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| Agenda  Quarter 1 Meeting  February 13th, 3:00EST/12:00PST  Teleconference Information  Number: **(360) 407-3780**  Code: **956491#** | |
| **Item** | **Board Member** |
| 1. Introductions, agenda overview | All, Clemons |
| 1. Prior business  * NRA division webpage: content and links * Contact info and affiliations – links to item 5 * Bylaws – Pat Bienfang * Photo waiver – remain tabled? | Gitlin, Markve  Gitlin, Clemons  Southwick  Clemons, All |
| 1. Representative’s Report  * NRA Membership Committee * Proposed NRA Journal Committee * Additional NRA committee opportunities | Stem |
| 1. Treasurer’s Report (pending) | Maulfair |
| 1. Current and New Business  * Annual Report * RPEN Membership Committee * NRA website [resources](http://www.nationalrehab.org/cwt/external/wcpages/Membership/Membership_Chair_Center.aspx), guidance, and grants for divisions * Proposal: standardize quarterly reporting spreadsheets – which data are needed? * Proposal: standardize quarterly meeting reports | All  Clemons, All  All  Clemons  Clemons, All  Clemons, All |
| * Additional Items * RPEN mission and vision (pending) | All |
| 1. Next steps and timelines | All |

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| Minutes  Quarter 1 Meeting  February 13th, 3:00EST/12:00PST  **Attendees:**  Team Leader: Andrew Clemons, President  David Gitlin, Past-President  Steve Collins, Past-Past-President  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.  **MINUTES:** | |
| 1. Introductions, agenda overview | All, Clemons |
| 1. Prior business  * NRA division webpage: content and links * Can we customize it or change our description? Are the trainings still available (Vandergoot)? Josh follow up with Craig Vandergoot * Contact info and affiliations – links to item 5 * All board members email details to Andrew * Bylaws – Pat Bienfang * Josh followed up with Pat; we should hear by the end of Feb. * Photo waiver – remain tabled? * Andrew suggested re-purposing a waiver from the state of Washington; waivers for online websites/publications * Invite folks to upload pictures from 2014 in preparation for 2015 Summit | Gitlin, Markve  Gitlin, Clemons  Southwick  Clemons, All |
| 1. Representative’s Report  * NRA is all about the Issues; What issues matter to RPEN that we would like NRA to address? (#7 of Annual Report)   + Advocating for evaluators;   + Bringing awareness to program evaluation in VR;   + Immediate concerns: common measure (WIOA); Do the measures give incentives that aren’t in the best interest of our rehabilitation consumers? * Evaluation occurs through the Universities but also through the VR state agencies (defending the quality of the program for funding, etc). (John) * Code of Federal Regulations ~2000 pages! Might be best just to review it and summarize it for PEs—how their jobs might be changed fundamentally (Steve) * NRA Membership Committee * John will probably participate here * Proposed NRA Journal Committee * Haven’t decided on this Journal Committee yet at national level; David might be a good fit if this moves forward * Additional NRA committee opportunities | Stem |
| 1. Treasurer’s Report (pending) | Maulfair |
| 1. Current and New Business  * Annual Report * David will send documentation to Andrew; Andrew will draft a report and send it out to this Board for our review; Andrew will submit it as soon as possible * RPEN Membership Committee * John and Josh = RPEN co-chairs of this committee; Ideas for value of RPEN membership; membership activities * NRA website [resources](http://www.nationalrehab.org/cwt/external/wcpages/Membership/Membership_Chair_Center.aspx), guidance, and grants for divisions * Proposal: standardize quarterly reporting spreadsheets – which data are needed? * Proposal: standardize quarterly meeting reports * Single spreadsheet with all meaningful information for RPEN leadership * NRA proposed Social Media Committee – Possible assignment for Matt Markve? | All  Clemons, All  All  Clemons  Clemons, All  Clemons, All |
| 1. Additional Items  * RPEN mission and vision (pending) * Free Summit Page resources and listserv vs. RPEN membership * RPEN Identity Crisis (John); Maybe NRA needs to market the divisions so that they can show how NRA is involved in the daily work of Rehabilitation Professionals * Selling points of joining RPEN? versus just being part of the Summit Group (no cost) * Original Intent of RPEN (Steve)   + RPEN would be the professional identity arm of the Summit;   + Journal subscription;   + Attendance at NRA meetings;   + Summit group = open community of practice, training, and giving presentations, etc. * Need build on this ‘professional identity’ piece for marketing membership * David: RPEN advantage: real relationships with other professionals | All |
| 1. Next steps and timelines | All |