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

**Not present:** Jeff Stevens

**Approval of Minutes**

The May 14, 2018 RPEN Board Meeting minutes were approved by Kellie Scott and Saara Grizzell. The minutes have been posted to The Summit Group website under the RPEN link.

**Treasurer/Membership Report**

Kellie Scott reported the new MIS system is up and working. She reported that the site needs to be cleaned up due to anomalies and duplication of RPEN membership records which they are working on at this time. Kellie reported that there are 26 RPEN members listed. The last revenue report that Kellie was able to provide is from January, 2018 and the revenue amount at that time was $2,900. Kellie reported that now the MIS system is up and running, the Board soon should be able to get monthly revenue reports.

**2018 PEQA Summit Update**

Kellie Scott will review registrations to the Summit to make sure currently registered RPEN members receive the discounted cost of $200.00.

Terry Donovan reported that there are several RSA representatives expected to be at the Summit.

There was discussion by Board members to have RPEN sponsor coffee at the Summit. Cayte Anderson set motion to approve for coffee up to a total cost of and not to exceed $800.00, and that coffee would be served at the first morning break on both days of Wednesday, September 5 and Thursday, September 6. All Board Members present agreed to the motion.

RPEN will have a display table at the Summit as part of the Poster Session. The table will have information about RPEN membership, its purpose and mission, and copies of the membership section of the latest newsletter for participants to pick-up. Saara Grizzle said she had a supply of RPEN lapel pins that could be set out on the table. Saara will mail the pins to Terry Donovan. Terry suggested we work out a time schedule of when members could staff the table throughout both days of the Summit. Terry also suggested that Board Members should wear the lapel pin to identify to participants in case they wanted to talk about membership.

**RPEN Focus Areas**

The annual RPEN Board Meeting will take place at the 2018 PEQA Summit in Oklahoma City, Oklahoma on Thursday, September 6 from 7:30 a.m. to 8:15 a.m. Ann Lynn Banton is working on the location of the meeting within the Skrvin hotel.

Terry Donovan is currently reformatting the current Newsletter template. He hopes to have a newsletter published in the late summer.

Terry Donovan has begun to identify topics areas of the current Bylaws that need to be updated, and plans to begin those discussions in July.

Terry Donovan introduced a new topic around setting up short Podcasts that would be on performance and evaluation topics, and current events focusing on a VR program’s evaluation processes. Terry plans to talk about this with other RPEN members to evaluate further interest in this possible project.

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

(The meeting will last for one hour)