**RPEN Board Meeting Telephone Conference**

**Friday, May 16, 2014 at 3:00 pm EST**

**Attendees:**

Team Leader: David Gitlin, President

Steve Collins, Past-President

Marcella Maulfair, Treasurer

Joshua Southwick, Secretary

John Stem, Division Representative to NRA Board

**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. Reviewed and approved February 28, 2014 Board Meeting Minutes.**

**II. Past Action Items (new in red)**

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| ACTION | WHO | BY WHEN | *STATUS/COMMENTS* |
| 1.Training for RPEN Members:   1. Training topics:  Review Chapter 5 and create a table that lines up training competencies with training opportunities (WHO?) 2. Josh will send a reminder to RPEN members of how to access archived Summit trainings | STEVE and JOSH | Next meeting | *a. From Steve: Please see chapter 5 and appendix B, C, D of the IRI Publication on Program Evaluation IN VR – this provides all topics and guidelines, as well as suggestions for professional development strategies.* [*http://www.iriforum.org/download/36iriua.pdf*](http://www.iriforum.org/download/36iriua.pdf)  Can we set guidelines for how RPEN members are expected to develop (from a skill set perspective; see skill sets that are outlined in chapter 5 of 36th IRI).  Is there a way to track training progress of individuals and give recognition to people who progress?  b. Highlight a couple of past webinars or trainings and have Michael send them out on the listserv |
| Other Discussion: What is the **value-added** of being an RPEN member (above and beyond being part of the Summit group/listserv)???  a. Use LinkedIn to Endorse/Recognize RPEN members; further develop LinkedIn Group page (DAVID)  b. Ask Michael to include a link to RPEN sites (website/LinkedIn) in listserv emails (DAVID) | ALL |  | Ideas: How can we publically recognize RPEN members? (at conferences or through endorsements for PE skills on **LinkedIn**?  Should we give an official RPEN endorsement?  Should we email RPEN members to ask for their accomplishments?  Ribbon for RPEN members at the Summit Conference?  RPEN membership = potential references/networking; opportunities to connect and present/write together.  Can we add an RPEN membership criterion to the Summit presentation proposal review form? (give extra points for being an RPEN member) |
| 2. Develop Strategic Project Chart:  Steve drafted the following- | STEVE and DAVID | done | *From Steve: Based on the most recent RPEN Reports the following strategic objectives are suggested:*   1. *Increase division membership by 20%* 2. *Increase financial reserves by 100%* 3. *Conduct at least 5 national presentations by RPEN members on behalf of RPEN – topics to include improving professional identity.* 4. *Create an RPEN presence at all major national conferences.* |
| 3. Expanding RPEN’s message & RPEN  Membership:   1. Letter has been used in different forms (new member, new student member). Send letters by e-mail. David will send “sorry to see you go” letters to non-renewing members. 2. Involve RPEN members in recruiting new members. Set up a breakfast recruitment meeting at the Summit. | a. DAVID  b. STEVE & JOHN |  | *a.* *Time the letter before a person’s membership expires? Or help people renew at Summit.*  *Please see breakfast ideas from Michael -*    b. STEVE will check with Kellie Scott about checkbox for signing up for the RPEN breakfast (and also increasing the RPEN registration incentive)  At breakfast: Take money; provide RPEN registration forms; show website, LinkedIn Group, and other networking approaches;  JOHN-> outline Breakfast agenda (7am start) |
| 4. Bonding for treasurer.  No need to bond. | JOSH |  | *John emailed an update*  JOSH will update and send out bylaw edits.  Bonding: use the method where NRA keeps the money – RPEN doesn’t need to bond the treasurer as everything goes thru NRA for deposit and payments. |
| 5. Needs Assessment: Survey of RPEN members | All | TABLED until next year | Do this as a follow up to training and competencies (see action item #1)  Identify both Needs and Resources (who can present on what…) |
| 6. Institute potential partnership with NARL   1. DAVID will outline some ideas of what we would propose to Russ (NARL) 2. Steve provided email discussions | DAVID | Next meeting | *a. Cost of membership in multiple divisions may be a concern; also, receiving 2 copies of JRA*  *b. Below are 2 emails pertaining to NARL* |
| 7. Summit Registration  Reduced rate for RPEN members | STEVE will follow up on this for a larger reduction – 50% | Next meeting | Registration:  Unfortunately, there will be a registration fee at this year’s Summit.  The registration link has not been posted yet but it will be on the Summit Website as well.  Please keep in mind that the registration costs will be as follows:  $145 – professionals, $125 – RPEN members, $95 – students. |

**III. Letter congratulating Dr. Fred Schroeder as the new Executive Director (David)**

DAVID will draft letter: advise Dr. Schroeder about the Summit Conference. Letter will be sent electronically for accessibility.

**IV. Summit Conference:**

* **RPEN Table**
* **T-shirts**
* **Lapel pins?**
* **DAVID – ask Ellen about possibility of using NRA funds to support Divisions in building identity**

**V. TABLED - NRA Annual Conference-Possible PE Track (Darlene)**

**VI. Do we need to hold a Division meeting at the NRA conference?**

**VII. Treasurer’s Report on Membership and Balance Sheets (Marcella)**

The last financials received from NRA were January 31, 2014:

As of **1/31/14**the bank balance is $1,348.50 with no checks waiting to clear. YTD Income is $125.00. YTD Expenses are $0 for a YTD Profit/Loss of $125.00.

\*Problem: we are getting reports so late (we only have January’s information in May!) DAVID will follow up with NRA

**VII. Membership Report (Joshua)**

Total membership is at 39 as of 1/31/14. From 12/31/13-1/31/14, we lost 1 Affiliate member (Linda Garrett); gained 2 professional members; and gained 1 student member. Our membership now includes 0 Affiliate, 1 Life Member, 3 New Professionals, 2 Organization Members, 26 Professionals, and 7 Students.

**VIII. Schedule Next Quarterly Board Meeting**:

**TENTATIVE –** Thursday, August 21, 2014 at 3:00 pm