**RPEN Board Meeting Telephone Conference**

**Friday, February 28, 2014 at 2:00 pm EST**

**Invitees**:

Team Leader: David Gitlin, President

Andrew Clemons, President Elect

Steve Collins, Past-President

Marcella Maulfair, Treasurer

Joshua Southwick, Secretary

John Stem, Division Representative to NRA Board

Jeff Stevens, Division Representative to NRA Board

Consultants: Michael Shoemaker, Darlene Groomes

**RPEN Purpose:**

To develop, improve and strengthen program evaluation and quality assurance practices and skills in both public and private rehabilitation organizations and to promote, integrate and elevate the role of Vocational Rehabilitation Program Evaluators in the VR decision making process.

**AGENDA:**

**I. Review and approve October 31, 2013 Board Meeting Minutes.**

**II. Develop 1st quarter agenda**

**III. Past Action Items (*details on pp 2-3*)**

* Training for RPEN Members (Steve and Kara)
* CSAVR Project (Darlene, Steve & Michael)
* Develop Strategic Project Chart (Steve and David)
* Expanding RPEN’s message & RPEN Membership (Steve, Darlene, Marcella)
* Bonding for treasurer (Steve)
* Contact non-renewing members (David)
* Needs Assessment: Survey of RPEN members (All)
* Training fees/Adjustments (Marcella, Darlene)
* Election Subcommittee (David)
* LinkedIn (David)
* potential partnership with NARL (David)

**IV. Journal of Rehab. Admin.**

**V. Bylaw issues—2 co-representatives to the National Board**

**VI. Summit Conference – Marketing for reduced registration fee**

**? VII. Treasurer’s Report on Membership and Balance Sheets**

**? VIII. NRA Update**

**IX. Schedule Next Quarterly Board Meeting**: **TENTATIVE -** May 15, 2014 at 3:00 pm

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| ACTION | WHO | BY WHEN | *STATUS/COMMENTS* |
| 1.Training for RPEN Members: Steve will track down and e-mail Kara his list of models used to develop training curriculum. Kara will then survey RPEN members to determine which trainings they prefer.  | Steve and Kara |  | *Need to develop list of models* |
| 2. CSAVR Project:  Build a prototype process for Net Inquiries.  | Darlene, Steve & Michael | Goal is to present prototype at CSAVR in the Fall | *Outline completed. Prototype is ready to present.* |
| 3. Develop Strategic Project Chart:Steve and David working on. They will send to board for feedback. | Steve and David | Will discuss at next board meeting |  |
| 4. Expanding RPEN’s message & RPEN  Membership:1. Activity at Summit: Need to check if reception or get together for a luncheon is planned. Also use round table discussions at Summit.
2. Update summit dates in draft welcome letter to new members. Make minor updates to Board Members’ contact information on the letter head. Send letters by mail and e-mail. Also send “sorry to see you go” letters to non-renewing members.
3. Involve RPEN members in recruiting new members. Campaign to divide membership list among board members. Board members to solicit names we can contact to encourage involvement with RPEN.
 | 1. Steve to check with Darlene on her plans
2. Steve and Marcella
3. Steve working on campaign

  |  | *a. Summit activities are completed for this year. No social this time, but RPEN was added as a sponsor to the Summit.* *b. Changes to letter and letterhead completed.* *c. David has been actively recruiting and providing board members the names of new recruits.*  |
| 5. Bonding for treasurer: Patricia has not gotten back to Steve yet. He will try to contact her again.  | Steve |  |  |
| 6. Contact non-renewing members to determine reasons why not renewed and perhaps re-engage with RPEN | David |  |  |
| 7. NRA Conference: Basket for Silent AuctionClarify who is purchasing gift certificate. Print certificate for “free” RPEN membership.Take to Summit. | David  |  | *Completed* |
| 7. RPEN Elections: Steve has documents and surveys to share with Board.  | Steve | Send the election process to David, Darlene and Michael |  |
| 9. Needs Assessment: Survey of RPEN members | All | Discuss at next meeting |  |
| 10. Training fees/Adjustments:Research as necessary | Marcella/Darlene |  |  |
| 11. Contact individuals to represent membership on the Election Subcommittee:Contact individuals who have expressed interest | David |  |  |
| 12. Email to members to join LinkedInEmail members on roster | David |  |  |
| 13. Institute potential partnership with NARLSet up initial meeting with NARL President to discuss pros and cons of discounted membership in both divisions | David |  |  |