cschranz@govst.edu
Mental Health	Vacant
Work and Industry	Susan Higgins - shiggi@midwestern.edu Dana Lingle - dlingl@midwestern.edu
Early Intervention committee	Christy Morrison CDoyleMor@sbcglobal.net Clare Giuffrida clare_giuffrida@rush.edu
Multicultural Liaison	Frederica Kennedy – fredericadouglas@sbcglobal.net
COTA Liaison	Ray Cendejas - ray.cendejas@gmail.com
Student Liaison	Cassandra Barnas – cbarnas@midwestern.edu Ernie Price – eprice@midwestern.edu

Illinois Occupational Therapy Association - Board Organization



Board Position: Director of Finance

Report Date: October 29, 2016

CURRENT COMMITTEE MEMBERS AND THEIR ROLES:

- **Janet Adcox** OTR/L *Director of Finance*
- **Kari Teske and Elizabeth Kohler-Rausch** *CE Approval Chairperson*
- **Frederica Douglas and Veronica Ford** *CE Coordinators*
- **Christy Rojas and Jessica Cox** *Conference Co-Chairs*
- **Anne Kiraly-Alvarez** *Conference Advisor*

MEETINGS:

- *Email communications with committee members to request updates/status reports.
- *Updates and communication to/from Lisa and Jenny re: scholarship and budget updates.
- *Monthly executive board meetings and quarterly full board meetings attended.

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

- *A total of 39 courses have been approved for the year 2016 from January 2016 to September 2016 with 2 courses pending approval.
- *Projections for 2017: 45 courses to be submitted with minimum 80% being accepted.
- *CE course approval will move to a rolling approval system. This means once approved providers will have a full year to offer their course for CE's. Currently the approval ends in December regardless of the month approved.

CE Coordinator:

- *2016 Courses held: Modalities
- *Course planned for December on IDEA/IEPs/school OT.
- *2017 proposed: Kinesiotape (January), Leadership (March), Modalities, Reimbursement/ICD 10 coding, Vision. Others also being investigated.
- *Online Ethics course being developed, will be a free member benefit and meet the licensure requirements.

Conference Committee:

- *We are trying some new things at conference this year, including live streaming to Central and Southern Illinois on Friday, in addition to a plenary address on Saturday.
- *For next year, conference will be held in Bloomington from November 9th-11th.

Director of Finance:**FY 2016:**

- *Account Balance at the end of FY 2015-16 was \$91,141.
- *Total expenses for FY2016 \$156,829 (Budget target: \$171,190)

- *Total income for FY2016 \$187,490 (Budget target: \$168,250)
- *The ILOTA 2015-16 financial net gain was \$30,661
- *Compared to last year's net gain of \$10,101

Budget for 2017:

- *Proposed income: \$168,635
- *Proposed expenses: \$167,800

AOTF Endowed Scholarship Fund:

- *Formal agreement entered into with AOTF for their Endowment Scholarship Fund.
- *Fundraising efforts started
- *Board member donations of approx. \$1000
- *Letters sent to each academic program asking for support, raffle donations and a student fundraiser.
- *Claudia Cirrincione will be coordinating the student fundraisers. Programs were asked to identify a student to contact her to plan fundraising.
- *Raffle fundraiser to take place at Conference.
- *Letters to all members to be sent in November.
- *Matching funds available for up to \$5000 by end of year.

2017 Goals:

1. Scholarship program funded and operational.
2. Increase long term investments for future needs/security.
3. Capital needs/expenditures to be investigated: developing online education, advancing technology, speakers/workshops.
4. Student conclave to be developed for the 2018 year.

Respectfully submitted,
Janet Adcox OTR/L
Director of Finance

ILOTA BUDGET		FY 17	FY 16	FY 16	FY15	FY 15	FY 14	FY 14
		Proposed	FINAL	proposed	Final	Proposed	Final	Proposed
				budget	9/1/2015	Budget	9/1/2014	Budget
INCOME	ACCOUNT							
Communique	60501	\$ 300.00		\$800.00	\$ 835.00	\$ 750.00	\$ 725.00	\$ 300.00
CE Workshops	60721	\$ 25,000.00	\$ 17,255.00	\$25,000.00	\$ 18,569.00	\$ 15,000.00	\$ 13,700.00	\$ 15,000.00
CE Approval	61000	\$ 3,500.00	\$ 3,180.00	\$4,500.00	\$ 4,330.00	\$ 4,000.00	\$ 3,300.00	\$ 4,000.00
Website Ads	62000	\$ 3,500.00	\$ 4,700.00	\$7,500.00	\$ 6,450.00	\$ 9,000.00	\$ 7,720.00	\$ 9,000.00
Conference	60701	\$ 90,000.00	\$ 98,559.56	\$90,000.00	\$ 106,992.00	\$ 90,000.00	\$ 80,180.18	\$ 75,000.00
Handbooks Ads	60300					\$ -	\$ -	\$ -
Label Sales	61500	\$ 150.00	\$ 2,176.94		\$ 900.00	\$ -	\$ -	\$ 500.00
Membership Dues	60700	\$ 40,000.00	\$ 48,893.00	\$30,000.00	\$ 38,819.00	\$ 30,000.00	\$ 26,335.00	\$ 30,000.00
Interest	5350951	\$ 200.00	\$ 196.70	\$150.00	\$ 119.00	\$ -	\$ 6.80	\$ -
Fundraising	61100			\$1,000.00	\$ 881.00	\$ -	\$ -	\$ -
Special Proj	64000	\$ 3,200.00				\$ -	\$ 4,900.00	\$ -
Scholarship	65000		\$ 1,351.98	?????	\$ 45.00	??	\$ 50.00	\$ -
Research	61900		\$ 5.00		\$ 85.00	\$ -	\$ -	\$ -
Misc. Income	69700	\$ 1,000.00	\$ 10,295.88	\$10,000.00	\$ 332.00	\$ -	\$ 772.59	\$ -
Employment blasts	61502	\$ 1,500.00		\$1,000.00	\$ 600.00	\$ 1,500.00	\$ 1,015.00	\$ 2,000.00
Eblasts	61501	\$ 285.00				\$ 1,500.00	\$ 1,500.00	\$ 500.00
News you can use	63000					\$ -	\$ 100.00	\$ -
ILOTA PAC	61501		\$ 876.00	\$1,000.00	\$ 1,073.00	\$ 1,000.00	\$ 682.00	\$ 1,000.00
TOTAL INCOME/REVENUE		\$ 168,635.00	\$ 187,490.06	\$ 170,950.00	\$ 180,030.00	\$ 152,750.00	\$ 141,056.57	\$ 137,300.00

EXPENSES		FY 17	FY 16	FY 16	FY15	FY 15	FY 14	FY 14
		Proposed	FINAL	proposed	Final	Proposed	Final	Proposed
				budget	9/1/2015	Budget	9/1/2014	Budget
Operating Expenses								
Salaries	88900	\$ 29,000.00	\$ 27,432.15	\$28,000.00	\$ 24,063.00	\$ 24,000.00	\$ 18,475.20	\$ 24,000.00
Workers Comp Insur	85300	\$ 1,000.00	\$ 842.67	\$750.00	\$ 742.00	\$ 300.00	\$ 266.66	\$ 267.00
Employee Benefits	83700					\$ 1,000.00	\$ -	\$ 1,000.00
Payroll Taxes	30900	\$ 5,600.00	\$ 5,344.36	\$5,500.00	\$ 5,242.00	\$ 6,200.00	\$ 5,842.14	\$ 5,000.00
Lobbyist/Public Affairs	87900	\$ 12,500.00	\$ 11,307.50	\$12,000.00	\$ 9,324.00	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00
Accounting Services/Prof. Fees	86100	\$ 4,000.00	\$ 3,450.00	\$4,600.00	\$ 3,450.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00
Bonding	54701	\$ 300.00		\$300.00		\$ 300.00	\$ -	\$ 300.00
Equipment Lease/Copier	84300					\$ -	\$ -	\$ -
Dues/Licenses	83100	\$ 300.00		\$300.00	\$ 300.00	\$ 78.00	\$ 311.00	\$ -
Credit card fees	71400	\$ 6,000.00	\$ 5,197.32	\$6,500.00	\$ 6,367.00	\$ 6,000.00	\$ 5,506.33	\$ 6,000.00
Liability Insurance	85301					\$ 500.00	\$ 475.00	\$ 450.00
Office Supplies	86500	\$ 2,500.00	\$ 2,343.49	\$2,500.00	\$ 1,301.00	\$ 1,500.00	\$ 927.25	\$ 2,300.00
Postage/Shipping	87700	\$ 600.00	\$ 597.09	\$300.00	\$ 123.00	\$ 500.00	\$ 2,390.99	\$ 500.00
Rent	88300	\$ 8,500.00	\$ 8,340.00	\$8,500.00	\$ 8,200.00	\$ 8,100.00	\$ 8,100.00	\$ 8,400.00
Telephone	91900	\$ 1,500.00	\$ 1,345.90	\$1,500.00	\$ 1,449.00	\$ 1,500.00	\$ 1,468.35	\$ 1,500.00
Web Site Maintenance	96302	\$ 5,000.00	\$ 4,538.55	\$4,500.00	\$ 6,255.00	\$ 2,700.00	\$ 2,520.00	\$ 2,500.00
Staff Development	94700	\$ 500.00				\$ -	\$ -	\$ -
Quickbooks	86510	\$ 400.00	\$ 308.07	\$400.00	\$ 365.00	\$ 310.00	\$ 314.93	\$ 360.00
IL Taxes	30600	\$ 1,900.00	\$ 1,218.93	\$1,560.00	\$ 1,349.00	\$ 1,200.00	\$ 1,069.27	
Federal Taxes	30500	\$ 3,800.00	\$ 3,593.07	\$2,400.00	\$ 2,290.00	\$ 700.00	\$ 601.44	\$ 1,000.00
Outside Labor	7200884	\$ 500.00		\$500.00	\$ 500.00	\$ -	\$ -	\$ 150.00
Utilities (Com Ed)	86500					\$ -	\$ -	\$ -
Repair & Maintenance	86600					\$ -	\$ -	\$ -
Contributions (IOTPA)	71800			\$1,200.00	\$ 885.00	\$ -	\$ 1,046.32	\$ -
Miscellaneous	94700		\$ 4,370.60	\$1,000.00	\$ 2,050.00	\$ 1,000.00	\$ 526.25	\$ 1,000.00
Advocacy					\$ 6,750.00	\$ 3,500.00	\$ -	\$ 500.00
Social Media		\$ 500.00		\$500.00		\$ 500.00		
EXEC officers		\$ 1,500.00	\$ 1,582.93					
Total Operating Expenses		\$ 85,900.00	\$ 81,812.63	\$82,810.00	\$ 81,005.00	\$ 73,488.00	\$ 63,636.49	\$ 69,827.00

ILOTA BUDGET		FY 17	FY 16	FY 16	FY15	FY 15	FY 14	FY 14
		Proposed	FINAL	proposed	Final	Proposed	Final	Proposed
				budget	9/1/2015	Budget	9/1/2014	Budget
Direct Cost Expenses:								
Membership Expenses	84905	\$ 10,000.00	\$ 4,575.75	\$ 15,000.00	\$ 11,880.00	\$ 8,000.00	\$ 7,533.82	\$ 8,000.00
CE Approval Expenses	71000					\$ 100.00	\$ -	\$ 75.00
Handbook Expenses	70301					\$ -	\$ -	\$ -
Communique Expenses	70101	\$ 2,000.00	\$ 9,139.98	\$ 5,000.00	\$ 7,586.00	\$ 10,000.00	\$ 10,504.58	\$ 13,700.00
Officers Expenses	82501					\$ 1,000.00	\$ 133.73	\$ -
Alternate AOTA Rep Exp	82504					\$ -	\$ -	\$ -
Conference Expenses	70709	\$ 70,000.00	\$ 74,773.09	\$ 70,000.00	\$ 69,353.00	\$ 65,000.00	\$ 34,635.94	\$ 38,000.00
Committee Expenses						\$ -	\$ -	\$ -
Awards	82530	\$ 200.00	\$ 154.91	\$ 100.00	\$ 104.00	\$ 150.00	\$ 94.26	\$ 150.00
Continuing Education	70900					\$ -	\$ -	\$ -
Government/Legal Affairs	87901					\$ -	\$ -	\$ -
Total Committee Exp						\$ -	\$ -	\$ -
Total District Expenses	96301					\$ -	\$ -	\$ -
Misc. Costs				\$ 2,000.00		\$ 2,000.00	\$ 4,157.84	\$ -
Total Direct Cost/Expenses		\$ 82,200.00	\$ 88,643.73	\$ 92,100.00	\$ 88,923.00	\$ 86,250.00	\$ 57,060.17	\$ 59,925.00
TOTAL OPERATING and								
DIRECT COST EXPENSES		\$ 167,800.00	\$ 170,456.36	\$ 174,910.00	\$ 169,929.00	\$ 159,738.00	\$ 120,696.66	#REF!
NET PROFIT/(LOSS)		\$ 835.00	\$ 17,033.70	\$ (3,960.00)	\$ 10,101.00	\$ (6,988.00)	\$ 20,359.91	\$ 7,548.00

Board Position: Secretary

Report Date: October 30, 2016

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:

Archives: The Archives Committee has started planning an event at the Hull House to celebrate the centennial of the OT profession; the event is scheduled for Saturday, April 22, 2017. Kathy and Ashley have continued to gather items and articles from members for the OT Archives collection that is stored in the UIC Health Sciences Library. They are collecting images of previous ILOTA logos. They will soon start planning an event for the ILOTA centennial celebration in 2019.

Recruitment Coordinator: Minetta has successfully recruited members for the following positions: Membership Coordinator-Debra Morey; Misty Ayres-Cumbow-RA Representative; Elizabeth Wittbrodt-Licensure Board; Kari Teske-CE Approval Co-Chair; Holly Gomley-Guttu-AT SIS Co-Chair; Website Coordinator-Brianna Bonner

Activation Coordinator: NA

Secretary: Continue to participate with Executive Board on updating and revising documents as needed.

PROGRESS ON EXISTING GOALS & PROJECTS OR NEW GOALS & PROJECTS

RELATED TO STRATEGIC PLAN: (Include any recommendation for board action and any fiscal implications).

- 1.** Past winners of awards posted/updated to website (FY 16 Goal #1)

Respectfully submitted,
Lisa Iffland, OTR/L

Board Position: Director of Membership**Report Date: October 30, 2016****CURRENT COMMITTEE MEMBERS AND THEIR ROLES:**

- **Debra Morey** *Director of Membership*
- **Susan Quinn** *Retention Coordinator*
- **Minetta Wallingford** *Recruitment Coordinator*
- **Anne Kiraly Alvarez** *Networking Coordinator*
- **Open Position** *Director of Professional Development*

MEETINGS HELD THIS QUARTER:

March 2016 Jenny Dang attended Vision and Mission retreat meeting with executive team

April 2016 - Jenny Dang attended ASAP meeting and AOTA conference

August 20, 2016 – Debora Morey met with Director of Professional Development for orientation

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

There were three awards given out at the 2015 conference

Award of Merit – Mary Lou Ross

OT of the Year – Susanne Higgins

OT of the Year – Molly Bathje

Very few nominations were submitted this year. We would like to look at ways to increase the submissions for awards in order to recognize our fellow OTs.

Recruitment:

The Following Board positions have been filled:

- Debra Morey: Director of Communication
- Molly Bathje, Newsletter Coordinator
- Veronica Ford and Frederica Douglas, Co-Chairs of the CE Committee
- Frederica Douglas, Multicultural Liaison SIS Chair
- Piper Hansen, Physical Disabilities SIS Chair
- Susanne Higgins and Dana Lingle are the SIS Co-chairs for Work and Industry
- Lisa Knecht-Sabres and Rhonda Guzman are Co-chairs of the Gerontology SIS
- Elizabeth- Kohler Rausch and Kari Teske are the CE Approval Co-Coordinators
- Clare Giuffrida joined Christy Morrison as Co-chair of EI
- Abigail Swidergal as Chair of the Pediatric SIS

- Website Coordinator: Brianna Bonner
- Social Media Coordinator: Katie Lane
- Student Liaison: Cassandra Barnas and Ernie Price

Committee Members:

- By-Laws: Nancy Richman, Kris Yung-Pilot
- Archives: Cindy DeRuiter
- Conference Coordination: Christy Rojas, Jennifer Cox
- Newsletter: Marc Sonkin, Bridget Wickert, Divya Sood and Anjalil Sane

Positions to be filled:

- Professional Development Chair
- Public Policy
- Mental Health SIS
- Director of Communication
- Nominations

Networking:

Anne has been working with the new chairs of the SIS/liaisons on orienting them to their new positions. All SIS chairs and liaisons have received lists of people who attended the SIS Roundtable discussions during the 2015 conference and have been encouraged to reach out to those individuals to get them involved in the SISs. The council has confirmed the topic areas for each issue of the Communique this year so chairs/liaisons will be contributing accordingly. Every issue of the 2015-16 Communique's have had articles from the SIS's.

SIS Chairs and Liaisons have been identifying topics for discussion and facilitators for the Roundtables at Conference. SIS's have contributed to the last three Communique issues which has boosted the content for members.

Traci Hayes stepped down as co-chair of the DD SIS- she is moving out of state as has Brad Egan from the Mental Health SIS. All positions have been filled with the exception of MHSIS.

The student liaison, Nadia Marasti, worked with Jenny to create resources for student members and has worked to plan the student networking event for the 2016 conference. Identified 2 students to take over Student Liaison position once Nadia graduates this December- please welcome Cassie Barnas and Ernie Price, both of Midwestern University

The goal for next year is to plan some CE events for SIS's.

Professional Development:

The emerging leaders programs draft has been proposed and included with this quarter meeting for review and comments. Peggy Nelson reviewed the plan with the full board during the August meeting. We would like to put together a committee of people to coordinate the program. We hope to launch the program in line with a CE offering on Leadership from Sarah Young of Zing Collaborative in early next year.

Director of Membership:

Focus on Goal #1 Objective 1.3 (Strategic Plan 2014-17).

Held SIS roundtables at conference on every day. Most were well attended and well received.

Focus on Goal #4 Objective 4.2 (Strategic Plan 2014-17).

ILOTA completed a lapsed member survey and the results of the survey are attached. There is a summary attached at the end of the survey. The results will be used in the strategic planning for 2017 – 2020.

2 new members joined during the AOTA conference

Membership forms updated to allow for “round up” of membership dues for ILOTA AOTF scholarship.

Debra Morey has agreed to assume the Director of Membership position on the executive board. Debra received her MOT from Midwestern University in 2013. She earned the AOTA Specialty Certification in Low Vision in May 2016 and was awarded the Graduate Certificate in Low Vision Rehabilitation from the University of Alabama in August, 2016. As the Director of Rehabilitation Therapy at Spectrios Institute for Low Vision, Wheaton, IL, she provides OT services to adults with vision impairment at the Wheaton and LaGrange facilities as well as in clients’ homes. Her past experience includes work with adults in sub-acute and skilled nursing facilities.

Refer to appendix for membership analytics for 2015-16

Projects under consideration:

- Have our work study student or an actual board members call some of the folks who didn't renew to personally ask them why they chose not to and what we could do differently to retain them as members. We will need a list of people with numbers and a script so we are all saying the same thing. We do need to know if they have received the inactive member survey before we do this - and if there is data that helps us know what is going on.
- Two potential incentives for renewal - Rather than advertise any reduction in rates for students renewing, we send an email to them congratulating them on their graduation and offering them \$10.00 off their renewal for the next year. We also talked about sending out a one-year anniversary letter stating we want to show them our gratitude for their membership for the last year and offer them \$10 off their second year.
- Launch a membership drive that incentivizes members who bring someone to the organization.

Respectfully submitted,
Debra Morey, MOT,
Chairperson

Appendix A

Sept 1, 2015 through August 31, 2016								
	9/01/15	08/31/16	% Change in membership	Membership increase goal	# of new members this period (New members only. Does not include renewals)	# of non-renewals	% of non-renewals this period	Non-renewal Goal
OT	409	425	3.91%	>5%	89	137	30%	<10%
OTA	89	91	2.25%	>3%	22	37	41%	<10%
Student	168	201	19.64%	>3%	133	95	43%	<10%
Totals	666	717	7.66%		244	269	40%	<10%

EARLY INTERVENTION SPECIAL INTEREST SECTION

During the past year the EI SIS has been involved in the following:

- Worked with the Bureau of Early Intervention to have the Sensory Processing Measure-Preschool placed on the list of approved assessments within the State of Illinois EI system
- Worked with the Bureau to develop a policy for OT students participating in EI
- Began a conversation with EI providers about the role overlap/confusion between OT and Developmental therapy in EI. This conversation will continue at conference and a plan will be developed to address identified issues

Board Position: Director of Communication**Report Date: October 29, 2016****CURRENT BOARD MEMBERS AND THEIR ROLES:**

- **Open Position** - *Director of Communication*
- **Briana Bonner** - *Website Coordinator*
- **Molly Bathje** - *Newsletter Coordinator*
- **Katie Lane** - *Social Networking Coordinator*

MEETINGS HELD THIS QUARTER:

January 16 – conference call with the newsletter team

August 15 – met with Katie Lane to discuss the social networking activities and to set some goals for expanding our social networking presence.

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

- 2 New banner advertisements
 - Rocky Mountain OTD Program - 3 months
 - Myofascial Release – 1 month
- Website revenue doubled last quarter.
- Q3 was \$1080 and Q4 is \$2190. I attribute the increase to the increased solicitation of vendors for conference.
- **Website content updates**
 - AOTF information added
 - Awards page updated
 - Board meeting minutes updated
 - Multiple updates to the conference pages
 - New CE partner page with member discounts was added
 - 37 different positions were posted throughout the year
- **Website statistics**
- **The months of Aug – March have the most activity with April being the lowest amount of website traffic.**

Most viewed pages**Unique page views**

- | | |
|--------------|-------|
| ○ Home Page | 12652 |
| ○ Licensure | 6562 |
| ○ Conference | 3532 |
| ○ Education | 2676 |

- Membership 2343
- Resources 1617
- About ILOTA 1591
- OT Programs 1525
- Operating system access point – this becomes important as we will need to make our website more mobile device friendly.
 - 67% of our website traffic comes from IOS (Apple)
 - 27% of our traffic from Android
 - 4% of our traffic comes from Windows (Pc's)

Newsletter:

Molly has put out several issues of the Communique since taking over. She is working on including more information about how members can get involved in ILOTA by including open volunteer positions and upcoming events like conference.

Steve Taylor joined the committee, we now have 5 members on the committee.

SIS chairs have been contributing articles throughout the last fiscal year which has broadened the content for members

Please submit material to Molly or let her know if there are upcoming events/happenings/volunteer opportunities to include in the Newsletter.

We have started to track downloads of the newsletter: The March issue of the communique was viewed 690 times. The June issue of the communique was viewed 166 times so far.

Goals:

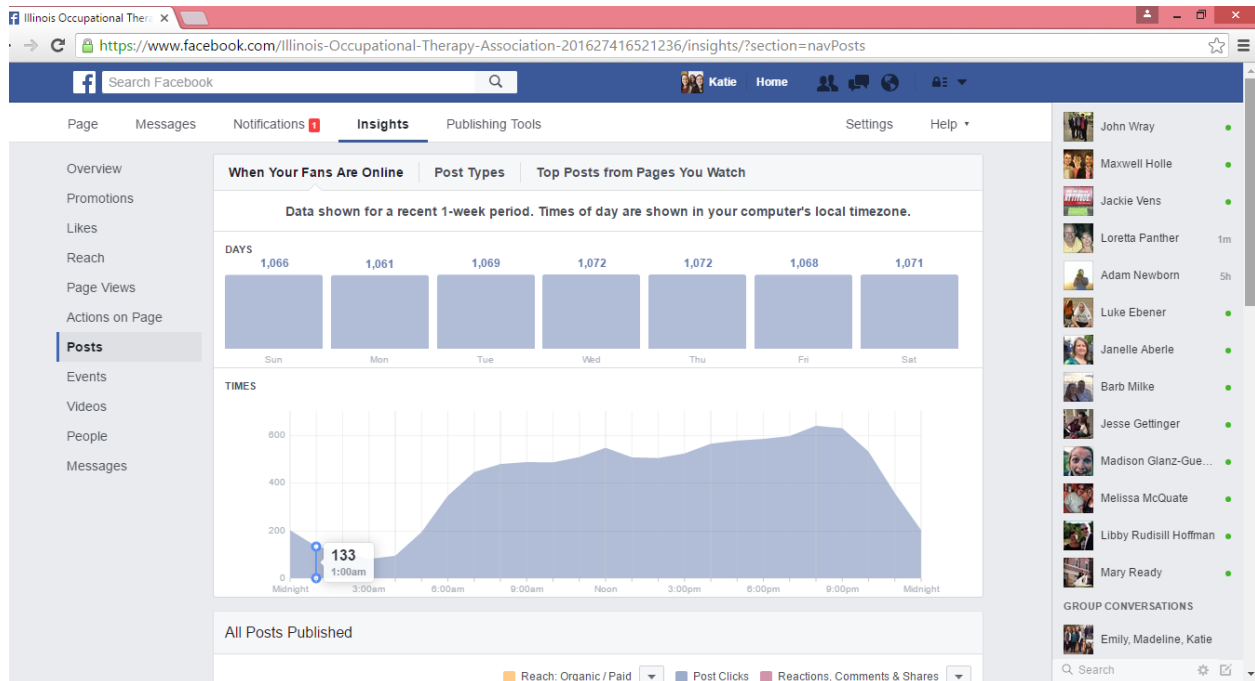
Will continue to track downloads, work on a plan for awarding best article, try to engage more COTA representation (Thanks Ray and Abi for contributing).

Social Networking:

Katie Lane has been monitoring and posting on Facebook, Twitter and is working on Pinterest boards. There are currently two Pin boards available to follow for ILOTA. Katie provided a report on the current activity on Facebook. See below. Goals are to identify two posts a month to boost. She would also like to work with the SIS to identify content for the Pinterest boards. She will be pulling together a plan for social networking for conference in the fall.

Top Posts since February:

- OT Month picture 9.1K (3:15pm)
- Physical Agents Modalities Course: 5.2K (boosted post)
- OT after a double hand transplant 2.7K (8:20pm)
- Embracing Motherhood with Quadriplegia 2.5K (8am)
- ILOTA members FAOTA award 2.4K (8am)
- New App “trip advisor for people with disabilities” 1.8K (9:30am)
- “The Many Faces of OT” video 1.8K (6:30pm)
- White Sox plan game with accommodations for autism 1.7K (4:30pm)
- Lego Introduces a mini figure in a wheelchair 4.4k views and over 300 comments/shares



Director of Communication:

Increased and improved contact with our members remains a top priority for the Director of Communication. Communication channels include e-mail, website content, The Communique and postal mail. E-mail remains our primary method of communication with over 200 messages sent this fiscal year through Memberclicks. In addition, we have returned to sending membership renewal letters when memberships are inactive for more than 30 days through postal mail. During the AOTA conference we also started a Twitter initiative generating hundreds of “tweets” over three days.

Respectfully submitted,
Lisa Mahaffey M.S. OTR/L, FAOTA
Acting Chairperson