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

**Not present:** Cayte Anderson, Terry Donovan

**Approval of Minutes** – with minor corrections the minutes from the January 8, 2018 RPEN Board meeting was approved by Kellie Scott and Jeff Stevens. The minutes have been posted to the Summit website and the RPEN website.

**NRA Update – Saara Grizzell**

The 2017 NRA State Chapter Annual Report did get submitted by the due date of January 31, 2018. Saara talked about the importance of keeping up with the tracking of planned activities and accomplishments throughout the year. This will help to ensure end of the year reporting is accurate.

**Treasurer/Membership Report – Kellie Scott**

Kellie Scott reported the current RPEN revenue as of January 31, 2018 is $379 and that the RPEN membership is at 35.

**RPEN Focus Areas – Board**

The members in attendance talked about plans for the upcoming VR Summit in September around the activity of reaching out to perspective members and how could we use the Summit platform to do that. A few suggestions were given. One was to have a designated table set-up close to the registration area that would have RPEN hand-outs and information available for Summit participants to pick-up about the mission and membership requirements. Another suggestion was to make sure that there are announcements made at the opening session of the Summit and at the closing of the Summit to invite participants to get involved. There was also discussion about the best time to have the annual RPEN Board meeting which takes place each year during the VR Summit. The Board needs to decide if the annual meeting should be during a breakfast time or at a lunch time or a different time all together. The Board feels that the timing of the meeting may play a role in having more people participant that might generate more memberships.

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

(The meeting will last for one hour)