

**MIARP MEETING MINUTES**  
**JANUARY 23, 2007**  
**8:30 AM - CONFERENCE CALL**

**Participants:** Glenda Stephens, Laura Frailey, Joanne Pfeffer, Janine Holloman, Robin Markey and Karen Starr

**Guest:** Harry Smith/MRA

1. Call to Order: Glenda Stephens- Meeting was called to order at 8:33am.
2. Approval of Minutes- Minutes were approved as written.
3. Treasurer's Report- Summary of the annual report was forwarded via email to all board members on 1/11/06.
  - Revenues for FY 2006 totaled \$8,082.81
  - Expenses for FY 2006 totaled \$18,327.82 with an excess (deficiency) of revenues of \$10, 245.01.
  - At the close of 2006 the checking account held a balance of \$ 6,408.38.
  - Current YTD balance in the checking account is: **\$6,408.38** (As of 1/23/07). All checks written have been returned.
4. Old Business-None
5. New Business-
  - a. Mr. Smith reported MIARP has been selected by MARO for theme partnership for the 2007 Michigan Rehabilitation Conference (MRC). Mr. Smith requested a letter from MIARP requesting theme partnership status. One or more MIARP members are invited to attend the MRC Program Steering Committee meeting to be held on February 13, 2007. The primary purpose of this meeting is to identify content for the Fall (October 24-26, 2007) MRC Conference scheduled to be held at the Amway Grand, Grand Rapids, MI. Additional meeting attendance in May is requested. Contributions may be done electronically. The second meeting will finalize content areas. Mr. Smith also requested that the private sector presentations/content be held on one day. (4 break out sessions with 8 presentations requested). The MIARP mailing lists (members and vendors) will also be forwarded for presentation solicitations and attendees via email. Robin Markey volunteered to be the designated MIARP member to sit at the head table at the conference as well as attend the meetings. MIARP will have a booth (no cost) in the exhibit hall. Mr. Smith can be contacted at [hsmith2@maro.org](mailto:hsmith2@maro.org) or at MRC, PO 16218, Lansing, MI 48901. This conference is one of the designated official state conferences scheduled for the month of October. The governor has been invited to speak. MIARP members will be able to register at the

member/theme partner rate. Joanne Pfeffer also volunteered to be assist/attend the committee meetings. Joanne Pfeffer will write the request for theme partnership. The mailing list will be sent by Laura Frailey to Joanne Pfeffer who will provide the membership list and vendor list to Mr. Smith.

- b. Directory – Glennda- has not been able to locate an example. A local printing company was contacted for a cost estimate of 20-25cents per page ranging from approximately \$4.00-\$7.00 per book. Space per listing needs to be determined. Janine reported the directory should include the same information as is listed on the IARP directory. Three to four listings per page were anticipated to be recommended. Glennda will work up a demo for pricing and review with board members. She will also send a letter to vendors. Joanne will email Glennda the mailing list.
- c. Newsletter – Karen- no updates at this time.
- d. Contact OT and PT groups – Laura received a response attending a meeting and reported Advanced Rehab is interested in more involvement in MIARP. The MOTA and MPTA's were targeted for further contact. Laura continues to work on arranging a presentation at Wayne State University (rehab students) about the benefits of joining MIARP. Occupational Health Nurses may be an additional group to pursue active involvement/membership.
- e. CMSA meeting – Janine attended the meeting last month. The president and members noted similar challenges. Janine reported they do a good job of organizing conferences pertaining to medical related information. She reported they need felt the need to include more information on business concepts/expanding book of business which was noted as one of the highlights of MIARP's conference items. A representative was invited to attend the next MIARP board meeting. They were also invited to share webmaster links and sharing of conference announcements and mutual/dual memberships for future conferences. Future joint conferences may be considered as financial gain would be obtained from each organization.
  1. Web page sharing
  2. Membership list
  3. Allowing joint memberships to conferences. Janine moved Laura seconded this recommendation-motion which was approved.
- f. Review and adopt position descriptions for Board – Glennda will email each description one for review and opportunity for comments/changes.
- g. Fall Conference - Karen spoke with John Prosser/Auto No-Fault who reported he would be willing to speak. Glennda will check with the Sheraton for September 14<sup>th</sup> or November 30<sup>th</sup>.
- h. Strategic plan review – Glennda- tabled this item.
- i. Spring conference - Laura will supply the vendor list. Denise Bissonnette-Job Development Specialist was recommended for the Spring Conference -letters to the vendors will need to be written. Karen will coordinate the pay pal account for the April 11, 2007-MIARP-Spring Conference.

Conference brochures will go out next week. Glenda has not received a proposal for the website maintenance.

- j. International Report – Karen- An essay is no longer necessary to access IARP scholarship funds. A few chapters have started their own scholarship funds. The majority of the states favor continued scholarships with \$6,300.00 available funds. Individual states may be eligible for 2 to 3. Glenda will email Karen with the result of this meeting consensus. Silent Auction contribution was discussed and proposed for the Washington DC Conference. Laura moved we authorized \$250.00 for the silent auction. Janine seconded the motion. Approved. Karen, Janine and Laura will attempt to secure items for the auction. At the last International Conference it was reported that remittances are to be received within 30 days. All members were encouraged to vote and complete nominations for awards.

6. Next Meeting Date: February 19, 2007 8:30am-teleconference.

7. Adjourn- Laura moved, Robin seconded 9:41am meeting was adjourned.