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| AgendaInaugural MeetingJanuary 22nd, 3:00EST/12:00PSTTeleconference InformationNumber: (360) 407-3780 Code: 239687# |
| **Item** | **Board Member** |
| 1. Welcome and introductions
 | All |
| 1. Review of membership status, documents, bylaws
 | Clemons, Southwick, All |
| 1. Treasurer’s Report
 | Maulfair |
| 1. Priorities for 2015
* Membership Committee
* Executive Committee
* RPEN’s mission and vision
 | All |
| 1. Photography, marketing, and waivers
 | Clemons, Gitlin, Shoemaker |
| 1. Past business
* Annual Reports
* Other
 | All |
| 1. Additional Items
* TBD
 | All |
| 1. Next steps and timelines
 | All |

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| MinutesInaugural MeetingJanuary 22nd, 3:00EST/12:00PST**RPEN Board Meeting Telephone Conference** **Thursday, January 22, 2015 at 3:00-4:00 pm EST****Attendees:**Team Leader: Andrew Clemons, PresidentMatthew Markve, President ElectDavid Gitlin, Past-PresidentSteve Collins, Past-Past-PresidentMarcella Maulfair, TreasurerJoshua Southwick, SecretaryJohn Stem, Division Representative to NRA BoardMichael Shoemaker, Advisor**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.**MINUTES:**David:1. Do we want to update or revise the information on our NRA Division webpage? <http://www.nationalrehab.org/cwt/external/wcpages/divisions/RPEN.aspx>2. 404 at <http://vocational-rehab.com/why-join-rpen/>; Contact Craig Vandergoot3. ALL - Send to David: Updated board member names, contact information, and affiliationsAndrew:1. Thank you for joining us and welcome!2. JOSH will send out revised bylaws and follow up with Pat Bienfang (pat.bienfang@state.mn.us)4. Should we create a membership committee?* It would be nice to understand where our members come from; how to reach out to potential members; etc.
* David suggested a Raffle at the Summit: use money to sponsor a new member or a student member
* Other incentives, discounts?
* John: NRA Board is forming several sub-committees (awards, finance and audit, nominations and elections, membership, constitution & bylaws)
	+ As our division representative to the board (John) will likely serve on the nominations and elections committee (additional duty)
	+ John might be able to see what the NRA membership sub-committee is planning to do. Or if he is not included on the nominations & elections committee, he could ask to be involved with the national membership committee.
	+ Can one of our RPEN Board members serve on the NRA membership sub-committee? JOHN might be able to, and JOSH could coordinate at the division level.

3. Treasurer’s Report – Marcella* Oct. 31, 2014, last financials received
* $1584.70 in bank, no outstanding checks
* The next invoice should be for publications in April (~$200)
* Slow financial statements – an issue brought up at the national level too, experienced by many Divisions; Veronica Hamilton sends them to Marcella
* John: itmay be helpful to plan how to use our budget early in the calendar year
* MARCELLA will bring the money numbers to our next meeting so that we can plan how to use it.
* Also, Can we remove the duplication of receiving JRA (for RPEN/NARL members)?

5. Can we create a waiver form to use NRA conference and Summit conference images on the LinkedIn and Summit Webpage? TABLED6. Annual report?* We should have seen an email regarding the SurveyMonkey link to the current president and past president (David didn’t see one…), sent from Ellen S.
* (JOHN will follow up with Tarea).

Next Meeting: DATE?, TIME? 3:00 pm Eastern |
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