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

**Not present:** Cayte Anderson, Jeff Stevens

**Approval of Minutes** – the February 12, 2018 RPEN Board meeting minutes were approved by Kellie Scott and Saara Grizzell. The minutes have been posted to the Summit and RPEN websites.

**RPEN Annual Meeting** – there were discussions around when the annual RPEN meeting will take place in September 2018 at the PEQA Summit. The options that are being considered are having a dinner meeting on Wednesday September 5, 2018 or a breakfast meeting on Thursday September 6, 2018. A final decision needs to be made by the Board no later than late April 2018.  Once a final decision is made the date will be posted on the Summit App.

**RPEN Membership Drive** – the Board agreed that during the PEQA Summit a poster session will be hosted as a way to bring awareness of RPEN. This will be an opportunity for the Board and other RPEN members to talk with Summit participants interested in membership.

**Treasurer/Membership Report –** Kellie Scott reported the revenue balance is $3,006.44 as of November 30, 2017.  Earned membership is $585.00. The only expense this year has been $206.00 for the Journal – Special Edition.  Membership total is at 24.

**RPEN Focus Areas – Goals for 2018**: Updating the Bylaws is going to be a big focus for 2018 and Terry Donovan has agreed to take the lead on getting this started.  Two other focus areas will be on the Newsletter and developing future roles of RPEN members. Membership is low so increasing membership and getting members involved is another focus for 2018.

**Next RPEN Board Meeting – Monday, April 9, 2018 at 10am MT, 11am CT, 12pm ET**

(The meeting will last for one hour)