

MIARP MEETING AGENDA (Telephonic)
DECEMBER 13, 2006

Present: Glenda Stephens, Janine Holloman, Laura Frailey, Karen Starr, Joanne Pfeffer, Robin Markey

Absent: Harry Smith (guest)

1. Call to Order: Glenda Stephens- Meeting was called to order at 8:35am.
2. Approval of Minutes- The minutes were approved as written.
3. Treasurer's Report- Current Bank Balance, \$6,420.77. A check has been re-issued for \$114.96 to Janine Holloman (fall conference expenses) to reflect an updated current balance of \$6,305.81 otherwise all checks that were issued have returned and have been posted. (One service charge of \$22.50 was issued on 11/13/06 for requested bank statements.) Quick Books system has been implemented during this past month.
4. Old Business- Strategic Plan Review – Glenda- will resend the strategic plan via email attachment.
5. Bylaws Review- Janine noted some sections of the Michigan by-laws can not be changed. Membership section-PT and OT's are included as are RN's per discussion and review. Educational requirements include a baccalaureate degree or higher are listed as eligible for membership. Article V-duties of officers were discussed. Policies and procedures were discussed as the preferred method for a more specific description of officer positions. Janine suggested each member writing their own job description. Janine suggested Karen and Laura view the Vice-President role (IARP) to consider when writing their description. Each officer will write a draft job description. Janine suggested viewing the IARP Policy and Procedures document, viewing headings when reviewing/considering changes. Glenda suggested emailing draft descriptions to each board member for review prior to the next meeting.
6. New Business
 - a. MRA – Henry- did not participate in the conference call
 - b. Directory – Glenda volunteered to work on a directory. Janine reported Florida has advertisers to fund the cost for the directory. Karen suggested viewing the website for ideas. Advertisers including conference vendors and other companies could be offered the directory free of charge for the first year. Laura suggested members to not be charged. This could be sold to adjusters, attorneys etc. Karen suggested viewing the IARP website. (view/Florida)
 - c. Newsletter – Karen- recommended including an article from Vicky Small pertaining to the cost of attendant car. This is a 3

page article with a graph. "What is a Fair Wage" Cost is \$50.00 for this. Karen/Janine seconded. This article could be considered to be a follow up to a prior article submission on the same subject. Laura will send an article on Transitional Work (may be postponed). Laura will complete the IARP Workers Comp meeting article submission and forward. Janine will submit an article update on the Michigan Workers Compensation Advisory Committee.

- d. Contact OT and PT groups – Laura will postpone this issue until January.
- e. Contact other organizations in Michigan –Glennnda contacted the president of RINC. Janine will attend a meeting on January 24th. Janine will report on this meeting at next meeting. Glennnda will send an email to CMSA.
- f. International Report – Karen-reported under the new management organization, 10 hours per month has been set aside pertaining to legislative issues. Debbie Witt will be providing assistance to all the state chapters on this issue. Silent Auction funds (contributed by each state) totaling \$6,300.00 has been in an account for student memberships, and has never been used. Karen proposed this will be reviewed at their next meeting in January.
- g. Purchase of Quick Books checks/receipts-Joanne proposed the tentative price for purchasing QuickBooks voucher check value pack at a cost of \$158.04 as the preferred package with continued use of bank deposits. Janine Holloman moved to accept the \$158.04 cost and Robin seconded/ motion accepted.
- h. Return receipt notice (via email) was recommended by Joanne when an item has been submitted for payment or deposit. This was agreed upon by the board. This will be completed from this date forward.
- i. Spring Conference- Laura received an email from Dave Campbell regarding Denise Bissonnette/spring conference with MRA. This will continue to be worked on.
- j. Fall Conference-Karen suggested we start working on planning the conference. She spoke with Attorney, Tom Seifert, who has a program pertaining to the recouping of auto no fault through workers compensation. She also suggested a speaker from Goodwill Industries be considered to discuss the recent Adams vs Ernest ruling. Janine suggested a point counter point discussion. Karen also suggested the inclusion of an Addictionologist (MD) is also recommended as a guest speaker. Karen suggested a speaker on disc replacement.
- k. Concern over bank balance-Glennnda suggested sales of the membership directory & conference registration as primary sources of income. Additional fund raising issues will be addressed in future meetings, specifically conference planning.

7. Next Meeting Date: January 23, 2006, 8:30am (teleconference)

8. Adjourn: 9:34am

MIARP Meeting Minutes

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