**In attendance:** Terry Donovan, Saara Grizzell, Kellie Scott, Jeff Stevens, Ann Lynn Banton

**Not present:** Cayte Anderson

**2018 Board Members and Roles – Terry Donovan, President**

Saara Grizzell – Past President

Cayte Anderson – President elect

Ann Lynn Banton - Secretary

Kellie Scott – Treasurer

Jeff Stevens – NRA representative

**Mission of RPEN – Terry Donovan**

Terry Donovan led the discussion providing an overview of the RPEN Mission. He explained that RPEN is a sub-unit of the NRA (National Rehabilitation Association). RPEN provides learning experiences to help with the development of and to strengthen program evaluation and quality improvement within vocational rehabilitation (VR) programs. The organization is a place for VR staff, NRA and RPEN members to collaborate and learn more about how to develop a quality evaluation program.

**NRA Updates – Jeff Stevens**

Jeff Stevens provided a brief overview about the ADA Education and Reform Act and the motion that the NRA calls on Congress to reject the ADA Education and Reform Act, H. R. 620. He also mentioned that the NRA issued a statement to the United States Congress to authorize CHIP (Children’s Health and Insurance Program) funding for a full five years. As well, he provided a brief overview on the Disability Integration Act noting that NRA has called on Congress to pass the Act. Lastly, the NRA called on the United States Senate to approve the resolution of ratification for the Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired or Otherwise Print Disabled.

**NRA – What’s Needed – Saara Grizzell**

The 2017 NRA State Chapter Annual Report is due by January 31, 2018. Saara Grizzell will be completing the report in the coming week which will need to be reviewed by the RPEN Board Members. She will send out the report via email and would like for the Board’s review as soon as possible so that the report can be submitted well in advanced of the due date.

**Treasurer Report – Kellie Scott**

Kellie Scott reported the current RPEN revenue as of September 30, 2017 is $241.50.

**Newsletter Update – Saara Grizzell and Terry Donovan**

As past president, Saara Grizzell was the editor of the RPEN newsletter. As new president, Terry Donovan will take on the role as editor. Saara explained that the newsletter was developed using a word template and further explained the layout of the document which should always include RPEN announcements, a message from the RPEN president, and at least one article featuring either a story about best practices of a VR program evaluation success, or feature a successful program evaluator. The newsletter needs to be submitted to Michael Shoemaker to be published on the Summit website, and the newsletter should be published three times a year.

**RPEN Focus Areas – Terry Donovan**

Terry Donovan led a discussion about the areas that the Board will address to increase RPEN memberships and develop membership goals, follow-up on the pre-recorded program evaluator training that was done in 2017 to determine next steps, and update the RPEN bylaws. Further discussions around these topics will take place at the next Board meeting in February so that a work plan for addressing these topics can be developed.

**Board Approvals – Kellie Scott**

Kellie Scott asked for a motion to approve the suggested changes to the RPEN webpage of the Summit Group website which included the “Join RPEN” webpage link, the “Contact RPEN” webpage to include the new president contact information, and to upload the June to November 2017 Board notes. There was a full motion by this current Board to move forward.

**Next RPEN Board Meeting – Monday, February 12, 2018 at 10am MT, 11am CT, 12pm ET**

The meeting will last for one hour.